

Shelley Police Department
Request for Public Records

Requestor Information

Name: _____ Phone Number: _____

Mailing Address: _____
CITY STATE ZIP

Email: _____

Requested Records

Case Number: _____ Date of Incident: _____

If you do not have a case number, please provide a detailed description of the record(s) sought:

I would like to receive this report: ☐ via e-mail ☐ in person ☐ via fax # _____

PLEASE NOTE:

- The department has **three (3)** working days to grant or deny this request. Granted requests shall be produced as provided by law.
- Requests regarding an open or pending case must be sought through the discovery process.
- If it is over 100 pages, you will be charged the actual cost of copies. There will be a charge if nonpublic information must be redacted. You will be charged the actual cost of employee's time to locate and copy the records if it exceeds 2 person hours. If it requires overtime, it will be charged at 1 ½ times their wage. All costs must be prepaid before any records will be released.
- If you are requesting copies of photographs or videos, you must provide an unopened 16 GB thumb drive. Each thumb drive is subject to a \$2 processing fee and/or return shipping, which must be paid in advance.

Signature: _____ **Date:** _____

I acknowledge by my signature that the records sought will not be used for a mailing or telephone list §74-120

OFFICIAL USE ONLY

DSMAIN: _____

- ☐ **Approved** ☐ **Approved with Redactions** pursuant to Idaho Code § _____
☐ **Referred to Prosecutor**
☐ **Denied** pursuant to Idaho Code § _____

Delivery

- ☐ E-mailed ☐ Mailed ☐ Faxed ☐ Hand Delivered ☐ _____
☐ Returning a thumb drive with: _____ photo(s), _____ video(s), _____ audio file(s)

Received: _____ Completed by: _____ Date: _____

PROSECUTOR REVIEW

- ☐ **Approved** ☐ **Approved with Redactions** pursuant to Idaho Code § _____
☐ **Denied** pursuant to Idaho Code § _____

Prosecutor Signature: _____ Date: _____

If your request has been denied or partially denied, your sole remedy is to institute proceedings in the District Court, in Bingham County, following the procedures set forth in Idaho Code § 9-343. The petition must be filed within 180 calendar days from the date of mailing this response.