

Shelley Police Department

115 S. Emerson, Shelley, ID 83274



NOTICE FOR PUBLIC RECORD REQUESTS

- 1) **Labor and Copying Fees** - There is no cost for copies under 100 pages. 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 1½ times their wage. All costs must be prepaid.
- 2) **Media Requests** - Our agency does not release photos or videos via email. If you are requesting this type of media, you must provide our agency with a thumb drive to upload the files to. Please ensure the thumb drive is brand new – unopened and sealed in the manufacturer packaging. You will be required to pay any return shipping fees, as well as any fees incurred in nonpublic information must be redacted. All costs must be prepaid.
- 3) **Request Submittal** - Please submit your request in writing by mail, via fax (208) 357-0595, delivery in-person, or electronically via email to KPrice@binghamid.gov. Our Records Request form is available at our office or on our website (cityofshelley.org)
- 4) **Motor Vehicle Collisions** - Pursuant to Idaho Code §74-124(2), we release any accident report to involved parties without redactions. These reports are available upon request to any person(s) involved or their representative (i.e. insurance agent or attorney). Some accidents require investigation and may not be available within three (3) business days.
- 5) **Defendants in Pending Criminal Cases** - If you are a Defendant in a pending criminal case, you cannot use this form to obtain records relating to that case. This must be done through the discovery process.
- 6) **Victims in Pending Criminal Cases** - Victims in a pending criminal case are not entitled to receive a copy of the case records. Victims are encouraged to contact the prosecutor assigned to the case or the Victim Witness Coordinator for information regarding the case.
- 7) **Response Time** - From the date a request is received, our agency has three (3) working days for Idaho residents and twenty-one (21) calendar days for non-residents to provide a response. If it is determined that a longer period of time is needed to locate, retrieve, or prepare the records, our office will make its best effort to provide the requested records in ten (10) working days for Idaho residents and thirty-five (35) calendar days for non-residents. Requests received outside working hours shall be deemed received the next business day. §74-103(2)
- 8) **Legal Review** - Some requests for public records may necessitate review by a prosecuting or city attorney before being released. You will be notified if this is applicable to your request. Our agency may choose not to consult with an attorney if the exemption from disclosure is clear.
- 9) **Request Denial** - 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 contesting the decision must be filed within 180 calendar days from the date of response.