

Shelley Police Department
Request for Public Records

Name: _____ Phone Number: _____

Mailing Address: _____

Email: _____

Case Number (if available): _____ Date of Incident: _____

Description of Incident: _____

I would like to receive this report: via e-mail (ELECTRONIC COPY) in person (PAPER COPY AT SHELLEY PD)

PLEASE NOTE:

- 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 1 ½ times their wage. All costs must be prepaid.
- If you are requesting copies of photographs, tapes, 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.
- **The department has three (3) working days to complete this request.** For hard copies, we will notify you via phone when your report is ready for pickup. If your request will take longer than the expected 3 working days, we will notify you of the status of your request.

Signature: _____ Date: _____

DEPARTMENT USE ONLY

Supervisor/Assistant Reviewing Request: _____ Date: _____

Approved Denied Restrictions: _____

Reasons for Denial or Restrictions:

- Idaho Code § 74-115 (3)** - The records sought will supplement, augment, substitute, or supplant discovery procedures in any federal, civil, or administrative proceedings
- Idaho Code § 74-115 (3)** - The records sought are prosecution case files where such material has previously been provided to defendant
- Idaho Code § 74-124** - The records sought are investigatory records compiled for law enforcement purposes by a law enforcement agency and disclosure would:
 - Interfere with enforcement proceedings
 - Deprive a person the right to a fair trial or impartial adjudication
 - Constitute an unwarranted invasion of personal privacy
 - Disclose the identity of a confidential source and, in the case of a record compiled by a criminal law enforcement agency in the course of a criminal investigation, confidential information furnished only by the confidential source
 - Disclose investigative techniques and procedures
 - Endanger the life or physical safety of law enforcement personnel

Other: _____

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 mailing this response to your request for records.

Department Notes: _____