

# Caldwell Police Department

110 South 5<sup>th</sup> Ave., Caldwell, ID 83605 \* T) 208-455-3115 \* F) 208-455-3122

## Request for Public Records

*In order to best serve the public and to as expeditiously as possible process your request for public records, please follow the necessary steps:*

*Procedure for Public Records request:*

1. Complete a "Records Request" form in writing for each police report.
2. Print your name and address clearly.
3. A request may take up to three ("3") working days from the date of receipt - I.C. §9-339(1).
4. Show identification to the custodian pursuant to I.C. §9-338(4) to receive records.

*caveat: The Caldwell police department does not fax or e-mail public records.*

Name of Requesting Person \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone Number (Optional) \_\_\_\_\_

I request a copy of:

\_\_\_\_\_ Police report # \_\_\_\_\_  
\$3.00 per report. Add 5¢ per page if over 6 pages.  
Fees due at the time of request. Cash only.

\_\_\_\_\_ Photographs for police report # \_\_\_\_\_  
\$3.00 per CD. Fees due at the time of request. Cash only.

\_\_\_\_\_ Other: (To help us locate the correct report, list information such as accident or arrest date, location, driver, suspect, or victim names or dates of birth, type of crime, etc.)

\_\_\_\_\_  
\_\_\_\_\_

*Public records requests will be denied pursuant to I.C. §9-335 if the case is currently open to assure that they do not interfere with enforcement proceedings.*

--This Section for Official Use Only--

dsmain # \_\_\_\_\_

Request Received by \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Copied by \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

--For Supervisor Use Only--

Approved \_\_\_\_\_ Denied \_\_\_\_\_ If Denied, date letter sent \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_