

# 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. Fill out a "Records Request" in writing by filling out records request form completely.
2. Print your name and address so that we may respond to this request.
3. Show identification to the custodian to verify identity pursuant to I.C. §9-338(4).
4. A request may take up to three ("3") working days from the date of receipt - I.C. §9-339(1).
5. Individual comes back to the police department to receive the public request.
6. Show identification to the custodian pursuant to I.C. §9-338(4) to receive records.

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

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

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

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

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

I request a copy of:

\_\_\_\_\_ Police report # \_\_\_\_\_

\_\_\_\_\_ Photographs under report # \_\_\_\_\_ *reproduction cost applies*

\_\_\_\_\_ Accident Report under report # \_\_\_\_\_

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