

Caldwell Police Department
110 South 5th 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, address and email clearly.
3. A request may take up to three ("3") working days from the date of receipt - I.C. §74-103(1).
4. Show identification to the custodian pursuant to I.C. §74-102(5)(a) to receive records.

****Public records requests will be denied pursuant to I.C. §74-124 if the case is currently open to assure that they do not interfere with enforcement proceedings.***

*** Idaho Code 74-102(10)(b)(ii),(e) allows our agency to establish fees to recover actual labor and copying costs associated with locating and copying of documents from which nonpublic information must be deleted. The fee is \$29.25 per hour after the first 2 hrs. and \$0.10 cents per page after the 1st 100 pages. Charges for media may be higher. You will be notified of any fees prior to release. Payment will have to be made before starting the redactions. DVDs of media may be provided upon pre-payment of \$0.50 per disk.**

Name of Requesting Person _____

Mailing Address _____

City, State, Zip _____

Telephone Number _____

Email Address _____

I would like to receive my request via: E-mail In-Person Pickup

I request a copy of:

_____ *Police report # _____

_____ *Photographs for police report # _____

_____ *Bodycam Videos for police 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.)

Signature: _____

I acknowledge by my signature that the records sought by this request will not be used for a mailing list or telephone list as set forth in Idaho Code §74-120.

--This Section for Official Use Only--

dsmain # _____

Request Received by _____ Date _____ Time _____