



Middleton Police Department
PUBLIC RECORDS REQUEST FORM
 6 N. Dewey Ave.
 Middleton, Idaho 83644
 208-585-0008
 mpdrecords@middletoncity.com



Requestor Name: _____

Driver's License Number: _____

Mailing Address (Street/P.O.Box/City/Zip): _____

Phone: _____ Email Address: _____

Police Case Number(s): _____ Date of incident: _____

Records requested:

- { } *Narrative Report / Crash Report*
- { } *Photographs*
- { } *Witness Statements*
- { } *I request copies of these records.*

Description of requested information:

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 § 9-348.

I.C. § 9-339(1) – If more than three (3) working days are needed to process this request, the requestor shall be notified in writing.

Requestor Signature: _____ Date: _____

NOTICE FOR PUBLIC RECORDS REQUESTS

1. **Labor and Copying Fees:** Please note that pursuant to Idaho Code § 9-338(10), we will require payment upfront for public records requests to recover actual labor and copying costs if (a) the request is for more than one hundred (100) pages of paper records; or (b) the actual labor associated with responding to requests for public record in compliance with the Public Records Act exceeds two (2) person hours. Labor costs may be between \$15 and \$20 per hour, depending on the nature of the request and required redactions.
2. **Request Submittal:** Please submit your request in writing by mail, email (citmid@miltoncity.com), or delivery in-person.
3. **Form Completion:** Please complete the entire form. Failure to complete the form may lead to our inability to provide the information you are entitled to. When requesting public records, please be very specific about the type of record you are requesting. Provide as much information as possible so that we can make a thorough search of our records.
4. **Motor Vehicle Collisions:** It is the Middleton Police Department policy to release traffic accidents to individuals involved in the accident, or their representative, i.e.: insurance agent or attorney. Some accidents require investigation and may not be available the day of the accident.
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. Your request for records and documents must be submitted in writing to this office in the form of a Request for Discovery, to which we have fourteen (14) days to respond. See Rule 16 of the Idaho Criminal Rules. *PLEASE NOTE: If you are represented by an attorney, your attorney must make this discovery request on your behalf.*
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 deputy prosecutor assigned to the case or the victim witness coordinator for information regarding the case.
7. **Phone Number:** If you request pick-up as your delivery option, please leave a number.
8. **Identification:** Please note that identification is not required. However, providing identification may allow you to receive more information.
9. **Response Time:** A written response to your public records request will be provided within three (3) business days of the day your request was received. If it is determined that a longer period of time is needed to locate, retrieve, or prepare the public records, our office will make its best effort to provide the requested records in ten (10) business days from the day your request was received. Business hours are Monday-Friday 8:00 am - 5:00 pm. All requests received after normal business hours (excluding holidays) shall be deemed received the next business day.
10. **Legal Review:** The Records Section tries to ensure that victim and witness' personal information is protected. Some records may be reviewed and redacted by our legal department before released.
11. **Accuracy:** Records released pursuant to this request are not warranted as to completeness or accuracy. The information provided represents the information available for disclosure pursuant to Idaho Code Title 9, Chapter 3. Additional records from other sources may present a more accurate representation of a given situation.