



### PUBLIC INFORMATION REQUEST

The Idaho Public Records Law gives you the right to request any document or electronic record created and maintained by the Teton County Sheriff's Office, but there are restrictions on what information can be released. Idaho law restricts release of some types of information. For example, records about matters that are under investigation or that show law enforcement investigative techniques cannot be disclosed.

Law enforcement records are different than other public records:

- Any open, ongoing investigation must be completed before any records about the incident can be released.
- Victim and witness personal information must be protected. Names, addresses, and other contact information will be removed from all released reports.
- Release of information must not jeopardize a person's right to a fair trial.

Today's Date: \_\_\_\_\_ Requestor Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

I hereby request, pursuant to Idaho Code 9-338, to examine/copy the following records of the Teton County Sheriff's Office, which may be identified as follows:

Records Requested: \_\_\_\_\_

Date & Time of Incident: \_\_\_\_\_ Type of Incident: \_\_\_\_\_

Address or Location of Incident: \_\_\_\_\_ Case #: \_\_\_\_\_

Person Involved: \_\_\_\_\_ Other Info: \_\_\_\_\_

I wish to receive the records by the following method:  Email  Mailed Paper Copy  Fax \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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.

**FOR OFFICE USE ONLY BELOW THIS LINE.**

**Request Granted:** The requested record is attached. **Sheriff's Office Received Date:** \_\_\_\_\_ **Initials:** \_\_\_\_\_

**Response Delayed:**

- The case is under active investigation and/or has not been approved for release.
- The case has not been adjudicated.
- Additional time is necessary to process requested record(s). You should receive a response no later than three (3) working days following the date of your request.
- The record requested will take more than three (3) working days following the date of your request to respond. Please contact the Teton County Sheriff's Office to discuss when you will receive a response.

**Advance Payment:** The Teton County Sheriff's Office will require advance payment of the cost associated with responding to your request. Please contact the Teton County Sheriff's Office to discuss the amount and manner of the advance payment.

**Unable to Respond for One or More of the Following Reasons:**

- Record not known to exist.
- The Teton County Sheriff's Office is not the custodian of the requested record.

**Notice of Denial:** The record is exempt from disclosure pursuant to Idaho Code §§ \_\_\_\_\_ (74-104 thru 74-111 and/or 74-124).

**Notice of Partial Denial:** Your request has been partially denied. Certain information has been determined to be exempt from disclosure pursuant to Idaho Code §§ 74-104 thru 74-111 and/or 74-124, and has therefore been redacted from the requested record. A document listing the requested record and the exemption information is attached. If your request has been denied or partially denied, the attorney for Teton County has reviewed the request. If you wish to appeal the denial or partial denial of your request for public records you may do so pursuant to the provisions of Idaho Code § 74-115, which requires that a petition be filed in the District Court within 180 days from the date of the mailing of the notice of denial or partial denial.

TCSO Representative Signature \_\_\_\_\_ Date: \_\_\_\_\_