



Chief Ryan Bertalotto

Heyburn Police Department

1800 J Street / P. O. Box 147

Heyburn, Idaho 83336

PH: (208) 679-4545 / FAX: (208) 679-0662

Visit us online at www.heyburn.id.gov

Records Request

Date: _____

Requestor Information

Name: _____ Phone: _____

Address: _____

Email: _____ Fax: _____

Signature: _____

Information Regarding

Case Type: _____

Date(S) Occurred: _____ OR#: _____

Involved Persons: _____

Other Info: _____

Some record requests are subject to refusal per Idaho Codes 74-124 and 74-105, they are as follows:

74-124 Exceptions from disclosure- Confidentiality - (1) Notwithstanding any statute or rule of court to the contrary, nothing in this chapter nor chapter 10, title 59, Idaho Code, shall be construed to require disclosure of investigatory records compiled for law enforcement purposes by a law enforcement agency, but such exemption from disclosure applies only to the extent that the production of such records would: (a) Interfere with enforcement proceedings; (b) Deprive a person of a right to a fair trial or an impartial adjudication; (c) Constitute an unwarranted invasion of personal privacy;

74-105 Records exempt from disclosure - (1) Investigatory records of a law enforcement agency, as defined in section 74-101(7), Idaho Code, under the conditions set forth in section 74-124, Idaho Code. (2) Juvenile records of a person maintained pursuant to chapter 5, title 20, Idaho Code, except that facts contained in such records shall be furnished upon request in a manner determined by the court to person and governmental and private agencies and institutions conducting pertinent research studies or having legitimate interest in the protection, welfare and treatment of the juvenile who is thirteen (13) years of age or younger. (3) Records of the custody review board of the Idaho department of juvenile corrections, including records containing the names, addresses and written statements of victims and family members of juveniles, shall be exempt from public disclosure.

For Office Use Only

Additional time is required to locate or retrieve the records requested. Said records shall be available on _____, or further information will be provided. (No longer than 10 days from request.)

Your request has been denied as the following records are exempt from public disclosure.
Pursuant to Idaho Code 74-115 you have 180 days to appeal this decision by filing a petition in state district court in the county where all or part of the records are located

RECORD REQUEST DENIED: _____

DATE: _____

RECORD REQUEST APPROVED: _____

DATE: _____

Public Record Request
Heyburn Police Department
1800 J Street / P. O. Box 147
Heyburn, Idaho 83336
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Please note: Police records are not Public Information until the case is settled, either

- a. The Prosecutor has Declined to Prosecute or
- b. The case has been settled in Court and a Judgment made.
 - i. To obtain a copy for Court, contact the Prosecutor's Office and request "Discovery"

Motor Vehicle Accidents are an exception and can be released once report is finished.

Requests submitted for Records that do not meet the above criteria will be declined.

If your case does not meet any of the restrictions above;

Fill out and turn in the Records Request Form (other side of this page)

We will verify the status of the case, make any necessary redactions (usually DOB, Social Security numbers etc...) & contact you for the release (typically 5-7 business days)

Helpful Tips

Case Type – Requesting ALL Records will include the neighbor's complaint that your dog barks too much... if you are looking for records to support your divorce that won't help you. Instead request Domestic Violence or Fights between my soon-to-be Ex and I.

Dates – Anything here can help. Even if you only remember it was the Summer of 2004, that can help us find the case you want. Or a range of dates is helpful too.

Involved Persons - We may have several John Smith's in our database, but only one John W. Smith.

Other info – Include things such as an address or cross streets