



**KOOTENAI COUNTY SHERIFF'S OFFICE**  
**Public Records Request Form**

Date: \_\_\_\_\_ Report # \_\_\_\_\_ CAD# \_\_\_\_\_

Name: \_\_\_\_\_

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

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

I am requesting to copy or to examine certain records of the Kootenai County Sheriff's Office, which may be identified as follows:

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

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

Date and Time of Incarcerations: \_\_\_\_\_

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

**Request Granted** **Sent:** \_\_\_\_\_

The requested record is attached.

**Response Delayed**

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.

Additional time is necessary to locate or retrieve the requested record. You should receive a response no later than ten (10) working days following the date of your request.

The electronic record requested will have to be converted to another electronic format which will take more than ten (10) working days following the date of your request to respond. Please contact the Kootenai County Sheriff's Office to discuss when you will receive a response.

**Advance Payment**

The Kootenai County Sheriff's Office will require advance payment of the cost associated with responding to your request. Please contact the Kootenai 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 Kootenai County Sheriff's Office is not the custodian of the requested record.

**Notice of Denial**

The requested 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 copy of the requested record with the exempt information redacted is attached.

If your request has been denied or partially denied, the attorney for Kootenai County has reviewed the request, or Kootenai County has had the opportunity to consult with an attorney regarding the request for examination or copying of a record and has chosen not to do so. 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.

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

Signature of Kootenai County Sheriff's Office Representative

RECORDS  MEDIA  911  JAIL  OTHER \_\_\_\_\_