

Title: Pennsylvania Right To Know Act	
Issue Date: 2 May 2007	Policy Number: 4.11.1
Effective Date: 2 May 2007	Approved By: <i>Chief James C. Donnelly III</i>
Revisions: 23 January 2017 2 March 2011	James C. Donnelly III, #508
References:	PLEAC Number: 4.11.1

I. Policy.

It is the policy of the Warminster Police Department to comply with the requirements of the Pennsylvania Right to Know Act (Act 100 of 2002), 65 P.S. Sections 66.1 – 66.9.

II. Purpose.

The purpose of this general order is to establish guidelines necessary to comply with the Pennsylvania Right to Know Act.

III. Procedure.

A. Requests for Public Records.

1. Public records are available with approval only from the Warminster Police records department. (PLEAC 4.11.1 a)
2. For all requests, a "Right to Know Law Request Form shall be completed by requestor.
 - a. Completed request form shall be forwarded to the Chief of Police or his designee for review. (PLEAC 4.11.1 b)
 - b. There shall be no limitation on the number of public records that may be requested or made available for inspection or duplication. Fees will be assessed per copy requested.
 - c. There shall be no requirement to disclose the purpose or motive in requesting access to records which are considered public. (PLEAC 4.11.1 d)
3. The Warminster Township Police Department maintains a website, which is www.warminstertownship.org/police/index.htm. The website has links has information about many topics, including the Pennsylvania Right to Know Act. Under that section, there is the following information:
 - a. Contact information for the open records officer.
 - b. Contact information for the Pennsylvania Office of Open Records for appeals and the Bucks County District Attorney's office for investigative records.
 - c. A form which may be used to file a request.
 - d. Regulations, policies and procedures of the Warminster Township Police Department relating to the Pennsylvania Right to Know Act. (PLEAC 4.11.1 c)

B. Fee Schedule.

1. If a request for records is granted, the following fee schedule will apply:
 - a. Incident Report.....\$20.00

- b. Reportable and Non-Reportable Accident Report...\$15.00
- c. Photographs (all printed on plain paper):
 - i. 8 X 10 (1 image)..... \$15.00
 - ii. Index sheet (multiple images).....\$15.00
 - iii. Layout sheet (4 images) \$15.00
 - iv. Compact Disc/Digital Video Disc with all available images or recordings\$50.00

C. Exceptions.

- 1. Under "Right to Know Law," investigative reports are exempt from the definition of a "public record," therefore any such request will be denied.
- 2. Criminal history information is not accessible under the "Right to Know Law."
- 3. Unless a charge of juvenile delinquency is transferred for criminal prosecution under section 6355 of the Juvenile Act, or the court otherwise orders, the records and files of a juvenile shall not be open to public inspection or their contents disclosed to the public.

D. Public Access to Policy.

- 1. This policy shall be posted in the Warminster Township Police lobby for public view.
- 2. The policy will also be accessible from the Warminster Township Police Department's website, www.warminstertownship.org/police/index.htm.

(PLEAC 4.11.1 c)