

<b>Title: Pennsylvania Right To Know Act</b>	
<b>Issue Date: 2 May 2007</b>	<b>Policy Number: 4.11.1</b>
<b>Effective Date: 2 May 2007</b>	<b>Approved By:</b>
<b>Revisions: 2 March 2011</b>	<b>S. Michael Murphy, #607</b>
<b>References:</b>	<b>PLEAC Number: 4.11.1</b>

**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](http://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 4.1 1.1 c)

B. Fee Schedule.

1. If a request for records is granted, the following fee schedule will apply:
  - a. Incident Report (over 20 pages in length).....\$0.25 per page

- i. There will be no charge for Incident Reports under 20 pages, including non-reportable traffic accidents.
- b. 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](http://www.warminstertownship.org/police/index.htm).

(PLEAC 4.11.1 c)