

	WARWICK TOWNSHIP POLICE DEPARTMENT 1733 Township Green Jamison, PA 18929	
	General Order 4.11.1	
Subject: Pennsylvania Right to Know Act		
Date of Issue: August 19, 2022	Rescinds:	
Revision Dates: 7/23/26		
PLEAC References: 4.11.1		
By Authority of: Chief of Police: Jon Ogborn	Signature: 	

I. Purpose

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

II. Policy

It shall be the department's policy to comply with the requirements of the Pennsylvania Right to Know Act (Act 3 of 2008), 65 P.S. Sections 67.101, et seq.

III. Procedure

- A. The department shall comply with the requirements of the Pennsylvania Right to Know Act (Act 3 of 2008), 65 P.S. Sections 67.101, et seq. *(PLEAC 4.11.1a), (4.11.1c,4)*
- B. The Chief of Police shall be designated as the Deputy Open Records Officer to ensure compliance with this policy and appropriately disseminate records to the public. In the absence of the Chief of Police, the Lieutenant shall handle the duties of the Deputy Open Records Officer. *(PLEAC 4.11.1b)*
- C. Requests for public records are available, with the appropriate fee, in person from the Warwick Township Police Department, Monday through Thursday, 8:00 AM to 4:00 PM and 7:00 AM to 3:00 PM on Fridays, excluding holidays or extenuating circumstances. Records may also be requested by email, fax, or mail with the appropriate fee included.

1. All records requests shall be made on the department's Right to Know Request Form.
- D. Under the "Right to Know Law," investigative reports are exempted from the definition of a "public record"; therefore, any such request will be denied.
- E. Criminal history information is not accessible under the "Right to Know Law."
- F. 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.
- G. All personal information, such as dates of birth and/or Social Security numbers from all persons mentioned in any records shall be redacted by the police department to help eliminate the possibility of identity theft.
- H. The Open Records Officer will make a good faith effort to determine if the record(s) requested are public records and respond appropriately within five (5) business days after the date of the initial request.
- I. If a request for records is granted, the following fee schedule will apply:
 1. Incident Reports – \$0.25 per page
 2. Non-Reportable Accident Reports – \$10.00
 3. Reportable Accident Reports – \$15.00
 4. Specialized Documents (Blueprints, etc.) – Actual Cost
 5. Postage Fee – Actual Cost
 6. Records Certification – \$1.00 per record
- J. There shall be no limitation on the number of public records which may be requested or made available for inspection or duplication. Fees will be assessed on a per copy basis. *(PLEAC 4.11.1d,1)*
 1. There shall be no requirement to disclose the purpose or motive in requesting access to records which are considered public. *(PLEAC 4.11.1d,2)*
- K. Exception – Incident reports, photographs and other investigative information may be released to other law enforcement agencies upon approval from the shift supervisor or a detective. The department's Right to Know Request Form need not be completed for these instances.

L. If a records request is denied, any fee collected shall be returned to the requestor. The requestor shall be informed of the reason for the denial and of the appeal process.

M. This policy shall be posted for public view in the lobby of the Township building as well as being posted on the Township's website along with the following:
(PLEAC 4.11.1c)

1. Contact information for the department's open-records officer:
(PLEAC 4.11.1c,1)

Warwick Township Police Department
Attn: Open Records Officer
1733 Township Green
Jamison, PA 18929
Phone#: 215-343-6102

2. Contact information for open records appeals:
(PLEAC 4.11.1c,2)

Bucks County District Attorney's Office
Attn: Open Records Appeal Officer
100 North Main Street, 2nd Floor
Doylestown, PA 18901
Phone#: 215-348-6344

Commonwealth of Pennsylvania
Office of Open Records
Commonwealth Keystone Building
400 North Street, 4th Floor
Harrisburg, PA 17120
Phone#: 717-425-5343

3. A copy of the Department's Right to Know Request Form. (PLEAC 4.11.1c,3)