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## **SPRINGFIELD TOWNSHIP POLICE DEPARTMENT**

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### **Policy: 4.11.1**

**Subject:**

**Pennsylvania Right to Know Act**

**Date of Issue:**

April 1, 2010

**Rescinds:**

SPD Policy 4.1.12, November 6, 2009

**By Order of:**

Chief Joseph J. Daly

**Number of Pages:**

2

**References:**

PLEAC 4.11.1

#### **I. PURPOSE**

The purpose of this policy is to establish guidelines necessary to comply with the Pennsylvania Right to Know Law.

#### **II. POLICY**

It is the policy of this Department to comply with the requirements of the Pennsylvania Right to Know Law (Act 3 of 2008), 65 P.S. Sections 67.101, et seq.

#### **III. PROCEDURE**

- A. Public records are available in person from the Department Staff Services Division, Monday through Friday, 8:30 AM to 4:30 PM, excluding holidays or extenuating circumstances.
- B. All requests for public records must be submitted in writing and, on either the form provided by the State Office of Open Records or the Township's form which is posted on the Township website. The form must be fully completed to be accepted. No verbal or anonymous requests will be accepted. (PLEAC 4.11.1a)
- C. The Springfield Township Manager serves as the Open Records Officer. He/she will make a good faith effort to determine if the record requested is a public record and respond as promptly as possible to requests existing at the time of the request. (PLEAC 4.11.1b)
- D. Under the "Right to Know Law," investigative reports are exempted from the definition of "public records," therefore any such request will be denied.
- E. Criminal History information is not accessible under the "Right to Know Law."

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- 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. If a request is granted, a fee schedule as determined by the Township shall apply. This fee schedule is available for public view.
- H. There is no limitation on the number of public records which may be requested or made available for inspection or duplication. Fees will be assessed per copy requested.  
(PLEAC 4.11.1d1)
- I. There is no requirement to disclose the purpose or motive in requesting access to records which are considered public.  
(PLEAC 4.11.1d2)
- J. The following information shall be posted for public view and on the Department website
  - 1. Contact information for the Township Open-Records Officer.
  - 2. Contact information for the Open Records Appeals Unit of the Delaware County District Attorney's Office.
  - 3. Forms which may be used to file a request.
  - 4. Regulations, policies and procedures of the Department relating to the Pennsylvania Right to Know Act.

(PLEAC 4.11.1c)