



SPRINGFIELD TOWNSHIP POLICE DEPARTMENT

Policy: 4.11.1

Subject:

Pennsylvania Right to Know Act/ Requests for Police Recordings Act 22

Date of Issue:

September 29, 2025

Rescinds:

May 16, 2024, Apr 1, 2010, Nov 6, 2009

By Order of:

Chief Jeffrey Shull

Number of Pages:

3

References:

PLEAC 4.11.2, Title 42 Chapter 67A

I. PURPOSE

The purpose of this policy is to establish guidelines necessary to comply with the Pennsylvania Right to Know Law and Act 22 regarding police videos.

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. and Title 42 Chapter 67A (Act 22 Police Video).

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 Administrative Assistant serves as the Open Records Officer. 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.

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- 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. 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)
- K. Requests for law enforcement audio or video recordings do not fall under the same guidelines as the police records. Upon a request for a police audio or video recording, this agency will follow the provisions found in Title 42 Chapter 67A03 (Act 22).
 - 1. The request for an audio/video recording must be in writing, delivered personally or by certified mail, with service proof within 60 days of the recording and include:
 - a. The particularity of the event and date, time, and location of the event recorded;
 - b. The relationship of the requestor to the event;
 - c. If the event occurred inside a residence, identify every person present at the time of the recording unless unknown and not reasonably ascertainable.
 - 2. This agency will respond within 30 days of the receipt of request, unless an extension is agreed upon by the agency and the requestor.
 - 3. If this agency determines that a recording contains potential evidence in a criminal matter, information pertaining to an investigation or a matter in which a criminal

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charge has been filed, confidential information or victim information, and the reasonable redaction of the recording would not safeguard potential evidence, information pertaining to an investigation, confidential information or victim information, this agency shall deny the request in writing.

4. This agency will charge a fee for each video provided in accordance with the Township Fee Schedule. (PLEAC 4.11.2a-d)