



GENERAL ORDER #10-6-05

Ref: PLEAC #

Subject: Open Records

Original Date: August 1, 2005

Amend Date: May 11, 2015

A. Request for Public Records

Public records will be available for review and copying at the Penn Township Police Department, located at 20 Wayne Avenue, Hanover PA 17331, during normal business hours, Monday through Friday, 8:00 A.M. to 4:30 P.M., with the exception of holidays.

It is the policy of the Penn Township Police Department to provide the requester with public records, as that term is defined by the Right to Know Law, Act 3 of 2008. All requests for a review or copy of a public record shall be submitted in writing. The request may be submitted in person on the Department's Right to Know Request form, by mail, by email or by facsimile. All requests shall include the name and address to which the Department shall address its response.

B. Fees

Copies of each accident investigation will be made available at a cost of \$15.00. Copies of each police report deemed to be a public record will be made available at a cost of \$.25 per page. The copies of a police report will be in black and white and single-sided only. Color copies of reports and photographs require an additional \$.50 per copy.

If the requester requires the copies of documents to be mailed, the actual cost of mailing will be an additional charge. For records contained on electronic media, a disk will be provided by the Department at an additional cost of \$5.00 for each disk. A new disk will be necessary for each record provided.

The Department reserves the right to require payment of these charges in advance if the estimated charges to fulfill the request exceeds \$100.00. All charges must be paid in full prior to the release of any document.

C. Response to Requests for Public Records

The Department will make a good faith effort to provide the requested public records as promptly as possible. Department employees shall cooperate with those requesting to review the Department's documents while taking reasonable measures to protect the documents from the possibility of theft and/or modification. A Department employee must be present at all times when a document is being reviewed.

The Chief of Police shall be the open records officer for the department. Either he, or his designee, shall respond to the request for a review or copying of public records within five (5) business days of receipt of the request. A request is deemed to be received when a completed written request for a public record is received at Department headquarters during normal business hours by the Chief of Police or his designee.

The Department reserves the right to respond to requests within thirty (30) days if the public record requires redaction; retrieval of a record stored in a remote location is necessary; there are staffing limitations; legal review is necessary to determine whether a record is a public record; the requester has not followed the Department's policy; the requester refuses to pay the authorized fees; or the extent or notice of the request precludes a response within the required time period. If the Department exercises its right to respond in thirty (30) days, the Department shall send a written notice to the requester within five (5) business days of receipt of the request.

The Department reserves the right to redact any non-public information contained in a public record including, but not limited to, names, social security numbers and dates of birth.

D. Appeals Process

If a request for reviewing or copying of a public record is denied, the requester may file an appeal with the office of the open records or judicial, legislative or other appeals officer within fifteen (15) business days of the mailing date of the Department's denial. The appeal shall state the grounds upon which the requester asserts that the record is a public record and shall address any grounds stated by the Department for delaying or denying the request.

The requester may file a petition for review of the appeals officer's decision within thirty (30) days of denial or the mailing date of the final determination to the York County Court of Common Pleas.

Copies of this General Order shall be posted in the lobby the Penn Township Police Department and on the Penn Township web page at www.penntwp.com.

James W. Laughlin
Chief of Police

Signature Date: May 11, 2015