GLASSPORT BOROUGH POLICE DEPARTMENT
440 Monongahela Avenue
Glassport, PA 15045

General Order 4.11.1

Subject:	
Pennsylvania Right to Know Act	

Date of Issue:	Rescinds:
January 7, 2020	**3-13**

Revision Dates:
May 8, 2020, October 25, 2020

PLEAC References:
4.11.1

By Authority of:	Signature:
Mayor: Keith DiMarco	*Keith A. Marco*

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 is the policy of the Department 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 police 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 Borough secretary is designated as the Open Records Officer for Glassport Borough.

C. The Chief of Police is the designated Opens Records Liaison Officer for the police department to assure compliance with this general order and disseminate police department records to the public appropriately. In the absence of the Chief of Police, the Assistant Chief shall handle the duties of the Open Records Liaison Officer. *(PLEAC 4.11.1b)*

D. Requests for public records are available in person from Glassport Borough Hall. Records may also be requested by email, fax or mail.

   1. All records requests shall be made on the Boroughs Right to Know Request Form.

E. Under the "Right to Know Law," investigative reports are exempted from the definition of a "public record," therefore any such request will be denied.

F. Criminal History information is not accessible under the "Right to Know Law."

G. 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.

H. The Chief of Police and the Open Records Officer will make a good faith effort to determine if the police department record(s) requested is a public record 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. Photographs (4 Photos per page on 8½" x 11" plain paper) – $15.00

   5. Photographs/Video on CD or DVD – $50.00

   6. Postage Fee – Actual cost of mailing requested records

   7. Records Certification – $5.00 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. 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.

L. Exception – Incident reports, photographs and other investigative information may be released to other law enforcement agencies upon approval from the Chief of Police after consultation with the Borough Mayor.

M. This general order shall be posted for public view in the lobby of the police department and Borough Hall along with the following: *(PLEAC 4.11.1c)*

1. Contact information for Glassport Borough's open-records officer: *(PLEAC 4.11.1c,1)*

> Glassport Borough
> Attn: Open Records Officer
> 440 Monongahela Avenue
> Glassport, PA 15045
> Phone#: 412-672-7400

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

> Allegheny County District Attorney's Office
> Attn: Open Records Appeal Officer
> 436 Grant Street
> Pittsburgh, PA 15219
> Phone#: 412-350-4400

> Office of Open Records
> 333 Market Street, 16th Floor
> Harrisburg, PA 17101
> Phone#: 717-425-5343

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