


Middletown Township Police Department

“To Safeguard, Protect & Serve”

Chapter:	4	Department Policy	
Section:	4.1.12	Effective Date:	8/8/11
Title:	Pennsylvania Right to Know Act	Issue Date:	10-1-06
Issued By:	Joseph Bartorilla, Chief of Police 	Reevaluation Date:	8/8/11
Replaces:	All Previous General Orders Relative To Subject		
Distribution:	All Personnel		
PA Accreditation References:	4.11.1		
CALEA Standard References:			

This order consists of the following sections:

4.1.12 Pennsylvania Right to Know Act

Purpose

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

Policy

It is the policy of the Middletown Township Police Department to comply with the requirements of the Pennsylvania Right To Know Act (Act 3 of 2008).

It is also the policy of the Middletown Township Police Department to comply with the requirements and procedures set forth in Township Resolution #08-14R: Policy For Right-To-Know Law Requests.

1. All Right To Know requests for police information and/or reports, received from the Township Manager/Open Records Officer will be forwarded to a designee appointed by the Chief of Police

- a. The designee shall:

- 1) Review the requested records to insure they do not fall within the criteria for exception as outlined in Section 708 of Act 3.
 - 2) Review the requested records to insure they do not fall within the criteria for exception as outlined in Section 706 of Act 3.
 - a) All denials for requested information shall be forwarded to the Township Manager/Open Records Officer for and automatic appeal.
- B. All requests for police records must be in accordance with the requirements outlined in Middletown Township Resolution 08-14 R, including payment of the appropriate fee in check form only payable to Middletown Township and a self-addressed stamped envelope if applicable.
1. A fee schedule will be set by the Township Manager/Open Records Officer. The schedule includes, but is not limited to:
 - a. Single incident reports under 50 pages: No Charge
 - b. Requests of over 50 pages: \$.10 per page
 - c. Photographs: \$5.00 for small pictures, \$10.00 for large pictures
 2. There shall be no limitation on the number of public records that may be requested or made available for inspection or duplication. Fees will be accessed per copy requested.
 3. There shall be no requirement to disclose the purpose or motive in requesting access to records that are considered public.
 4. This policy shall be posted in the Middletown Township Police Department's lobby for the public view.

THIS POLICY SHALL BE USED IN CONJUNCTION WITH ALL OTHER EXISTING AND RELEVANT DEPARTMENTAL POLICIES, TOWNSHIP ORDINANCES, AND LAWS OF THE COMMONWEALTH OF PENNSYLVANIA AND THE UNITED STATES.