
	HILLTOWN TOWNSHIP POLICE DEPARTMENT 13 W. Creamery Road Hilltown, PA 18927	
	General Order 4.11.1	
Subject:		
Pennsylvania Right to Know Act		
Date of Issue:	Rescinds:	
February 26, 2024		
Revision Dates:		
PLEAC References:		
4.11.1		
By Authority of:		Signature:
Chief of Police: Christopher E. Engelhart		

I. Purpose

The purpose of this general order is to provide guidelines for Police Department personnel in order to comply with the Pennsylvania Right-to-Know Act (Act 3 of 2008), 65 P.S. Sections 67.101, et seq. This Act provides for the access to public information, for a designated Open Records Officer for each local agency, for procedure, and appeal of agency determination, for judicial review and for the Office of Open Records.

II. Policy

It shall be the policy of the Hilltown Township Police Department to comply with the requirements of the Pennsylvania Right-to-Know Act and that all personnel comply with the provisions of this general order.

III. Procedure

- A. The Police Department will provide public records in compliance 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 Chief of Police is designated by the Township as the Open Records Officer for the Police Department and is appointed on an annual basis. (PLEAC 4.11.1b)
1. If an Open Records Officer other than the Chief of Police has been designated by the Township for the Police Department, the Chief of Police shall work in conjunction with that designated person for Criminal History Records Information Act requests or other requests where the information requested would not be lawfully accessible by a civilian open records officer.
 2. The Chief of Police may delegate the responsibilities of the Police Department Open Records Officer, as he/she deems necessary.
- C. Requests for public records are available, with payment of the appropriate fee, in person from the Hilltown Township Police Department, Monday through Friday, during business hours, excluding holidays or extenuating circumstances. Records may also be requested by email, fax or mail with the appropriate fee included.
1. All records requests shall be made on the Department's Right to Know Request Form.
- D. Under the "Right to Know Law," investigative reports are exempted from the definition of a "public record," therefore any such request will be denied.
- 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. The Chief of Police, or other designated Open Records Officer, will make a good faith effort to determine if the record(s) requested is a public record and respond appropriately within five (5) business days after the date of the initial request or submit a thirty (30) day extension request if deemed necessary as permitted by the Act.
1. The Open Records Officer will track requests, maintain records as required and create an incident report in the records management system for all requests received pursuant to the Act.

H. If the request for records is granted, the following fee schedule will apply:

1. Incident Reports – \$0.25 per page
2. Other fees as approved by the Act or in the fee schedule adopted annually by the Township or other fee adjustments as amended by applicable law.
3. Postage Fee – Actual cost of mailing records

I. No policy or regulation of the Police Department shall place a limitation on the number of public records which may be requested or made available for inspection. *(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)*

J. Exception – Incident reports, photographs and other investigative information may be released to other law enforcement agencies upon approval from the Chief of Police, or in the event of exigent circumstances, the shift supervisor (OIC). The Department's Right to Know Request Form need not be completed for these instances.

K. A copy of this general order shall be posted for public view in the lobby of the Police Department as well as being posted on the Township's website along with the following. *(PLEAC 4.11.1c)*

1. Contact information for the Department's open-records officer:
(PLEAC 4.11.1c,1)

Hilltown Township Police Department
Attn: Office of the Chief of Police
13 W. Creamery Road
Hilltown, PA 18927
Phone#: 215-453-6000

2. Contact information to appeal the denial of records by the Department:
(PLEAC 4.11.1c,2)

Bucks County District Attorney's Office
Attn: Open Records Appeal Officer
100 North Main Street, 2nd Floor
Doylestown, PA 18901
Phone# 215-348-6344

Commonwealth of Pennsylvania
Office of Open Records
Commonwealth Keystone Building
400 North Street, 4th Floor
Harrisburg, PA 17120
Phone# 717-425-5343

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