



WEST CHESTER POLICE DEPARTMENT



RIGHT TO KNOW POLICY

West Chester Police Department Policy 1.4.15 - "Pennsylvania Right to Know Law"

- A. Members of the West Chester Police Department shall comply with the requirements of the Pennsylvania Right to Know Law (Act 3 of 2008, 65 P.S. Section 67.101 - 67.3104) and The Pennsylvania Crimes Code, Title 18, Section 9101 "The Criminal History Record Information Act", which prohibits the release of law enforcement information to non-law enforcement personnel or entities.**
- B. Public records are available in-person from the West Chester Police Department Records Unit, Monday thru Friday from 7:00 am - 3:00 pm, excluding holidays and/or extenuating circumstances.**
- C. 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 per copy requested.**
- D. If a request for records is granted, the fee schedule, as determined by the Pennsylvania Office of Open Records will apply.**
- E. There shall be no requirement to disclose the purpose or motive in requesting access to records considered to be public.**
- 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. A West Chester Police Department Lieutenant shall be designated by the Chief of Police as the Open Records Officer for the Police Department.**
 - 1. The contact information for the Police Department Open Records Officer shall be posted on the West Chester Police Department website.**
 - 2. The contact information for The Office of Open Records shall also be posted on the website.**
 - 3. A form for requesting an open record shall be provided on the website.**
 - 4. Regulations, policies, and procedures of the West Chester Police Department related to open records shall also be posted on the website.**
- I. This policy shall be posted in the West Chester Police Department lobby and on the West Chester Borough website for public view.**