



DUBLIN BOROUGH POLICE DEPARTMENT
Dublin, Pennsylvania

GENERAL ORDER 4.11

Subject		
Public Information and Right to Know Law		
Date of Issue	Effective Date	Expiration Date
June 28, 2011	June 28, 2011	Until Amended or Rescinded
PLEAC STANDARD Reference		
4.11.1		
Amended	Rescinds	
5/1/2019		
Index Words		
Public Information; Right To Know		
Distribution		
Policy and Procedure Manual; All Personnel		

This order consists of the following sections:

4.11.1 Public Information and Right-to-Know

I. Purpose

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

II. Policy

It is the policy of the Dublin Borough Police Department to comply with the requirements of the Pennsylvania Right to Know Law (Act 3 of 2008), 65 P.S. Sections 67.101, et seq.

4.11.1 Public Information and Right-to-Know

A. Providing public records

1. The Department shall comply with the requirements of the Pennsylvania Right to Know Law (Act 3 of 2008), 65 P.S. Sections 67.101, et seq. for the release of public records.

a. Definition of Public Records:

- 1) A record, including a financial record, of a local agency that:
- 2) Is not exempt under section 708 of the Right to Know Law
- 3) Is not exempt from being disclosed under any other Federal or State law or regulation or judicial order or decree
- 4) A record that is not protected by a privilege

B. Designation of an open records officer

1. The Borough Manager shall be designated as the Opens Records Officer to assure compliance with this policy and disseminate records to the public appropriately. In the absence of the Borough Manager, he/she may delegate the responsibilities of that position as he/she so deems necessary.

2. Functions:

- a. The open records officer shall receive requests submitted to the Borough under the Right to Know Law, direct requests to other appropriate persons within the Borough or to appropriate persons in another agency.
- b. The open records officer will track the department's progress in responding to requests and issue interim and final responses under this act.
- c. Upon receiving a request for a public record(s), the open records officer will do the following:
 - 1) Note the date of receipt on the written request
 - 2) Compute the day on which the five-day period under section 901 of the Right to Know Law will expire and make a notation of that date on the written request.
 - 3) Maintain an electronic or paper copy of a written request, including all documents submitted with the request until the request has been fulfilled.
 - a) If the request is denied, the written request shall be maintained for 30 days or, if an appeal is filed, until final determination is issued under section 1101(b) or the appeal is deemed denied.

- d. Exception – Incident reports, photographs and other investigative information may be released to other law enforcement agencies upon approval from the Chief of Police.
- C. 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 – \$15.00
 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
- D. Posting requirements
1. The following information will be posted at the department and, if operational, an Internet Website for the department:
 - a. Contact information for the open-records officer
 - b. Contact information for the Office of Open Records or other applicable appeals officer.
 - c. The Open Records Request form ([Reference Attachment A Form 4.11.1 A](#)).
 - d. Regulations, policies and procedures of the department relating to the Right to Know law.
- E. Prohibitions
1. No policy or regulation of the department shall include any of the following:
 - a. A limitation on the number of records which may be requested or made available for inspection or duplication

- b. A requirement to disclose the purpose or motive in requesting access to records.

F. Appeals

1. Appeals of denials of open records request can be filed at the following location:

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

By Order of:

A handwritten signature in blue ink that reads "Michael Regan". The signature is written in a cursive style with a large, looped initial "M".

**Michael Regan
Chief of Police**