



CITY OF HARRISBURG BUREAU OF POLICE



PROCESS TO REQUEST POLICE AUDIO/VIDEO RECORDINGS

WHERE TO BRING OR SEND REQUESTS?

Office of the City Solicitor; Attn: Right-to-Know Officer
City of Harrisburg MLK Jr. Government Center
10 North Second Street, Suite 402
Harrisburg, PA 17101

WHAT INFORMATION IS PROTECTED?

- Potential evidence in a criminal matter
- Information pertaining to an investigation or matter in which a criminal charge was filed
- Confidential Information
- Victim Information

STEP I

Complete the **Recording Request Form** (*Act 22 of 2017*) and submit to the Office of the City Solicitor within sixty (60) days from the date the incident occurred.

STEP II

The response to the request made must be provided within thirty (30) days and must consider if all protected information in the video can be reasonably redacted.

GRANTED

The request is granted and the requestor is charged a processing fee of \$100.00.

DENIED

The request is denied.
The requestor may file a petition for judicial review.

PETITION FOR JUDICIAL REVIEW

The requestor may file a petition for judicial review within thirty (30) days of the request being denied. The petition for judicial review should be filed with the Dauphin County Clerk of Courts and there is a \$125.00 fee.

GRANTED

The request is granted and the requestor is charged a processing fee of \$100.00.

DENIED

The request is denied.

QUESTIONS?

Contact the Right-to-Know Office at:
E-mail: righttoknow@harrisburgpa.gov
Phone: (717) 255-3065

Disclaimer: Rules for the release of Police audio/video are guided by 42 Pa. C.S.A. § 67A01-67A09. Police audio/video release is not subject to Right-to-Know laws.



CITY OF HARRISBURG
BUREAU OF POLICE

Recording Request Form

(Act 22 of 2017)



*This form can be used to request law enforcement recordings ("any audio recording or video recording made by a law enforcement agency") under Act 22 of 2017. Note that the Right-to-Know Law does not apply to such recordings. Any denials must be appealed to the appropriate Court of Common Pleas, **not** the Office of Open Records.*

SUBMITTED TO: Office of the City Solicitor Attn: Right-to-Know Officer

Date of Request: _____ Submitted via: U.S. Mail In-Person
(Act 22 requires requests to be submitted via "personal delivery or certified mail.")

PERSON MAKING REQUEST:

Name: _____ Company (if applicable): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Email: _____

Telephone: _____ Fax: _____

How do you prefer to be contacted if the agency has questions? Telephone Email U.S. Mail

RECORD REQUESTED: *Requests must be submitted within sixty (60) days of the event recorded. All of the following information is required. Be thorough; use additional pages if necessary.*

Date and Time of the Event: _____

Address/Location of the Event: _____

Describe the Event:

Describe Your Relationship to the Event:

If the Event Occurred in a Residence, Identify All People Present (*unless unknown & not reasonably ascertainable*):

If an Act 22 request is granted, the agency may charge "reasonable fees" to provide a copy of the recording.

By signing this, I acknowledge if my request is approved, I will be charged a fee of \$100.

SIGNATURE OF REQUESTOR: _____

ITEMS BELOW THIS LINE ARE FOR AGENCY USE ONLY

Date Received: _____ Response Due (30 cal. days): _____

Request was: Granted Denied

Extension? Yes No (If Yes, Final Due Date: _____) Actual Response Date: _____

NOTE: *In most cases, a completed Request Form is a public record. More information about Act 22 is available at <https://www.openrecordspa.gov>.*



CITY OF HARRISBURG
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Recording Request Form Instructions
(Act 22 of 2017)

REQUEST FORM INSTRUCTIONS

The Recording Request Form is to be used to request law enforcement audio and/or video recordings pursuant to 42 Pa. C.S.A. § 67A01-67A09

Send or Deliver Requests to:

Office of the City Solicitor; Attn: Right-to-Know Officer E-mail: righttoknow@harrisburgpa.gov
City of Harrisburg MLK Jr. Government Center Fax: 717.255.306
10 North Second Street, Suite 402 Questions? Call: (717) 255-3065
Harrisburg, PA 17101

Process:

Requests for Police audio and/or video recordings must be received within sixty (60) days of the incident, and must include complete information in order to be considered.

Response:

Completed requests will be considered in accordance with 42 Pa. C.S.A. § 67A01-67A09. Typically, a decision will be rendered within thirty (30) days.

Requests may be denied if:

- No record exists
- The information provided is inaccurate
- A review determines that an audio/video recording contains: potential evidence in a criminal matter, information pertaining to an investigation or matter in which a criminal charge was filed, confidential information, or victim information and the reasonable redaction of the video would not safeguard potential evidence, information pertaining to an investigation, confidential information, or victim information

Request Fee:

Requests that are approved will require a \$100.00 processing fee paid before material is produced.

Petition for Judicial Review:

If a request for audio/video is denied a petition for judicial review may be submitted to the Dauphin County Court of Common Pleas within thirty (30) days of the date of denial. The petitioner will be required to pay a filing fee of \$125.00.

NOTE: In most cases, a completed Request Form is a public record. More information about Act 22 is available at <https://www.openrecordspa.gov>.