



**NORTHERN YORK COUNTY
REGIONAL POLICE DEPARTMENT**

General Order 4.11.1

Subject: Pennsylvania Right to Know Law Policy

Date of Issue: 08.05.2021

Effective Date: 08.05.2021

Revisions: 07.18.2022

Expires: Until Amended or Revoked

Review Date: Annual Review

Rescinds: N/A

PLEAC Standard(s): 4.11.1

Testing:

This order consists of the following sections:

I. Purpose

The purpose of this general order is to establish guidelines necessary to comply with the Pennsylvania's Right-To-Know Law (Act 3 of 2008). (PLEAC 4.11.1)

II. Policy

It shall be the policy of the Northern York County Regional Police Department to comply with the requirements of the Pennsylvania Right to Know Law (Act 3 of 2008).

III. Procedure

- A. The Northern York County Regional Police Department shall comply with the provisions of section 301 (a) and 302 (a) requiring agencies to provide public records in accordance with the act. (PLEAC 4.11.1 a)
- B. All requests for public records must be in writing and signed by the requestor. The request should be on the official NYCRPD request form or on the universal form promulgated by the Pennsylvania Office of Open Records. (PLEAC 4.11.1 c 3)
- C. The request should identify or describe the public records sought with sufficient specificity to enable the Open-Records Compliance Officer to

ascertain which records are being requested and shall include a name and address to which the NYCPRD should address the response.

- D. The Northern York County Regional Police Department will not accept oral or anonymous requests for open records.
- E. In compliance with Section 502, The Chief of Police shall identify an agency member to serve as the Open-Record Compliance Officer. (PLEAC 4.11.1 b)
- F. All requests for public records shall be addressed as follows:

Northern York County Regional Police Department
Attn: Open-Record Compliance Officer
1445 East Canal Road
Dover, PA 17315

- G. Written requests will be accepted by mail, facsimile to (717) 292-0364, email to RTK@nycrpd.org, or delivered in person during NYCPRD's regular business hours of 7:00 a.m. to 4:30 p.m., Monday through Thursday and 7:00 a.m. to 11:00 a.m. on Friday, except for holidays or other official office closings. (PLEAC 4.11.1 c 1)
- H. There shall be no requirement to disclose the purpose or motive in requesting access to records which are considered public. (PLEAC 4.11.1 d 2)
- I. There shall be no limitation on the number of public records which may be requested or made available for inspection or duplication. (PLEAC 4.11.1 d 1)
- J. Under the Right-to-Know Law, investigative reports are exempted from the definition of a "public-record", therefore, any and all such requests will be denied. You have a right to appeal a denial of information in writing to Liz Wagenseller, Executive Director, Office of Open Records, 333 Market Street, 16th Floor, Harrisburg, PA 17101-2234. For Criminal Records, the appeal process must be directed to the York County District Attorney's Office, York County Judicial Center, 45 North George Street, York PA 17401 (717)-771-9600). (PLEAC 4.11.1 c 2)
- K. Criminal History information is not accessible under the "Right to Know Law."
- L. If a written request for public records is granted fees will be assessed in accordance with the fee schedule promulgated by Pennsylvania's Office of Open Records. That fee schedule can be found at www.openrecords.state.pa.us

1. Fees will not be charged for requests totaling less than 4 photocopies. Postage costs will be charged at actual postage rates.
 2. Fees must be paid in full prior to the public record being released.
 3. If in the opinion of the Open-Records Compliance Officer the total fees will exceed \$100.00, the requestor will receive written estimate of such, and no duplication shall occur until pre-payment of the estimate is received by the Northern York County Regional Police Department.
 4. All fees shall be paid by certified check or money order made payable to the "Northern York County Regional Police Department". "Photocopy" shall be defined as either a single sided copy or one side of a double-sided copy of a standard 8.5" x 11" page.
- M. The NYCPRPD shall provide the requestor a response within five days of the receipt of the request by the Open Records Officer, unless an exemption provided by statute is applicable, in some cases there may be a reasonable need for an extension of this five-day period, consistent with the law. (PLEAC 4.11.1 c 4)
- N. This policy shall be posted in the main lobbies of the Northern York County Regional Police Department Headquarters, The David D. Tome Substation and on the Department's Internet website at www.nycrpd.org in compliance of section 504(b). (PLEAC 4.11.1 c)
- O. Questions regarding this policy should be directed to the Open Records Compliance Officer at (717) 292-3647 during normal business hours.

IV Effective August 05, 2021

By Order of



David L. Lash
Chief of Police