

# Right-to-Know Policy

## Open Record Officer

The Westtown-East Goshen Police Department hereby designates the Secretary/Receptionist as the Police Department Open Records Officer. The alternate will be Mary Gallagher. The Open Records Officer may be reached at 1041 Wilmington Pike West Chester, PA 19382 office: 610-692-9600 fax: 610-692-9369

## General

All documents deemed public records shall be available for inspection, retrieval, and duplication at the Police Department during established business hours (8:30 am to 4:30 pm) with the exception of weekends and holidays.

## Request

Requests shall be made in writing to the township Open Records Officer on a form provided by the Police Department.

## Fees

Police Departments have the authority to charge up to \$15.00 per report for providing a copy of a vehicle accident report. 75 Pa.C.S. 3751 (b)(2). Non police related reports such as minutes and financial records will follow the township fee structure established by the Office of Open Records: 10 to 25 cents per page for black-and-white copies; actual cost for specialized documents, such as color copies or blueprints; \$5 per page for certifications; actual cost for fax, microfiche, or other media, and actual cost for postage.

## Response

The Police Department shall make a good-faith effort to provide the requested public records(s) as promptly as possible. The Open Records Officer shall cooperate with those requesting records to review and/or duplicate original township documents while taking reasonable measure to protect the Police Department documents from the possibility of theft, damage, and/or modification.

The Open Records Officer shall review all written requests for access to public records. As soon as possible, but no later than five business days after receiving a written request to access public records, the Open Records Officer shall respond to such requests in writing consistent with Act 3 of 2008, the Right-to-Know Law. Original records shall never leave the building.

## Contact Information for Appeals

If a written request is denied or deemed denied, the requester may file an appeal in writing to Terry Mutchler, Executive Director, Office of Open Records, Commonwealth Keystone Building, 400 North Street, Plaza Level, Harrisburg, PA 17120-0225. Appeals of criminal records shall be made to the District Attorney of Chester County, Joseph Carroll, 201 West Market Street, Suite 4450, West Chester, PA 19380