

FRANCONIA TOWNSHIP POLICE DEPARTMENT



Chapter:	Law Enforcement Role and Authority	General Order	1.4.12
Section:	Pennsylvania Legal Mandates	Effective Date:	07/01/2008
Title:	Open Records Policy	Issue Date:	07/01/2008
Issued By:	Chief Joseph S. Kozeniewski	Review Date	07/01/2010
Replaces:	All Previous General Orders Relative to Subject		
Distribution:	All Department Members		
Pennsylvania Accreditation References:			4.1.12
			Revision Date: 02/27/2009

REQUESTS:

Public records will be available for inspection and copying at the Franconia Township Police Department during normal business hours with the exception of holidays in accordance with section 302(a) of the Pennsylvania Right-to-Know Law (Act 3 of 2008)

Requests shall be in writing and directed to Chief Joseph Kozeniewski, the Open Records Officer or his designee, at the Franconia Township Police Department at 671 Allentown Rd. P.O. Box 128 Franconia, PA 18924. Written requests shall include the date of the request, the name and address of the requester and a clear description of the records sought.

FEES:

Copies - \$0.25 per page

Certification of a Record - \$1 per record

Specialized Documents (blue prints etc.) – Actual Cost

Facsimile/Microfiche/Other Media – Actual Cost

Accident Reports - \$15 (Accident reports will be furnish a certified copy of the full report of the police investigation of any vehicle accident to any person involved in the accident, his attorney or insurer, and to the Federal Government, branches of the military service, Commonwealth agencies, and to officials of political subdivisions and to agencies of other states and nations and their political subdivisions.)

RESPONSE:

Police Department employees shall cooperate with those requesting records to review and/or duplicate original Police Department documents while taking reasonable measures to protect Police Department documents from the possibility of theft and/or modification.

All personal information, such as dates of birth and/or social security numbers from all persons mentioned in any records shall be redacted by the Police Department to help eliminate the possibility of identity theft.

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 all such requests in a manner consistent with Act 3 of 2008, the Right to Know Law.

APPEALS PROCESS

If a written request is denied or deemed denied, the requester may file an appeal within fifteen (15) business days of the mailing date of the response or within 15 business days of a deemed denial with the:

Appeals Officer
Montgomery County District Attorney's Office
P.O. Box 311
Norristown, PA. 19404
610-278-3090
daopenrec@montcopa.org

By order of:

A handwritten signature in black ink that reads "Joseph S. Kozeniewski". The signature is written in a cursive style with a large initial 'J' and 'K'.

Joseph S. Kozeniewski
Chief of Police