

	<b>Franconia Twp. Police Department</b>		
<b>General Order: 4.11.1</b>			
<b>Subject:</b>			
Open Records Policy			
<b>Issue Date:</b>	<b>Effective Date:</b>	<b>Annual Review:</b>	
07/01/2008	07/01/2008	07/24	
<b>Revision Date:</b>	<b>Rescinds Previous General Order Number:</b>		
04/24/2025			
<b>Distribution:</b>	<b>PLEAC STANDARD Reference:</b>		
All Officers	4.11.1		
<b>By Order Of:</b>		<b>Signature:</b>	
Chief Michael L. Martin			

#### 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 Michael L. Martin, or Township Manager Jon Hammer, the Open Records Officers or their designee, at the Franconia Township Police Department at 671 Allentown Rd. Telford, Pennsylvania 18969. Written requests shall include the date of the request, the name and address of the requester and a clear description of the records sought. There shall be no limitations on the number of records requested and there shall be no requirement to disclose the purpose for the request.

#### FEES:

1. Copies - \$0.25 per page
2. Certification of a Record - \$1 per record
3. Specialized Documents (blue prints etc.) – Actual Cost
4. Facsimile/Microfiche/Other Media – Actual Cost
5. Accident Reports - \$15 (A full report of the police investigation of any vehicle accident shall be furnished 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:

Commonwealth of Pennsylvania  
Office of Open Records  
Commonwealth Keystone Building  
400 North Street, 4<sup>th</sup> Floor  
Harrisburg, PA 17120-0225  
Phone: 717-346-9903  
Fax: 717-425-5343  
Email [openrecords@state.pa.us](mailto:openrecords@state.pa.us)

or

Appeals Officer  
Montgomery County District Attorney's Office  
P.O. Box 311  
Norristown, PA 19404  
610-278-3090  
Email: [daopenrec@montcopa.org](mailto:daopenrec@montcopa.org)

Revised 04/24/2025 Added Township Manager Jon Hammer as additional Right to Know Officer for Police Records.