



Milford Borough Police Department

Pike County, Pennsylvania

Subject		
Right-to-Know		
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Distribution		Authorized By
All Personnel		Chief Matthew McCormack

I. PURPOSE

The purpose of this general order is to establish guidelines necessary to comply with the Pennsylvania Right to Know Act.

II. POLICY

It is the policy of the Milford Borough Police Department to comply with the requirements of the Pennsylvania Right to Know Act (Act 3 of 2008).

III. PROCEDURE

A. General Guidelines

1. Many rules and regulations govern access to police records in Pennsylvania. Some of the major rules are; The Pennsylvania Criminal History Records Information Act, The Pennsylvania Right to Know Act, The Pennsylvania Historical and Museum Commission Municipal Records Manual, and the Federal Patriot Act.

B. Release of Police Records

1. Public records will be provided in accordance with the Pennsylvania Right to Know Act and are available in person from the Milford Borough Police records department, Monday through Friday from 8:00am to 4:30pm, excluding holidays and/or extenuating circumstances. Approval for the release of records shall be granted by the open records officer.

2. If a request for records is granted, the fee schedule established by the Milford Borough Council shall be followed.
3. There shall be no limitation on the number of public records which may be requested or made available for inspection or duplication. Fees will be assessed per copy requested.
4. There shall be no requirement to disclose the purpose or motive in requesting access to records which are considered public.
5. Under the "Right to Know Law," investigative reports are exempted from the definition of a "public record," therefore any such request will be denied.
6. Criminal History information is not accessible under the "Right to Know Law."
7. Unless a charge of juvenile delinquency is transferred for criminal prosecution under section 6355 of the Juvenile Act, or the court otherwise orders, the records and files of a juvenile shall not be open to public inspection or their contents disclosed to the public.

C. Posting of Policy

- a. This Pennsylvania Right-To-Know policy shall be posted at the agency and on the Borough web page and shall include contact and appeal information, designated form to be utilized, and the related regulations, policies and procedures of the agency.

D. Compliance Regarding UCR Reporting

1. The Milford Borough Police Department shall comply with the requirements of the Uniform Crime Reporting Acts, (20 P.S. 20.101, 20.301-20.305 and 20.501-20.509) and (Act 2004-180 (S.B. 668), 301) as applicable through the review of information and submission of crime statistics on a monthly or yearly basis as required by statute.

Definition:

Open Records Officer - The Borough Secretary, or his or her designee, who is responsible for the following: (a) to receive requests under the Right-to-Know Law submitted to the Borough; (b) to direct requests to other appropriate persons within the Borough; (c) tracking the Borough's progress in responding to requests for public records; and (d) issuing interim and final responses under the Right-to-Know Law.