This policy outlines the proper procedures for requesting records from the Hatboro Police Department under Pennsylvania’s Right-To-Know Law 65 P.S. §66.1 – 66.9.

1. All requests for records must be in writing on the “Records Request Form” and signed by the requester. The request should identify or describe the records sought with sufficient specificity to enable the Hatboro Police Department to ascertain which records are being requested. Proper forms are available either in person at the police administration building or on our web site at www.HatboroGov.org/Departments/Police.

2. All requests for records shall be made to:

   Detective Sergeant Cameron Goold
   Open Records Officer
   Hatboro Police Department
   120 East Montgomery Avenue
   Hatboro, PA 19040

3. Appeals:
   a. Send Criminal Investigation appeals to:

      Open Records Assistant District Attorney
      Montgomery County District Attorney’s Office
      P.O. Box 311
      Norristown, PA 19404

   b. Send all other appeals to:

      Executive Director
      Officer of Open Records
      Commonwealth Keystone Building
      400 North Street, 4th Floor
      Harrisburg, PA 17120

4. Under the Right-To-Know Law, investigative reports are exempted from the definition of a “public record”, therefore, such records may be denied. Criminal History information is not accessible under the Right-To-Know Law but may be obtained through the submission of form SP4-164, available on the Pennsylvania State Police website (www.psp.state.pa.us).

5. If a request for records is granted, the fee of $15.00 for each accident report and .25 cents per page for police reports will be charged to the requester.