



REQUEST FOR RECORDS RIGHT-TO-KNOW POLICY



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 administrations 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 19040**

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.*