

UPPER UWCHLAN TOWNSHIP POLICE DEPARTMENT REQUEST FOR INFORMATION

1. Purpose

January 1, 2009 Act 3 of 2008, the Right to Know Law, became effective. This Act provided for access to public information, for a designated opens-record officer for each local agency, for procedure, and appeal of agency determination, for judicial review and for the Office of Open Records. This general order is implemented for the purpose of this department complying with the procedures set forth in the Opens Records Law and additional Records Management procedures.

2. Policy

Public Information and Right-to-Know

A. Providing public records

1. The department will provide public records in accordance with the Pennsylvania Right to Know Law.

a. Definition of Public Records:

- 1.) A record, including a financial record, of a local agency that:

- a. Is not exempt under section 708 of the Right to Know Law
- b) Is not exempt from being disclosed under any other Federal or State law or regulation or judicial order or decree
- c. A record that is not protected by a privilege

3. Procedure

- a. All requests for information shall be made by submitting at least one of the following:
 1. An Upper Uwchlan Township Police Department Request for Information Form.
 2. A signed letter identifying specifically what information is being requested.

4. Upper Uwchlan Township Police Department Designated Right to Know Officer

All requests shall be forwarded to the Upper Uwchlan Township Police Department's Right to Know Officer:

*Chief John DeMarco
Upper Uwchlan Township Police Department
140 Pottstown Pike
Chester Springs, PA 19425
Telephone: 610.458.5862
Fax: 610.458.8931*

5. Appeals

Should a request be denied, appeals are directed to the following:

a. Criminal Records

*Office of the District Attorney
County of Chester
201 West Market Street
West Chester, PA 19380
Telephone: 610.344.6801*

b. All others

*Office of Open Records
Commonwealth Keystone Building
400 North Street, 4th Floor
Harrisburg, PA 17120
Telephone: 717. 346.9903
Fax: 717.425.5343*