

# Township of Findlay

---

**Date:** Wednesday, May 6, 2009  
**Subject:** 2009 PA Right-to-Know Law

**From:** Mark T. Joyce  
Police Captain

---

Section 504b of the Pa Open Records Law states that we must post the following on our website. PLEAC Accreditation standard #4.1.12 also requires that we comply with this law. Can you please put the following information on the police department section of the township website?:

- Contact information for the Open-Records Officer
  - Township Manager Gary Klingman  
Findlay Township Municipal Building  
1271 Route 30  
Clinton, PA 15026  
(724) 695-0500
  
- Contact information for the Pa Office of Open Records or other applicable appeals officer such as the Allegheny County District Attorney's Office.
  - Terry Mutchler, Executive Director  
PA Office of Open Records  
The Keystone Building  
400 North Street  
Harrisburg, PA  
17120-0225  
717-346-9903
  
  - Allegheny County District Attorney's Office  
303 Courthouse  
436 Grant Street  
Pittsburgh, PA 15219  
412-350-4400
  
- A form that may be used to file a request to view records (*Findlay Township Police Department Public Record Review/Duplication Request Form*) is available at the police department Dispatch Center 24 hours a day, 7 days a week.
  
- Regulations, Policies and Procedures relating to this law:
  - All department records reporting crimes or accidents are available to all citizens and their insurance companies.
  - Arrest records and reports containing probable cause for the arrest will not be released.
  - Any report or record containing a juvenile's name, shall be redacted so that the juvenile's information is not released.

- Citizens wishing to obtain a copy of a report or record shall complete and sign a “*Findlay Township Police Department Public Record Review/Duplication Request Form*,” which is available at the Police Department Dispatch Center. The department will respond to the requesting citizen within five (5) business days and advise the person in one of four (4) ways:
  - 1) Approve the request
  - 2) Approve the request in part
  - 3) Deny the request
  - 4) Provide notice that additional review is required prior to issuing the report/record.
  
- Reports/Records involving the following will not be released:
  - 1) Open investigations
  - 2) Records that are unavailable due to statute or court order
  - 3) Any document that can be used to impair ones reputation or security, and
  - 4) Any disclosure that could cause loss of Federal Funds for the Commonwealth or one its political subdivisions.
- If a request is denied, the citizen will be notified in writing of the reason for the denial.
- If a request is denied, the citizen may file exceptions with the township within 15 business days of the mailing date of the denial letter.
- If the request needs further review by the township or its solicitor, the citizen will be notified in writing within five (5) business days of the request. The time period for additional review is limited to thirty (30) calendar days.
  
- The fees that must be paid to the police department by the requesting citizen at the time the report/record is received are as follows:
  - Accident Reports \$15.00
  - Police Reports .25 cents per page.