



EAST BRANDYWINE TOWNSHIP POLICE DEPARTMENT

Subject: Public Records Requests		Policy # 4.11.1
Accreditation 4.11.1		
Effective Date: 12/16/2015	Revised Date: 05/07/2018	
By Authority Of: Chief Mark D. Kocsi	Signature: <i>Chief Mark D. Kocsi</i>	

PUBLIC RECORDS REQUESTS:

Public records will be available for inspection and copying at the East Brandywine Township Police Department during normal business hours with the exception of holidays.

Requests shall be in writing and directed to the Open Records Officer, Lieutenant Jeff Yankanich, at the East Brandywine Township Police Department 1212 Horseshoe Pike Downingtown, PA 19335. Written requests shall include the date of the request, the name and address of the requester and a clear description of the records sought. There shall be no limitations on the number of records requested and there shall be no requirement to disclose the purpose for the request.

FEES:

Copies - \$0.25 per page
Accident Reports - \$15.00
Certification of a Record - \$1 per record
Specialized Documents (blue prints, photographs, etc.) – Actual Cost
Facsimile/Microfiche/Other Media – Actual Cost

RESPONSE:

Police Department employees shall cooperate with those requesting records to review and/or duplicate original Police Department documents while taking reasonable measures to protect Police Department documents from the possibility of theft and/or modification.

All personal information, such as dates of birth and/or social security numbers from all persons mentioned in any records shall be redacted by the Police Department to help eliminate the possibility of identity theft.

The Open Records Officer shall review all written requests for access to public records. As soon as possible, but no later than five business days after receiving a written request to access public records, the Open Records Officer shall respond to all such requests in a manner consistent with Act 3 of 2008, the Right to Know Law.

APPEALS PROCESS

If a written request is denied or deemed denied, the requester may file an appeal within fifteen (15) business days of the mailing date of the response or within 15 business days of a deemed denial with the:

Commonwealth of Pennsylvania
Office of Open Records
Commonwealth Keystone Building
400 North Street, 4th Floor
Harrisburg, PA 17120-0225
Phone # 717-346-9903
FAX # 717-425-5343
E-Mail openrecords@state.pa.us

Appeals Officer:
Chester County District Attorney's Office
201 West Market Street
P.O. Box 2746
West Chester, PA 19380-0989
(610)344-6801

RECORDS, PUBLIC ACCESS TO

Township of East Brandywine

Right-to-Know Form

Date Requested: _____

Requested submitted by: E-mail U.S. Mail Fax In person

Name of Requestor: _____

Street Address: _____

Telephone: _____

Records Requested: Provide as much specific detail as possible.

Do you want Copies? Yes No

Do you want to inspect the records? Yes No

Do you want certified copies of records? Yes No

Signature of Requestor: _____

Instructions: Pickup Mail Fax Other

Number of Copies _____ Cost of Postage _____ Total Cost _____

Date Received by Agency _____ Date Request Fulfilled _____

Five days expire (date) _____

Right-to-Know Officer: **Lieutenant Yankanich**

EAST BRANDYWINE CODE

If the request can't be fulfilled within five days, provide information on when it can be fulfilled and attach a copy of the letter to this form.

If Request is denied, attach letter sent to requestor.