

Police Department

Pennsylvania's Right To Know Law

"Right To Know" Policy"

This written policy outlines the proper procedures for requesting records from the Nanticoke City Police Department (NPD) under Pennsylvania's Right-to-Know Law, 65 P.S. ss. 66.1-66.9.

All requests for records must be in writing and signed by the requester.

The request should identify or describe the records sought with sufficient specificity to enable the NPD to ascertain which records are being requested and shall include a name and address to which the NPD should address its response. The NANTICOKE CITY POLICE will not accept oral or anonymous requests for records.

All requests for records shall be addressed as follows:

Nanticoke City Police Department

15 East Ridge Street

Nanticoke, Pa. 18634

ATTN: Administrative Assistant

All requests shall be in writing **on the departmental approved form**, and shall be sent to the NANTICOKE CITY POLICE by mail, facsimile to (570) 735-4001 or delivered in person during the NANTICOKE CITY POLICE's regular business hours of 8:30 a.m. to 4:30 p.m., Monday through Friday, except holidays and official office closings. The NANTICOKE CITY POLICE will not accept verbal or e-mail requests for records.

Under the Right-to-Know Law, investigative reports are exempted from the definition of a "public record," therefore any such request will be denied. Criminal history information is not accessible under the Right-to-Know Law, but may be obtained through the submission of a Request for Criminal History, Form SP 4-164, which is available on the Pennsylvania State Police website (www.psp.state.pa.us). The NANTICOKE CITY POLICE does not possess or retain investigative or administrative information for other state or local agencies, therefore such requests will be denied.

If a written request for records is granted, the following fees will be charged to the requestor: The NPD requires the requester to pay in advance the total fees listed to fulfill the requests. All costs must be paid by check or money order only at the NPD, or by going to the Treasurer's Office and paying by cash.

FEE SCHEDULE:

Copies:	
Offense and Incident Reports	\$15.00
Accident Reports:	\$15.00
Specialized Documents	\$0.25 per copy
Postage:	
Records fitting into standard Letter Envelope	Actual Cost
Other types of mailing	Actual Cost



CITY OF NANTICOKE

RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED:

REQUEST SUBMITTED BY: E-MAIL U.S. MAIL FAX IN-PERSON

NAME OF REQUESTER: _____

STREET ADDRESS: _____

CITY/STATE/COUNTY/ZIP (Required): _____

TELEPHONE (Optional): _____

RECORDS REQUESTED:

**Provide as much specific detail as possible so the agency can identify the information.*

DO YOU WANT COPIES? YES or NO

DO YOU WANT TO INSPECT THE RECORDS? YES or NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO

**** PLEASE NOTE: RETAIN A COPY OF THIS REQUEST FOR YOUR FILES ****
**** IT IS A REQUIRED DOCUMENT IF YOU WOULD NEED TO FILE AN APPEAL ****

FOR AGENCY USE ONLY

RIGHT TO KNOW OFFICER:

DATE RECEIVED BY THE AGENCY:

AGENCY FIVE (5) BUSINESS DAY RESPONSE DUE:

***Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702.)
Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)*

