




# SOLEBURY TOWNSHIP POLICE DEPARTMENT

<b>Subject: Open Records Policy</b>		<b>Policy # 4.11.1</b>
<b>Accreditation 4.11.1</b>		
<b>Effective Date: 12/1/14</b>	<b>Revised Date:</b>	
<b>By Authority Of: Dominick Bellizzie</b>	<b>Signature:</b> 	

## REQUESTS:

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

Requests shall be in writing and directed to the Chief Dominick Bellizzie at the Solebury Township Police Department 3092 N. Sugas Rd. Solebury, PA 18963. 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  
Certification of a Record - \$1 per record  
Specialized Documents (blue prints 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, 4<sup>th</sup> Floor  
Harrisburg, PA 17120-0225  
Phone # 717-346-9903  
FAX # 717-425-5343  
E-Mail [openrecords@state.pa.us](mailto:openrecords@state.pa.us)

**Open Records Office**  
**Det. Lt. Robert M. Gorman**  
District Attorney's Office  
55 East Court Street  
Fourth Floor  
Doylestown, PA 18901  
Fax: 215-348-6299  
(E-mail) [darighttoknow@co.bucks.pa.us](mailto:darighttoknow@co.bucks.pa.us)