



SOUTHERN CHESTER COUNTY REGIONAL POLICE DEPARTMENT

8934 GAP NEWPORT PIKE
LANDENBERG, PA 19350
610-268-2907



Right to Know/Open Records

RIGHT TO KNOW / OPEN RECORDS

The Southern Chester County Regional Police Department complies with the requirements of PA Act 3 of 2008, the Right to Know and Open Records law. This law ensures that public information and records pertaining to the police department is open and available and serve as a resource for citizens, public officials, and members of the media.

Right to Know Officer

The Administrative assistant serves as the police department's Right to Know / Open Records Officer.

The process to Request an Open Record

If you would like to make a request for a copy of an Open Record, complete the required Open Records Request Form (PDF) available in person at the front desk of the police station, on our [Crimewatch page](#), or from this [link](#). Once completed, your request should then be emailed to policeoffice@sccrpd.org, faxed to [\(610\) 268-2886](tel:(610)268-2886), or physically sent to the Right to Know Officer via the United States Postal Service or in-person delivery to:

Southern Chester County Regional Police Department
Attention: Berenice Jauregui / RTK
8934 Gap Newport Pike
Landenberg, PA 19350

Upon receipt of a request, the Right to Know Officer will:

- Note the date of receipt of the written request.
- Compute the day on which the five-day period will expire and make a notation of that date on the written request.
- Maintain an electronic or paper copy of a written request, including all documents submitted with the request until the request has been fulfilled. If the request is denied, the written request shall be maintained for 30 days or, if an appeal is filed, until a final determination is issued or the appeal is deemed denied.

Hours

Right to Know requests can be delivered in person during normal business hours which are Monday thru Friday, 8:00 am to 4:00 pm.

Fees

Depending on the type of request made, there may be a fee associated with completing the request. The Right to Know Officer will advise what the fees will be once the request is received.

Appeals

Appeals should be made to the Pennsylvania Office of Open Records within 15 business days of the mailing date of the police department's denial of a record. Appeals should be sent to:

Office of Open Records
Commonwealth Keystone Building
333 Market Street, 16th Floor
Harrisburg, PA 17101-2234

For more information on what is required to appeal a decision to deny a record, or for questions regarding the Right-to- Know Law, please visit the Pennsylvania Office of Open Records (OOR) at <https://www.openrecords.pa.gov/>



SOUTHERN CHESTER COUNTY REGIONAL POLICE DEPARTMENT

8934 GAP NEWPORT PIKE
LANDENBERG, PA 19350
610-268-2907

STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED:

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

REQUEST SUBMITTED TO: (Agency name & address)

Southern Chester County Regional PD; 8934 Gap Newport Pike, Landenberg PA, 19350

NAME OF REQUESTER: _____

STREET ADDRESS: _____

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

TELEPHONE (optional): _____

EMAIL (optional): _____

RECORDS REQUESTED: *Provide as much specific details as possible so the agency can identify the information*

DO YOU WANT COPIES? YES NO

DO YOU WANT TO INSPECT THE RECORDS? YES NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES NO

DO YOU WANT TO BE NOTIFIED IN ADVANCE IF THE COST EXCEEDS \$100? YES NO

*PLEASE NOTE: **RETAIN A COPY** OF THIS REQUEST FOR YOUR FILES*

IT IS A REQUIRED DOCUMENT IF YOU NEED TO FILE AN APPEAL

FOR AGENCY USE ONLY

OPEN-RECORDS OFFICER:

I have provided notice to appropriate third parties and given them an opportunity to object this request.

DATE RECEIVED: AGENCY FIVE (5) BUSINESS DAY RESPONSE DUE:

*** Public bodies may fill anonymous verbal or written request. 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). ***