

INFORMATION ON OBTAINING POLICE REPORTS AND RECORDS

ACCIDENT REPORTS

The Hopewell Township Police Department conforms to the mandates of the Pennsylvania Vehicle Code, 75 Pa.C.S. §§ 101 et seq, in relation to vehicle accidents ("crash reports"). The said reports are only available to the involved parties or their respective insurance companies. All crash reports can be requested by completing a Right-to-Know Form. There is a \$15 fee for each report.

Please Note: It takes at least a week and generally a lot longer for the report to be written, reviewed by a supervisor, and then approved. If the report is not available in 15 days, you may contact us at (724) 378-0557. We will NOT give out information from the report over the phone; the only way to obtain information from the report is to order a copy by completing the Right-to-Know Form.

CRIME VICTIMS

Material will only be provided to a requesting party as defined in 18 Pa. C.S. 9158 or a requesting party's attorney. A requesting party is defined as "a crime victim or a defendant in a civil action in which a crime victim is a party." A "crime victim" is any individual "against whom a crime has been committed or attempted and who as a direct result of the criminal act or attempt suffers physical or mental injury, death or loss of earnings." A crime victim may request a copy of an incident report by filling out an Act 134 Crime Victim Right of Access Request form. Some reports cannot be released, due to the Criminal History Record Information Act, 18 Pa. C.S.A. §9101 et seq. (CHRIA) or because other laws prohibit it. Reports with suspect, juvenile, medical or arrest information will not be released.

There is a \$150 processing fee for each granted report. Please see the fee schedule for additional fees. Identification must be provided at the time of retrieval from the Hopewell Township Police Department.

A money order is the only form of payment that the Hopewell Township Police Department will accept. Order must be payable to the Hopewell Township Police Department.

Note: Child custody and civil disputes are not crimes and thus, are not covered by this section. They have to be requested under the Right-To-Know-Law (RTKL), as described below, and are generally not releasable.

ACT 134 OF 22

If you are submitting a request as part of a civil action, you must complete the Act 134 Crime Victim Right of Access Request form. Instructions and information for completing the form are attached.

OBTAINING AUDIO/VIDEO RECORDINGS

Audio/Video recordings are NOT covered under the Pennsylvania Right-to-Know Law, 65 P.S. §§ 67.101 et seq. (aka: RTKL) and are instead covered by Act 22 of 2017, 41 Pa.C.S. §§ 67A01 et seq. (aka: Act 22). You must complete the Law Enforcement Recording Request form/Act 22 of 2017. Fee schedule shall be applied in accordance with the Hopewell Township Police Department policy. Please contact the Hopewell Township Open Records Officer for current fee schedule.

OTHER REPORTS

POLICE INCIDENT REPORTS are considered INVESTIGATIVE REPORTS and are NOT subject to release under Pennsylvania's Right-to-Know-Law (Pennsylvania State Police v. Office of Open Records).

Requests for police incident reports containing criminal investigatory material may not be eligible for release in accordance with the Criminal History Record Information Act, 18 Pa. C.S.A. §9101 et seq. (aka: CHRIA) and Section 708(b)(16) of the Pennsylvania Right-to-Know Law, 65 P.S. §§ 67.101 et seq. (aka: RTKL). Police investigative reports may be available with a properly executed subpoena.

Additionally, requests for police incident reports containing non-criminal investigatory material (e.g., child custody & civil disputes) are NOT public records under Section 708(b)(17) of the RTKL and may not be eligible for release, unless the release is not prohibited by law or court order, and the Hopewell Township Police Department determines that it is in the public interest to release the record. Non-criminal police incident reports are generally available pursuant to a civil subpoena.

Requests can be made through a RTKL/Open Records Request form and submit to the Hopewell Township Police Department Right-to-Know officer. Please note that there is a .25 cent fee for each page printed as part of processing if the report is granted. Cash or money order is acceptable prior to release for the information. There is no charge if delivered electronically. The recipients must produce identification at the time the report is retrieved from our department.

The Open Records Officer for the Hopewell Township Police Department is:

Sergeant Jill Banovsky
Hopewell Township Police Department
1700 Clark Boulevard
Aliquippa, PA 15001
Phone : 724-378-0557
Email: jillbanovsky@hopewelltwp.com

Denials of access may be appealed in writing, within 15 business days, to the following:

Executive Director, Office of Open Records
Office of Open Records
333 Market Street
Harrisburg, PA 17120
Phone: 717-346-9903
Fax: 717-425-5343
Email: openrecords@pa.gov
Website: <http://openrecords.pa.gov>

For denials of information regarding criminal records or investigative records, you must appeal in writing within 15 business days to:

Beaver County District Attorney's Office
Attn: District Attorney Nathan Bible
810 Third Street
Beaver, PA 15009
Phone: 724-773-8550
Email: beavercounty.pa.gov

The Hopewell Township Police Department complies with the Pennsylvania Right to Know Law (RTKL), CHRIA, and other applicable statutes regulating the release of information to the public. Information protected under Section 708 (b) of the RTKL (or other applicable statute) will be removed or obscured to protect that sensitive information. Please visit the Pennsylvania Department of Open Records website at [Pa. Open Records](http://pa.openrecords.gov) for additional information on the Right to Know Law.