

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.

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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) for additional information on the Right to Know Law.



HOPEWELL TOWNSHIP

POLICE DEPARTMENT



CHIEF OF POLICE
Donald E. Sedlacek

Session 216

1700 CLARK BLVD.
ALIQUPPA, PA 15001
phone: 724.378.0557
fax: 724.378.9105

e-mail: chiefofpolice@hopewelltwp.com

Standard Right-to-Know Law Request Form

Please read carefully. Complete this form and retain a copy of both pages; this copy may be required if an appeal is filed. You have 15 business days to appeal after a request is denied or deemed denied. More information about the RTKL is available at <https://www.openrecords.pa.gov>. In most cases, a completed RTKL request form is a public record.

SUBMITTED TO AGENCY NAME: _____ (Attn: RTKO)

Date Request Submitted: _____ Submitted via: Email U.S. Mail Fax In Person

PERSON MAKING REQUEST:

Full Name: _____

Company (if applicable): _____

Please send response via: Email U.S. Mail

If you wish to obtain records that only exist in hard copy, or must be provided on an electronic storage device, you may be required to provide a mailing address to the agency. See Section 703.

Email: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Telephone: _____

How do you prefer to be contacted if the agency has questions? Telephone Email US Mail

By checking this box, I affirm that my full name and contact information is true and correct, and that I am a legal resident of the United States. I understand that failure to check this box may result in the denial of my request and the dismissal of any appeal filed with the Office of Open Records.

RECORDS REQUESTED: Provide as much detail as possible, including subject matter, time frame, and type of record sought. RTKL requests must seek records, not ask questions. Use additional pages if necessary.



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RECORDS REQUESTED (*continued*):

DO YOU WANT COPIES? Yes, printed Yes, electronic No, in-person inspection

Records shall be provided in the medium requested if they exist in that medium; otherwise, they shall be provided in the medium in which they exist. See Section 701. Your request may require payment or prepayment of fees. View the Official RTKL Fee Schedule for more details.

I understand that my request may incur fees.

Notify me before further processing if fees will be more than \$100 (or) \$ _____

Do you want certified copies? Yes (may be subject to additional costs) No

ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Hopewell Township Police Department Right to Know Officer:

Sgt. Jill Banovsky (jillbanovsky@hopewelltwp.com)

Tracking: _____ Date Received: _____ Response Due (5 bus. days): _____

30-Day Ext.? Yes No (If Yes, Final Due Date: _____) Actual Response Date: _____

Request was: Granted Partially Granted & Denied Denied

Cost to Requester: \$ _____

Appropriate third parties notified and given an opportunity to object to the release of requested records.