

4.1.12 Pennsylvania Right to Know Act

I. POLICY

It is the policy of the Johnstown Police Department to comply with the requirements of the Pennsylvania Right-To-Know Law (RTKL), 65 P.S. subsections 67.101-67.3104.

II. PURPOSE

To provide police personnel and the public with guidelines necessary to comply with the Pennsylvania Right to Know Act.

III. PROCEDURES

A. Public Records

1. Public record requests are available in person from City Hall, Monday through Friday from 8 AM to 4 PM, excluding holidays and/or extenuating circumstances.
2. If a request for records is granted, the requestor shall be required to pay .25 cents per page. In those cases where total projected costs exceed \$100 dollars, associated fees shall be paid prior to the request being processed. Persons requesting
3. There shall be no limitation on the number of public records that may be requested or made available for inspection or duplication.
4. There shall be no requirement to disclose the purpose or motive in requesting access to records that are considered public.
5. Under the "Right to Know Law," investigative reports are exempted for the definition of a "public record," therefore any such request will be denied.
6. Criminal History information is not accessible under the "Right to Know Law."

7. Unless a charge of juvenile delinquency is transferred for criminal prosecution under section 6355 of the Juvenile Act, or the court otherwise orders, the records and files of a juvenile shall not be open to public inspection or their contents disclosed to the public.
8. This policy shall be posted at City Hall and in the Johnstown Police Departments lobby for public view.

Effective Date: June 4, 2018

By Order Of:

A handwritten signature in cursive script, appearing to read "Robert F. Johnson".

Robert F. Johnson
Chief of Police