

SCRANTON POLICE DEPARTMENT POLICY

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Policy Number:

16-016

Policy Subject:

Public Access to Police Records/Reports

Reevaluation Date:

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2

PLEAC Standard(s):

4.7.1, 4.11.1

I. PURPOSE

The purpose of this policy is to establish guidelines necessary to comply with the Pennsylvania Right to Know Act.

II. POLICY

It is the policy of the Scranton Police Department to comply with the requirements of the Pennsylvania Right to Know Act (Act 3 of 2008), 65 P.S. Sections 67.101, et seq.

III. PROCEDURE

- A. Public records are available in person from the Scranton Police Department Records Division, Monday through Friday, 8:00AM to 4:30PM, excluding holidays or extenuating circumstances. Records may be requested by mail with the appropriate fee and a self-addressed stamped envelope. If a request is granted, the following fee schedule will apply:
 1. Accident Reports – \$15.00
 2. Incident Reports – \$25.00 (Fee waived for crime victims)
- B. There shall be no limitation on the number of public records which may be requested or made available for inspection or duplication. Fees will be assessed per copy requested.
- C. There shall be no requirement to disclose the purpose or motive in requesting access to records which are considered public.

- D. Under the “Right to Know Law,” investigative reports are exempted from the definition of a “public records,” therefore any such requests will be denied.
- E. Criminal History information is not accessible under the “Right to Know Law.”
- F. 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.
- G. Juvenile records and files to be released to the public must comply with the exceptions listed in Title 42 Section 6308 (b) of the Pennsylvania Juvenile Act.
- H. The Chief of Police, Captain or the Administrative Lieutenant will make a good faith effort to determine if the record requested is a public record and respond as promptly as possible under the circumstances existing at the time of the request.
- I. Requests for any records for police personnel will be handled through the City of Scranton’s Right to Know Officer.

By Order Of

Chief Carl R. Graziano
Superintendent of Police
Scranton Police Department