



**LITITZ BOROUGH
POLICE DEPARTMENT**
“...Dedicated to Professional
Service to the Community that We Serve.”

7 S. Broad Street., Lititz, PA 17543
(717) 626-6393 Emergency: 911

Chief William R. Seace

SUBJECT:

OPEN RECORDS POLICY

ORDER #: 55

ISSUE DATE:	EFFECTIVE DATE:	ANNUAL REVIEW DATE:	RESCINDS PREVIOUS ORDER #:	PLEAC:
01/27/2009	01/27/2009	March 12	N/A	4.1.12

REQUESTS:

Public records will be available for inspection and copying at the Lititz Borough Police Department during normal business hours, Monday through Friday, 8:30 A.M. to 4:00 P.M. with the exception of holidays.

Requests shall be in writing and directed to Chief William Seace/Open Records Officer at Lititz Borough located at 7 South Broad St. Lititz, Pa.17543. Written requests shall include the date of the request, the name and address of the requester and a clear, detailed description of the records sought.

FEES:

Paper copies will be 25 cents per page. If mailing is requested, the cost of postage shall be charged. If a disk is requested, the Police Department will provide the disk at the cost of \$1.00 (One Dollar) per disk. A new disk will be necessary each time records are provided. FAX copies shall be available at actual cost. If “true and correct certification” is requested an additional charge of \$5.00 (Five Dollars) shall be levied. A charge of \$15.00 (Fifteen Dollars) shall be charged for each copy of an accident report or a synopsis of an incident/offense report.

RESPONSE:

Lititz Borough and Lititz Borough Police Department shall make a good faith effort to provide the requested public records as promptly as possible. Borough and Police Department employees shall cooperate with those requesting records to review and/or duplicate original Police Department documents while taking reasonable measures to protect Police Department documents from the possibility of theft and/or modification.

All personal information, such as dates of birth and/or social security numbers from all persons mentioned in any records shall be redacted by the Police Department to help eliminate the possibility of identity theft.

The Open Records Officer shall review all written requests for access to public records. As soon as possible, but no later than five business days after receiving a written request to access public records, the Open Records Officer shall respond to all such requests in a manner consistent with Act 3 of 2009, the Open Records Law.

APPEALS PROCESS

With respect to Criminal Records request denials, the requester may file exceptions with the Lancaster County District Attorney’s office, located inside the Lancaster County Courthouse, 50 N. Duke Street, Lancaster, PA 17602 within 15 business days of the mailing date of the Lititz Borough/Police Department’s denial. The exceptions shall state grounds on which the requester asserts that the record is a public record and shall address any grounds stated by the Lititz Borough/ Police Department for denying the request.

By Order of the Chief of Police.

(Printed/Revised 04/29/2011 WRS)