



## WEST CALN TOWNSHIP POLICE DEPARTMENT

721 West Kings Highway

P.O. Box 111

Wagontown, PA 19376

### Request for Information

**This form is to be completed by the requestor. If this form is not legible or not properly completed, it will not be processed. Before the issuance of any report, proof of identification must be provided. Those who are representatives of an organization shall provide proof of the organization they represent. There is a \$15.00 administration fee for each report. An additional \$20.00 fee will be charged for any requests of electronic media files (video, photos, etc.) and will be provided to you on CD format with the report. All fees for records MUST be paid BEFORE the release of any reports.**

Please Note: The West Caln Township Police Department complies with the Pennsylvania Right to Know Law (RTKL) 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. This includes 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 West Caln Township Police Department to help eliminate the possibility of identity theft. The West Caln Township Police Department shall make a good faith effort to provide the requested public records as promptly as possible. The West Caln Township Police Department 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.

The Chief of Police or his designee shall review all written requests for access to public records and shall respond to all such requests in a manner consistent with Act 3 of 2008, Right to Know Law. Under the Right-To-Know Law, investigative reports are exempted from the definition of a "public record", therefore, any such request will be denied. Criminal history information is not accessible under the Right-To-Know Law, but may be obtained through the submission of a Request for Criminal record Check, Form SP 4-164, which is available on the Pennsylvania State Police website ([www.psp.state.pa.us](http://www.psp.state.pa.us)) all such requests will be referred to the Pennsylvania State Police. The West Caln Township Police Department does not possess or retain investigative or administrative information for other state or local agencies; therefore, such requests will be denied. Please visit the Pennsylvania Department of Open Records website at [www.openrecords.state.pa.us](http://www.openrecords.state.pa.us) for additional information on the Right to Know Law.

**Type of Request:**  Accident Report  Incident Report  Other

### Incident Information

Date of Incident: \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM

Location: \_\_\_\_\_

Incident Report # (if known): \_\_\_\_\_

Requestor Information – Copy of ID must be attached

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Full Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Method of Release:  Paper Copy  U.S. Mail  Fax  Email

Date of Request: \_\_\_\_\_ Signature: \_\_\_\_\_

**\*\*FOR POLICE DEPARTMENT USE ONLY\*\***

Date Received: \_\_\_\_\_

Cost:  \$15.00     Other amount \$ \_\_\_\_\_

Paid:  Cash  Check # \_\_\_\_\_ Received By: \_\_\_\_\_

Receipt Issued:  Yes     No

Release Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Released by: \_\_\_\_\_

Date: \_\_\_\_\_

Type of Report Released:  Complaint  Incident  Crash  Other