

Lehman Township Police Department

1183 Old 115 Highway - Dallas PA 18612

ph. 570-675-1483 fax 570-674-4939

police@lehmantwp.com

OPEN RECORDS POSTING

Open Records Right to Know Forms (RTK) are available at the Lehman Township Municipal Building during township business hours or online at <https://lehmantwp.com>

Police Report Request forms are available online at <https://lehmantwp.com> or in person at the police department. Police report request forms can also be obtained by email: police@lehmantwp.com

Police audio and video recordings are requested through Act 22 of 2017.

Regulations, policies and procedures of the agency relating to open records:

All requests for records must be in writing and signed by the requester. The request should identify or describe the records sought with sufficient specificity to enable the Lehman Township Police / RTK officer to ascertain which records are being requested. The request shall include a name and address to where the response should be sent. A proper email and phone number should be included as well. The Lehman Township Police will not accept or acknowledge oral or anonymous requests for records.

Under the Right-to-Know Law, investigative reports and incidents currently "open" or under investigation are exempt from the definition of a "public record," therefore any such request will be denied. Criminal history information, PennDOT driving records, and requests for video and audio recordings (BWC / ICC footage) are not accessible under the Right-to-Know Law. Criminal History may be obtained through the submission of a Request for Criminal History, Form SP 4-164, which is available on the Pennsylvania State Police website (www.psp.state.pa.us). The Lehman Township Police do not possess or retain investigative or administrative information for other state or local agencies; therefore, such requests will be denied.

The Township shall comply with section 1308 of the Pennsylvania Right to Know Law which prohibits:

A limitation on the number of records which may be requested or made available for inspection or duplication and,

A requirement to disclose the purpose or motive in requesting access to records.