

TOWNSHIP OF HAMPTON

Police Record Request Form

Rev. 11/23

POLICE INCIDENT REPORTS OR OTHER TOWNSHIP DOCUMENTS RELATED TO CRIMINAL INVESTIGATIONS OR NON-CRIMINAL INVESTIGATIONS ARE NOT SUBJECT TO RELEASE UNDER THE RIGHT TO KNOW LAW

The Township will provide a denial letter on Township letterhead that provides the incident number and reason for denial when a police report is requested and cannot be released. It is the policy of Hampton Township to conform to the mandates of the Criminal History Record Information Act 18 Pa. C.S.A. subsection 9101 et seq. (CHRIA) and the Pennsylvania Right to Know Law 65 P.S. subsection 67.101, seq (RTKL).

CHRIA precludes the dissemination of "protected information" which includes three types of information; Intelligence Information, Investigative Information, and treatment information.

Therefore, information assembled as a result of any injury, formal or informal, into a criminal incident or an allegation of criminal wrongdoing are protected information and therefore are not subject to public access under the RTKL. Furthermore, police incident reports related to noncriminal investigations are exempt from disclosure (Section 708(b)(17) of the Pennsylvania Right to Know Law).

DATE: _____

NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

DESCRIPTION OF INCIDENT: _____

DATE OF INCIDENT / TIME: _____

PERSON(S) INVOLVED: _____

LOCATION: _____

INCIDENT TYPE: _____

OTHER DETAILS: _____

REQUESTED INFORMATION TO BE: _____ PICKED UP _____ FAXED _____ MAIL

I certify that I am a legal resident of the United States of America.

Signature of Requester

PUBLIC RECORD REVIEW/DUPLICATION REQUEST

To be completed by Open Records Officer:

Hampton Police Dept. Request No.: _____

Date Received: _____ Date Response Due: _____

Action Taken: _____

Approved Date of approval: _____

Date info.: picked up _____ mailed _____ emailed _____

Copies _____ Postage _____ Fax _____

Total Cost _____

Initials of Staff Member _____

Denied Date notice mailed: _____

Additional Review Date notice mailed: _____