



## SOUTHERN CHESTER COUNTY REGIONAL POLICE DEPARTMENT

8934 GAP NEWPORT PIKE  
LANDENBERG, PA 19350  
610-268-2907



# Right to Know/Open Records

## RIGHT TO KNOW / OPEN RECORDS

The Southern Chester County Regional Police Department complies with the requirements of PA Act 3 of 2008, the Right to Know and Open Records law. This law ensures that public information and records pertaining to the police department is open and available and serve as a resource for citizens, public officials, and members of the media.

### Right to Know Officer

The Administrative assistant serves as the police department's Right to Know / Open Records Officer.

### The process to Request an Open Record

If you would like to make a request for a copy of an Open Record, complete the required Open Records Request Form (PDF) available in person at the front desk of the police station, on our [Crimewatch page](#), or from this [link](#). Once completed, your request should then be emailed to [policeoffice@sccrpd.org](mailto:policeoffice@sccrpd.org), faxed to [\(610\) 268-2886](tel:(610)268-2886), or physically sent to the Right to Know Officer via the United States Postal Service or in-person delivery to:

**Southern Chester County Regional Police Department**  
**Attention: Berenice Jauregui / RTK**  
**8934 Gap Newport Pike**  
**Landenberg, PA 19350**

### Upon receipt of a request, the Right to Know Officer will:

- Note the date of receipt of the written request.
- Compute the day on which the five-day period will expire and make a notation of that date on the written request.
- Maintain an electronic or paper copy of a written request, including all documents submitted with the request until the request has been fulfilled. If the request is denied, the written request shall be maintained for 30 days or, if an appeal is filed, until a final determination is issued or the appeal is deemed denied.

### Hours

Right to Know requests can be delivered in person during normal business hours which are Monday thru Friday, 8:00 am to 4:00 pm.

### Fees

Depending on the type of request made, there may be a fee associated with completing the request. The Right to Know Officer will advise what the fees will be once the request is received.

### Appeals

Appeals should be made to the Pennsylvania Office of Open Records within 15 business days of the mailing date of the police department's denial of a record. Appeals should be sent to:

**Office of Open Records**  
**Commonwealth Keystone Building**  
**333 Market Street, 16th Floor**  
**Harrisburg, PA 17101-2234**

For more information on what is required to appeal a decision to deny a record, or for questions regarding the Right-to- Know Law, please visit the Pennsylvania Office of Open Records (OOR) at <https://www.openrecords.pa.gov/>



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STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED:

REQUEST SUBMITTED BY:      EMAIL              U.S. MAIL              FAX              IN- PERSON

REQUEST SUBMITTED TO: (Agency name & address)

**Southern Chester County Regional PD; 8934 Gap Newport Pike, Landenberg PA, 19350**

NAME OF REQUESTER: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY/STATE/COUNTY/ZIP(Required): \_\_\_\_\_

TELEPHONE (optional): \_\_\_\_\_

EMAIL (optional): \_\_\_\_\_

RECORDS REQUESTED: \*Provide as much specific details as possible so the agency can identify the information\*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DO YOU WANT COPIES?      YES              NO

DO YOU WANT TO INSPECT THE RECORDS?              YES              NO

DO YOU WANT CERTIFIED COPIES OF RECORDS?      YES              NO

DO YOU WANT TO BE NOTIFIED IN ADVANCE IF THE COST EXCEEDS \$100?      YES              NO

\*PLEASE NOTE: **RETAIN A COPY** OF THIS REQUEST FOR YOUR FILES\*

\*IT IS A REQUIRED DOCUMENT IF YOU NEED TO FILE AN APPEAL\*

***FOR AGENCY USE ONLY***

OPEN-RECORDS OFFICER:

I have provided notice to appropriate third parties and given them an opportunity to object this request.

DATE RECEIVED:                      AGENCY FIVE (5) BUSINESS DAY RESPONSE DUE:

*\*\* Public bodies may fill anonymous verbal or written request. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702). Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law (Section 703). \*\**