

1.22

RTK-60



pennsylvania
OFFICE OF OPEN RECORDS

STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: 3/11/11

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

NAME OF REQUESTOR: Ashley Gast

STREET ADDRESS: Arcadia University
Department of Sociology, Anthropology
and Criminal Justice
450 S. Easton Road

CITY/STATE/COUNTY (Required): Glenside, PA

TELEPHONE (Optional): [REDACTED]

RECORDS REQUESTED:

*Provide as much specific detail as possible so the agency can identify the information.
see enclosed

DO YOU WANT COPIES? YES or NO

DO YOU WANT TO INSPECT THE RECORDS? YES or NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO

RIGHT TO KNOW OFFICER:

DATE RECEIVED BY THE AGENCY:

AGENCY FIVE (5)-DAY RESPONSE DUE:

***Public bodies may fill anonymous verbal or written requests. 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.)*

RTK-60

zip 19038

Pursuant to the Pennsylvania Right to Know Act, we request access to the following records which we believe are in the possession of your agency:

1. All records, written materials, video or sound recordings, maintained by your Department and/or distributed to investigative officers or trainees, concerning the procedures used to conduct in-field identification, whether those procedures are referred to as "show-ups," "cold shows," or by other terminology. Please include any admonishments provided to potential witnesses in conjunction with the procedure.
2. All records, written materials, video or sound recordings, maintained by your Department and/or distributed to investigative officers or trainees, concerning the procedures used to conduct identification via photograph, whether in the format of single photo, photo lineups or "photo spreads," or in any other form. Please include any admonishments provided to potential witnesses in conjunction with the procedure.
3. All records, written materials, video or sound recordings, maintained by your Department and/or distributed to investigative officers or trainees, concerning the procedures used to conduct live "line-ups," wherever such procedures are done. Please include any admonishments provided to potential witnesses in conjunction with the procedure.
4. Any other records, written materials, video or sound recordings, maintained by your Department and/or distributed to investigative officers or trainees, governing how to conduct eyewitness identification procedures in any other form. Please include any written policies or training materials that address or concern the use of composite sketches, including how such sketches are to be generated.
5. All written materials, video or sound recordings, maintained by your Department and/or distributed to investigative officers or trainees, concerning the procedures for conducting interviews of suspects or witnesses. Please include any written policies, training materials or other forms of records that indicate whether such interviews should be recorded using either audio or video equipment and, if so, under what circumstances.

Thank you once again for your help.



COAT OF ARMS OF SPRINGETT PENN
1701-1731

SPRINGETTSBURY TOWNSHIP

1501 Mt. ZION ROAD
YORK, PENNSYLVANIA 17402
(717) 757-3521 FAX: (717) 757-7856
www.springettsbury.com
email: info@springettsbury.com

POLICE: (717) 757-3525 FAX: (717) 840-1908
POLICE & FIRE EMERGENCIES - DIAL 911
RECREATION OFFICE: (717) 805-0406

WASTEWATER TREATMENT FACILITY
3501 NORTH SHERMAN STREET
(717) 757-3521 FAX: (717) 840-0680

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March 21, 2011

Ms. Ashley Gast
Arcadia University
Department of Sociology, Anthropology and Criminal Justice
450 South Easton Road
Glenside, PA 19038

Re: **RIGHT-TO-KNOW REQUEST**

Dear Ms. Gast,

Thank you for writing to Springettsbury Township with your request for records as listed on the enclosure, provided with your request, and attached to this correspondence.

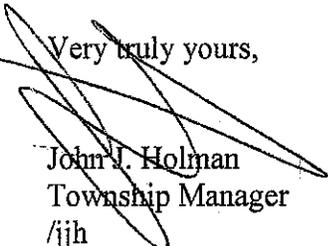
Your request is approved.

The cost of the copy of the documents is \$3.00 if picked up from the municipal office. Should you wish to have the information mailed, the additional cost is \$1.22, for a total cost of \$4.22.

The documents can be picked or mailed up upon receipt of payment to Springettsbury Township. You may contact Ms. Stephanie Conrad of my office, at 717-757-3521, to schedule a time to pick up the documents.

If you have any questions please do not hesitate to contact me.

Very truly yours,


John J. Holman
Township Manager

/jjh

cc: Charles Rausch, Township Solicitor
David Eshbach, Chief of Police

File: Right-to-Know