



pennsylvania
OFFICE OF OPEN RECORDS

RTK-582

STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: Jan. 7, 2019

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

REQUEST SUBMITTED TO (Agency name & address): The Springettsbury Township Police Department, 1501 Mount Zion Road, York, PA 17402.

NAME OF REQUESTER: Dylan Segelbaum

STREET ADDRESS: 1891 Loucks Road

CITY/STATE/COUNTY/ZIP(Required): York, PA 17408

TELEPHONE (Optional): [REDACTED] (cell) **EMAIL (optional):** [REDACTED]

RECORDS REQUESTED: *Provide as much specific detail as possible so the agency can identify the information. **Please use additional sheets if necessary**

I am requesting the following documents:

- Copies of written memos, procedures and policies on how police officers are supposed to take down witness statements in domestic violence cases.

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 \$25? YES NO

**** PLEASE NOTE: RETAIN A COPY OF THIS REQUEST FOR YOUR FILES ****
**** IT IS A REQUIRED DOCUMENT IF YOU WOULD NEED TO FILE AN APPEAL ****

FOR AGENCY USE ONLY

OPEN-RECORDS OFFICER: Abby Gibbs

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

DATE RECEIVED BY THE AGENCY: Rec'd by Open Records Officer: 1/15/2019

AGENCY FIVE (5) BUSINESS DAY RESPONSE DUE: 1/22/19 30 Days Due: 2/21/19

***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.)*



CREST OF SPRINGETTSBURY
INCORPORATED 1891

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 and Fire Emergencies - Dial 911
Recreation Office: 717-505-0406

Wastewater Treatment Facility
3501 North Sherman Street
717-757-3521 Fax: 717-840-0680

BOARD OF SUPERVISORS

Mark M. Swomley
Chairman

George M. Dvoryak
Vice Chairman

Charles A. Wurster
Assistant Secretary/Treasurer

Justin A. Tomevi

Robert F. Cox

TOWNSHIP MANAGER

Benjamin B. Marchant

January 18, 2019

Mr. Dylan Segelbaum
York Daily Record
1891 Loucks Road
York, PA 17408

Re: **RIGHT-TO-KNOW REQUEST – Police Policy**

Dear Mr. Segelbaum,

Thank you for writing to Springettsbury Township with your request for the following information: “Copies of written memos, procedures, and policies on how police officers are supposed to take down witness statements in domestic violence cases.”

This request is approved in part and denied in part.

The approved portion of the policy relevant to your request is:

- **The officer shall attempt to obtain a hand written and signed statement from the victim. This will aid in prosecution of the suspect if the victim later becomes unwilling or unable to testify.**

The disclosure of the entire policy is denied under the Right to Know Law Chapter 7, Section 708.b.2: *A record maintained by an agency in connection with the military, homeland security, national defense, law enforcement or other public safety activity that if disclosed would be reasonably likely to jeopardize or threaten public safety or preparedness or public protection activity or a record that is designated classified by an appropriate Federal or State military authority.*

You have a right to appeal denial of information in writing to Erik Arneson, Executive Director, Office of Open Records, 333 Market Street, 16th Floor, Harrisburg, PA 17101-2234

If you choose to file an appeal, you must do so within fifteen (15) business days of the mailing date of the agency’s response, as outlined in Section 1101 of the Right-To-Know Law.

Please be advised that this correspondence will serve to close this record with our office as permitted by law.

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

Thank you,



Abegale Gibb

Right to Know Officer

File: Right-to-Know 582