



Upper Dublin Township Police Department

520 Virginia Drive
Fort Washington, Pennsylvania 19034-1697
Voice: 215-646-2101 Fax: 215-628-8976
www.UpperDublin.net



Records Availability

This Is Not a Right-to-Know Records Request Form

Upper Dublin Township Police Department provides public record access and protects privacy rights in compliance with applicable Upper Dublin Township, Montgomery County, Pennsylvania State and United States Federal laws.

Obtaining Police Records other than Crash Reports

Who can obtain a copy of a police report and/or investigative record?

Criminal and non-criminal investigative records and reports generated by, or in the possession of, the Upper Dublin Township Police ARE NOT subject to public access under the Pennsylvania Right-to-Know Law (RTKL), 65 P.S. §67.101 et seq.

Upper Dublin Township Police provide redacted report information to victims upon written request. The requests must be made by the victim, the victim's attorney and / or the victim's insurance representatives. A summation document indicating that you were a victim in an incident that was reported to the Upper Dublin Police Department will be prepared. The report information typically identifies the offense, time and date of occurrence, time and date the activity was reported, location of the activity and the name of the officers who responded to the call. Unless authorized by statute a record subpoena is required for access to investigative reports.

When should I submit my request?

You may request a record any time after the incident; however, the record can take up to **15 business days** before it become available. Reports will be mailed to the requestor.

Is there a fee and what do I need to send?

A record request form is required. The request form is to be signed and submitted to Upper Dublin Township Police Records Department along with a money order or check for the amount of \$15.00 payable to "Upper Dublin Township".

Obtaining a Copy of a Pennsylvania Department of Transportation Crash Report

Who can obtain a copy of a Penn DOT Crash Report?

Crash reports generated by, or in the possession of, the Upper Dublin Township Police ARE NOT subject to public access under the Pennsylvania Right-to-Know Law (RTKL), 65 P.S. §67.101 et seq.

Persons authorized by Section 3751(b) of the Pennsylvania Vehicle Code are authorized to access crash reports. They include any person involved in the crash, their attorney, insurer, the Federal Government, Branches of the Military Service, Commonwealth Agencies, Officials of Political Subdivisions, or Agencies or other States and Nations and their political subdivisions.

When should I submit my request?

You may request a record any time after the crash; however, the record can take up to **15 business days** before it become available. Reports will be mailed to the requestor.

Is there a fee and what do I need to send?

A record request form is required. The request form is to be submitted and signed along with a money order or check for the amount of \$15.00 payable to "Upper Dublin Township". Photos and reconstruction data are not included.

Crash Photos

Who can obtain a copy of a Crash Photo?

Community Oriented Policing

Crash photos generated by, or in the possession of, the Upper Dublin Township Police ARE NOT subject to public access under the Pennsylvania Right-to-Know Law (RTKL), 65 P.S. §67.101 et seq. Upper Dublin Township Police may provide redacted Crash Photo access to Persons authorized by Section 3751(b) of the Pennsylvania Vehicle Code. Authorized persons include any person involved in the crash, their attorney, insurer, the Federal Government, Branches of the Military Service, Commonwealth Agencies, Officials of Political Subdivisions, or Agencies or other States and Nations and their political subdivisions.

When should I submit my request?

You may request photos any time after the crash; however, the photos can take up to **15 business days** before becoming available. Photos will be mailed to the requestor.

Is there a fee and what do I need to send?

A record request form is required. The request form is to be submitted and signed along with a money order or check for the amount of \$15.00 per photo payable to **"Upper Dublin Township"**.

Crash Reconstruction

Who can obtain a copy of a Crash Reconstruction Report?

Crash Reconstruction Reports generated by, or in the possession of, the Upper Dublin Township Police ARE NOT subject to public access under the Pennsylvania Right-to-Know Law (RTKL), 65 P.S. §67.101 et seq. Upper Dublin Township Police may provide redacted Crash Reconstruction Report access to persons authorized by Section 3751(b) of the Pennsylvania Vehicle Code. Authorized persons include any person involved in the crash, their attorney, insurer, the Federal Government, Branches of the Military Service, Commonwealth Agencies, Officials of Political Subdivisions, or Agencies or other States and Nations and their political subdivisions.

When should I submit my request?

Please do not submit a request until **30 business days** have elapsed since the date of the crash.

Is there a fee and what do I need to send?

A record request form is required. The request form is to be submitted and signed with a money order or check for the amount of \$100.00 per reconstruction report (scale drawings not included) payable to **"Upper Dublin Township"**.

Local Criminal History Request

How do I obtain a copy of a local police criminal history record check?

In order to obtain a copy of your Criminal History Record information contact the Pennsylvania State Police at:

Pennsylvania State Police Central Repository - RCP
1800 Elmerton Avenue
Harrisburg, PA 17110-9758

Or for assistance call the PATCH Help Line toll-free at 1-888-QUERY-PA (1-888-783-7972)

<http://www.psp.pa.gov/Pages/Request-a-Criminal-History-Record.aspx>

How to Subpoena Records:

- Faxed subpoenas will not be accepted;
- Subpoenas should be as specific as possible regarding an incident or individual;
- Subpoenas should contain as much demographic information as possible so as to speed processing;
- Overbroad, burdensome, vague or all-encompassing subpoenas will not be honored;
- A proper subpoena for records does not require a witness fee; however, if the documents you are requesting are over 10 pages in length, you will be billed at the rate of \$.25 per page;
- Photographs, audio and video tape reproductions will be billed at the prevailing rates for such reproduction. Allow approximately 30 days for reproduction.

Community Oriented Policing

Pennsylvania State or Municipal/Administrative Court

A subpoena duces tecum, complete with caption and docket number, must be properly executed in the name of Upper Dublin Township Chief of Police, Custodian of Records, and mailed or hand-delivered to 520 Virginia Drive, Fort Washington, PA. 19034.

Federal Court

Subpoenas issued in Federal court must be hand-delivered, pursuant to Fed.R.Civ.P. 45. Federal subpoenas must contain the complete caption and docket number, and must be properly executed in the name of Upper Dublin Township Chief of Police, Custodian of Records, and hand-delivered to 520 Virginia Drive, Fort Washington, PA. 19034.

Out-of-State

A civil subpoena from another state is not effective in Pennsylvania unless accompanied by a Pennsylvania court order domesticating the subpoena under the Pennsylvania Uniform Interstate and International Procedure Act (refer to 42 Pa.C.S. §5326). Subpoenas not received under these circumstances will be returned and not honored.

You have the right to request public records through the Township Open Records Officer. To contact that office please call 215-643-1600.

520 Virginia Drive, Fort Washington, PA 19034, Phone: 215-646-2101

Issue Date: 05/12/2022

****This Is Not a Right-to-Know Records Request Form****

Community Oriented Policing



Upper Dublin Township Police Department

Records Unit – Record Request Form



| | | | |
|-------------------------------|--|--------------------------|--|
| Requester's Name: | | Date: | |
| Requester's Address: | | | |
| | | | |
| Requester's Signature: | | Telephone Number: | |

I request review duplication (check applicable boxes) of the following records. Important: You must identify or describe the records with sufficient specificity to enable the Township to determine which records are being requested. Use additional sheets if necessary.

| |
|--|
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| |

I request review / duplication for the following reason(s):

- **Government Agency – Name & ORI#:**
- **Insurance / Attorney – Name, Code & Claim #:**
- **Victim - Name & Driver's License #:**

DO NOT WRITE BELOW THIS LINE

| | | | | | |
|---------------------|-----------------|--|-------|--|--|
| Action Taken | Request Number: | | Date: | | |
| | Approved: | | Date: | | |
| | Denied: | | Date: | | |
| | Mailed: | | Date: | | |
| | Reviewed By: | | Date: | | |
| | Incident #: | | | | |
| | Comment: | | | | |
| | | | | | |
| | | | | | |

Local Records Check Only, State-Wide Information is available from the Pennsylvania State Police.

****This Is Not a Right-to-Know Records Request Form****

Community Oriented Policing



Upper Dublin Township Police Department Records Unit – Criminal History Request Form



| | | | |
|--|--|---------------------------------|--|
| Subject's Name: | | | |
| Subject's Social Security Number: | | Subject's Date-of-Birth: | |
| Reason for Request: | | | |
| | | | |

| | | | |
|------------------------------|--|--------------------------|--|
| Requester's Name: | | Date: | |
| Requester's Address: | | | |
| Government Agency: | | ORI #: | |
| Requester's Signature | | Telephone Number: | |

Forward this form to the Upper Dublin Township Police Department's Records Unit

DO NOT WRITE BELOW THIS LINE

| | | | | |
|---------------------|---|---|-----------------------|--|
| Action Taken | Request Number: | | Date Received: | |
| | Authorized By: | | Date Mailed: | |
| | Reviewed By: | | Date: | |
| | Incident #: | | | |
| | Status: | Records Check Negative <input type="checkbox"/> Records Check Positive <input type="checkbox"/> | | |
| | Information Released: | | | |
| | | | | |
| | | | | |
| | Copy to File <input type="checkbox"/> Copy to Each Related Case Folder <input type="checkbox"/> | | | |
| | Master Name Index Person Number: | | | |

Local Records Check Only, State-Wide Information is available from the Pennsylvania State Police.