

POLICE RECORDS

You can request a copy of a record such as a police report or collision report either by mail or in person at the Police Department. It is important to know that if you need a copy of a record, your request will be processed much more expediently if you are familiar with some of the procedures involved in accommodating your request.

WHAT INFORMATION WILL THE SECRETARY NEED TO PROCESS MY REQUEST?

To expedite the process of processing your request please provide the date, time, and location of the incident. If you know the name of the officer that handled the incident that will be helpful. You may not need all of the above information, however, the more you have, the faster your request can be processed.

WHO CAN OBTAIN A COPY OF A POLICE REPORT?

[Pennsylvania Right to Know Laws](#) provide that anyone can make a request for public records. However, certain records are exempt from release by law due to the nature of the information contained in the record. Therefore, it is important to know the police department may deny access to certain records, or particular information contained within the record. Common reasons for denial include the requested record is part of an investigation, it contains victim information, or it contains information pertaining to a juvenile.

HOW DO I OBTAIN A COPY OF A RECORD?

Provided that you have the necessary information, your request can be processed in-person at the Police Department, or through the mail. Copies of police reports usually cost \$15.00. Occasionally they will cost more if the report is exceptionally long. We accept checks as payment (no cash or credit cards). Please contact the Police Department Secretary at 724-339-4287 ext. 215 Monday thru Friday between the hours of 8:00 am to 4:00 pm to process requests. All records acquired at the station MUST be requested and picked up during these hours.