

# **LANSFORD POLICE DEPARTMENT**

## **ADMINISTRATIVE POLICY REGARDING REQUESTS FOR POLICE REPORTS, INCIDENT REPORTS, AND INVESTIGATIVE RECORDS**

### **SECTION 1. PURPOSE**

The purpose of this administrative policy is to establish internal procedures governing the handling, processing, review, and release of police reports, incident reports, investigative records, and related law enforcement documents maintained by the Lansford Police Department in compliance with applicable Pennsylvania law, including the Pennsylvania Right-to-Know Law ("RTKL"), 65 P.S. § 67.101 et seq., the Criminal History Record Information Act ("CHRIA"), 18 Pa.C.S. § 9101 et seq., and other applicable confidentiality provisions.

This policy is intended solely as an internal police department administrative procedure governing departmental handling of records requests and investigative materials. This policy does not supersede Borough ordinances, resolutions, established Right-to-Know procedures, or authority otherwise retained by Borough Council under the Pennsylvania Borough Code.

### **SECTION 2. WRITTEN REQUEST REQUIRED**

A. All requests for police reports, incident reports, investigative documents, audio recordings, video recordings, photographs, witness statements, supplemental reports, or other law enforcement records maintained by the Lansford Police Department shall be submitted in writing.

B. All written requests shall include:

1. Full name, address, and contact information of the requesting party;
2. Description of requested records;
3. Incident date and approximate time, if known;
4. Incident location, if known;
5. Case number, if available; and
6. Signature of the requesting party.

C. Unsigned requests may be denied or returned without action.

D. The Lansford Police Department may require proof of identity prior to release of records.

### **SECTION 3. OPEN AND ACTIVE INVESTIGATIONS**

A. Records relating to open, active, pending, or ongoing criminal investigations shall not be released except as otherwise required by law, subpoena, court order, criminal discovery procedures, or authorization by the District Attorney's Office or a court of competent jurisdiction.

B. Investigative records exempt from release may include criminal investigative files, witness statements, evidence records, officer notes, investigative summaries, confidential informant information, photographs or videos related to investigations, juvenile records, criminal intelligence information, and any records whose release could compromise an investigation, prosecution, victim, witness, officer safety, or law enforcement operations.

C. Investigative records are generally exempt from public disclosure pursuant to Pennsylvania law.

### **SECTION 4. CLOSED CASES**

A. Certain records relating to closed investigations or closed incidents may be released at the discretion of the Lansford Police Department consistent with Pennsylvania law.

B. Any release of records from a closed case may be subject to lawful redaction, including victim information, juvenile information, Social Security numbers, medical information, witness identities, criminal history information, confidential investigative techniques, and other protected information.

C. The Lansford Police Department reserves the right to deny release of records even in closed cases where disclosure remains prohibited by law or could jeopardize public safety, privacy interests, investigative integrity, or protected law enforcement information.

### **SECTION 5. CIVIL LITIGATION-RELATED REQUESTS**

A. In circumstances where a victim, complainant, or involved party is pursuing civil litigation involving the Borough, Police Department, or its employees, requests for records associated with that litigation shall be submitted in writing by the attorney representing the requesting party.

B. Such requests shall:

1. Be submitted on official law office letterhead;
2. Identify the civil matter and parties involved;
3. Specify the records requested; and
4. Be signed by the attorney of record.

C. Nothing in this policy shall require release of records prohibited by Pennsylvania law, privilege, discovery limitations, court order, or applicable investigative exemptions.

D. Requests associated with pending litigation may be referred for legal review prior to any response or release.

#### **SECTION 6. RIGHT-TO-KNOW REQUESTS**

A. Requests submitted pursuant to the Pennsylvania Right-to-Know Law shall continue to be processed in accordance with applicable Pennsylvania law and existing Borough administrative procedures.

B. Nothing in this policy shall supersede the Pennsylvania Right-to-Know Law or any exemptions provided under state or federal law.

#### **SECTION 7. FEES**

A. Applicable duplication, certification, reproduction, administrative, and processing fees permitted under Pennsylvania law may apply to records requests.

B. Payment of applicable fees may be required prior to release of records consistent with Pennsylvania law and Borough administrative procedures.

#### **SECTION 8. LABOR AND COLLECTIVE BARGAINING**

This policy shall not be interpreted to modify wages, hours, benefits, disciplinary rights, collective bargaining agreements, or terms and conditions of employment governed by applicable labor agreements, Act 111, or Pennsylvania law.

#### **SECTION 9. RESERVATION OF RIGHTS**

A. Nothing in this policy shall be interpreted as creating a right of access to records otherwise exempt, confidential, privileged, sealed, protected, or prohibited from disclosure under Pennsylvania law.

B. The Lansford Police Department reserves the right to consult with legal counsel, the District Attorney's Office, or other authorized agencies regarding records requests when necessary.

C. The Lansford Police Department further reserves the right to deny, redact, limit, or withhold records to the fullest extent permitted under Pennsylvania law.

#### **SECTION 10. EFFECTIVE DATE**

This administrative policy shall become effective immediately upon issuance by the Lansford Police Department and shall remain in effect until modified or rescinded.

ISSUED this 12th day of May, 2026.

**LANSFORD POLICE DEPARTMENT**

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Denise A. Leibensperger  
Mayor