

pennsylvania

OFFICE OF OPEN RECORDS

STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: Feb. 28, 2019

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

REQUEST SUBMITTED TO (Agency name & address): The West Manchester Township Police Department, 380 E. Berlin Road, York, PA 17408.

NAME OF REQUESTER: Dylan Segelbaum

STREET ADDRESS: 1891 Loucks Road

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

TELEPHONE (Optional): (717) 916-3981 (cell) **EMAIL (optional):** dsegelbaum@ydr.com.

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 to conduct prostitution investigations.
- If possible, please provide any responsive records via email to dsegelbaum@ydr.com.

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:

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

DATE RECEIVED BY THE AGENCY:

3/4/19

AGENCY FIVE (5) BUSINESS DAY RESPONSE DUE:

3/11/19

***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.)*

March 11, 2019

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

Re: Right-To-Know Request Denial

Dear Mr. Segelbaum,

Please be advised that we are in receipt of your open records request dated February 28, 2019, and a copy of the request is attached for your records.

These records do not exist in the format that you requested. Our Agency does not have to create any records and format them to these specifics. Therefore, I am denying your request and will not be forwarding any records.

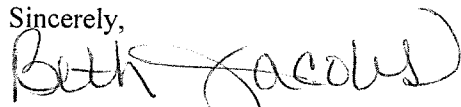
If you wish to appeal this decision, appeals must be submitted to the office of Open Records and should be sent to the Office of Open Records, Commonwealth Keystone Building, 400 North St., 4th Floor, Harrisburg, PA 17120-0225.

All appeals must be in writing and shall include the following information that may be submitted using the Appeals Forms found on <http://openrecords.state.pa.us>

- A copy of the Right to Know Request
- A copy of the denial letter submitted by the Agency – If the agency does not respond in writing within five business days, the request is “deemed denied” and can be appealed.
- State the grounds you believe the record is a public record.
- Address grounds that the Agency raised in its denial.

If you require any additional information or have any questions regarding this matter, please do not hesitate to contact me at (717) 792-9514.

Sincerely,



Beth Jacobs, Office Manager
Right to Know Officer
West Manchester Township Police Department

Cc: Kelly Kelch, Township Manager