



City of Jeannette Police Dept.
110 S. Second St.
Jeannette, PA 15644



Phone: 724-527-4013

Fax: 724-527-4015

Police Report Request Form

It is the policy of the City of Jeannette Police Department to comply with the requirements of the Pennsylvania Right to Know Act (Act 100 or 2002). 65 P.S. Sections 66.1-66.9.

- A. Public records are available in person from the City of Jeannette Police Department, Monday thru Friday from 8:00 a.m. to 4:00 p.m., excluding holidays and extenuating circumstances. Records may be requested by mail with the appropriate fee and a self addressed stamped envelope enclosed. If a request for records is granted, the fee per report will be \$15.00.
- B. There is no limitation on the number of public records which may be requested or made available for inspection or duplication. Fee will be assessed per copy requested.
- C. There is no requirement to disclose the purpose or motive in requesting access to records which are considered "public".
- D. Under the "Right to Know Law" investigative reports are exempt from the definition of a "public record"; therefore, any such request will be denied. Criminal History information is also not accessible. For Criminal History information, contact your local State Police Barracks.
- E. Unless a charge of juvenile delinquency is transferred for criminal prosecution under section 6355 of the Juvenile Act, or the court otherwise orders, the records and files of a juvenile shall not be open to public inspection or their contents disclosed to the public.

To obtain report information maintained by the City of Jeannette Police Department, you must:

- 1. Complete this request form,
- 2. Submit a check, money order or cash for \$15.00, and
- 3. Provide appropriate identification.

Today's Date _____

Name of Requestor _____

Address of Requestor _____

Incident information requested:

Date of Incident _____

Person(s) Involved _____

Type of Incident _____