

**RIGHT TO KNOW REQUEST ADDRESSED TO THE PITTSTON COUNTY  
POLICE DEPARTMENT, AND LUZERNE COUNTY RIGHT TO KNOW  
OFFICER**

**SUBMISSION DATE: THURSDAY, APRIL 5, 2018**

1. Please produce any and all records, policies and/or procedures pertaining to social media sites enacted by the county, and include any and all amendments, memorandums and/or documentation and/or provide written documentation/evidence that no such records exist in the form of a notarized affidavit signed by county officer attesting to the same.
2. Please produce any and all documentation for standards of censorship, "blocking" commentators and/or social media policy enacted by county that dictates the rules of what public commentators can or cannot post on county owned and operated social media websites. Please be sure to include the dates that these policies/procedures/regulations were enacted, the authors and names of the individuals approving or voting to enact such policies. If no such policy/procedure/regulations/written documentation exist, please produce a notarized affidavit attesting to the same.
3. Please produce any and all department policy/procedures/regulations for disciplinary actions against officers who breach the standards of police conduct as defined by federal and state rules of criminal procedure. Please identify their names, and include the relevant portions of their employment files. If you to make any CHIRA protected redactions, please include the reason for those redactions, citing the specific law that substantiates your claim that they validates this is non-disclose-able, protected CHIRA material.
4. Please produce any and all employment records, including disciplinary actions/write ups/memorandums and/or other documentation of officers who have violated the rules of professional conduct under state or federal laws, or engaged in any form of police misconduct which resulted in disciplinary action. Please include the incident reports, date of occurrence, disciplinary action taken, as well as any and all correspondence, investigatory reports or related documentation If you to make any CHIRA protected redactions, please include the reason for those redactions, citing the specific law that substantiates your claim that they validates this is non-disclose-able, protected CHIRA material. If no such policy/procedure/regulations/written documentation exist, please produce a notarized affidavit -pursuant to PA RCP & OOR rules, signed under penalty of perjury - attesting to the same.
5. Please produce the training manuals, identify the supervisors who provided the training, employee job manuals and/or any other documentation, correspondence, records, memorandums or reports pertaining to how the West Piston County

Police Department government owned social media account administrators have been instructed to operate, maintain or otherwise administer the existing social media accounts. If no such policy/procedure/regulations/written documentation exist, please produce a notarized affidavit -pursuant to PA RCP & OOR rules, signed under penalty of perjury - attesting to the same.

6. Please produce any and all names of individuals and/or private entities, or facebook "pages" that have been banned from posting on the West Piston Police Department government owned website. Please include a full facebook record, incorporating the dates of these "bans" and include any and all memorandum/reports/correspondence and/or documentation substantiating the reason for the ban. Additionally please include the department policy violated, written explanation of reason and/or any correspondence or documentation relevant to the reasoning behind the blockage. If you to make any CHIRA protected redactions, please include the reason for those redactions, citing the specific law that substantiates your claim that they validates this is non-disclose-able, protected CHIRA material. If no such documentation exist, please produce a notarized affidavit -pursuant to PA RCP & OOR rules, signed under penalty of perjury - attesting to the same.
  
7. Please identify any and all site administrators, and/or county employees who dictate social media procedure and policy to the administrators of the government owned West Piston County Police Department owned social media websites. Please produce any and all correspondence of these supervisors to the administrators that was sent to regulate posting on the social media page. If you to make any CHIRA protected redactions, please include the reason for those redactions, citing the specific law that substantiates your claim that they validates this is non-disclose-able, protected CHIRA material. If no such documentation exist, please produce a notarized affidavit -pursuant to PA RCP & OOR rules, signed under penalty of perjury - attesting to the same.
  
8. Please produce the identification of the creator of the government owned social media West Piston County Police Department website, as well as the identification of any and all individuals who are permitted administrators and/or have had access, made modifications or "blocked" entities or individuals from posting. If no such documentation exist, please produce a notarized affidavit - pursuant to PA RCP & OOR rules, signed under penalty of perjury - attesting to the same.
  
9. Please produce any and all records reflecting any action legal or criminal action that has ensued against individuals who were previously blocked or banned from the government owned WEST PISTON POLICE DEPARTMENT Social Media Webpage. Please identify them by name and provide their case ID number/docket number, and include the dates that they were banned or blocked, as well as the

date of any arrest or criminal action that ensued against them. If you to make any CHIRA protected redactions, please include the reason for those redactions, citing the specific law that substantiates your claim that they validates this is non-disclose-able, protected CHIRA material. If no such documentation exist, please produce a notarized affidavit -pursuant to PA RCP & OOR rules, signed under penalty of perjury - attesting to the same.

10. Please produce the identity and name the title of the individual who created and/or wrote the WEST PISTON POLICE DEPARTMENT PD social media policy/regulations/procedures/guidelines or rules governing the administration of the county owned Facebook page. Please incorporate any and all legal precedent or research referred to in the creation of these policies/procedures/regulations/training manuals etc. Please incorporate any and all reference materials, case law or templates from other counties referred to in the creation of these policies and procedures for administering this government owned webpage. If no such documentation exist, please produce a notarized affidavit -pursuant to PA RCP & OOR rules, signed under penalty of perjury - attesting to the same.
11. Please produce the identification of the present responsible administrator of this government owned WEST PISTON POLICE DEPARTMENT FB social media page, and include his complete employee file, which specifically incorporates any and all disciplinary action against him for his job function of administering the county owned website. Please include his date of hire, tax payer paid salary and a specified description of his job function. If you to make any CHIRA protected redactions, please include the reason for those redactions, citing the specific law that substantiates your claim that they validates this is non-disclose-able, protected CHIRA material. If no such documentation exist, please produce a notarized affidavit -pursuant to PA RCP & OOR rules, signed under penalty of perjury - attesting to the same.
12. Please produce the identities, case ID/docket numbers of any and all criminal defendants who posted on your page after undergoing prosecution and/or charges, and whom you subsequently banned. Please include *specifically* the reason for their bans and the current disposition of their cases, whether pending or concluded, and the policy (if it exists) that supported your site administrator banning them from commenting. If you to make any CHIRA protected redactions, please include the reason for those redactions, citing the specific law that substantiates your claim that they validates this is non-disclose-able, protected CHIRA material. If no such documentation exist, please produce a notarized affidavit -pursuant to PA RCP & OOR rules, signed under penalty of perjury - attesting to the same.