

Police Blotter Information Report – Sample

Name of Individual Arrested: _____

Age of Individual Arrested: _____ Sex of Individual Arrested: _____

Date of Incident: _____

Time of Incident: _____

Location of Incident: _____

Name of Arresting Officer: _____

Summary of Incident: _____

Charge(s) Against Arrested Individual: _____

Additional Information: _____

Pennsylvania's Right-to-Know Law and the Criminal History Record Information Act (CHRIA) are both clear that police blotter information – i.e., "A chronological listing of arrests, usually documented contemporaneous with the incident, which may include, but is not limited to, the name and address of the individual charged and the alleged offenses." – is public. This sample form, prepared by the Office of Open Records, is designed to help law enforcement agencies meet those requirements. It also includes additional information which is commonly released. More information is available on the OOR's website, www.openrecords.pa.gov