



CRIME PREVENTION TIPS

Crime prevention is everyone's responsibility and the Tucson Police Department would like to partner with our residents to make our homes and neighborhoods safer with the following crime prevention tips:

Lock doors and windows. Do not leave your home without locking the doors and windows.

Keep shrubbery trimmed low and employ alarm systems and security doors, if possible.

Do not leave valuables visible in vehicles. Place all packages in the trunk prior to leaving the vehicle parked. Move other valuables, such as cell phones, out of sight or take them with you.

Do not leave the keys in the ignition. Never leave your vehicle unattended, with the keys anywhere in the vehicle.

Close and lock any windows or doors you are not using. A suspect can enter your vehicle or home through any size window.

Make sure outside storage areas are locked. Keep all of your possessions in a safe and secure place. If an item is stored outside, please make sure the storage area is secure.

Spend time with neighbors out in the community.

Form a neighborhood association or Neighborhood Watch.

Report all suspicious people, vehicles and activity to 911.

How to obtain a copy of a police report

Beginning March 1, 2010, on normal business days, the Records Section is open to the public Monday, Wednesday, and Fridays from 8:00 a.m. to 4:00 p.m., closed on Tuesdays and Thursdays. The reports on file in the Records Section are considered Public Records and are available through a Public Records Request. Depending on the age of the report or the status of an investigation through the criminal justice system, all or part of the report is available. Public Records requests can be made in person or by mail. To request a copy of a report, you must be able to identify the report by indicating an approximate date and location, the name of an involved person and/or the type of incident you are requesting. You must indicate if the request is for commercial purposes. Name searches on private individuals are not conducted for citizens. The cost for copies of public records is 25¢ per page.

Download the Records Request Form (PDF Format): at www.ci.tucson.az.us/police

Fill out the form and either bring in person or mail to:
Tucson Police Department
TPD Records Request
270 S. Stone Ave.
Tucson, AZ 85701

To request a copy of a police report via e-mail, send your name, address, phone number, case number and requested information to PDRECORDS@tucsonaz.gov. You must indicate if this is for commercial purposes on your e-mail. You will be billed for copies of reports of 25 cents a page and postage upon return of your report. Letters documenting an individual's arrest history with the Tucson Police Department are available to that person or a representative. Requests for this service must be made in person with picture ID, or by mail with the requester's signature notarized. The charge is \$2.25 for three copies of the letter.

For further information you can call our records section at (520) 791-4461

For accommodations; materials in accessible formats; foreign language interpreters; and/or materials in a language other than English, please contact the Tucson Police Department Public Information Office at (520) 791-4852 or (520) 791-2639 for TDD at least five (5) business days in advance. Para arreglos; materiales en formatos accesibles; interpretes de idioma extranjero; y/o materiales en otro idioma que no sea inglés, por favor comunicarse al Departamento de la Policía de Tucson a la sección de Información Pública al (520) 791-4852 o (520) 791-2639 para TDD por lo menos con cinco (5) días hábiles de anticipación.