

AZ Law Enforcement Information to Request Public Records and File Complaints

When requesting public records or filing a complaint, be prepared with the following information:

- Photo ID
- A report number (if available)
- Date, time, and location of the incident
- Name or badge number of the deputy involved
- Name(s) and birth date(s) of other person(s) involved (if any)
- Phone number where you can be reached
- Address where you want records to be sent
- If filing a complaint, include description of incident and contact information for any witnesses
- If requesting records, include cash or a money order for processing fees (if any)

Please keep a personal record of any contact (including attempts to contact) that you have with law enforcement when requesting records and/or filing complaints. This personal record should include:

- Date and time of contact
- Type of contact (in person, telephone, mail or email)
- Name of person assisting you (if any), and
- Details of interaction

Contact Information for County Sheriffs' Offices

Apache County Sheriff's Office

Sheriff Joseph Dedman Jr.
PO Box 518
St. Johns, AZ 85936
Phone:(928) 337-4321 or 1-800-352-1850
Fax:(928) 337-2709
Location: 370 South Washington
Email: lchavez@apachecounty.net
Website: <http://www.co.apache.az.us/Sheriff/>

Send a written request for records to:

Apache Junction Sheriff's Office
P.O. Box 518
St. Johns, AZ 85936

To file a complaint:

Call (928) 337-4321 or 1-800-352-1850 and make complaint to dispatch (option '1' in the automated menu)

Cochise County Sheriff's Office

Sheriff Larry A. Dever
205 North Judd Drive
Mile Post 345, Highway 80
Bisbee, Arizona 85603
(520) 432-9505 or (800) 362-0812
Email: Sheriff-Tips@cochise.az.gov
Website:
http://cochise.az.gov/cochise_sheriff.aspx?id=176&ekmense=c580fa7b_190_0_176_1

Send a written request for records to:

Cochise County Sheriff's Office
205 North Judd Drive
Mile Post 345, Highway 80
Bisbee, Arizona 85603

To file a complaint:

Call 520-432-9505

Coconino County Sheriff's Office

Sheriff Bill Pribil
911 E. Sawmill Rd.
Flagstaff, Arizona, 86001
(928) 774-4523 / 800-338-7888
Online Contact:
<http://www.coconino.az.gov/contact/form.aspx>
Website:
<http://www.coconino.az.gov/sheriff.aspx?id=395>

To request records:

The Coconino County Sheriff's Office and the Flagstaff Police Department share services for records management. Requests for copies of reports and records should be made through the Flagstaff Police Department Records Section at (928) 214-2530. Citizens wishing to obtain a copy of a police report may request in person or by mail. Checks should be made out to Flagstaff Police Department.

To download a request form, go to:
<http://www.flagstaff.az.gov/index.aspx?NID=541> and mail request to:
Flagstaff Police Department
Records Division
911 E. Sawmill Rd
Flagstaff AZ 86001

To file a complaint:

Call (928) 774-4523 or 800-338-7888 and ask to be directed to dispatch.

Gila County Sheriff's Office

Sheriff John R. Armer
1400 E. Ash Street
Globe, AZ
928-425-3231
Website: <http://co.gila.az.us/sheriff/default.html>

For records requests and complaints:

Call 928-425-3231 ext. 1872

Greenlee County Sheriff's Office

Sheriff Steve Tucker
824 S. Coronado Blvd.
P.O. Box 998
Clifton, AZ 85533
Phone - (928) 865-4149
Fax - (928) 865-4883
Email: tucker@co.greenlee.az.us
Website: <http://www.co.greenlee.az.us/sheriff/>

For records requests and complaints:

Call (928) 865-4149

Graham County Sheriff's Office

Preston J. Allred
523 10th Avenue
Safford AZ 85546
Ph: (928) 428-3141
Fax: (928) 428-2487
Email: pallred@graham.az.gov
Website:
http://www.graham.az.gov/Graham_CMS/Sheriff.aspx?id=866

To request records:

Visit the office in person or fax a written request to (928) 428-2487.

To file a complaint:

Go directly to sheriff's office and request to speak to a sergeant.

La Paz County Sheriff's Office

Sheriff Don Lowery
1109 Arizona Avenue
Parker, AZ 85344
928-669-6141
Website: <http://www.lapazsheriff.org/>

To request records:

Call 928-667-4310

To file a complaint, fill out the online form at:

http://www.lapazsheriff.org/index.php?option=com_content&view=article&id=3&Itemid=40

Maricopa County Sheriff's Office

Sheriff Joe Arpaio
100 West Washington
Suite 1900
Phoenix, AZ 85003
(602) 876-1801

To request records:

Go to:
http://www.mcso.org/index.php?a=GetModule&mn=Request_Report

To file a complaint:

Call 602-876-1000. Notify the front desk that you need to make a complaint and inform them of the location that the incident occurred. The front desk will direct your phone call to the appropriate supervisor.

Mohave County Sheriff's Office

Sheriff Tom Sheahan
600 W. Beale Street
Kingman, AZ 86402-1191
Phone: 928-753-0753
Toll Free: 1-800-522-4312
Fax: 928-753-0765

Website:

<http://www.co.mohave.az.us/ContentPage.aspx?id=131&cid=74>

To request records:

Go to

<http://www.co.mohave.az.us/ContentPage.aspx?id=131&cid=85> and mail to:

Mohave County Sheriff's Office
P.O. Box 1191
Kingman, AZ 86402

If you have questions or difficulty downloading the form, please direct your inquiries to the Mohave County Manager's Office. The phone number is: 928.753.0729

To file a complaint:

Call 928-753-0753. Depending on the complaint, you may be asked to go to the office to fill out a complaint form and speak to a sergeant.

Navajo County Sheriff's Office

Sheriff Kelly "KC" Clark
PO Box 668
Holbrook, AZ 86025
(928) 524-4450

Website: <http://www.navajocountyaz.gov/sheriff/>

To request records:

Contact Sandra Richards at (928) 524-4775 and mail a written request to:

Navajo County Sheriff's Office
Sandra Richards
PO Box 668
Holbrook, AZ 86025

To file a complaint:

Contact Chief Deputy Weems at (928) 524-4778 and mail a written complaint to:

Navajo County Sheriff's Office
Chief Deputy Weems
PO Box 668
Holbrook, AZ 86025

Pima County Sheriff's Office

Sheriff Clarence W. Dupnik
1750 E. Benson Highway
Tucson, AZ 85714-1758
Ph. (520) 351-4600
Email: ia@pimasheriff.net
Website: <http://pimasheriff.org/>

To request records:

The public may make a request for records in person, by mail, and in some instances on-line. If you have any questions concerning police reports, the Records Maintenance Unit may be contacted at (520) 351-4650.

Requests for records may be submitted in person or by mail to:

Pima County Sheriff's Department
Attn: Records Maintenance
1650 E. Benson Hwy, Suite C
Tucson, AZ 85714-1758
(520) 351-4650

To file a complaint:

Complaints may be filed with the involved employee's supervisor or, if the supervisor is not known, the complaint may be filed with the Internal Affairs Unit. A complaint may be filed in person, by telephone, fax, e-mail, or letter.

Pima County Sheriff's Department
Internal Affairs
1750 E. Benson Highway
Tucson, AZ 85714
Telephone: (520) 351-4750
Fax: (520) 351-4697
E-Mail: ia@pimasheriff.net

Pinal County Sheriff's Office

Sheriff Paul Babeu
971 Jason Lopez Circle
Building C
Florence, AZ 85132
(520) 866-6800
Online Contact:
<http://pinalcountyaz.gov/Departments/Sheriff/Pages/EmailSubmission.aspx>
Website:
<http://pinalcountyaz.gov/Departments/Sheriff/Pages/Home.aspx>

To request records:

Police Incident Report's are available by reporting in person at any of the following Substation's and also at the Florence Administration Office (Records Unit). Hours of operation for both Region Office and Records Unit hours are from Monday-Friday, 8:00 am to 5:00 pm (except holidays). To expedite your request, please have your incident case number ready when contacting either office.

PCSO Administration Office

Records Unit
P.O. Box 867
971 Jason Lopez Circle, Bldg #C
Florence, AZ 85132
(520) 866-5142/5123/5146/5141
Victims may email their request to:
pcsorecords@pinalcountyaz.gov

Arizona City

13970 S Sunland Gin Road
Arizona City, AZ 85123
520-466-5646

Casa Grande

820 West Cottonwood Lane
Casa Grande, AZ 85122
520-836-8101

Gold Canyon

5750 South Kings Ranch Road
Gold Canyon, AZ 85119
480-982-2241

San Manuel

28380 S Veterans Memorial Boulevard
San Manuel, AZ 85631
520-385-2222

San Tan

3655 E. Hunt
Hunt Hwy & AZ Farms Rd

San Tan Valley, AZ 85143
520-866-5240

San Tan Region Office

85 W Combs Road
San Tan Valley, AZ 85140
520-866-5112

Written request are required to be completed. The "Records Request Forms" may be downloaded from Sheriff's Office website, (<http://pinalcountyaz.gov/Departments/Sheriff/Forms/Pages/Home.aspx>), but they are also available at each Region Office.

For more information, please contact either one of the Region Offices or the Records Unit.

To file a complaint:

Fill out the form located at:
<http://pinalcountyaz.gov/Departments/Sheriff/Organizaton/ProfessionalStandards/Pages/Downloads.aspx>

Mail the completed complaint form to:
Pinal County Sheriff's Office
Attention Internal Affairs Division
P.O. Box 867
Florence, Arizona 85232.

Santa Cruz County Sheriff's Office

Sheriff Tony Estrada
1250 N Hohokam Dr
Nogales, AZ 85621
Phone: (520) 761-7869
Website: <http://www.santacruzsheriff.org/>

To request records:

Go in person to the Sheriff's office that is located at 1250 N. Hohokam Dr. Nogales, AZ 85621 in order to sign a waiver and request the desired records.

To file a complaint:

Contact Lt. Raul Rodriguez at (520) 761-7869

Yavapai County Sheriff's Office

255 E. Gurley Street

Prescott, Arizona 86301

(928) 771-3260

Website: <http://www.co.yavapai.az.us/Sheriff.aspx>

<http://www.co.yavapai.az.us/SOContent.aspx?id=19320>

To request records:

You may obtain a report that was taken by the Yavapai County Sheriff's Office by doing one of two things.

1. Send in a request via U.S. mail.
2. Visit one of the following Substation Offices:

Prescott

255 E. Gurley Street, First Floor

Prescott, AZ 86301

(928) 771-3260

Mayer

13272 Central Avenue

Mayer, Arizona 86333

(928) 771-3509

Camp Verde

2830 N. Commonwealth Dr.,
Ste 104

Camp Verde, Arizona 86322

(928) 567-7710

Sedona/VOC

6446 Hwy 179, Suite 217

Sedona, Arizona 86351

(928) 639-8171

Williamson Valley

4155 W. Outer Loop Rd., Suite B

Prescott, Arizona 86305

(928) 639-8171

Bagdad

100 S. Main Street

Bagdad, Arizona 86321

(928) 771-3360 or (928) 633-2169

Yarnell

22591 Looka Way

Yarnell, Arizona 85362

(928) 771-3511 or (928) 427-3895

3. Self Addressed Stamped Envelope for return if requesting via mail.
4. Reason for request must be stated.
5. Government issued identification will be necessary when requesting a report. Please provide in person or a copy if requesting by mail.

To file a complaint:

Call (928) 771-3260. Notify the front desk that you need to make a complaint and inform them of the location that the incident occurred. The front desk will direct your phone call to the appropriate supervisor.

Yuma County Sheriff's Office

Sheriff Ralph E. Ogden

141 S. 3rd Avenue

Yuma, AZ 85364

Ph. (928) 783-4427

Toll Free 1-800-361-7794

Website: <http://yumacountysheriff.org/index.html>

To request records:

Fill out form located Report Request Form located at <http://www.yumacountysheriff.org/Forms.htm>

Completed forms may be dropped off in person or sent by mail or fax to:

Yuma County Sheriff's Office

141 S. 3rd Avenue

Yuma AZ 85364

Telephone : 928-783-4427

Fax : 928-539-7837

To file a complaint:

Fill out form located at

<http://www.yumacountysheriff.org/CommendationComplaint.htm>

When requesting a copy of a report, please complete the Request for Report form located at

<http://www.co.yavapai.az.us/SOForm.aspx?id=47248>

which includes as much information as possible. In addition, you will need the following:

1. A report number, or location/date/time of incident.
2. Name of involved person with either their date of birth or social security number.

Contact Information for Selected Arizona Police Departments

AZ Department of Public Safety

2102 W Encanto BLVD
Phoenix, Arizona 85009-2847
(602)223-2000

Website: <http://www.azdps.gov/>

Make a Records Request:

· All requests for public records should be submitted in writing or online. Requests may be submitted in any of the following ways:

- **Online** - using the Public Records Request Form (link below)
- **In person** - at the Department Records Section at the Arizona Department of Public Safety, 2102 West Encanto Blvd., Phoenix, AZ.
- **Mailed** to the Department of Public Safety, Attention PRU MD1200, P.O. Box 6638, Phoenix, AZ 85005-6638
- **Faxed** to (602) 223-2945

· Once all the requested reports are received and processed, an invoice will be sent to the requestor via USPS mail, fax, or e-mail.

· When payment, in the form of a money order, cashiers check, or business check, is received by PRU, the records will be released to the requestor. **No personal checks are accepted.**

Link to online form: https://www.azdps.gov/Services/Records/Public_Records/New/

To File a Complaint:

Residents, non-residents or visitors in Arizona may file a complaint, online, telephonically, in person, by mail or by fax, through the following contacts:

1. Online at: <https://www.azdps.gov/Services/Complaints/New/>,
2. **Professional Standards Unit**
Arizona Department of Public Safety
P.O. Box 6638
Phoenix, Arizona 85005
Office 602-223-2467
Fax 602-223-2922
3. **Duty Officer**
602-223-2212
Available 24 hours a day, year round
4. **Area Supervisor**
Call 602-223-2000 and request to speak to a supervisor in the area of the incident. This service is also available 24 hours a day, year round.

Apache Junction Police Department

Jerald Monahan, Police Chief
Physical Address: 1001 North Idaho Road
Mailing Address: 300 East Superstition Blvd.
Apache Junction, AZ 85119
Ph: (480) 982-8260
Email: jmonahan@ajcity.net

Website: <http://www.ajcity.net/index.aspx?nid=112>

To request records:

Go to <http://www.ajcity.net/DocumentCenterii.aspx?FID=39>

To file a complaint:

Call 480-982-8260 and request to speak to the Lieutenant who is assigned to the Office of Professional Standards

Avondale Police Department

Kevin Kostur, Chief of Police

11485 W. Civic Center Dr.

Avondale, AZ 85323

623-333-7001

Email: EmailPoliceDepartment@avondale.org

Website: <http://az-avondale.civicplus.com/index.aspx?NID=78>

To request records:

Go to <http://www.avondale.org/index.aspx?nid=648> and fill out the Public Information Release Form. Fax the completed form to 623-333-0700 or by mail to:

Avondale Police Department

11485 W. Civic Center Dr.

Avondale, AZ 85323

To file a complaint:

Contact Tom Leazotte, the Internal Affairs Investigator for the Avondale Police Department. He can be reached at 623-333-7210 or tleazotte@avondale.org

Buckeye Police Department

Mark Mann, Police Chief

100 North Apache, Suite D

Buckeye, AZ 85326

Phone: (623) 349-6400

Fax: (623) 349-6502

Website: <http://www.buckeyeaz.gov/index.aspx?nid=85>

To request records:

A copy of a report can be obtained through the mail by sending a self-addressed, stamped envelope to:

Buckeye Police Department

Attn: Records Division

100 North Apache, Suite D.

Buckeye, AZ. 85326

It is suggested that you call the Records Division at (623) 349-6400 prior to mailing a request for information, as there may be a fee involved. Please provide the report number for the report in question when making a request.

To file a complaint:

Call (623) 349-6400

Bullhead City Police Department

Rodney B. Head, Police Chief

1255 Marina Blvd.

Bullhead City, AZ 86442

(928) 763-9200

Email: chief@bullheadcity.com

Website: http://www.bullheadcity.com/index.asp?Type=B_BASIC&SEC={9AA980B0-5A87-4820-91F8-FA96BF45BB4D}

To request records:

Call 928-763-9200 and ask for “**records**”. You must request reports in person , in writing, over the phone, or through an individual authorized by written power of attorney or through a licensed attorney at law who represents the victim.

To file a complaint:

Call (928) 763-9200

Capitol Police Department

Tim Lane, Police Chief

1700 W Washington Suite B-15

Phoenix, Arizona 85007

Phone: (602) 542-4580

Fax: (602) 542-0368

Email: capwebmail@azdoa.gov

Website: <http://www.usacops.com/az/p85007/index.html>

To request records and file a complaint, call: (602) 542-4580

Casa Grande Police Department

520 N. Marshall Street

Casa Grande, AZ 85122

(520)421-8700

Website: <http://www.casagrandeaz.gov/web/guest/police>

To request records:

Copies of police reports can be obtained Monday through Friday from 8:00 a.m. to 5:00 p.m. after completing the request form and a fee of \$5 is paid. The victim of any crime can receive a copy of a police report at no charge.

To file a complaint:

There are several ways to initiate the complaint process:

1. Tell the officer in person that you would like to speak to a supervisor to file a complaint.
2. Call (520)421-8700 and inform the call-taker you would like to speak to a supervisor to file a complaint.
3. Go to the police station located at 520 N. Marshall St. and inform the person at the front desk you are there to file a complaint. You can also use the website to file a compliment or complaint.

Chandler Police Department

Sherry Kiyler, Police Chief
250 E. Chicago Street
Chandler, AZ 85225
(480) 772-4000
Website: <http://www.chandlerpd.com/>

To request reports:

Go online to <https://www.authorizetransaction.com/docview/PayNow.aspx>

To file a complaint:

Fill out online form at https://ssl199.chi.us.siteprotect.com/~chandlerpd/forms_complaint.htm

Clifton Police Department

520 Coronado Boulevard
Clifton, AZ 85533
(928) 865-2555

To request records and file complaints call: (928) 865-2555

Douglas Police Department

300 East 14th Street
Douglas, AZ 85607-1694
(520) 364-8422
Website: <http://www.douglasaz.org/police>

To request records and file complaints call: (928) 865-2555

El Mirage Police Department

Michael T. Frazier, Police Chief

Physical Address:

14405 N. Palm St.

El Mirage, AZ. 85335

Mailing Address:

12145 NW Grand Avenue

El Mirage, AZ. 85335

(623) 933-1341

Website: <http://az-elmirage2.civicplus.com/index.aspx?NID=267>

To request records:

To obtain a copy of a police report you may follow these steps:

- Come into the Police Department and fill out a Records Request Form between the hours of 8:00 a.m. and 5:00 p.m. Monday Friday excluding holidays.
- Download and Fax a completed Records Request Form to the Police Department at 623-815-5322. Please include the report number and the victim(s) information if applicable.

To download a Records Request Form, go to <http://az-elmirage2.civicplus.com/index.aspx?NID=519>

For more information call 623-433-9500.

To file a complaint, call: (623) 433-9500

Eloy Police Department

William K. Pitman, Police Chief

630 North Main St.

Eloy, AZ 85131

(520) 466-7324

Website: <http://www.elayaz.org/police.html>

To request records:

Call (520) 466-7324

To file a complaint:

There are several ways to initiate the complaint process:

- Tell the officer in person that you would like to speak to a supervisor to file a complaint.
- Call (520) 466-7324 and inform the call-taker you would like to speak to a supervisor to file a complaint.
- Go to the police station located at 630 North Main Street and inform the person at the front desk you are there to file a complaint.

Flagstaff Police Department

Brent Cooper, Police Chief

911 East Sawmill Road

Flagstaff, AZ 86001

Phone: (928) 779-3646

Fax: (928) 213-3372

To request records:

Citizens wishing to obtain a copy of a police report may request in person or by mail. Go to <http://www.flagstaff.az.gov/index.aspx?nid=541> and download the request form. Send completed form to:

Flagstaff Police Department

Records Division

911 E. Sawmill Rd

Flagstaff AZ 86001

To file a complaint:

Call (928) 779-3646

Florence Police Department

Bob Ingulli, Police Chief

425 N. Pinal Street

P.O. Box 988

Florence, AZ 85132

Business: (520) 868-7681

Fax: (520) 868-0158

Website: http://florence.govoffice3.com/index.asp?Type=B_BASIC&SEC={BABF4CC9-2592-44F2-B850-A04843681A14}

To request records:

All requests must be submitted in writing. The proper request forms can be located in the lobby of the Police Department, faxed to you by contacting the Records Division at (520) 868-7657 or by using the downloadable form

available at http://florence.govoffice3.com/index.asp?Type=B_BASIC&SEC={1D559265-6126-45A4-9A78-8C787A82670D}

To file a complaint:

Call (520) 868-7681

Gilbert Police Department

Timothy J. Dorn, Police Chief

75 E Civic Center Dr

Gilbert, AZ 85296

(480) 503-6500

Website: <http://www.gilbertaz.gov/police/default.cfm>

To request records:

Fill out online form found at: <http://www.gilbertaz.gov/eservices/police/default.cfm>

To file a complaint:

Complete the online form at <https://www.gilbertaz.gov/eForms/police/frmcomplaint.cfm>

Glendale Police Department

6835 N 57th Drive

Glendale, AZ 85301

(623) 930-3000

Website: <http://www.ci.glendale.az.us/police/index.cfm>

To request records:

Go to: <http://www.ci.glendale.az.us/police/formsreportshotlines.cfm#PublicRecordsRequest> to download the request form and email to crimeanalysis@glendaleaz.com, or send by mail to:

Glendale Police Department / Records Division

6835 N 57th Drive

Glendale, AZ 85301-2599

(623) 930-3100

To file a complaint:

Go online to: http://www.ci.glendale.az.us/police/on_linecomplaintform.cfm

Goodyear Police Department

Mark Brown, Police Chief

175 N. 145th Ave.

Goodyear, AZ 85338

Ph. 623-932-1220
Fax 623-932-3007
Website: <http://www.ci.goodyear.az.us/index.aspx?NID=59>

To request records:

Send a written record request to the Goodyear Police Department, Records Division.

To file a complaint:

Call 623-932-1220

Mesa Police Department

Frank Milstead, Chief of Police
PO Box 1466
Mesa AZ 85211
(480) 644-2211
Website: <http://www.mesaaz.gov/police/>

To request records:

Citizens wishing to obtain a copy of a police report may request one in person or by mail. Requests should be mailed to:

Mesa Police Department

Records Division

PO Box 1466

Mesa, AZ 85211

To obtain a form, go to: <http://www.mesaaz.gov/police/records/default.aspx>

To file a complaint:

Fill out the online form at http://www.mesaaz.gov/forms/police/IA_Complaint_Form.aspx

Paradise Valley Police Department

John Bennett, Police Chief
6433 E Lincoln Dr
Paradise Valley, AZ 85253
Ph. (480) 948-7418
Fax (480) 348-3623
Website: <http://www.ci.paradise-valley.az.us/index.aspx?nid=125>

To request records and file complaints:

Call (480) 948-7418

Peoria Police Department

8351 W. Cinnabar Avenue

Peoria, AZ 85345

(623) 773-8311

Email: PoliceDept@peoriaaz.gov

Website: <http://www.peoriaaz.gov/content2.aspx?ID=14413>

To request records:

Call (623) 773-8311

To file a complaint:

Complaints can be filed in several ways:

- Contact the Professional Standards Unit. The telephone number for making a Complaint is (623) 773-8311. The service will take you through several prompts enabling you to leave a voicemail. If you desire to speak with someone immediately contact communications at (623) 773-8311, once prompted push #1, and when prompted again push #1--they will direct your call to the on-duty supervisor.
- Call the hotline and leave a detailed message for the Professional Standards Unit at (623) 773-5065.
- A complaint may also be filed by visiting our website and completing a copy of the Complaint form in PDF Format and mailing it to: 8351 W. Cinnabar, Peoria AZ, 85345 Attn: Professional Standards Unit
- By e-mail to PolicePSU@Peoriaaz.gov
- Electronically submitting the on-line complaint form at:
http://www.peoriaaz.gov/PoliceDepartment/psu_complaint_form.asp?id=14099

Phoenix Police Department

Jack F. Harris, Police Chief

620 W. Washington Street

Phoenix, AZ 85003

(602) 262-7626

Email: <http://www.phoenix.gov/EMAIL/empolice.html>

Website: <http://phoenix.gov/POLICE/index.html>

To request records:

You can request copies of reports by visiting the Public Records Detail's office in person or mailing a request to the Public Records Detail. Fill out the form located at <http://phoenix.gov/POLICE/pub1.html> and send to:

Phoenix Police Department
Code Enforcement unit - Public Records
1717 East Grant St. Suite#100
Phoenix, AZ 85034-3401

If you have any other questions you can contact the Public Records Unit by calling 602-534-1127, or e-mail public.records.ppd@phoenix.gov

To file a complaint:

You should immediately bring your complaint to the attention of the Department by either requesting a supervisor at the scene of the incident or by calling the police non-emergency telephone number at 602-262-6151. A police supervisor will be notified of the complaint and you will be contacted as soon as possible.

During daytime hours, complaints may be directed to the Professional Standards Bureau (602-262-4580). Or, you can fill out an online form at <http://phoenix.gov/EMAIL/emcommend.html>

Pima Police Department

Jeff McCormies, Chief of Police
136 W Center Street
PO Box 426
Pima, Arizona 85543
Office: (928) 485-9454
Fax: (928) 485-9230
Website: <http://www.usacops.com/az/p85543/index.html>

To request records and file complaints, call: (928) 485-9454

Prescott Police Department

222 S. Marina Street
Prescott, AZ 86303
Telephone: 928-777-1988
Fax: 928-778-3739
Website: <http://www.cityofprescott.net/services/police/>

To request records:

Contact the Records Section (928 777-1988) for guidelines on obtaining a copy of a police report.

To file a complaint:

Fill out the online form at <http://www.cityofprescott.net/services/police/feedback.php>

Prescott Valley Police Department

Jim Maxson, Police Chief
7601 E. Civic Circle
Prescott Valley, AZ 86314
Phone: (928) 772-9261
Fax: (928) 772-2700
Email: police@pvaz.net
Website: <http://www.prescottvalleypolice.net/index.html>

To request records and file complaints call: (928) 772-9261

Safford Police Department

525 South 10th Avenue
Safford, AZ 85546-3120
(928) 348-3190

To request records and file complaints, call: (928) 348-3190

San Luis Police Department

Rick Flores, Police Chief
1030 E. Union St.
PO Box 3720
San Luis, Arizona 85349
Phone: 928-341-2420
Fax: 928-627-5446
<http://www.cityofsanluis.org/police.html>

To request records:

Go to: <http://www.egovlink.com/sanluis/docs/menu/home.asp> under 'Documents of Interest' in order to fill out the request form. Completed form may be faxed to 928-627-5446, dropped of in person, or sent by mail to:

San Luis Police Department
Records Requests
1030 E. Union St.
PO Box 3720
San Luis, Arizona 85349

To file a complaint:

Call 928-341-2420

Scottsdale Police Department

Alan G. Rodbell, Police Chief
8401 E. Indian School Road
Scottsdale, AZ 85251
(480) 312-5000
Website: <http://www.scottsdaleaz.gov/police>

To request records:

Complete a written request form, in person or by mail

To file a complaint:

Fill out the complaint form on-line at <http://www.scottsdaleaz.gov/Police/services/Comment.asp>

Sedona Police Department

Raymond O. Cota , Chief of Police
100 Roadrunner Drive
Sedona, Arizona 86336

Ph. (928) 282-3100
fax (928) 282-0622
Website: <http://www.sedonaaz.gov/Sedonacms/index.aspx?page=91>

To request records:

A police report can be obtained at sedonaaz.policereports.us for a \$5.00 fee. If the report is not available, please contact the Sedona Police Department Records Unit at 928-282-3100 to obtain the report for a \$5.00 fee. The fee is subject for change.

To file a complaint:

The department will take complaints in any form, and complaints may be made anonymously.

South Tucson Police Department

Sharon Hayes, Police Chief
1601 S. 6th Avenue
South Tucson, AZ 85713
(520) 622-3307
Website: <http://www.southtucsonpolice.com/>

To request records:

Call (520) 622-0655

To file a complaint:

Call (520) 622-3307

Surprise Police Department

Daniel R. Hughes, Police Chief
14250 W. Statler Plaza
Surprise, AZ 85374
Phone: 623.222.4000
Fax: 623.222.4001
TDD: 623.222.4004
Email: police@surpriseaz.com
Website: <http://www.surpriseaz.gov/index.aspx?nid=882>

To request records:

You can request copies of Departmental Reports visiting the Surprise Police Department Records Unit in person or mailing a request to the Surprise Police Department Records Unit. A downloadable form is available at <http://www.surpriseaz.gov/index.aspx?nid=1072>

To file a complaint:

Download the "Citizen Action Request" available at <http://www.surpriseaz.gov/index.aspx?NID=911> and return the completed form in person or by mail to the:

Surprise Police Department
Professional Standards Unit
14250 W. Statler Plaza
Surprise, AZ 85374

Tempe Police Department

Tom Ryff, Police Chief

120 East 5th Street
Tempe, AZ 85281
(480) 350-8306
Website: <http://www.tempe.gov/police/>

To request records:

Request records in person or by mail. Download and complete the form located at http://www.tempe.gov/police/On_line_forms.htm. Mail completed form to:
[120 East 5th Street](#)
[Tempe, Arizona 85281](#)

For questions call (480) 350-8598

To file a complaint:

Call 480.350.8311

Tolleson Police Department

9555 W. Van Buren St.
Tolleson, AZ 85383
Telephone: 623-936-7186
Fax: 623-936-8202
Website: <http://www.tollesonaz.org/index.aspx?nid=15>

To request records:

To request a copy of a Tolleson Police report, please complete the Information Request Form located at <http://www.tollesonaz.org/index.aspx?NID=177> . Once completed, return the form by any of the following means:

1. Via fax at 623-936-8202
2. Via regular mail to the Tolleson Police Department Records Division, 9555 West Van Buren Street, Tolleson, Arizona 85353
3. Via email to ltorres@tollesonaz.org

To file a complaint:

Call 623-936-7186

Tucson Police Department

270 S. Stone Ave
Tucson, AZ 85701
520-791-4444
Website: <http://tpdinternet.tucsonaz.gov/>

To request records:

1. Download the Records Request Form located at <http://tpdinternet.tucsonaz.gov/Services/#PoliceReports>
2. 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.

To file a complaint:

Fill out the online form located at <http://tpdinternet.tucsonaz.gov/Services/feedback.aspx>

Wickenburg Police Department

155 N. Tegner St. #C.

Wickenburg, AZ 85390

Local 928-684-5411

Fax 928-684-7934 Administration

Fax 928-684-1601 Dispatch

Email: wickpd@ci.wickenburg.az.us

Website: <http://www.ci.wickenburg.az.us/index.aspx?NID=73>

To request records:

Any police record deemed to be a public record must be requested in writing utilizing a "Request for Copy of Records" form. This form can be obtained at Town Hall at 155 N. Tegner St. or found by going online to <http://www.ci.wickenburg.az.us/index.aspx?nid=274>. Completed forms can be faxed to 602-506-1580. When requesting a response by mail, please include a self-addressed stamped envelope, and check or money order PAYABLE TO: "Town of Wickenburg" in the amount of \$6.00 US Funds, with your request for each police report.

To file a complaint:

Call 928-684-5411

Willcox Police Department

Jake Weaver, Chief of Police

320 W Rex Allen Drive

Willcox, Arizona 85643

(520)384-4673

To request records and file complaints, call: (520)384-4673

Yuma Police Department

Jerry Geier, Police Chief

1500 South 1st Avenue Yuma
Yuma, Arizona 85364
Ph. (928) 373-4700
Fax (928) 343-886
Website: <http://www.ci.yuma.az.us/1370.htm>

To request records:

Call (928) 373-4701

To file a complaint:

Contact the Yuma Police Department (783-4421) and ask to speak with a supervisor. Please provide dates, times, names, descriptions, and as much detail as possible to the supervisor.

During business hours you can contact:

- Sgt. Wayne Boyd (928) 373-4687
- Det. Mike Harris (928) 373-4692

Depending on the nature of your complaint and after review by the Chief of Police the complaint will be assigned and investigated.

We will ask you to complete a written statement detailing your complaint.

- Citizen Statement Form
- Citizen Complaint Advisory Form

These forms are found at: <http://www.ci.yuma.az.us/5296.htm>

Instructions for filing complaints with U.S. Immigration Customs Enforcement (ICE)

1. How to complain effectively:

- Provide a **title** to each complaint or alleged event. (i.e. “Immigration and Customs Enforcement (ICE) failed to give me adequate medical care.”)
- Provide all **relevant details** and **be specific**:
 1. *When* and *where* did the event or problem happen? Give the time, date, and location of the event.
 2. *Who* was involved? Give the names of all actors and witnesses, and include their Alien numbers (“A numbers”), country of origin, address, and phone number. Give the names and positions of the officials involved, and if you do not know them, give physical descriptions (e.g. height, weight, hair color, clothes, uniform color).
 3. *What* happened? Describe in detail exactly what happened and the physical and mental impact it had on you. If you were hurt, did you receive any medical care? What was the doctor’s diagnosis?
 - If you have been hurt, ask officials (or contact an attorney) to take pictures of your injury.
- Always make **written complaints**, **keep copies** of everything you send, and write **LEGAL MAIL** on the envelope. If you complain to an official orally, follow up by writing them about the complaint.

For complaints involving:

1. Misconduct/ abuse by ICE, border patrol (CBP), or a jail official involving a violation of a constitutional, civil, or statutory right, or issues of common courtesy, file your complaint with:

**Department of Homeland Security
Attn: Office of Inspector General
245 Murray Drive, SW, Building 410
Washington, DC 20528**

--Toll free complaint hotline: 1-800-323-8603
--Fax: 202-254-4292
--Email: DHSOIGHOTLINE@dhs.gov

2. Misconduct or abuse conducted by ICE employees: use DETAINEE GRIEVANCE FORM (Form I-847) to file a complaint with the Office of Internal Audit.

Mail to:
**Department of Homeland Security
Office of Internal Audit
425 “I” Street, NW
Washington, DC 20536**

AND you may also file with:

**Department of Homeland Security
Joint Intake Center, ICE/CBP
P.O. Box 14475
1200 Pennsylvania Avenue, NW
Washington, DC 20044
--Telephone: 202-344-1016
--Fax: 202-344-3390
--Email: Joint.intake@dhs.gov**

3. Misconduct of Department of Justice attorneys and judges, including ICE trial attorneys and Immigration Judges, file your complaint with:

**H. Marshall Jarrett, Counsel
Office of Professional Responsibility
950 Pennsylvania Avenue, NW
Suite 3529
Washington, DC 20530**

Discrimination-Based Complaints

If you have suffered from discrimination because of your race, color, sex, religion, national origin, age, or disability, you can send the complaints to the Department of Homeland Security's Office of Civil Rights and Civil Liberties (OCRCL).

Send your complaint even if you are unsure about whether your complaint qualifies as discrimination; the OCRCL will direct your complaint to the appropriate office.

**Department of Homeland Security
Office for Civil Rights and Civil Liberties
245 Murray Drive, SW
Building 410
Washington, DC 20528-0800
Telephone Toll Free: 1-866-644-8360
Toll Free TTY: 1-866-644-8361
Local: 202-401-1474
Fax: 202-357-8296
E-mail: civil.liberties@dhs.gov**

When you write complaints to these agencies, remember to use the tips already mentioned about complaining effectively, be sure to make copies of your letters, and label the envelope LEGAL MAIL. Since some of these complaints may lead to future lawsuits, it is very important to be accurate about the statements you make (especially about the time, date, exact location, and the number of officers who were there). Be sure to send complaints as soon as possible.