



Cronkite School Students:



Tempe wants to help you!

The City of Tempe considers itself a partner in your education and wants to assist in getting you the information and interviews you need for your stories.

We hope these tips assist you in reporting on city issues:

Plan ahead

- Give yourself enough time to find and research a story. Allow enough time to schedule interviews and request records.
- Consider looking all over the Valley and you might find a story that no other classmates have found. Information not specific to Tempe can also be found with other cities and police agencies.
- Student requests are prioritized along with requests from other media outlets, including local and national outlets. Breaking news situations and the deadlines of working members of the media may at times limit our ability to assist within your time constraints, but we will do our best.

Know your facts and be aware of what's going on in Tempe

- Visit www.tempe.gov in advance and find information like the names of the Mayor and City Councilmembers, how departments are structured, the basic facts about programs and services. Check the log of citywide news releases available at www.tempe.gov/newsroom.
- Know the topic you want to cover and the specific questions you want to ask, while being open to the new information city officials may be able to provide.
- Follow the City of Tempe via Twitter, Facebook and YouTube.

Keep professionalism and patience in mind

- Assume that city representatives are doing their best to assist you and that they are occupied with requests from many media outlets and students.
- Get in touch first with one of the city communicators listed on this flyer; this will ensure greater success than calling or e-mailing City Councilmembers directly.

Know how to obtain a police report

- Know what specific police report you are requesting. If you are simply looking for a topic, consider checking www.tempe.gov/police for press releases and a list of exceptional incidents. You can also review felony arrest booking sheets in the lobby of the Tempe Police Department, 120 E. Fifth St., between 8 a.m. and 5 p.m. on weekdays.
- Requests for police reports can be made in person at the Tempe Police Department, 120 E. Fifth St., or they can be submitted via e-mail at policefoia@tempe.gov.
- Requests for police records are processed within five to seven business days.
- Fees: \$5 for each record 20 pages or less; over 20 pages, an additional 25 cents per page.
- You must request a specific report or record. Generically requesting a homicide or assault report is not sufficient.
- The Police Department is required to release most records, but only those already in existence. Custom reports will not be generated.

Contact us with questions:



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E-mail is preferred and is generally the quickest way to get a response.

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