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# SFPD Temporarily Closes Records Room Public Service Windows 20-030

March 20, 2020 | 1:00 AM

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The San Francisco Police Department recognizes that the Public Health Order requiring residents to shelter in place and to practice social distancing creates a challenge to completing routine tasks. The SFPD wants to safeguard the public's health and safety and minimize the need for people to go out in public. For these reasons, **the SFPD Crime Information Services Unit (Records Room) public service windows at Police Headquarters will close on Friday, March 20, 2020 at Noon.**

In order to safely continue to serve the public and provide the highest level of customer service during this emergency, the Department is asking the public to **[make requests for copies of police reports](#) online; or by calling CISU at [1-415- 575-7232](#) between the hours of 8:00 AM and 5:00 PM Monday through Friday.**

**Victims of domestic violence, sexual assaults, stalking, human trafficking, and elder / dependent abuse should use the SFPD website to [order a Copy of a Police Report](#); email [SFPD.Records@sfgov.org](mailto:SFPD.Records@sfgov.org); or call CISU during business hours [1-415-575-7232](#) to obtain prompt service for their report requests.**

We face a major challenge in slowing the spread of the Coronavirus and all of us will need to adapt to this situation. SFPD is doing so in a thoughtful way that prioritizes the safety and well-being of everyone in our city, and particularly, the most vulnerable in our communities. By working together we can, and will get through this.

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