Crime / Incident Reporting Worksheet

The purpose of this worksheet is to provide the community and our businesses a clear and easy to use template to report crimes and incidents.

We need your help to report all crime and ensure the City of Portland has reliable crime statistics to deploy their limited public safety resources. **We know and appreciate how frustrating reporting can be**, but please don't cheat yourself and your nearby community out of the public safety service you need and deserve by not reporting crime and concerning incidents. The City and Downtown Portland Clean & Safe are less likely to be of help and assistance when we don't know a crime or incident even occurred!
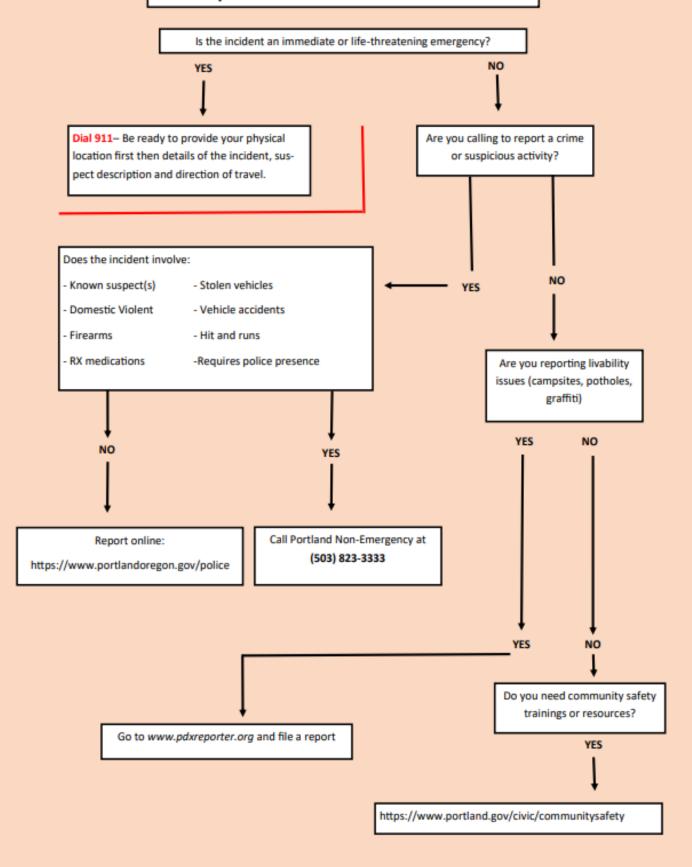
Tips for using this worksheet:

1) Remind and encourage your staff and neighbors on why it's vital everyone reports actual crime to the Portland Police Bureau (PPB).

2) Most property crimes and suspicious activities can be reported at your convenience and on-line via PPB's on-line reporting link: https://www.portlandoregon.gov/police/cor/

3) Crimes involving violence/injury to a person and/or where the victim knows the identity or location of the suspect must be reported to a PPB Officer directly. Call the non-emergency number, **503-823-3333**, to file this type of a report. Ensure you have ample available time as there is often a delay in this service due to current staffing and call load challenges.

4) Any evidence should be collected and ready to present to a reporting PPB Officer when you make your report. Video and photographic evidence should be downloaded and ideally available on a separate media form such as a thumb drive or CD.

5) Be a SAFE and ACCURATE witness- use the last page to write down key suspect and vehicle descriptions to help police respond. **Any incident with the immediate threat to life or property is a 911 call!**
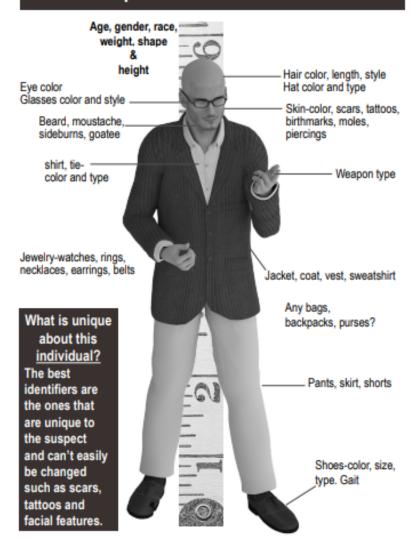
Crime / Incident Reporting Form

Business: Text	Date:	Time:
Address:	Type of Incident:	
Reporting Party: Date of Birth:	Phone number: Email:	
Estimated value of stolen/damaged property: $	Video surveillance/photos available for police: ☐ Yes ☐ No	
Private security report filed: ☐ Yes ☐ No ☐ NA	Security report number:	
Security Vendor:	Contact info:	

Subject Information – If known Name:	Date of Birth:	How identified (PPB, DSN):
Height/Weight:	Hair/Eyes:	Clothing Description:

Basic narrative of incident/crime and any additional information:

Pictures / other info:

CRIME / LIVABILITY REPORTING FLOW CHART

Is the incident an immediate or life-threatening emergency?

YES

NO

Dial 911– Be ready to provide your physical location first then details of the incident, suspect description and direction of travel.

Are you calling to report a crime or suspicious activity?

Does the incident involve:

- Known suspect(s)   - Stolen vehicles

- Domestic Violent   - Vehicle accidents

- Firearms   - Hit and runs

- RX medications   -Requires police presence

YES

NO

Are you reporting livability issues (campsites, potholes, graffiti)

NO

YES

YES   **NO**

Report online:

https://www.portlandoregon.gov/police

Call Portland Non-Emergency at

(503) 823-3333

YES   **NO**

Go to *www.pdxreporter.org* and file a report

Do you need community safety trainings or resources?

YES

https://www.portland.gov/civic/communitysafety

Quick guide to identifying suspects & vehicles

Suspect Identification Chart

Age, gender, race, weight, shape & height

Eye color
Glasses color and style

Beard, moustache, sideburns, goatee

shirt, tie-color and type

Jewelry-watches, rings, necklaces, earrings, belts

Hair color, length, style
Hat color and type

Skin-color, scars, tattoos, birthmarks, moles, piercings

Weapon type

Jacket, coat, vest, sweatshirt

Any bags, backpacks, purses?

Pants, skirt, shorts

Shoes-color, size, type. Gait

What is unique about this individual?
The best identifiers are the ones that are unique to the suspect and can't easily be changed such as scars, tattoos and facial features.

Notes

Vehicle Identification Chart

Notes

Is the suspect walking or driving a car, motorcycle or bicycle? Take note of:

Body Style i.e. 4 door-Sedan, Hatchback, SUV

Color of car

Make, model and year of the car

License Plate # and state

Unique characteristics such as a bumperstickers, hubcaps or dents

Direction the vehicle or person is headed and where last seen