

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 is less likely to be of help and assistance when crimes or incidents are never even reported.

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 for free 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

* Use this form for crimes that do NOT qualify for on-line crime reporting *

Business: Click or tap here to enter text.	Date: Click or tap here to enter text.	Time: Click or tap here to enter text.
Address: Click or tap here to enter text.	Type of Incident: Click or tap here to enter text.	
Reporting Party: Click or tap here to enter text. Date of Birth: Click or tap here to enter text.	Phone number: Click or tap here to enter text. Email: Click or tap here to enter text.	
Estimated value of stolen/damaged property: \$Click or tap here to enter text.	Video surveillance/photos available for police: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Private security report filed: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Security report number: Click or tap here to enter text.	
Security Vendor: Click or tap here to enter text.	Contact info: Click or tap here to enter text.	

Subject Information – If known Name: Click or tap here to enter text.	Date of Birth: Click or tap here to enter text.	How identified (PPB, DSN): Click or tap here to enter text.
Height/Weight: Click or tap here to enter text.	Hair/Eyes: Click or tap here to enter text.	Clothing Description: Click or tap here to enter text.

Basic narrative of incident/crime and any additional information: Click or tap here to enter text.

Pictures / other info:

CRIME / LIVABILITY REPORTING FLOW CHART

Is the incident an immediate or life-threatening emergency?

YES



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

NO



Are you calling to report a crime or suspicious activity?

YES



NO



Does the incident involve:

- Known suspect(s)
- Domestic Violent
- Firearms
- RX medications
- Stolen vehicles
- Vehicle accidents
- Hit and runs
- Requires police presence

NO



YES



Report online:

<https://www.portlandoregon.gov/police>

Call Portland Non-Emergency at
(503) 823-3333

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

YES



NO



Do you need community safety trainings or resources?

YES

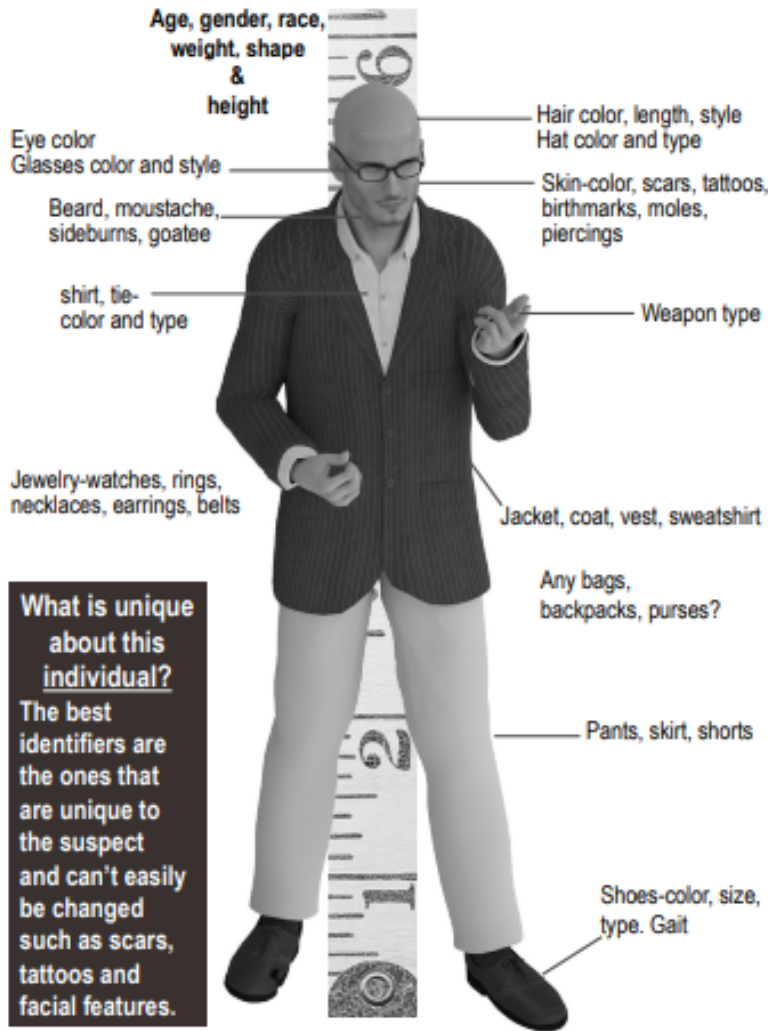


Go to www.pdxreporter.org and file a report

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

Quick guide to identifying suspects & vehicles

Suspect Identification Chart



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

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



Notes
