

# GRAFFITI REPORTING

**THE MORE ACCURATE INFORMATION WE HAVE, THE FASTER WE CAN GET IT CLEANED!**

## ***LOCATION:***

- Address – the address of the building affected or an address closest to the area affected (curbs, stairs, etc).
- If applicable, please include the business name.
- Please indicate if you are asking for removal assistance. (We cannot remove graffiti without owner permission. Also, some properties do meet the criteria for free removal assistance).
- Graffiti at an intersection – Include cross roads and directional cues (NE, SE, SW, NW) also include which corner graffiti is located.
- Utility poles and boxes – include the company name (if CenturyLink, PGE, etc).
- Phone Booths – include the company name (if Frontier, Qwest, etc).
- Include any other identifying information that will help pin-point the location.

## ***DATE OF OCCURRENCE or DATE RANGE:***

- We must know the exact date the vandalism happened. If you don't know exact date, please give us a range of dates during which it occurred.
- Time frame is important because we are required to bring charges within the statute of limitations for property crimes.

## ***YOUR CONTACT INFORMATION:***

- Please include your name and phone number in 'additional information' so we can contact you with any questions. Your information is kept confidential.

## ***PHOTOS:***

- Photos are critical in documenting graffiti and are used as evidence in the event that a tagger is arrested and charged.
- Please take photos of the entire tag- not just a small portion of it.
- Try to get photos from directly in front – angle shots are hard to read.
- **Please try to make sure your camera is set to LOW RESOLUTION or that photos are resized to under 100kb (the system cannot handle large photos).**
- If you do not have the capability of taking a photo please contact the Graffiti Hotline at 503-823-4824, or the Graffiti Abatement Program Coordinator, Juliette Muracchioli: [graffiti@portlandoregon.gov](mailto:graffiti@portlandoregon.gov)