



INCIDENT REPORT

Most businesses that sell alcohol obey the liquor laws and want to be good neighbors. But sometimes problems do occur.

If you have a complaint about the customers of a business that sells alcohol, please fill out this form and return it to the nearest OLCC office. An inspector will read your report and decide what action to take.

We can enforce the liquor laws best when people with a complaint identify themselves and are willing to testify about the incident. But we will also take complaints from people who don't want to testify or give their names.

Name of Business Involved: _____ **Date of Incident:** _____

Address of Business: _____

Time Incident Occurred (from) _____ **(to)** _____ **Number of People Involved** _____

Type of incident (Please check):

- | | | |
|--|---|---|
| <input type="checkbox"/> shooting/stabbing | <input type="checkbox"/> drinking in public | <input type="checkbox"/> noisy vehicle |
| <input type="checkbox"/> verbal threat | <input type="checkbox"/> loud music from business | <input type="checkbox"/> pushing/shoving |
| <input type="checkbox"/> prostitute solicitation | <input type="checkbox"/> gang activity | <input type="checkbox"/> trespassing on public property |
| <input type="checkbox"/> fighting | <input type="checkbox"/> loud argument | <input type="checkbox"/> alcohol-related litter |
| <input type="checkbox"/> harassment | <input type="checkbox"/> loud music from vehicle | <input type="checkbox"/> other: _____ |
| <input type="checkbox"/> shouting/yelling | <input type="checkbox"/> drug activity | |
| <input type="checkbox"/> assault | <input type="checkbox"/> urinating in public | |

Where did the incident occur:

- inside the business
- right outside of the business
- in the parking lot
- on the sidewalk next to the business
- in the street near the business
- other: _____

Check if appropriate:

- someone was injured
- weapon involved
- business employees intervened
- 9-1-1 was called Time: _____
- police came
- the business was called

Time of Call: _____ Who did you talk to: _____

Can you identify anyone who was involved in the incident or who was a witness?

- Yes No (please identify on the back of the form.)

Did the incident involve a patron of the business?

- Yes No

If so, did you see the person(s):

- | | |
|---|---|
| <input type="checkbox"/> Buy or consume alcohol there | <input type="checkbox"/> Come out of the business |
| <input type="checkbox"/> Go into the business | <input type="checkbox"/> Other: _____ |

Your name _____ **Phone (home)** _____ **(work)** _____

Address: _____

Are you willing to testify about this incident? Yes No **Today's Date:** _____

Please describe the incident in your own words on the back of this form. This will help us a lot.

Promoting Responsible Alcohol Sales and Service

9079 SE McLoughlin Blvd. • Portland, OR 97222-7355
Ph (503) 872-5000 • Fax (503) 872-5042 • toll free (800) 452-6522

www.olcc.state.or.us

Please describe the incident:

If you view the incident as serious, send this form to the nearest OLCC office immediately. Otherwise, you may wish to save the forms and send them in monthly.

PORTLAND MAIN OFFICE

9079 S.E. McLoughlin Blvd.
Portland, OR 97222

Mailing address:

P.O. Box 22297
Milwaukie, OR 97269-2297
Phone: (503) 872-5000
Fax: (503) 872-5074
Toll free in Oregon: (800) 452-6522

BEND

20360 Empire Ave., Suite B-3
Bend, OR 97701
Phone: (541) 388-6292
Fax: (541) 388-6321

EUGENE

927 Country Club Road, Suite 200
Eugene, OR 97401
Phone: (541) 686-7739
Fax: (541) 687-7381

KLAMATH FALLS

107 S. 7th
Klamath Falls, OR 97601
Phone: (541) 883-5600
Fax: (541) 883-5507

MEDFORD

15 Crater Lake Avenue
Medford, OR 97504
Phone: (541) 776-6191
Fax: (541) 265-4521

NEWPORT

715 S.W. Fall St.
Newport, OR 97365
Phone: (541) 265-4522
Fax: (541) 265-4521

NORTH BEND

1860 Virginia #10
North Bend, OR 97459
Phone: (541) 756-1520
Fax: (541) 756-2038

PENDLETON

700 S.E. Emigrant, Suite 140, #12
Pendleton, OR 97801
Phone: (541) 276-7841
Fax: (541) 278-4086

ROSEBURG

State Office Building
251 N.E. Garden Valley Blvd.
Suite A-3
Roseburg, OR 97470
Phone: (541) 440-3362
Fax: (541) 440-3361

SALEM

213 Madrona Street S.E.
Salem, OR 97302
Phone: (503) 378-4871
Fax: (503) 378-4594

WARRENTON

2021 Highway 101
P.O. Box 967
Warrenton, OR 97146
Phone: (503) 861-3912
Fax: (503) 861-6074