

Entered by:

INSTRUCTIONS FOR COMPLETING THIS FORM

When a Theft occurs:

IF THE SUSPECT IS STILL ON THE PREMISES:

- Call the Portland Police Department at 361-777-4444 or 911 and inform the dispatcher of the theft.
- Provide as much information as possible including suspect and vehicle description and current location of the suspect.
- A police officer will be dispatched to the store as soon as possible. The responding police officer will complete a theft report.

IF THE SUSPECT HAS LEFT THE PREMISES:

- Do not call the police department.
- Complete this form completely and submit it to the Portland Police Department no later than five (5) calendar days from the date the theft occurred.
- After completing the report, you may hand-deliver, mail (postage required) or email the form.
- If you need additional forms, please visit www.portlandtx.gov, select Departments, Police Department (Forms, Records, Reports & Applications)

RETURN ADDRESS: Portland Police Department, Attn: Records Division, 1902 Billy G. Webb Dr. Portland, TX 78374

OR

EMAIL: pdcontact@portlandtx.gov