

## Procedures for Reporting Incidents of Graffiti Occurring Within City of Pittsburgh

- If a person is seen in the process of “tagging” or vandalizing a city property with graffiti, concerned citizens should immediately call 911 and report this act to the Police. Police will come to the scene of the vandalism. If vandals are still in the act, arrests will be made. If they are not, a police report will be filed and pictures will be taken. Graffiti Task Force and DPW Graffiti Busters Office will be notified.
- If a City Resident or City Property Owner notices that his/her personal property has been vandalized with graffiti, 911 should be called. Police will come to property and take a report and pictures. After being issued a CCR number, the Mayor's Response Center should be contacted by dialing 311. A Graffiti Permission slip will be given to property owner, which should be filled out and sent to the Graffiti Buster's Office which is located within the City's Traffic Division. Determinations are made accordingly, as to whether the graffiti will be removed from vandalized property.
- Anyone noticing graffiti on another property, should it be private, commercial or public, should call the Mayor's Response Line by dialing 311. The Mayor's Response Line Personnel will forward the complaint to the Graffiti Busters at the Traffic Division and Graffiti Task Force where evaluations will be made.
- Department of Public Works is working with the Graffiti Task Force to streamline the reporting and removal process and has been trained in taking accurate pictures and measurements of the “tagging”. DPW will respond to 311 complaints immediately and take pictures and measurements of the graffiti incident.
- DPW will send these to Graffiti Task force where they will get a CCR number to be investigated and will alert 311 as to when the graffiti has been removed.
- For calls that reach Graffiti Task Force first, GTF will notify DPW of the crime. DPW will respond, take pictures and remove the graffiti

### Note:

- Graffiti will be removed from Private Property on a case by case basis. Evaluations will be done, and determinations will be made based on time, need and content of graffiti vandalism.
- Graffiti will not be removed from property that has been vandalized and located more than 10 ft. above the ground.