

Incident Report Guide & Record

Calling in non-emergency incidents creates a record which will be used in police reports and raise awareness of what happens in our neighborhood so that police can be as effective as possible.

Print out, reference, and use these instructions to make an effective report and keep a record for yourself.

1) Call (513) 765-1212

This is the non-emergency number. For an emergency dial 911.

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2) Identify the Incident (check one per call)

Suspicious activity

Reporting suspicious activity can prevent burglaries and includes vehicles circling the block multiple times or people who appear to be "casing" homes.

Trespassing

If the property is "abandoned" or "unoccupied" this is treated as higher priority.

Drug use

Report drug use or suspected drug use.

Drug dealing

Reports of drug use or drug dealing do not typically result in a visible patrol car on the scene, but these reports are still very important and sought after by District 5.

Also report it to the Sheriff at (513) 352-DOPE (3673)

Disturbing the peace / Fighting

Also could include fighting or aggressive behavior or intimidation.

Wreckless/intoxicated driving

Report speeding or potentially intoxicated drivers.

Playing dice for money

District 5 has sought reports of illegal gambling because they sometimes involve weapons.

Playground Closed

Most CRC playgrounds close at 10PM

Other (specify):

3) Give Location of Incident

For the most effective report, provide a specific address. Use google maps to find a street address number by clicking on the building in google maps. If the incident happened in front of a specific house, include that house number. If it involved an apartment complex, try to provide the building's street address. Providing street intersections is less valuable for reports.

4) Describe the people and vehicles

Describe the number of people, age, ethnicity, and clothing of anyone involved including shoes. Report car color, make, model, and plate number.

License Plate _____

Make/Model: _____

Color _____

5) Give your name and phone number

Calls with the callers information are treated as more valuable in reports. If you can, provide your information. If the call-taker asks if you want to remain anonymous you can say "the Responding Officer can call me but should not identify me in public."

6) Most Importantly: Ask for "the full incident number" and record it

Incident #: _____ Date _____ Time _____