



- CPD ONLINE AND TELEPHONE POLICE REPORT FILING GUIDE -



This handout (and internet-ready pdf) is a simple guide to assist you in where and how to file a variety of official police reports with the Columbus Division of Police. All information is located on the Division's website (www.columbuspolice.org) and, should you get lost in the process, you can always go back to page one and begin anew there.

Be sure that you have a pdf reader installed on your computer and that you allow pop-ups from our website in order to utilize these services.

You **CAN NOT** file a report online or via the Telephone Reporting Unit (TRU) if:

This is an Emergency (**Please call 911 for Emergencies**) / This incident occurred **OUTSIDE** the Columbus City limits / There is suspect (s) information (suspect information is considered a name and address) / You are reporting a theft offense, and the value of the stolen property is more than \$3,000 / You are reporting a theft offense, and the stolen property is a firearm (gun), license plates, a stolen motor vehicle, or hazardous material / You are reporting Property Destruction, and the damage is valued at more than \$3,000 / There is evidence to indicate that this is a hate crime or bias-related offense / There is any physical evidence connected to the crime that needs to be collected (i.e. blood, obvious fingerprints)

If any of the above statements are true, you **CAN NOT** file your report online; you must call the Columbus Police Radio Room at **614-645-4545** where you will be prompted to speak with a dispatcher so that an officer can respond to take a report.

FILING ONLINE CRIMINAL OFFENSE REPORTS:

Using the Columbus Division of Police Online Citizen Reporting System (www.columbuspolice.org/dors/start-report.html) you can report the following incidents (please choose one to begin) or add additional information to an already-filed report:

[Attempt Theft Of Motor Vehicle](#)

[Identity Theft](#)

[Theft](#)

[Harassing Phone Call](#)

[Lost Property](#)

[Theft from Motor Vehicle](#)

[Property Damage](#)

[Vandalism](#)

[To add additional information to a police report that has already been filed, please click here](#)

Or type in www.columbuspolice.org/dors/start-report.html to click through

This system will allow you to obtain your report number and print a copy for your own records upon completion.

Information on how to file criminal charges on someone, background checks, missing persons, and more can be found online at: www.columbuspolice.org/Services/Services.html



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TELEPHONE REPORTING UNIT (TRU):

The guidelines for the online filing of criminal offense reports are essentially the same as those for TRU; reports are filed over the phone with a representative of the TRU. Simply call **614-645-4717** to begin the process; **only offense reports can be filed with TRU, accident reports must be downloaded or done in-person in CPD HQ.** You will most likely leave a message with your basic information and have a representative call you back at a later date. The filing of an online report will be much faster and allow you to obtain a report number immediately, versus waiting 24-72 hours for a call-back from TRU due to their workload, hours, and days off.

FILING ONLINE TRAFFIC CRASH REPORTS:

You may enter information into an online form that you will then print off in order to mail, or bring into, CPD Headquarters for filing your accident report. You can also fill-in the report at CPD HQ by obtaining a copy from the Information Desk personnel 24 hours day/7 days a week.

Begin by going to www.columbuspolice.org/FormsPublications/CrashReportContin.html to read information and instructions related to filing of the report.

The form itself is located at www.columbuspolice.org/FormsPublications/LocalTrafficReport.pdf

Detailed, step-by-step instructions are located online at www.columbuspolice.org/FormsPublications/CrashInstructions.pdf to assist you, also.

CHECKING FOR CRIME DATA:

The Division directs people to www.crimereports.com to obtain detailed address/area/location-specific data related to reported crimes and also to www.columbuspolice.org/Reports/Search.aspx for Precinct, Zone, and Cruiser District specific crime data.

CRIME PREVENTION TIPS AND LITERATURE:

There are several forms and brochures located online at www.columbuspolice.org/Units/srb/CrimePrevention.html to provide information and assist you. Many of these can be presented as a formal or informal presentation by your local Community Liaison Officer (CLO), too. Your CLO's information can be found by going to www.columbuspolice.org/Units/srb/CommunityLiaison2.html and locating your area of the City on the interactive map.

The Division also participates in Central Ohio Crime Stoppers, which lists information on recent crimes throughout Central Ohio, unsolved cases, crimes of the week, and more: <http://stopcrime.org/>