



- 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 with the [FILE A POLICE REPORT](#) button.

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 and please read all directions and exclusions.

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 for more detailed information

This system will allow you to obtain your report number and print a copy for your own records upon completion. *Please note that ALL reports are reviewed by a CPD Records Tech prior to their official acceptance in the system.*

TELEPHONE REPORTING UNIT (TRU):

The guidelines for the online filing of criminal offense reports are essentially the same as those for TRU; the difference is that 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 hours that TRU is staffed are Mon-Fri 7a-6p / 24-hour voicemail / closed weekends and holidays.

The filing of an online report may be much faster and will allow you to obtain a police report number immediately, versus waiting 24-72 hours for a call-back from TRU due to their workload, hours, and days off.

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



- CPD ONLINE AND TELEPHONE POLICE REPORT FILING GUIDE -



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 full 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 be assigned to respond and take a report as calls for service allow.

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 utilizes www.RaidsOnline.com to allow public access of crime data throughout the City and to obtain detailed address/area/location-specific data related to reported crimes. You may search neighborhoods, addresses, and whole areas of the city for a variety of crime types and dates.

You may also go to www.columbuspolice.org/reports/SearchLocation for Precinct, Zone, and Cruiser District specific crime data. 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/>

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.