

12.400 INCIDENT AND MISCELLANEOUS REPORTING

References:

Procedure 12.115, Handling Wild/Exotic Animals, Dangerous/Vicious Dogs, and Animal Reports

Procedure 12.135, Responding To Alarms and Reporting False Alarms

Procedure 12.230, Fatal or Potentially Fatal Crash Investigation and Placement of Related Charges

Procedure 12.315, Investigation of Rape and Other Sexual Assault Offenses

Procedure 12.403, Crime Victim/Witness Notification and Assistance

Procedure 12.405, Closure of Offense Reports

Procedure 12.412, Domestic Violence

Procedure 12.415, Reporting and Classifying Assault Offenses

Procedure 12.420, Reporting Vehicle Thefts and Related Offenses

Procedure 12.425, Reporting and Classifying Breaking and Entering Offenses

Procedure 12.430, Endangering Children Offenses

Procedure 12.615, Deceased Persons/Prisoners and Death Notifications

Procedure 12.715, Property and Evidence: Confiscation, Accountability, Processing, Storage, and Release

Procedure 12.910, Missing Persons

Ohio Revised Code – 2901.01 Definitions

Ohio Revised Code – 5122.01 Hospitalization of Mentally Ill Definitions

Ohio Revised Code – 5126.058 Memorandum of Understanding

Ohio Incident Based Reporting Manual

State Ex Rel Beacon Journal Publishing Company v. Maurer (2001), 91 Ohio St. 3d 54

CPD Strategic & Tactical Analytic Review for Solutions Secondary Report

CPD Strategic & Tactical Analytic Review for Solutions Audit Calendar

CPD Strategic & Tactical Analytic Review for Solutions Definitions

Definitions:

High Profile Criminal Investigations:

- Critical firearm discharge by police officer(s).
- A police officer uses force against a person who is admitted to a hospital.
- A person fires a shot at a police officer.
- A police officer is killed or seriously injured.
- Any other investigation as identified by the Police Chief.

Records Management System (RMS) – An integrated and comprehensive computerized database; consisting of criminal, traffic, and administrative recordkeeping modules. RMS allows access to numerous statistical reports; tracks entered information about people, locations, and property; and automatically assigns case report numbers. RMS sections are equivalent to Department forms and supplement reports.

Mentally Handicapped Person – A person having significantly subaverage general intellectual function; existing concurrently with deficiencies in adaptive behavior, manifested during the developmental period.

Developmental Disability – A severe and chronic disability characterized by all of the following:

1. It is attributable to a mental or physical impairment or a combination of mental and physical impairments, other than a mental or physical impairment solely caused by mental illness as defined in division (A) of Ohio Revised Code (ORC) 5122.01.
2. It is manifested before age twenty-two.
3. It is likely to continue indefinitely.
4. It results in one of the following:
 - a. In the case of a person under three years of age, at least one developmental delay or established risk;
 - b. In the case of a person at least three years of age but under six years of age, at least two developmental delays or an established risk;
 - c. In the case of a person six years of age or older, a substantial functional limitation in at least three of the following areas of major life activity, as appropriate for the person's age: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, and, if the person is at least sixteen years of age, capacity for economic self-sufficiency.
5. It causes the person to need a combination and sequence of special, interdisciplinary, or other type of care, treatment, or provision of services for an extended period of time that is individually planned and coordinated for the person.

Purpose:

Establish Department guidelines governing the collection and preservation of facts and actions taken in the investigation of crimes and incidents.

Promote uniformity, standardization, and the highest level of accuracy in reporting.

Policy:

Officers will conduct a preliminary investigation when called to the scene of an offense. They will fairly and impartially record all facts and actions. They will provide the required police service and complete an accurate and thorough report, submitting reports for serious offenses immediately. All other offense reports will be submitted before the completion of the reporting officer's shift.

If the investigation reveals probable cause, the officer will file appropriate criminal charges and prepare the case for presentation through the court system. If the reporting officer determines there is no evidence or witnesses, and no viable crime scene to assist investigators in identifying the individual(s) responsible for the offense, the case may be subject to immediate Early Closure by providing the complainant with a Closure Letter (311CL), as indicated in Procedure 12.405, Closure of Offense Reports. Indicate in the "Narrative" Section of the Case Report (301), if a 311CL was given to the complainant. The investigative supervisor will make the final decision about the case closure.

If necessary, the investigative supervisor may reassign an investigator in an attempt to gather probable cause to make an arrest. Officers may also request an investigator respond to the scene to assist with an investigation. An officer who believes a criminal case would be enhanced by the complainant signing an affidavit may request the complainant to do so. However, the officer must also sign an affidavit.

Supervisors will respond on felony offenses of violence, as defined in ORC 2901.01, and all sexual assault offenses to ensure a proper preliminary investigation is conducted.

Criminal Investigation Section (CIS) will respond and maintain authority over all High Profile Criminal Investigations and any other investigation as directed by the Police Chief. Upon identification of a High Profile Criminal Investigation, a supervisor will contact the CIS desk to initiate their High Profile Criminal Investigation Standard Operating Procedure (SOP). This policy does not preclude the use of other investigative unit personnel.

The Police Department and Hamilton County Board of Developmental Disabilities Services (DDS) Investigations Unit are required to conduct joint and cooperative investigations by sharing and disclosing information when the victim of a crime is mentally handicapped or developmentally disabled (MHDD). The Police Department will assume the lead investigative responsibilities for all such investigations.

Officers assigned to investigate cases where the victim is MHDD must notify the DDS Investigations Unit prior to beginning their investigation. Initial responding officers conducting the preliminary investigation of a criminal offense involving a MHDD victim must notify the DDS Investigations Unit if they are able to make an immediate arrest and successfully close the case, negating the need for it to be assigned to an investigator.

If an officer discovers that a victim is MHDD after an investigation has already begun, the investigating officer must contact the DDS Investigations Unit at (513) 794-3308, 24 hours a day.

Information:

The Records Management System (RMS) will be used to document and submit the following case reports, supplements and investigative notes:

Case Reports/Supplements – Case Report (301); Victim/Vehicle Supplement (301VVS); Property Supplement (301PS); Arrest Supplement (301AS); Motor Vehicle Incident Report (303); Missing Person Report (304); Case Closure Report (311); and Confidential Method of Operation Report (311MO).

Confidential Investigative Notes – Confidential Investigative Notes – General (311G); Confidential Investigative Notes – Suspects (311S); Confidential Investigative Notes – Narrative (311N); Victim’s Statement (311VS - victim hard copy); Confidential Investigative Notes – Domestic Violence (311DV); Confidential Investigative Notes – Method of Operation Report (311MO); Personal Crimes Memorandum (506); Financial Crimes Complaint Form (558); Personal Crimes ROI (188); and Homicide ROI.

The Victim’s Statement (311VS) will be attached to the appropriate case folder after completion by the victim. RMS will **not** be used to complete Form 313.

Case reports are entered into RMS using the Case Files Module. Select “Case Report” in the Document Type drop-down box. Select “Offense” in the Type of Report drop-down box. Enter the “Offense Code” in the Offense drop-down-box.

Confidential Investigative Notes are also entered into RMS using the Case Files Module. Select “Investigative Note” in the Document Type drop-down box. Select “Investigation (311G, 311DV)” in the Event Type drop-down box. The information required for the Method of Operation must be entered in the Case Report Module under the “Offense” and “Offender” tabs. The 311N is entered in the Officer Narratives Module.

Documents pertaining to a report will be scanned and attached to the RMS case folder by District Quality Assurance (DQA) personnel, e.g. photographs, receipts, other Department forms, etc. Officers must ensure documents and photographs contain the RMS case number prior to submitting.

Case reports are public record. Confidential Investigative Notes are not public record. Refer to Procedure 18.120, Release of Information and Public Records, for guidelines for completing information requests.

Procedure:**A. Completing Case Reports**

1. Complete all case reports completely and accurately.
 - a. Spell all names in full: last, first, and middle.
 - b. Business names consist of two names, e.g., Kroger Company.
 - c. Record sex as: M-Male, F-Female, or U-Unknown.
 - d. Race descriptions must be consistent with the following federal requirements and used on all Department reports:

- 1) W – White.
 - 2) B – Black.
 - 3) I – American Indian or Alaskan Native.
 - 4) A – Asian.
 - 5) U – Unknown, not described above.
- e. Record ethnicity as: H-Hispanic, or NH-Non-Hispanic.
2. Place of occurrence and/or street address must consist of the following:
- a. Street number - if intersection, use number closest to corner, e.g., Vine St. at Third, N.E. corner, use 300 Vine St.
 - b. Street prefix, when applicable: North – N, South – S, East – E, and West – W.
 - c. Full Street Name – correctly spelled.
 - d. Street suffix - will consist of one of the following:

STREET DESIGNATOR CODE LIST

<u>DESIGNATOR</u>	<u>CODE:</u>	<u>DESIGNATOR</u>	<u>CODE:</u>
Alley	AL	Highway	HW
Avenue	AV	Lane	LN
Boulevard	BV	Park	PK
Bridge	BR	Parkway	PY
Circle	CR	Pike	PI
Court	CT	Place	PL
Drive	DR	Road	RD
Expressway	EX	Square	SQ
Street	ST	Viaduct	VI
Terrace	TE	View	VW
Trail	TL	Way	WY

- e. City
 - f. State
 - g. Zip Code
3. Reporting Area
- a. RMS automatically generates the Reporting Area when the location of the offense or incident is entered. Officers should not delete the Reporting Area number.
4. Ohio Revised Code (ORC) Section Number
- a. Unless designated otherwise, all Department offense reports will reflect the appropriate ORC section number following the type of offense. These section numbers serve as codes to separate ORC statistics.

5. Distribution of Crime Victims Pamphlet
 - a. When an offense report is made, Department personnel will provide the victim, his family, or dependents one copy of the "Information for Crime Victims" pamphlet and other information as described in ORC Chapter 2930.
 - 1) Refer to Procedure 12.403, Crime Victim/Witness Notification and Assistance, for crime victim notification.
 6. Confidential Investigative Notes
 - a. Complete a 311G for every offense, except station reports and arrests. Record witness names, addresses, and telephone numbers. Also complete a 311S, 311N, 311MO, 311VS and 311DV when appropriate.
 - b. On offenses involving an individual and/or business requesting the dollar amount taken not be publicized, include the amount on the 311G instead of on the 301. Use this option sparingly in unusual cases where the complainant is reluctant to reveal the amount taken.
 - c. Enter "\$1.00" on the Property Supplement (301PS), in the "Property" section. Do not leave the section blank.
 7. Incomplete reports
 - a. If required information is unavailable when the initial report is taken, select "incomplete" for the report purpose. The assigned investigator is responsible for completing the original report and executing any additional reports.
- B. General Rules for Offense Reporting
1. Number of offense reports
 - a. Make a report for each incident.
 - b. An incident is one or more offenses committed by the same offender, or group of offenders acting in concert, at the same time and place, against one or more victims.
 - 1) The concept of acting in concert provides that the offenders actually commit or assist in the commission of the crime(s). The offenders must be aware of, and consent to, the commission of the crime(s); or even if non-consenting, their actions assist in the commission of the offense(s).
 - 2) The concept of same time and place provides that if more than one offense was committed by the same person or group of persons and the time and place intervals surrounding them were insignificant, all of the crimes comprise a single incident.
 - 3) Example: Five persons are robbed at gunpoint. One of the five is fatally shot.

- a) Complete a 301 with 5 victims.
 - b) In the "Offense" section, list all offenses committed.
 - c) Link the offense with victim in "Victim/Offense" link box.
 - d) Explain in the "Narrative" section the facts of each offense and how it relates to each victim.
- c. Complete a 303 if a vehicle is stolen during a robbery, burglary, or breaking and entering as outlined in Procedure 12.420, Reporting Vehicle Thefts and Related Offenses. List all offenses and explain in the "Narrative Section."
- d. When burglary or breaking and entering offenses occur involving multiple units carrying the same address and at the same time, complete one 301 with the appropriate number of victims.
- e. Report a number of thefts from a single victim, committed at the same place by the same person over an indefinite period, as one offense. List the approximate dates of the first and last known theft.
- f. Report multiple parking meters broken into in the same vicinity, same street, and about the same time as separate offense reports.
2. Reporting responsibility
- a. The district of occurrence is responsible for the report. However, if the complainant responds to another district, that district will make the report and send a blotter notification to the responsible district. Include the RMS case number and victim's name.

EXCEPTION: Homicide supervisors will complete homicide and high profile criminal offense reports.

 - 1) When a complainant reports a Domestic Violence offense that occurred in another district, an officer from the **district of occurrence** will respond to complete the investigation and Domestic Violence Report.
 - b. Notify a supervisor for serious offenses requiring immediate follow-up.
 - 1) If the offense occurred in another district, the reporting officer from the district where the offense was reported will notify a supervisor from the district of occurrence for immediate follow-up.
 - a) Record the notification in the "Narrative" section of the report.
 - b) Send a blotter notification to the district of occurrence. Include the RMS case number and victim's name.
 - 2) Immediately notify the CIS desk to initiate the High Profile Criminal Investigation SOP when necessary.

- c. Two or more districts involved in a crime or series of crimes.
 - 1) In single or multiple crime situations, the district where the first criminal offense occurred will complete and carry the report.
 - d. Criminal acts involving Cincinnati and other jurisdictions.
 - 1) The district of occurrence will complete offense reports for Cincinnati offenses, including details of crimes committed in other jurisdictions.
 - e. When the district of occurrence is unknown, but is believed to be within the Cincinnati city limits, use the address of the reporting district and note in the "Narrative" section of the report the location where the offense occurred is unknown.
 - 1) Carry the offense report in the resident district of the complainant.
 - 2) If the complainant is not a Cincinnati resident, carry the report in the district where the offense was reported.
3. Use of language on Department reports
- a. Whenever profanity or obscene remarks are used in the commission of an offense, record the actual language on the report.
4. Offenses involving City property
- a. List the complainant as the City department assigned the property.
 - b. If the property belongs to another City entity, such as the Board of Education, list the name of the school as the "Complainant."
5. Reporting Stolen or Recovered Firearms
- a. Complete a 301 for stolen firearms.
 - 1) The following information must be provided on the 301PS in order to enter the stolen firearm into RCIC/NCIC:
 - a) When the incident occurred
 - b) Firearm serial number
 - c) Gun type
 - d) Gun manufacturer
 - e) Caliber of the firearm
 - 2) Fax a copy of the 301 to Teletype and include the RMS case number.
 - 3) Confirm receipt of the fax and record the teletype number on the 301.

- 4) Identifiable firearms with serial numbers or owner applied numbers will be entered as confirmed stolen.
 - 5) Firearms with an unidentifiable serial number or owner applied number will be reported as unconfirmed.
 - b. Complete a 301 and a Form 313 Firearms Report, for recovered firearms which had been reported stolen.
 - 1) Fax a copy of the 313 to the Court Property Unit.
 - 2) A Court Property Unit officer will contact Teletype to receive a teletype number.
6. Reporting Lost or Found Firearms
 - a. Complete a General Conditions Report (317), for lost firearms.
 - b. Complete a 317 and Form 313 for found firearms which had been reported as lost.
 - 1) Fax a copy of the Form 313 to the Court Property Unit.
 - 2) A Court Property Unit officer will contact Teletype to receive a teletype number.
 - c. Include any serial or model number, manufacturer's name or other official information on the 317.
 - d. Recovered or found firearms, reported lost or stolen from outside the City of Cincinnati, must be confirmed through the originating agency by contacting CIN1. Officers will not contact the originating agency for confirmation.
7. Property values
 - a. A monetary value is not necessary for blank checks, blank driver's licenses, blank auto titles, etc. These are automatically grand thefts.
 - b. Shoplifted items - list the value given by the complainant.
 - c. Use the fair market value of articles, subject to depreciation.
 - d. Use the victim's evaluation of items such as jewelry, watches, and other articles which decrease slightly in value or not at all.
 - e. Use the replacement or actual cost to the victim for new or almost new items, e.g., money orders with cash value but no name, etc.
 - f. List the replacement value given by the complainant of heirlooms, collector's items, antiques, museum pieces, etc.
 - g. The investigating officer will use good judgment and discuss with the complainant any values that appear to be inflated.
8. Unusual occurrences and attempt

- a. Case reports
 - 1) Complete a Non-NIBRS Case Report to record unusual occurrences, which in the judgment of a supervisor, have no applicable ORC statute. Follow-up investigation may be appropriate.
 - a) In the "Administrative" section of the report, select "Incident."
 - b. Attempt: 2923.02
 - 1) Complete a 301 to report attempts to commit a violation of any ORC statute listed in this procedure. In the "Offense" section, select "A" (attempt).
9. Reports requiring further investigation by Criminal Investigation Section (CIS)
- a. All district supervisors will notify CIS as soon as possible regarding offense reports requiring further investigation by CIS.

EXCEPTION: If the offense is reported outside the working hours of Personal Crimes Squad (PCS) personnel, the district making the report will notify the CIS desk officer and send a blotter notification to PCS. Include the offense type, time, date, location, and RMS case number. If the shift supervisor determines PCS should immediately respond to the scene, request recall through the CIS desk officer.
10. Complete a 317 for property damage incidents when no criminal intent is evident or if the property is damaged due to police action. Include all pertinent facts.
11. Supervisor's Responsibility
- a. Check each offense report for accuracy and completeness of information.
 - b. Approve the report and route it to the DQA.
 - c. Return unapproved reports to the officer for correction or revision.
- C. Case Report Additions, Corrections, and Report Auditing
1. Case investigators or reporting officers who do not have "write access" to a case in RMS may handle reports in need of correction in the following manner:
 - a. Use the original report number.
 - 1) Do not unfound or close the original report and make a new one.
 - b. Make the necessary corrections or additions.
 - c. In the "Report Date/Time" block, enter the date the addition or correction is made.

- d. In the "Reporting Officer" block, enter the name of the officer making the correction or addition.
- e. Under "Narrative," clearly state the additions or corrections.

EXAMPLES: Correction is to change the name of the complainant from Ed Brown to Charles Smith. Addition is stolen bicycle valued at \$100. Correction is total value changed from \$140 to \$240.

D. Routing Offense and Other Reports

- 1. The DQA will route copies of all Department forms, supplemental reports and documents to the appropriate district/section/unit, other City departments and Police Records Section, as needed.

E. Reporting and Follow-up Investigation: Assignment and Responsibility

INVESTIGATION ASSIGNMENT LEGEND

Patrol Bureau; Traffic Unit	(TRF)
Patrol Bureau; District Investigator	(INV)
Criminal Investigation Section; Personal Crimes Squad	(CIS)

- 1. Assign offense reports having the necessary case assignment criteria for follow-up investigation and closure by designated units.
 - a. An offense report listing two or more offenses will be assigned for investigation based on the highest degree offense against a person. If there is a significant change in time, location, or events during the incident, the offenses may be assigned separately.
 - b. Assign case reports involving High Profile Criminal Investigations to CIS, regardless of the offense or potential offense.
- 2. Complete a 301 for the following offenses and attempted offenses:

2903.01	Aggravated Murder/Attempt Aggravated Murder	(CIS)
2903.02	Murder/Attempt Murder	(CIS)
2903.03	Voluntary Manslaughter	(CIS)
2903.04	Involuntary Manslaughter	(CIS)
2903.041	Reckless Homicide	(CIS)
2903.05	Negligent Homicide	(CIS)
2919.13	Abortion Manslaughter	(CIS)

NOTE: Refer to Procedure 12.615, Deceased Persons /Prisoners and Death Notifications, when completing a 301 for the *above* listed offenses.

2903.06	Aggravated Vehicular Homicide/Vehicular Homicide	(TRF)
2903.08	Aggravated Vehicular Assault/Vehicular Assault	(TRF)

NOTE: Refer to Procedure 12.230, Fatal or Potentially Fatal Crash Investigation and Placement of Related Charges, when using 2903.06, 2903.06A, and 2903.08.

2903.11	Felonious Assault	(INV)
	If victim is hospitalized and death appears imminent	(CIS)
2903.12	Aggravated Assault	(INV)
	If victim is hospitalized and death appears imminent	(CIS)
2903.13	Assault	(INV)
	If suspect is out of town or unusual circumstances exist	(INV)

NOTE: Refer to Procedure 12.415, Reporting and Classifying Assault Offenses, for completing an assault report on a law enforcement officer.

2903.14	Negligent Assault	(INV)
2903.16	Failing to Provide for Functionally Impaired	(INV)
2903.21	Aggravated Menacing	(INV)
2903.211	Menacing By Stalking	(INV)
2903.22	Menacing	(INV)
2903.31	Hazing	(INV)
2903.34	PA Patient Abuse (felony)	(CIS)
2903.34	Patient Neglect (misdemeanor)	(INV)
2903.34	Gross Patient Neglect (misdemeanor)	(INV)
2903.341	Patient Endangerment (misdemeanor)	(INV)
2903.341	Patient Endangerment (felony)	(CIS)
2905.01	Kidnapping	(CIS)
2905.02	Abduction (all cases)	(INV)
2905.03	Unlawful Restraint	(INV)
2905.05	Criminal Child Enticement	(CIS)
2905.11	Extortion	(CIS)
2905.12	Coercion	(CIS)
2907.02	Rape	(CIS)
2907.03	Sexual Battery	(CIS)
2907.04	Unlawful Sexual Conduct w/Minor	(CIS)
2907.05	Gross Sexual Imposition:	
	Age 18 years and older	(INV)
	Age 17 years and younger	(CIS)
2907.06	Sexual Imposition:	
	Age 18 years and older	(INV)
	Age 17 years and younger	(CIS)
2907.07	Importuning	(INV)
2907.08	Voyeurism	(INV)
2907.09	Public Indecency	(INV)
2909.04	Disrupting Public Service	(INV)
2909.05	Vandalism	(INV)
2909.06	Criminal Damaging or Endangering	(INV)
2909.07	Criminal Mischief	(INV)
2909.08	Endangering Aircraft or Airport Operations	(INV)
2909.09	Vehicular Vandalism	(INV)
2911.01	Aggravated Robbery:	
	All cases except financial institutions	(INV)
	Aggravated Robbery of financial institutions	(CIS)

2911.02	Robbery:	
	All cases except financial institutions	(INV)
	Robbery of financial institutions	(CIS)
2911.11	Aggravated Burglary	(INV)
2911.12	Burglary	(INV)
2911.13	Breaking and Entering	(INV)
2911.211	Aggravated Trespass	(INV)
2911.31	Safecracking	(INV)
2911.32	Tampering with Coin Machines	(INV)
2913.02	Theft, Grand	(INV)
2913.02	Theft, Petty	(INV)
	License Plate Validation Stickers	(INV)

- a. The word "Grand" or "Petty" will precede the word "Theft" on theft offenses. Record the type of theft in "Larceny Type" block.

2913.04	Unauthorized Use of Property	(INV)
2913.05	Telecommunications Fraud	(INV)
2913.11	Passing Bad Checks	(refer to item "a." below)
2913.21	Misuse of Credit Card	(refer to item "a." below)
2913.31	Forgery	(refer to item "a." below)
2913.32	Criminal Simulation	(refer to item "a." below)
2913.49	Identity Fraud	(refer to item "a." below)
	(e.g., Income Tax Fraud)	

- a. The investigation assignment of the above listed offenses (2913.11, 2913.21, 2913.31, 2913.32, and 2913.49) is dependent upon the amount of loss reported.

- 1) Amount of loss is \$2500.00 or less (INV)
- 2) Amount of loss is greater than \$2500.00 (CIS)

- b. When completing a report for Identity Theft:

- 1) Supply the victim with the phone number to the Financial Crimes Squad, (513) 352-3545.
- 2) Notify the Major Offenders Unit at (513) 352-6473 and Financial Crimes Squad.
- 3) Send a blotter notification to the Financial Crimes Squad. Include the offense type, time, date, location, and RMS case number.

2913.33	Making or Using Slugs	(INV)
2913.41	Defrauding a Rental Agency or Hostelry (Non-Veh)	(INV)

- a. A breach of a rental agreement is a civil matter unless you can show criminal intent. Criminal intent can be inferred if the suspect provides a false name and address at the time of the rental or moves during the rental period without leaving a forwarding address.

- b. If criminal intent is established, an offense report should be made and criminal charges should be filed. If no criminal intent can be established, the complainant should be advised to seek civil redress.

2913.41 Defrauding a Rental Agency or Hostelry (Vehicular) (INV)

- a. Complete a 301 in those cases where the vehicle has been returned to the owner. Otherwise, refer to Procedure 12.420, Reporting Vehicle Thefts and Related Offenses.

- 1) Report violations of the following statutes on a 301
 - a) 2913.02 (Theft)
 - b) 2913.04 (Unauthorized Use of Property)
 - c) 2913.41 (Defrauding a Rental Agency or Hostelry)
- 2) If applicable, include all serial numbers, vehicle identification numbers, etc., on the items listed below for entry into NCIC stolen property files:
 - a) Sailboat
 - b) Rowboat
 - c) Pickup camper (out of truck)
 - d) Jack lift
 - e) Farm machinery not designed to carry the operator
 - f) Riding lawn mowers with no serial number (riding lawn mowers with a serial number are reported on a 303)

NOTE: Refer to Procedure 12.420 for those articles to be reported on a 303.

- 2913.44 Personating an Officer (INV)
 2917.21 Telecommunications Harassment (INV)
 2917.31 Inducing Panic (INV)

- a. Bomb Threats - Insert "Bomb Threat" in parentheses when an evacuation occurs.

2917.32 Making False Alarms (INV)

- a. Bomb Threats - Insert "Bomb Threat" in parentheses when **no** evacuation occurs.
- b. Complete a 301 for any false fire alarms when an arrest is made or a suspect known.
- 1) Complainant is the Cincinnati Fire Department.
 - 2) Complainant's address is 430 Central Avenue.

- 3) Reporting person is the Fire Department officer in charge (OIC) at the scene. The OIC's address is the fire company where assigned.
- 4) List how the alarm was given in the "Narrative" section: telephone, etc.

2919.13	Abortion Manslaughter	(CIS)
2919.22	Endangering Children	(CIS)
2919.23	Interference with Custody	(CIS)
2919.25	Domestic Violence	(INV)
2919.27	Violating Protection Order or Consent Agreement	(INV)
2921.02	Bribery	(CIS)
2921.03	Intimidation	(**)
2921.04	Intimidation of Crime Victim or Witness	(**)
2921.05	Retaliation	(**)

NOTE: **Will be investigated by the investigator assigned the original offense or incident.

2921.51	Impersonating a Peace Officer or Private Policeman	(CIS)
2923.161	Discharging a Firearm at Habitation or School	(INV)
2927.12	Ethnic Intimidation/Aggravated Menacing	(INV)
2927.12	Ethnic Intimidation/Menacing	(INV)
2927.12	Ethnic Intimidation/Criminal Mischief	(INV)
2927.12	Ethnic Intimidation/Criminal Damaging	(INV)
2927.12	Ethnic Intimidation/Telephone Harassment	(INV)

3. Complete a 303 for the following offenses/instances:

2913.02	Theft – Stolen Vehicles	(INV)
a.	Investigated by the district where the theft occurred.	
2913.02	Recovered Stolen Vehicle	(INV)
a.	Investigated by personnel in the district where the theft occurred.	
2913.02	Theft - Stolen License Plate(s) (incl. expired plates)	(INV)
2913.03	Unauthorized Use of a Vehicle	(INV)
2913.41	Vehicular Defrauding of a Rental Agency or Hostelry	(INV)

NOTE: The DQA will enter a monetary value for stolen and recovered vehicles on the report. The value of a vehicle is determined by using the following Internet sites: www.kbb.com, the Kelly Blue Book home page, or www.nadaquides.com, the NADA guidebook home page.

F. Case Closure Audit

1. On a monthly basis, the district commander will ensure a random audit of cases closed by both investigative and uniformed personnel is conducted. Early closures will not be included in this audit.
 - a. This audit will include:
 - 1) A ten percent sample of inactive or "J" closures.
 - 2) A ten percent sample of otherwise or "D" closures.
 - 3) A ten percent sample of unfounded closures.
 - b. A district supervisor not assigned to the Investigative Unit will conduct this audit.
 - 1) The auditing supervisor will personally contact the complainant to ensure the report was properly closed and that the investigating officer properly notified them of the closure.
 - c. The district commander will ensure a monthly summary of the case closure audit is forwarded to him for review.
 - d. District commanders will ensure quarterly reports are biannually compiled and forwarded to the Bureau Commander (first and second quarter submitted during July, third and fourth quarter submitted during January).

G. Investigation Requests from Other Law Enforcement Agencies

1. CIS will monitor and control investigative requests from law enforcement agencies outside the Department.
 - a. Document and forward all extensive investigative requests received from outside law enforcement agencies to CIS.
 - 1) CIS will assign the request within the Department.
 - 2) The district, section, or unit receiving the request will conduct the follow-up investigation, provide the requested assistance, if possible, and contact the outside agency advising them of the investigative results.
 - a) Affected districts will handle routine requests for assistance from adjoining police agencies.

H. Strategic & Tactical Analytic Review for Solutions (STARS) Audit Process

1. Crime analysts will perform regular audits of reports included in the RMS according to their scheduled rotation on the STARS Audit Calendar to ensure the accuracy of data reported internally and externally. The STARS Audit Calendar is available to all crime analysts by accessing the Crime Board folder on the H: drive.

- a. District crime analysts will audit one Part I crime category each week on a rotating basis (Robberies, Aggravated Assaults, Burglary, Theft from Auto, Personal/Other Theft, Auto Theft) for accuracy by physically comparing the number of crime reports in that category (within their respective district/section/unit) to the number of offenses reported on the STARS report.
 - 1) Crime analysts will document their findings on the Crime Analyst Data Audit Form (CADA) and route it through their district/section/unit chain of command.
 - 2) When the Form CADA has been approved by the crime analyst's district/section/unit commander, the DQA will route the original, approved Form CADA to the Director of Technology and Systems Section.
 - 3) A copy of the approved Form CADA will also be maintained within the crime analyst's district/section/unit. Form CADA's are available to all crime analysts by accessing the Crime Board folder on the H: drive.
 - 4) When a problem is identified with an individual report, the issue will be thoroughly documented on the Form CADA.
 - a) If the problem can be resolved immediately, the crime analyst should work with the respective DQA and/or Investigative Supervisor to resolve the problem. The resolution should also be documented on the Form CADA.
 - b) The crime analyst will certify their findings and submit the Form CADA through their district/section/unit, chain of command as outlined above.
- b. The CIS analyst will review all Rape and Homicide reports each week for accuracy. They will physically compare the number of reports in that category to the number of offenses reported on the STARS report.
 - 1) The crime analyst's findings will be documented on the Form CADA and submitted as outlined above.
- c. The Crime Analysis and Problem Solving Squad (CAPS) will review all fatal and non-fatal shooting reports each week for accuracy. The CAPS will compare the count of crimes within the RMS to information maintained independently and used for the Secondary STARS report. The findings will be documented on the Form CADA and submitted as outlined above.