

12.401 TELEPHONE CRIME REPORTING UNIT (TCRU)

Reference:

Procedure 12.400 – Incident and Miscellaneous Reporting
 Procedure 12.420 – Reporting Vehicle Thefts and Related Offenses
 Procedure 12.425 – Reporting and Classifying Breaking and Entering Offenses
 Procedure 12.435 – Reporting Conditions Affecting Other Departments – Form 318
 Ohio Revised Code 2919.25 – Domestic Violence
 Ohio Revised Code 2903.341 – Patient Endangerment
 Ohio Revised Code 5123.01 – Definitions

Purpose:

Provide citizens information in police matters and take minor police reports by telephone, leaving field units available for other police tasks.

Policy:

Officers, regardless of their assignment, will record all facts and actions fairly and impartially when taking an incident report. Officers will provide the requested police service and will complete an accurate and thorough report.

Officers dispatched or on the scene of an incident requiring a police report or having personal contact with a citizen requiring a police report, regardless of the complaint, will make the report. Officers will not refer the citizen to TCRU.

District/unit desk personnel and Emergency Communications Section (ECS) operators will refer qualifying report requests received by telephone to TCRU. District/unit desk personnel will take reports from citizens who have responded to the district/unit.

Procedure:

- A. Telephone Crime Reporting Unit (TCRU) Reporting:
1. TCRU can be contacted at 352-2960, Monday through Friday.
 2. Before referring a call to TCRU, the following questions should be answered with "No":
 - a. Did the offense just occur?
 - b. Could anything be gained by sending a police officer?
 3. TCRU will ordinarily take the following types of reports:
 - a. Thefts
 - 1) Grand and Petty, where there is no possibility of immediate apprehension or property recovery and the value stolen is less than \$5000.00.
 - a) Theft of firearms is not a TRCU reportable offense and requires dispatch.

- 2) "Drive off" type thefts including incidents which have just occurred.
- b. Breaking & Entering
 - 1) Detached garages, etc., no suspects or possibility of a property recovery.
- c. Criminal Damage
- d. Simple Assault
 - 1) No medical attention necessary
- e. Menacing
 - 1) Send an officer if suspect is expected or threatens to return.
- f. Attempt Auto Thefts
- g. Lost or Stolen License Plates
- h. Telephone Offenses (Except Bomb Threats)
 - 1) Send an officer if suspect is expected or threatens to return.
- i. Any offense reported by a mentally handicapped person or developmentally disabled person (MH/DD) or the caretaker or caseworker of the MH/DD victim.
 - 1) These offenses must meet the criteria as described in Section A.2.
 - a) Domestic Violence and Patient Endangerment offenses are not TCRU reportable offenses and require dispatch.
- j. Property Lost
- k. Property Damage
- l. Dog Bites
 - 1) No medical attention needed, owner is known, and no transportation is needed.
- m. Conditions Affecting Other Departments (Form 318)
 - 1) Incidents where the City of Cincinnati could not be held liable.
 - 2) Immediate investigation is not required by a police officer, such as parking meters out of order, defaced street signs, etc.
4. The TCRU officer may dispatch a police unit if the officer believes the presence of an officer is needed.
5. The listed report categories will be the normal guidelines but the TCRU officers could expand on these if circumstances warrant.

6. TCRU will make a Form 311G, Confidential Investigative Notes - General, when appropriate information is available. Upon receipt of the report by the affected district or unit, the report can be assigned for follow-up investigation at their discretion.