

DAYTON POLICE DEPARTMENT  
GENERAL ORDER  
DAYTON INCIDENT BASED REPORTING SYSTEM



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**POLICY STATEMENT**

The Dayton Incident Based Reporting System (DIBRS) is the Dayton Police Department's crime reporting system. The purpose of this policy is to briefly provide information helpful to those using this system.

**DEFINITIONS**

**Initial Incident Report** – This report will normally be completed by the responding patrol officer. The initial incident report is considered a public record, which can never be redacted or withheld from the public and, therefore, will contain very few details.

**Supplemental Report** – A supplementary report adds additional information to the initial incident report. Supplementary reports documenting officers' initial observations are considered part of an investigation and may be released to the media and public before the case is adjudicated in the Court system. This report may be redacted in accordance with applicable laws and regulations.



**Information Report ("Memo")** – This report is completed in lieu of a crime report. Many of the sections will be the same as in the initial incident report. In most cases, information reports are a public record that cannot be withheld from the media or public.

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**I. PROPER INCIDENT REPORTING PROCEDURES**

Officers are required to enter the DIBRS information in e-DIBRS.

- A. Incident reports and supplemental reports will be completed by the officer on the same tour of duty as they were taken.
- B. Incident reports and supplemental reports will contain complete information that is entered in the appropriate sections.
- C. All initial incident reports and supplemental reports are public records.



[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- D. Use only one (1) DIBRS number per incident. One DIBRS number cannot be used on a crime report and again on an Information Report. Multiple crimes are reported on one (1) DIBRS Incident report if they are a part of the same incident.

[REDACTED]

[REDACTED]

[illegible]

[illegible]

#### IV. DIBRS REPORTS FOR A GTA (Grand Theft Auto)

- A. Stolen vehicle information is listed in the vehicle section.
- B. List vehicle information as completely as possible.
- C. A broadcast must be made through Teletype.
- D. Verify through proper documentation that the VIN (Vehicle Identification Number) is correct.
- E. List all pertinent information in the appropriate sections.

[illegible]



## VII. DIBRS REPORTS FOR THEFTS

When reporting an incident in e-DIBRS, the "relationship to offender" must be listed for each victim.



## IX. INFORMATION REPORT

- A. Information reports are just that, reports for information. If there are elements of a crime present, then a crime report must be completed.
- B. This type of report cannot have a victim or a suspect. The only options are reportee, citizen with information and citizen without information.
- C. Overdose Calls:

All Overdose calls will require the information type to be listed as "Overdose."

For instances where there is a Dead Body not directly linked to an overdose, an information report is required with the information type listed as "dead body."

Officers should place as much information in the report as possible, such as drugs used, reportee, citizen with details for witnesses, vehicle information, etc.

For statistical tracking purposes, the individual who overdoses should be listed as a "Citizen Without Details" and "Person who overdosed" should be entered in the person's details section.

## X. ARREST REPORTS

- A. List every person involved with the incident.



1. Victim:

The officer must obtain a valid address and phone number from the victim. If the victim states they do not have a residence or a phone number, the responding officer will ask for the victim's mailing address or the address and phone number of a relative.

2. Reportee:

a. The officer must obtain a valid address and phone number from the reportee. If the reportee states they do not have a residence or a phone number, the responding officer will ask for the reportee's mailing address or the address and phone number of a relative.

b. Contact Details - Use this line to add any additional information, such as the person's written statement.

3. Citizen With Details:

a. The officer must obtain a valid address and phone number from the citizen with details. If the individual states they do not have a residence or a phone number, the responding officer will ask for their mailing address or the address and phone number of a relative.

b. Contact Details - Use this line to add any additional information, such as the person's written statement.

4. Citizen Without Details:

a. The officer must obtain a valid address and phone number from the citizen without details. If the individual states they do not have a residence or a phone number, the responding officer will ask for their mailing address or the address and phone number of a relative.

b. Contact Details - Use this line to add any additional information, such as the person's written statement.

5. Police Officer:

a. List the full name of each officer who participated in any way in the incident. Use 335 W. Third St., Dayton, OH 45402 for the officer's address. List the officer's District phone number as the officer's phone number.

b. Contact Details - Use this line to list the day off schedule, the crew number, and cruiser number of each officer who responded along with what each officer did for the incident. Examples: completed report; located evidence, tagged evidence, towed vehicle, transported suspect to jail; etc.

## XI. NON-PROSECUTION

When a complainant signs a non-prosecution form (F-61), a DIBRS information report will also be completed. Suspect information will be placed in the suspect section in case the report needs to be reclassified as a crime at a later date. All information needs to be placed in the correct sections and not just in the narrative. This procedure is critical for linking suspects to other crimes and for linking criminal associates.

This DIBRS information report will be in addition to completing the non-prosecution form. Non-prosecution forms must be completed when an officer is dispatched on a call and the complainant does not wish prosecution in the matter. Non-prosecution forms will be filed at the District where they originated and kept for a period of two (2) years per the current records retention schedule.

For crimes of domestic violence and felony crimes of violence, officers will not complete a non-prosecution and victims and suspects will be ordered in to the appropriate investigative unit. Any non-prosecution must come from that investigative unit.



## **XII. THEFTS OF RENTAL PROPERTY**

The Montgomery County Prosecutor's Office has established the following guidelines with respect to prosecuting Thefts of Rental Property (e.g., Rent-to-own stores) cases. These are some details that are generally needed for a successful prosecution.

- The rental agreement.
- History of payments or lack thereof.
- A witness who is able to identify the suspect in Court as the person who entered into and signed the rental contract. A photocopy of a picture identification, coupled with an employee who can testify that they looked at the renter and that the renter was indeed the person in the photo should suffice.
- Similarly, we must be able to identify the suspect as the one who took delivery of the item.
- Current contact information, including address and phone number, of the salesperson who entered into the contract with the suspect and the person who can verify the suspect as the recipient of the property.
- If there have been conversations with the suspect regarding the store's attempts to retrieve the property, those conversations need to be documented in writing with as much detail as possible. Exact wording, how the suspect was identified on the phone and who was involved in the conversation are all important.
- The value of the property is necessary to determine the level of offense. In addition to contractual information we must know the replacement value of the item (i.e., how much the store would have to spend to get a comparable item).



## **XIII. ONLINE CITIZEN REPORTS**

Citizens can retrieve a copy of police reports at their convenience from any location with Internet access. Reports will not be available online until five (5) business days after completion and will only be available for the previous 60-day period. In lieu of retrieving a report online, citizens can still retrieve a copy of their police reports for a small fee by visiting the Dayton Police Department Records Department.

A. The following crimes will not be released in the online environment:

- Any report marked sensitive
- Homicide or Suspicious Death Investigations
- Sex Offenses
- Child Endangerment / Neglect
- Domestic Violence / Temporary Protection Order / Stalking

B. Citizens should be directed to the Dayton Police Department website and the link to online reporting.

Please ensure you provide citizens their police report numbers and inform them of this process before leaving the scene. Any questions reference release of police reports should be directed to the Records Department at 937-333-1060.

## **XIV. REQUESTING CHANGES TO MIS / RMS / CAD SYSTEMS**

Any requested changes / improvements to eDIBRS will only be sent to the Strategic Planning Bureau Commander.



The Strategic Planning Bureau Commander will be responsible for discussing the requested change with IT/Technology Services Unit personnel, Command Staff, and other members of the department in order to determine the necessity and priority for the requested change.

Once the change is approved, the Strategic Planning Bureau Commander will contact the requesting party and ensure the change request is tracked until it is completed. If the change was not approved, the Strategic Planning Bureau will communicate the decision to the person who made the request.