

Domestic Violence Report Instructions

(See Ohio Rev. Code §3113.32)

Domestic Violence Data reporting requirements:

- ORC 3113.32 outlines the responsibility of local law enforcement agencies in Ohio to report domestic dispute and domestic violence problems to BCI each month. These monthly reports are due by the last day of the following month. (For example, the domestic violence monthly report data for March 1st – March 31st would be due by April 30th.)
- Pursuant to 3113.32, the Attorney General’s Office is also required to produce an annual report of domestic violence statistics. As such, all data for a given reporting year are due by January 31st of the following year. For example: data for January 2019 through December 2019 reporting, would need to be submitted by January 31st, 2020.

Domestic violence and dispute calls definition:

“Domestic violence and dispute calls” are calls where law enforcement has responded to:

- A report of actual, threatened, or attempted physical harm by a person to another member of that person’s family or household; or
- A serious disruption or dispute with a family or household member.

The crime of Domestic Violence is described in Ohio Revised Code section 2919.25. A “domestic violence and dispute call” is not necessarily limited to a call specifically alleging domestic violence, but can include other allegations of a similar nature.

Instructions:

- Log on to your OHLEG account and open up a blank Domestic Violence Report Form by clicking on the Domestic Violence Report link on the bottom of your OHLEG home page.
- Using your log on information, the system will automatically fill in the **Agency, ORI, Phone, Email, Officer,** and **County** sections at the bottom of the reporting form.
- You are responsible for filling in the correct month and year for the report. You can only submit a report for a month that has already passed. If you submit a report for a month that has not yet ended or that is in the future, your report will be denied. Using the arrows on the right side of the **Month of Report** and **Year of Report** sections, select the correct month and year.
- You must complete all sections and submit the form, even if no incidents or disputes occurred during the month. Sections I, II, and III are numeric only fields.

- **Provide the following information sought in each of the four parts of “Section I. Participant Statistics”:**
 - Include information for all domestic violence and dispute calls received by the agency.
 - If an officer is unsure who the offender and/or who the victim is, he/she may put all involved parties under the “Unclear Participant” category to indicate an unclear situation.
 - In the reporting of domestic violence calls, each victim and offender is reported only once in all sections of the report, including the relationship section.
 - The totals at the bottoms of each column will be the unduplicated sum of all alleged victims/offenders/participants listed above. The system will automatically fill those totals in based on the data entered above.

- **Section I. A. Relationships:** Indicate relation status and injury information for alleged victim(s), offender(s) and/or unclear participant(s).

When there are calls that involve multiple alleged victims, and one or more alleged offenders, when reporting the relationship of the alleged offender(s), report the relationship that is the highest on the list, using the order in the list below. For example, in a situation where the call involves a complaint against one man who has allegedly tried to harm his wife and child, the alleged offender is reported only once in the “alleged offender” column, with the relationship as “husband”. There would be two alleged victims – one with relationship as “wife” and one as “child or children”.

1. Wife
2. Husband
3. Parent
4. Non-spousal relationship with child in common
5. Child or children
6. Other family or household member
7. Former spouse
8. Live-in partner
9. Other

- **Section I: B. Race/Ethnicity**

- Indicate race/ethnicity status for alleged victim(s), offender(s) and/or unclear participant(s).
- If the race of a participant is mixed or unknown, place them in the “Other” category.

- **Section I: C. Age:** Indicate “Age” for alleged victim(s), offender(s) and/or unclear participant(s).

- **Section I: D. Sex:** Indicate “Sex” for alleged victim(s), offender(s) and/or unclear participant(s).

- **Section II: Total Number of Domestic Violence/Dispute Calls:** The system will auto-fill this box by adding the total number of calls typed into the boxes of Section III.
- **Section III: Results of Calls**
 - All calls will result in either
 - A Domestic Violence Incident (DVI) charge (Ohio Rev. Code § 2919.25), a Violating Protection Order/Consent Agreement charge (Ohio Rev. Code § 2919.27), or any equivalent local ordinance,
 - Another criminal charge, as may be appropriate, or
 - No charges filed.
 - Put the number of calls resulting in a DVI charge in the first block.
 - Put the number of calls resulting in charges other than the above DVI charges in the second box.

***It is important to note—if an incident leads to both a DVI charge *and* a different, unrelated charge, the incident will still be recorded in the first box. The second box only includes incidents where none of the charges were DVI-related.**
 - Put the number of calls resulting in no charges in the third block.
 - The total of all three numbers will be automatically added and appear in the total number of domestic violence/dispute calls box in Section II.
- When you are finished, make sure to click **Submit**. Simply saving the document will not save the data to the database. **Your report can only be approved after you click Submit**. If you are unable to click the **Submit** button, it is because you have failed to fill in all the required fields.

Questions:

- If you have any case specific questions, such as whether or not a call should be considered a domestic violence or dispute call, please contact your prosecutor or legal counsel to discuss the specifics of that case. If your legal counsel has questions, please have him/her contact BCI Chief Legal Counsel at BCI.Legal@ohioattorneygeneral.gov.
- If you have questions about the reporting instructions, data questions or reporting errors, call (614) 728-4147, or send email to AGOCDO@OhioAttorneyGeneral.gov.
- If you are having technical difficulties with the system or with your OHLEG account, or if you need to make corrections to a previously submitted report, prior to the deadlines outlined above, you can call the OHLEG help desk at (866)406-4534.