



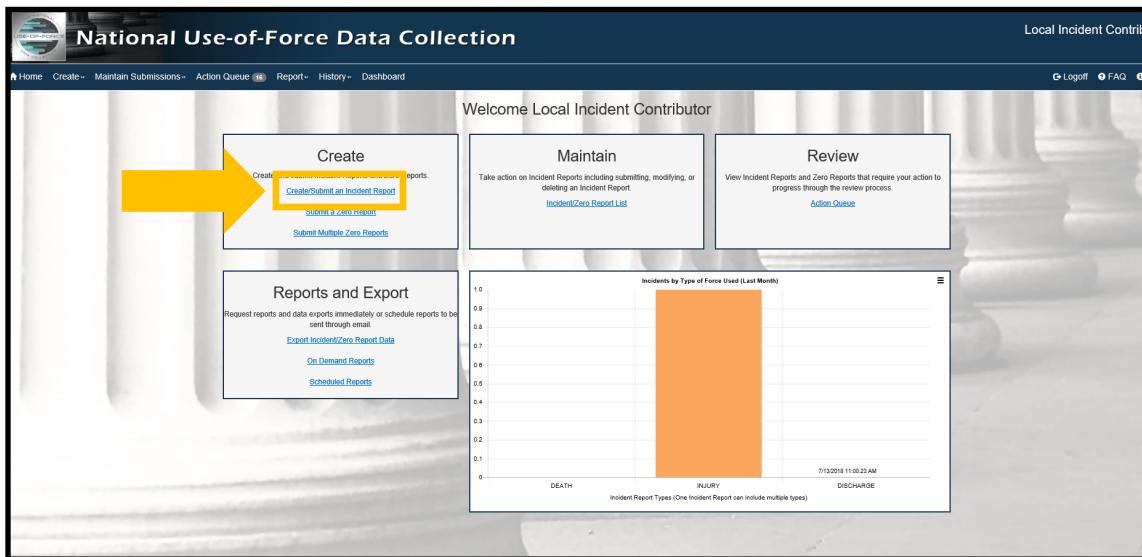
National Use-of-Force Data Collection Quick Guide

How to Create, Review, and Submit an Incident Report

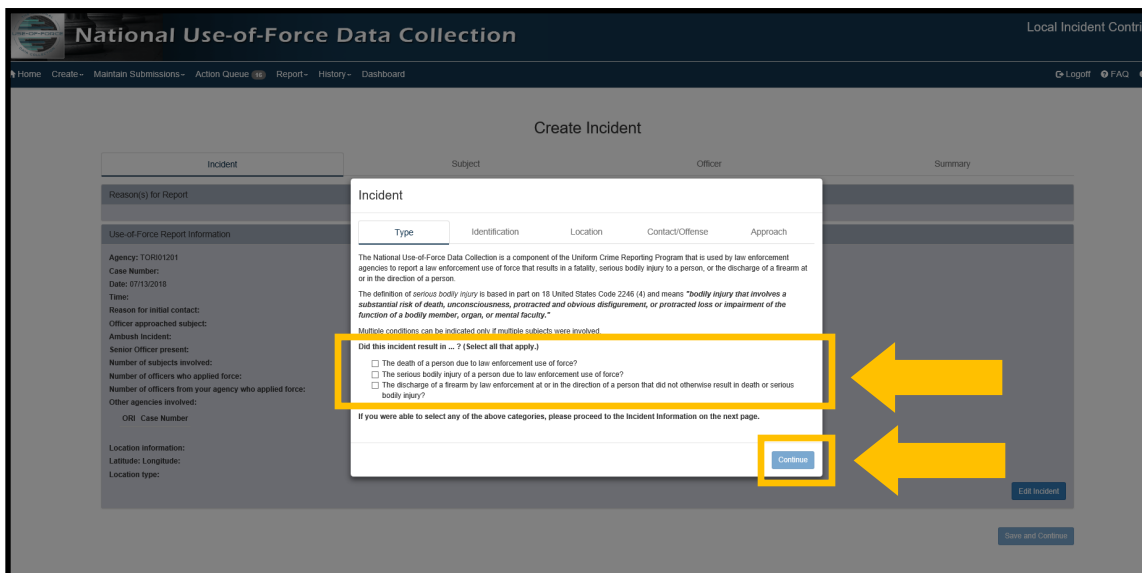
This quick guide shows you how to create, review, and submit an Incident Report in the National Use-of-Force Data Collection Portal.

To create an incident report:

In the **Create** box, click on **Create/Submit an Incident Report**.



On the next screen, read the text, answer the question about the incident, and click **Continue**.



Note: Only one condition may be selected per subject. If only one subject was involved and multiple conditions apply, select the most serious condition.

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Enter the ORI, case number, date, and time of the incident into the appropriate fields and click **Create**. At this time, you may continue entering information about the incident into subsequent screens, or you may stop and return at a later time.

The screenshot shows the 'Create Incident' form in the National Use-of-Force Data Collection system. The form is titled 'Create Incident' and has tabs for Incident, Subject, Officer, and Summary. The 'Incident' tab is active. The form contains several input fields: Agency (TOR01201), Case Number (123456789), Date (07/13/2018), and Local time of the incident (24 hour time HH:MM) (10:03). A yellow box highlights the Agency, Case Number, Date, and Local time fields. A yellow arrow points to the 'Create' button at the bottom right of the form. The background shows a sidebar with 'Use of Force Report Information' and 'Location information'.

At the top of each screen, you can choose to **Move** through tabs to enter specific categories.

At the bottom of each screen, you can choose to:

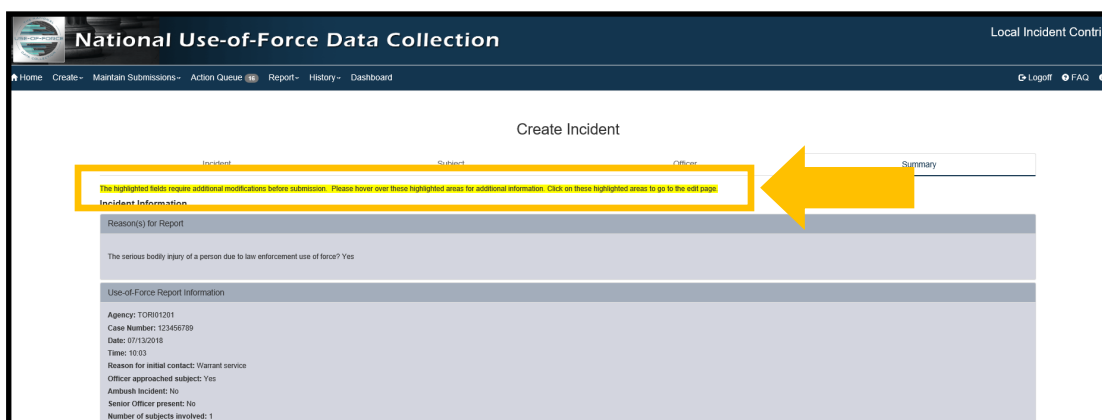
- **Save** your work and **Continue** to the next screen.
- **Finish** the information you have entered thus far.

The screenshot shows the 'Location of the incident' form in the National Use-of-Force Data Collection system. The form is titled 'Location of the incident' and has tabs for Type, Identification, Location, Contact/Offense, and Approach. The 'Location' tab is active. The form contains several input fields: Street address 1 (Enter street address), Street address 2 (Optional), City (Enter city), State (dropdown), ZIP (Enter Zip Code), -OR- Latitude (Enter latitude (optional if address section completed)), and Longitude (Enter longitude (optional if address section completed)). There are checkboxes for 'Pending further investigation' and 'Unknown and is unlikely to ever be known'. A yellow box highlights the 'Location' tab. A yellow arrow points to the 'Save and Continue' button at the bottom right of the form. The background shows a sidebar with 'Use of Force Report Information' and 'Location information'.

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Once you complete an entry, a summary screen will display and show all of the information you have entered so far.

The system will highlight any items that need to be completed or corrected before you can submit the report. Follow the yellow highlighted instructions at the top of the screen to complete the report. (See the next 2 images.)



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Once the report is completed, click **Submit** to submit the incident report.

The screenshot displays a form with two main sections: "Subject(s)" and "Law Enforcement Official(s)".

Subject(s)

Subject 1

Race and Ethnicity: White
Sex: Male
Age: 24 estimated
Height: 5 feet 10 inches
Weight: 175 lbs
Impairment: None
Resisted: Attempted to escape or flee from custody
Threatened: Officer
Force Applied: Chemical agent/Pepper or OC (oleoresin capsicum) spray
Injuries: Unconsciousness
Armed: No

Law Enforcement Official(s)

Officer 1

Race and Ethnicity: White
Sex: Male
Age: 32
Height: 6 feet 1 inches
Weight: 200 lbs
Years Service: 7
Full Time: Yes
Identifiable: Yes
On Duty: Yes
Discharged Weapon: No
Injuries: None

A yellow arrow points from the right side of the form to a blue "Submit" button, which is highlighted with a yellow rectangular box.