

How to Participate in the National Use of Force (UoF) Data Collection Program

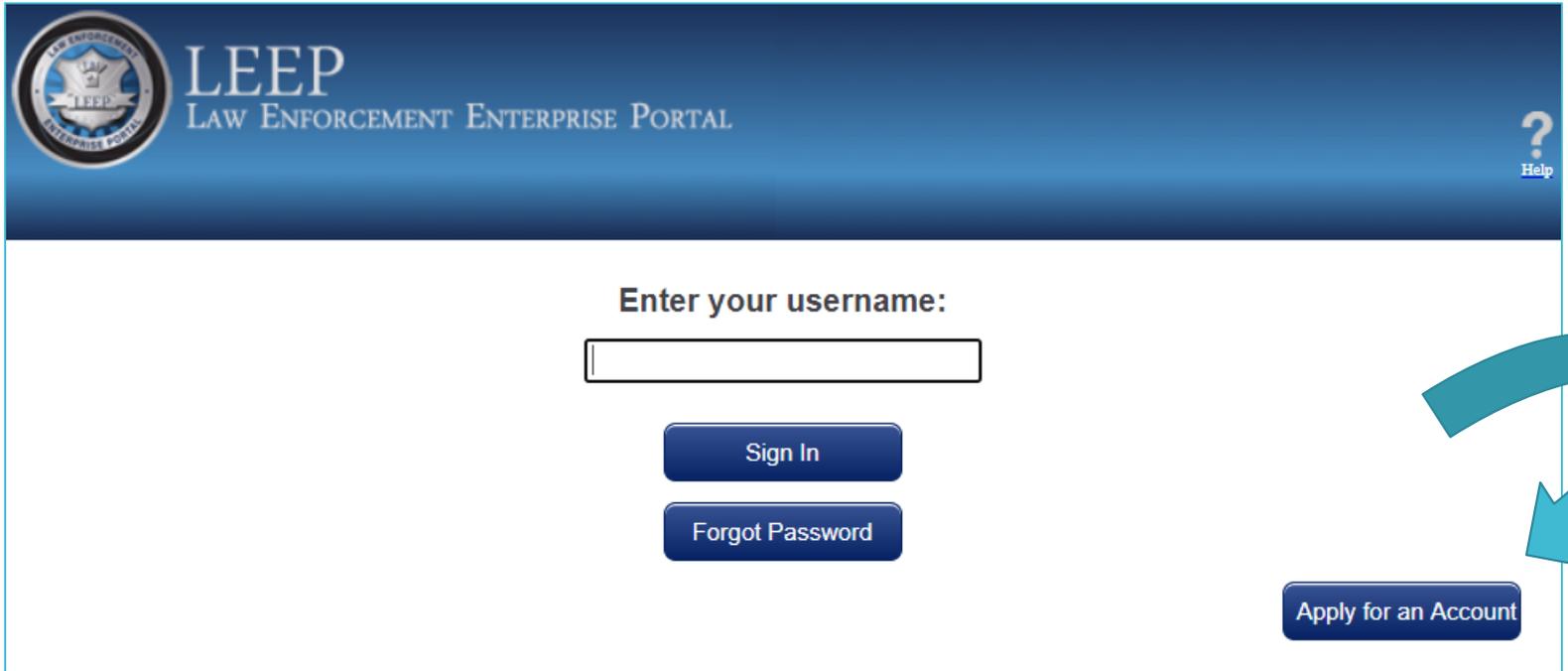


Washington Association of Sheriffs and Police Chiefs
State Uniform Crime Reporting Program

Step 1:

Establish a LEEP Account

- To access the Use of Force (UoF) program, you need a Law Enforcement Enterprise Portal (LEEP) account.
- To apply for a LEEP account, go to www.cjis.gov and click on “Apply for an Account” to complete the online application.
- Once you apply for your LEEP account, you can contact the FBI at useofforce@fbi.gov to expedite the enrollment process.



LEEP
LAW ENFORCEMENT ENTERPRISE PORTAL

Enter your username:

Sign In

Forgot Password

Apply for an Account

Step 2:

Apply for Access to the UoF Program

- After you have a LEEP account, log in and click on the National Use of Force icon.
- There, apply for the access to the UoF Program.



The screenshot shows the LEEP Law Enforcement Enterprise Portal website. The header features the LEEP logo and navigation links: Home, News, Tools, Support, Partnered Links, and JusticeConnect. The main content area is titled "SERVICES" and includes a section for "National Use-of-Force Data Collection". This section contains a circular logo with "USE-OF-FORCE" text and a description of the data collection program, including a link to www.fbi.gov/useofforce.

Step 3: Begin monthly UoF Data Collection

- If there are no UoF incidents to report, enter a “Zero Report” for the month.
- If there is an incident, it is recommended that you complete a preparation worksheet before starting data entry.



**NATIONAL USE-OF-FORCE DATA COLLECTION
PREPARATION WORKSHEET**

Law enforcement agencies entering data into the National Use-of-Force Data Collection system may wish to use this worksheet to organize the information needed to enter a use-of-force incident. Agencies can complete the worksheet and have it available when logging into the Law Enforcement Enterprise Portal (LEEP) and accessing the National Use-of-Force Data Collection system.

The National Use-of-Force Data Collection is a component of the Uniform Crime Reporting Program and is used by law enforcement agencies to report a law enforcement use of force that results in a fatality, serious bodily injury to a person, or the discharge of a firearm at or in the direction of a person.

The definition of *serious bodily injury* is based in part on 18 United States Code 2246 (4) and means "*bodily injury that involves a substantial risk of death, unconsciousness, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.*"

INCIDENT
Did this incident result in . . . (Select all that apply.)
Please note: Multiple conditions can be indicated only if multiple subjects were involved.

- The death of a person due to law enforcement use of force?
- The serious bodily injury of a person due to law enforcement use of force?
- The discharge of a firearm by law enforcement at or in the direction of a person that did not otherwise result in death or serious bodily injury?

Agency ORI for reported incident (Required):

Agency case number:

A fillable field worksheet is available for download on the WASPC CJIS webpage.

What data elements are collected?

Data Elements Related to the Incident:

- Date and Time of the Incident
- Agency ORI and Case Number
- Physical Address of the Incident
- Location Type of the Incident
- Reason for the Initial Contact
- If the reason is “Unlawful Activity”, the Most Serious Reported Offenses
- NIBRS (or Local) Incident Number Related to the Reported Offenses
- Did the Officer Approach the Subject?
- Was the Incident an Ambush?
- Was a Supervisory or Senior Officer Consulted?
- Total Number of Officers Who Applied Actual Force
- Number of Officers from Reporting Agency Who Applied Actual Force
- Total Number of Subjects Who Died, Received Serious Bodily Injury, or Had Firearm Discharged in Their Direction
- Case Numbers of Multiple Involved Agencies (if applicable)

What data elements are collected?

continued

Data Elements Related to the **Subject**:

- Age of the Subject
- Sex of the Subject
- Race and Ethnicity of the Subject
- Height of the Subject (actual or estimated range)
- Weight of the Subject (actual or estimated range)
- Apparent or Known Impairment in the Mental or Physical Condition of the Subject
- Did the Subject Direct a Threat at the Officer or Another Party?
- Resistance or Weapon Involved
- Was the Subject Armed or Believed to be Armed?
- Type(s) of Force Used Connected to Serious Bodily Injury or Death
- Subject's Injuries

What data elements are collected?

continued

Data Elements Related to the Officer:

- Age of the Officer
- Sex of the Officer
- Race and Ethnicity of the Officer
- Height of the Officer
- Weight of the Officer
- Officer's Years of Service
- Was the Officer Employed Full-Time?
- Was the Officer On Duty at the Time of the Incident?
- Was the Officer Readily Identifiable at the Time of the Incident?
- Did the Officer Discharge a Firearm?
- Was the Officer Injured?
- Officer's Injuries
- If injured, the NIBRS (or Local) Incident Number of the Report Detailing the Law Enforcement Officer Killed or Assaulted (LEOKA) Incident

What resources are available to learn more?

On the FBI Public Website:

❖ <https://www.fbi.gov/services/cjis/ucr/data-documentation>

- **National Use-of-Force Data Collection Flat File and Bulk Load Technical Specification**

Provides the record layout for report segments and related data elements. The bulk load feature enables report submissions outside of the web application interface.

- **Final Use-of-Force Extensible Markup Language (XML) Information Exchange Package Documentation (IEPD) (zip)**

Provides the XML schema. Intended for use in conjunction with the National Use-of-Force Data Collection Flat File and Bulk Load Technical Specification.

What resources are available to learn more?

continued

On the FBI Use of Force LEEP Website:

- **FAQs**
- **Quick Guides**
 - ❖ Quick Start Guide
 - ❖ Create-Review-Submit an Incident
 - ❖ Submit a Zero Report
 - ❖ Modify or Delete an Incident Report
 - ❖ Create-Edit-Delete Dashboards and Charts
 - ❖ Creating Management and On-Demand Reports
 - ❖ Managing Accounts
- **Videos**
- **Technical Specifications for Flat File and Bulk Loading**
- **Data Collection Preparation Worksheet**

What resources are available to learn more?

continued

On the WASPC CJIS Website:

- <https://www.waspc.org/cjis-training--manuals---reference>
- Quick Guides
 - ❖ FBI UoF Quick Start Guide
 - ❖ FBI Create-Review-Submit an Incident
- Data Collection Preparation Worksheet – Fillable Field PDF
- For more information, contact cjis@waspc.org

When, where, and what data will be published?

- **When ~ The FBI plans to publish the first Use of Force data in Summer 2020.**
- **Where ~ The data will be on the FBI's Crime Data Explorer (CDE) website.**
 - ❖ <https://crime-data-explorer.fr.cloud.gov/>
- **What ~ The data that will be published include:**
 - ❖ Details on the number of agencies participating in the collection
 - ❖ The number of law enforcement officers represented geographically
 - ❖ A downloadable list of agencies enrolled or participating
 - ❖ Response percentages including:
 - The number of agencies that submitted a zero report.
 - The number of agencies that submitted an incident report.
 - The number of agencies that did not submit anything for a given month.