



National Use-of-Force Data Collection Quick Start Guide

Your law enforcement organization just began participating in the National Use-of-Force Data Collection.

Now what?

The FBI has provided an abundance of information about the collection, such as videos, quick guides, frequently asked questions and more, that you can access via the data collection's portal application. However, this is the basic information you'll need to know right away to get up and running.

Information Everyone Needs

Portal application

This user-friendly and intuitive application is located on the Law Enforcement Enterprise Portal (LEEP)¹ and maintained by the FBI. It requires no financial investment and allows your organization to manage all aspects of your use-of-force data (entering incidents, running reports, creating charts, etc.). This is also where your organization's management team can designate which members of your agency have control of your entries, modifications, deletions, and submissions. All users will need a LEEP account to use the portal and to view their data.

Submit at least one report per month

Even if you have no use-of-force incidents to report in a given month, you are still expected to submit a zero report for that particular month by the 15th day of the following month. A zero report clearly indicates your agency had no use-of-force occurrences for the month. Failing to submit a zero report leaves an ambiguous gap in the overall picture of use of force in the United States.

Which incidents to report

Report only incidents that include one or more of the following:

- The death of a person due to law enforcement use of force.
- The serious bodily injury² 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 result in death or serious bodily injury.

¹ LEEP gives you access to the National Use-of-Force Data Collection and many other specialized tools and databases you'll find invaluable. Visit www.cjis.gov to apply for your free LEEP account. After that, send an e-mail message to useofforce@fbi.gov and inform the National Use-of-Force Data Collection staff that you have applied for a LEEP account in order to use the portal application. Be sure to include your name and contact information. FBI staff will then work with LEEP to expedite your LEEP application. Once you obtain a LEEP account, log in to LEEP and click on the National Use-of-Force Data Collection icon. The icon links to the application for a use-of-force account. Once the application is submitted and accepted, you can access the National Use-of-Force Data Collection portal application.

² The definition of "serious bodily injury" is based in part on 18 United States Code 2246 (4): "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."

The specific information you need to create an entry

At a minimum, you'll need the following four data elements in order to create a new database entry. We recommend that you enter the data within 48 hours of the incident. Please note that you can mark an entry with "pending" or "unknown and likely never to be known."

The four basic data elements you'll need in order to create and save an incident are:

- The result of the use-of-force incident (death, serious bodily injury, or discharge of a firearm at or in the direction of a person).
- Your agency's originating agency identifier (ORI), which will automatically be entered by the system.³
- Your agency's case number of the incident.⁴
- The date and time of the incident.

You can edit the entry as new information comes to light, and you can set alerts to remind yourself to finish an entry at a later date.

You will never be required to submit the names of the officers or subjects involved in a use-of-force incident.

Reporting Options and User Roles

Organizations can choose one of two different methods for reporting use-of-force incidents: bulk submitter or portal user. In a few states, state program managers have agreements with a variety of local agencies within their state to aggregate their data and transmit it to the FBI. Talk to your state or the FBI's Use-of-Force Help Desk if you are unsure of the method your agency should follow.

Bulk Submitter

Bulk submitters extract their data from their own systems and send it to the FBI. They are likely state program managers submitting data collectively from their state's agencies, but can also be individual police departments or sheriff's offices. Bulk submitters take the data they need from their systems to meet the FBI's data collection requirements and send it, via JSON or XML format, to the FBI through one of two "connections," System-to-System or EFTS. The information goes to the use-of-force database for processing. If there are errors or warnings, the submitter receives an EFTS folder containing the problematic data. Data contributors can download the content, edit it (make changes or fixes) and resubmit it for processing through the same pathway. Clean data (i.e., with no errors or warnings) is processed and available for viewing in the portal application.

Bulk users have read-only access to the portal, which allows them to run on-demand reports and schedule reports, as well as view charts and dashboards. Read-only access also permits the data owner (by ORI) to export their data to CSV file or extract their data in JSON or XML formats.

³ If you are entering data on behalf of an agency that is not your own, you will need to replace the ORI that automatically populates with the ORI of the agency for which you are entering.

⁴ If you are entering data on behalf of an agency that is not your own, include the case number from that agency.

Portal User

There are different types of portal users. Local contributors enter data into the use-of-force system for their own agency. In other cases, a state program manager or state staff member enters data on behalf of their state's agencies. In either case, portal users receive notifications when the data they have entered contains errors. All data must be complete and accurate and must conform to the internal business rules.

Local Contributors

Depending upon its size and needs, a local agency may choose to have a local contributor, who is tasked with entering incidents to be placed in the Action Queue for the local reviewer. Every local agency must have at least one local reviewer who is responsible for reviewing and approving incidents that were entered by local contributors. Once approved, the incidents will be forwarded to the agency's state program (if applicable) or directly to the FBI. The local reviewer's system permissions encompass the local contributor's role, so smaller agencies may opt only to use one or more local reviewers and bypass having a local contributor.

State Program Managers

State program managers are responsible for the following:

- Ensuring all agencies submit monthly data.
- Regularly communicating with local contributors in order to identify or request missing data.
- Reviewing and approving incident and zero report data.
- Monitoring data for pending information, requesting pending information and relaying information to the FBI.
- Ensuring agencies are not double reporting incident data when entering incidents that are part of multi-jurisdictional incidents or where assistance is required from other law enforcement entities.
- Providing police employee counts. Even if you miss the UCR deadline, you can provide your police employee counts at any time. There may also be times the use-of-force staff may request the information.
- Maintaining ORI accounts.

Depending upon the needs of the organization, a state level agency may opt to employ a state program reviewer, which is similar to the local reviewer's role. The state program reviewer can approve or reject data back to their local agencies. The state program managers and reviewers also have the ability to correct data from their subordinate agencies.

State program managers and state program reviewers approve or reject information that has been submitted by their subordinate agencies.

The state program manager can also enter zero reports for its agencies to streamline processes and ensure they're reporting each month. The FBI recommends that the state program manager establishes a memorandum of understanding with its subordinate agencies to establish their guidelines regarding zero reports. For example, one state considers agencies delinquent if they do not submit a zero report.

Questions?

As mentioned above, the portal contains additional information about the process, such as frequently asked questions, help links, quick guides, video demonstrations, and “what’s new” pop-up notifications.

You can reach the Use-of-Force Help Desk by calling 304-625-9998 or by e-mailing useofforce@fbi.gov.

Thank You!

We appreciate your organization’s commitment to providing a clearer picture of use of force on a national level. Sharing your data will allow us to examine occurrences collectively, as a comprehensive view of circumstances, subjects, and officers involved in such incidents.