NEW YORK STATE | **Division of Criminal Justice Services**

New York State Use of Force and Arrest Related Death Data Entry Interface User Guide

This document provides instruction on completing and submitting incidents involving Use of Force and Arrest Related Deaths to the New York State Crime Reporting program via the Integrated Justice Portal (IJPortal) interface. Reporting agencies use this report to satisfy both state and federal data collection requirements.

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Definitions for Reporting Use of Force/DICRA

Use of Force

Pursuant to New York State Executive Law Section 837-t, the chief of every police department, each county sheriff, and the superintendent of state police are required to report to DCJS any instance in which a police officer or a peace officer, as defined in the criminal procedural law, uses force in any manner enumerated in the new legislation. The executive law requires police departments, sheriff's offices and the state police to report data on use of force incidents, including the demographics of all persons engaging in the use of force or suffering injury, the type of force used, as well as the circumstances and location details of each incident.

If an agency has no Use of Force incidents to report for a given month, it must mark the "Nothing to Report" box on the main page. For incidents involving the discharge of a firearm, serious bodily injury, or death, additional information will be collected and sent to the Federal Bureau of Investigation (FBI) as part of the National Use of Force Data Collection Program.

Use of Force Defined
State law requires each police department, county sheriff, and the state police to report any occurrence in which a police officer or peace officer employs use of force as listed below:

- When an officer engages in conduct which results in the death or serious bodily injury of another person. Serious bodily injury is defined as 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.

- When one of the following is initiated by an officer:
    - <u>Display a chemical agent</u> – to point a chemical agent at a person or persons.
    - <u>Use/Deploy a chemical agent</u> – the operation of the chemical agent against a person or persons in a manner capable of causing physical injury as defined in PL Article 10.
    - <u>Brandishes a firearm</u> – to point a firearm at a person or persons.
    - <u>Uses/Discharges a firearm</u>- to discharge a firearm at or in the direction of a person or persons
    - <u>Brandishes an electronic control weapon</u> – to point an electronic control weapon at a person or persons
    - <u>Uses/Deploys electronic control weapon</u> – the operation of an electronic control weapon against a person or persons in a manner capable of causing physical injury as defined in PL Article 10.
    - <u>Brandishes an impact weapon</u> – to point an impact weapon at a person or persons
    - <u>Uses/deploys an impact weapon</u> – the operation of an impact weapon against a person or persons in a manner capable of causing physical injury as defined in PL Article 10
    - <u>Uses a chokehold or other similar restraint</u> – any application of sustained pressure to the throat or windpipe of a person in a manner that may hinder breathing or reduce intake of air.

Refer to the New York State Executive Law, Section 837-T for more information.

NYS Executive Law 837-t: https://www.nysenate.gov/legislation/laws/EXC/837-T

__Note:__ The New York State Use of Force Reporting interface has been designed to ensure local reporting agencies comply with both Federal and State reporting requirements. As outlined above, the New York State definition of a reportable incident is much broader than the National definition of a reportable use of force incident. The national program is limited to

incidents that involve death, the discharge of a firearm at or in the direction of an individual, or serious bodily injury. However, in comparison to New York State reporting requirements, the national program requires a significantly higher number of incident details to be reported. To accommodate these differences, this reporting interface walks the user through a series of questions to ascertain what incident details are required and whether the incident should be forwarded to the FBI for inclusion in the National Use of Force Collection Program.

Death in Custody Reporting Act (DICRA)

The Federal DICRA program, which is administered by the Bureau of Justice Assistance (BJA), is a data collection effort designed to capture limited information on the death of individuals during arrest or in custody. While deaths reported as a result of an officer's use of force are captured in this program, DICRA is also designed to collect information about individuals who die of natural causes during the arrest process or while in custody. Natural cause deaths include medical conditions (i.e. cardiac arrest); suicides; accidental deaths (i.e. traffic accidents); deaths due to intoxication (i.e. drug or alcohol); etc.

> **_Note:_** *All reported deaths resulting from use of force will be submitted by DCJS to the Federal Use of Force Data Collection Program and the Death in Custody Collection Program. Reported deaths resulting from natural causes will only be submitted to the Death in Custody Collection Program. Deaths reported in compliance with DICRA also satisfy the New York State Arrest Related Death reporting requirements outlined in Executive Law 837-v.*

Accessing the Interface

1. Log into the eJusticeNY Integrated Justice Portal (IJPortal) using username and password.

    Note: *All new requests for IJPortal accounts should be coordinated through your agency's designated Terminal Agency Coordinator (TAC). The TAC should use the "Feedback" link at the top right of the IJPortal for any questions related to IJPortal provisioning or email PortalHelpDesk@ejusticeny.ny.gov.*

2. Hover over **Resources** from the tab options across the top of the IJPortal screen.

3. In the **Resources** drop down menu, hover over **UCR/IBR Submission** and then click **Uniform Crime Reporting (UCR).**

4. Once the UCR Submission of Reports Screen loads, ensure that the **Reporting ORI** matches the **Logged in ORI** by clicking on the small magnifying glass icon next to the **UCR No** field. Find and select the UCR number associated with the **Reporting ORI.**

5. Use dropdown arrows to select the **Report Month/Year** for the Use of Force report that is being submitted.

    Note: *The **Report Month/Year** represents the report month and year of when the Use of Force incident occurred, and not the month in which the reports are being submitted.*

6. Click the "SUBMIT" button found under the Report Month/Year. After hitting the "SUBMIT" button, the Submission Status table at the bottom of the page will be populated with the monthly UCR Reports.

7. Verify the **Preparer Number** and **Preparer Email** information is accurate.

    Note: *The **Preparer Number** and **Preparer Email** can be updated directly on the screen for the current submission. However, the default values of the **Preparer Number** and **Preparer Email** are linked to the user's IJPortal account. If you wish to update the default values, click on the "My Profile" tab found in the upper right corner of the IJPortal screen, and select "Update my account" from the profile maintenance screen toolbar.*

8. Select the **Report Type – Use of Force/DICRA** by clicking on the radio button in the first column of the Submission Status table, and then click the "NEXT" button in the lower right corner of screen.

    If the agency has no Use of Force or DICRA incidents to report for the month, then after selecting the Use of Force/DICRA report type, click on the box found in the **Nothing to Report** column of the Submission Status table and then click the "NEXT" button. This will update the **Status** and **Date Submitted** columns of the table indicating that the Use of Force Report has been submitted as an NTR.

9. To enter a new Use of Force/DICRA incident, select the Add New Incident row by clicking on the radio button found in the Select Incident column of the Use of Force Incident Numbers table. Then click the "PROCEED" button in the lower right corner of the screen.

    Note: *This screen will contain all reports that have been previously submitted within the selected ORI and month. Agencies will be able to modify previously submitted reports here as well. Only DCJS staff will have the ability to delete previously submitted incidents.*

10. Once you hit "PROCEED," a pop up window will appear with the following question regarding a **Death in Custody** *(see above for a definition of Death in Custody):*

> Did this incident involve a death by natural causes? **(Yes or No)**
>
> If **YES**, the user will be prompted to enter an incident number, as defined by the submitting agency, for the natural cause death being reported. Once entered, hit "SUBMIT" to finish the report.
>
> ***Note****: Incident number is the only thing required to be entered for a natural case death. DCJS will reach out to the reporting agency and reference the submitted incident number to collect additional information at a later date.*
>
> If **NO**, another pop up window will appear as the submission will be considered a reportable use of force incident. Continue to step 11 below.

11. Answer the following two questions related to the use of force incident beings submitted (then hit the "SUBMIT" button):

> Did this incident occur in Jail? **(Yes or No)**
>
> Did any of the following Use of Force Types occur in the incident? **(Yes or No)**
> | | |
> |----|--|
> | A. | Discharged Firearm |
> | B. | Conduct that Resulted in Serious Bodily Injury |
> | C. | Conduct that Resulted in Death |

> If necessary, use the "CANCEL" button to go back to the Use of Force Incident Numbers screen. No new incident will be saved.
>
> See the Data Entry for Use of Force Screens section below for next steps.

New York State Incident

The New York State Use of Force Report Screen is used to collect information on all New York State defined use of force incidents. Therefore, the interface will display this screen when the incident:
- occurred in a jail; or
- occurred outside of jail and does *not* meet the national definition of a reportable use of force incident.

1. Enter the information for Incident Details.
   - **Incident Number**: Enter the number used by the agency to identify the Use of Force case.
   - **Incident Date**: Enter the date the incident occurred by typing it in the data field (mm/dd/yyyy format) or using the calendar icon (▦) to the right.
   - **Circumstance** – Use the dropdown menu to choose the reason behind the initial contact between the officer and the subject. Note: If the incident occurred in **JAIL**, only jail circumstances will be available.
   - **County** – Enter the county where the incident occurred by using the magnifying glass icon (🔍) next to the data field in order to search for the appropriate county.
   - **City** – Enter the city where the incident occurred by typing in the first three letters of the city into the data field and then clicking the magnifying glass icon (🔍). Once the page has reloaded, use the new dropdown menu to select the appropriate city. Click the question mark icon (❓) for more detailed instructions.

2. Enter the information for the Subject(s) Details.
   - **Age**: Enter the age of the subject into the data field. If age is unknown, select the 'Unknown Age' box below.
     - Adult Age – Record the age as 1 to 99, with those aged 100 or older entered as 99.
     - Infant Age – Record the age as 0 if the victim is less than one year old.
   - **Sex, Race, Ethnicity**: Use the dropdown menu to choose the sex/race/ethnicity of the subject.

3. Click the "INSERT SUBJECT DETAIL" button after completing data entry for the Subject(s) Details.

   If the incident involves multiple subjects, enter the information for the **Subject Details** of the next subject in the same manner. When all subject information has been entered, click the "INSERT SUBJECT DETAILS" button. Continue the process until all subjects for a single incident have been entered.

   The **Subject(s) Details** section will populate a table above the data entry fields for the section. Each time a subject is added, the information will appear in the table. Review the information for accuracy.

4. Enter the information for Officer(s) Details.
   - **Age**: Enter the officer's age.
     - Record the age as 18 to 99, with those aged 100 or older entered as 99.
   - **Sex, Race, Ethnicity**: Use the dropdown menu to choose the sex/race/ethnicity of the officer.
   - **Use of Force Type**: Check all Use of Force Types the officer used during the incident. Note: "Conduct that resulted in death" and "Conduct that resulted in serious bodily

injury" will be greyed out if the incident did not meet the National definition of a reportable use of force incident.

5. Click the "INSERT OFFICER DETAIL" button after completing data entry for the Officer(s) Details.

> If the incident involves multiple officers, enter the information for the **Officer Details** of the next officer in the same manner. When all officer information has been entered, click the "INSERT OFFICER DETAIL" button. Continue the process until all officers for a single incident have been entered.

> The **Officer(s) Details** section will populate a table above the data entry fields for the section. Each time an officer is added, the information will appear in the table. Review the information for accuracy.

6. Editing Subject and Officer Details

> **Reset Subject/Officer Inputs**
> Use the "RESET SUBJECT INPUTS" or "RESET OFFICER INPUTS" to correct or clear any Subject/Officer Details that have not yet been inserted into the Subject/Officer Details table.

> > **_Note:_** *This will not clear previously inserted details already within the Subject/Officer Details table.*

> **Edit/Remove Subject/Officer**
> If previously inserted Subject/Officer Details need to be edited, click on the pencil icon (✐) under the "Actions" column in the Subject/Officer Details table for the associated subject. The data entry fields below the table will be populated with the information for the subject/officer selected. Edit the individual fields in the same manner that the information was originally entered. When edits are complete, click the "UPDATE SUBJECT DETAIL" or "UPDATE OFFICER DETAIL" button. The table above will populate with the updated data.

If previously inserted Subject/Officer Details need to be removed from the table, click on the trash can icon (🗑) under the "Actions" column in the Subject/Officer Details table for the associated subject/officer. The subject/officer will be removed from the incident.

7. After data entry of all Incident Details, Subject(s) Details, and Officer(s) Details is complete, refer to the Submitting Use of Force Report section below for how to proceed.

FBI Incident

If the incident occurred outside of jail and meets the national definition of a reportable use of force incident, the **FBI Incident** section will appear on the report screen. Use the following instructions to complete the data entry for the incident that will be submitted to the FBI for inclusion in the National Use of Force Collection Program.

1. Enter the information for Incident Details.
   - **Incident Number**: Enter the number used by the agency to identify the Use of Force case.
   - **Incident Date**: Enter the date the incident occurred by typing it in the data field (mm/dd/yyyy format) or using the calendar icon (▦) to the right.
   - **Circumstance**: Use the dropdown menu to choose the reason behind the initial contact between the officer and the subject.
   - **Incident Time – Hours/Minutes**: Enter the time of the incident by typing the hour/minute in which it occurred into the data field. This is measured in 24-hour time.
   - **Location Type**: Use the magnifying glass icon (🔍) in order to select the location type of where the incident occurred.
   - **Was Officer Ambushed? Did Officer Approach? Was a Senior Officer Present?** Use the dropdown menu to choose Yes, No, or Unknown.
   - **Other Agencies Involved**: Use the magnifying glass icon (🔍) in order to select all other agencies involved in the incident (other than the current reporting agency). If no other agencies were involved, leave the section blank.
     > ***Note***: The reporting agency should include any additional agency only if the law enforcement officer(s) from the agency used force. If the officer(s) from the other agency did not use force and were merely present at the scene, the reporting agency should not include these agencies.
     > ******Any agency listed as part of "Other Agencies Involved" should submit a use of force incident on behalf of their officers.
   - **Offense 1, 2 and 3**: These selections are only available if "response to unlawful or suspicious activity" was selected under the **Circumstance** section. Use the magnifying glass icon (🔍) to choose the offense that was reported.
     > ***Note***: Offenses 2 and 3 will only become available if the previous offense is filled in.
   - **Address 1**: Enter the street address where the incident occurred. If the address is unknown, check the 'Unknown Address' box below.
   - **Address 2**: An optional data element used to capture additional address information for the incident. Enter the additional data or leave blank if no additional data.
   - **County**: Enter the county where the incident occurred by using the magnifying glass icon (🔍) next to the data field in order to search for the appropriate county.
   - **City**: Enter the city where the incident occurred by typing in the first three letters of the city into the data field and then clicking the magnifying glass icon (🔍). Once the page has reloaded, use the new dropdown menu to select the appropriate city. Click the question mark icon (❓) for more detailed instructions.
   - **State**: This section will automatically be filled in as New York.
   - **Zip**: Enter the five-digit zip code where the incident occurred into the data field.

2. Enter the information for the Subject(s) Details.
   - **Age**: Enter the age of the subject into the data field. If age is unknown, select the 'Unknown Age' box below.
     - Adult Age – Record the age as 1 to 99, with those aged 100 or older entered as 99.

- Infant Age – Record the age as 0 if the victim is less than one year old.
- **Sex, Race, Ethnicity**: Use the dropdown menu to choose the sex/race/ethnicity of the subject.
- **Height – Feet/Inches**: Enter the height of the subject, measured in feet/inches, into the data fields. If height is unknown, select the 'Unknown Height' box below.
- **Weight**: Enter the weight of the subject, measured in pounds, into the data field. If weight is unknown, select the 'Unknown Weight' box below.
- **Impairment Type**: Check all Impairment Types the subject displayed during the incident.
- **Resistance Used by the Subject – Resistance Against Officer/Another**: Check all Resistance Types used by the subject during the incident.
- **Who did the Subject Direct the Threat At?** Use the dropdown menu to indicate who the subject directed the threat at during the incident.
- **Was the Subject Armed? (other than hands, fists, feet)** Use the dropdown menu to indicate if the law enforcement officer felt the subject was armed with a weapon during the incident.
- **Were charges filed against the subject by a prosecutor?** Use the dropdown menu to indicate whether charges were filed against the subject by a prosecutor for actions during the incidents.
- **Weapon Type Used by the Officer(s) on the Subject**: Check all weapon types used by the Officer(s) on the subject during the incident.
- **Injuries Sustained by the Subject**: Check all injuries sustained by the subject during the incident.

3. Click the "INSERT SUBJECT DETAIL" button after completing data entry for the Subject(s) Details.

   If the incident involves multiple subjects, enter the information for the **Subject Details** of the next subject in the same manner. When all subject information has been entered, click the "INSERT SUBJECT DETAIL" button. Continue the process until all subjects for a single incident have been entered.

   The **Subject(s) Details** section will populate a table above the data entry fields for the section. Each time a subject is added, the information will appear in the table. Review the information for accuracy.

4. Enter the information for Officer(s) Details.
   - **Age**: Enter the officer's age.
     - Record the age as 18 to 99, with those aged 100 or older entered as 99.
   - **Sex, Race, Ethnicity**: Use the dropdown menu to choose the sex/race/ethnicity of the officer.
   - **Height – Feet/Inches**: Enter the height of the officer, measured in feet/inches, into the data fields. If height is unknown, select the 'Unknown Height' box below.
   - **Weight**: Enter the weight of the officer, measured in pounds, into the data field. If weight is unknown, select the 'Unknown Weight' box below.
   - **Officer On Duty**: Use the dropdown menu to indicate if the officer was on duty at the time of the incident.
   - **Years of Service**: Enter the years of service the officer has as a law enforcement officer in the data field.
   - **Was the Officer Full Time?** Use the dropdown menu to indicate if the officer is employed full time or part time. Choose 'yes' if the officer is full time or 'no' if the officer was part time.
   - **Was the Officer Identifiable?** Use the dropdown menu to indicate if the officer was readily identifiable as an officer during the incident.

- **Use of Force Type**: Check all Use of Force Types the officer used during the incident.
  - ***Note:*** *For FBI Incidents, at least one of the following must be selected: Conduct that resulted in death, Conduct that resulted in serious bodily injury or Use/Discharge Firearm for at least one officer.*
- **Injuries Sustained by the Officer**: Check all injuries sustained by the officer during the incident.
- **Did Officer Discharge Firearm During the Incident?** Use the dropdown menu to indicate if the officer discharged a firearm during the incident.

5. Click the "INSERT OFFICER DETAIL" button after completing data entry for the Officer(s) Details.

   If the incident involves multiple officers, enter the information for the **Officer Details** of the next officer in the same manner. When all officer information has been entered, click the "INSERT OFFICER DETAIL" button. Continue the process until all officers for a single incident have been entered.

   The **Officer(s) Details** section will populate a table above the data entry fields for the section. Each time an officer is added, the information will appear in the table. Review the information for accuracy.

6. Editing Subject and Officer Details

   Reset Subject/Officer Inputs
   Use the "RESET SUBJECT INPUTS" or "RESET OFFICER INPUTS" to correct or clear any Subject/Officer Details that have not yet been inserted into the Subject/Officer Details table.

   > ***Note:*** *This will not clear previously inserted details already within the Subject/Officer Details table.*

   Edit/Remove Subject/Officer
   If previously inserted Subject/Officer Details need to be edited, click on the pencil icon (✎) under the "Actions" column in the Subject/Officer Details table for the associated subject. The data entry fields below the table will be populated with the information for the subject selected. Edit the individual fields in the same manner that the information was originally entered. When edits are complete, click the "UPDATE SUBJECT DETAIL" or "UPDATE OFFICER DETAIL" button. The table above will populate with the updated data.

   If previously inserted Subject/Officer Details need to be removed from the table, click on the trash can icon (🗑) under the "Actions" column in the Subject/Officer Details table for the associated subject/officer.

7. After data entry of all Incident Details, Subject(s) Details, and Officer(s) Details is complete, refer to the Submitting Use of Force Report section below for how to proceed.

Submitting Use of Force Report

After data entry of all Incident Details, Subject(s) Details, and Officer(s) Details is complete, the Use of Force report must be submitted to the DCJS Use of Force Database before the report can be considered as received. **Please remember to review all data entry prior to final submission.**

1. Click on the disclaimer box found on the lower left corner of the report page.

   Note: *The disclaimer is a virtual signature indicating that the preparer has reviewed entered data and is attesting to its accuracy.*

2. Click on the "SUBMIT" command button on the lower right corner of screen.

3. The user will be directed back to the Use of Force Incident Numbers screen where your report will now appear in the Incident table.

Use of Force Report Error Messages

Error messages are hard edits and MUST be corrected to successfully submit the report.

❌ **Incident number is required.** Under the Incident Details section, enter the Incident Number into the appropriate data field.

❌ **Duplicate incident number for the same month and year is NOT allowed.** The incident number you are trying to use has already been used for this reporting month. Enter a new incident number for this occurrence.

❌ **Incident date is required.** Under the Incident Details section, enter the date of the incident by typing it in the data field in the (mm/dd/yyyy format) or using the calendar icon (📅) to the right.

❌ **Incident date must be a date from the Month/Year being reported.** By checking the header above the Incident Details section, ensure you are reporting within the correct Month/Year. The Incident Date must be within the Month/Year chosen previously.

❌ **Please enter the incident circumstance.** Under the Incident Details section, choose the appropriate circumstance using the dropdown menu.

❌ **If the incident circumstance is 'Response to unlawful or suspicious activity,' offense 1 is required.** Under the Incident details section, use the magnifying glass icon (🔍) to choose the offense.

❌ **Please select the Type of Location where the incident occurred.** Under the Incident Details section, use the magnifying glass icon (🔍) in order to select the location type of where the incident occurred.

❌ **Please indicate if the officer was ambushed.** Under the Incident Details section, use the dropdown menu to indicate if the officer was ambushed.

❌ **Please indicate if the officer approached the subject.** Under the Incident Details section, use the dropdown menu to indicate if the officer approached the subject.

❌ **Please indicate if a Senior Officer was present.** Under the Incident Details section, use the dropdown menu to indicate if a senior officer was present.

❌ **Please enter the address1 field.** Under the Incident Details section, enter the street address where the incident occurred into the data field.

❌ **Please enter the county where the incident occurred.** Under the Incident Details section, enter the county where the incident occurred into the data field.

❌ **Please enter the city where the incident occurred. Be sure to enter at least 3 characters for City option and use the search tool to complete the entry. Use the [?] button for additional assistance.** Enter the city where the incident occurred under the Incident Details section. Make sure to enter the county first. Enter the city where the incident occurred by typing in the first three letters of the city into the data field and then clicking the magnifying glass icon (🔍). Once the page has reloaded, use the new dropdown menu to select the appropriate city. Click the question mark icon (❓) for more detailed instructions.

❌ **Please enter at least one subject**. Under the Subject(s) Details section, enter the information for at least one subject and use the "INSERT SUBJECT DETAIL" button to add the information.

❌ **Please enter the subject's age.** Under the Subject(s) Details section, enter the subject's age into the data field.

❌ **Please enter the subject's sex.** Under the Subject(s) Details section, use the dropdown menu to choose the subject's sex.

❌ **Please enter the subject's race.** Under the Subject(s) Details section, use the dropdown menu to choose the subject's race.

❌ **Please enter the subject's ethnicity.** Under the Subject(s) Details section, use the dropdown menu to choose the subject's ethnicity.

❌ **Please enter the subject's height in feet and inches.** Under the Subject(s) Details section, use the dropdown menus to choose the subject's height.

❌ **The subject's weight must be greater than zero.** Under the Subject(s) Details section, enter the subject's weight into the data field.

❌ **Please select the subject's Impairment type(s).** Under the Subject(s) Details section, check all impairment types that the subject displayed during the incident.

❌ **Please select the subject's type(s) of resistance.** Under the Subject(s) Details section, check all types of resistance used by the subject during the incident.

❌ **Please select who the subject directed the threat at.** Under the Subject(s) Details section, use the dropdown menu to choose who the subject directed the threat at.

❌ **Please indicate if the subject was armed.** Under the Subject(s) Details section, use the dropdown menu to choose whether or not the subject was armed during the incident.

❌ **Please indicate if charges were filed against the subject by a prosecutor.** Under the Subject(s) Details section, use the dropdown menu to choose whether or not charges were filed against the subject by a prosecutor.

❌ **Please select the Type of Force used by the officer against the subject.** Under the Subject(s) Details section, check all types of forced used by the officer against the subject during the incident.

❌ **Please select the Injury Type(s) sustained by the subject.** Under the Subject(s) Details section, check all injuries sustained by the subject during the incident.

❌ **Please enter at least one officer.** Under the Officer(s) Details section, enter the information for at least one officer and use the "INSERT OFFICER DETAIL" button to add the information.

❌ **The officer's age must be between 18 and 99 years old**. Under the Officer(s) Details section, enter a valid age for the officer. The age must be between a number between 18 and 99.

❌ **Please enter the officer's sex.** Under the Officer(s) Details section, use the dropdown menu to choose the officer's sex.

❌ **Please enter the officer's race.** Under the Officer(s) Details section, use the dropdown menu to choose the officer's race.

❌ **Please enter the officer's ethnicity.** Under the Officer(s) Details section, use the dropdown menu to choose the officer's ethnicity.

❌ **Please enter the officer's height in feet and inches.** Under the Officer(s) Details section, use the dropdown menus to choose the officer's height.

❌ **The officer's weight must be greater than zero.** Under the Officer(s) Details section, enter the officer's weight into the data field.

❌ **Please indicate if the Officer was on Duty at the time of the incident.** Under the Officer(s) Details section, use the dropdown menu to indicate if officer was on duty at the time of the incident.

❌ **The officer involved years of service must be less than their age minus 18.** Under the Officer(s) Details section, fill in the officer's years of service in the appropriate data field. Make sure this number is less than the officer's age minus 18.

❌ **Please indicate if the officer is full or part time.** Under the Officer(s) Details section, use the dropdown menu to indicate if the officer is full time or part time. Choose 'yes' if the officer is full time, 'no' if the officer was part time, or 'unknown' if the information is unknown.

❌ **Please indicate if the officer was identifiable.** Under the Officer(s) Details section, use the dropdown menu to indicate if the officer was identifiable during the incident.

❌ **Please indicate the Use of Force Type used by the officer.** Under the Officer(s) Details section, check all Use of Force Types the officer used during the incident.

⊗ **Please indicate the injury types(s) sustained by the officer.** Under the Officer(s) Details section, check all injuries sustained by the officer during the incident.

⊗ **Please indicate if the officer discharged their firearm during the incident.** Under the Officer(s) Details section, use the dropdown menu to indicate if the officer discharged their firearm during the incident.

⊗ **Type of UOF (Used/Discharged a firearm, Conduct that resulted in death, Serious bodily injury) must be selected for at least one officer.** Under the Officer(s) Details section, check all Use of Force Types the officer used during the incident. If you selected FBI indicators on the Use of Force pop up window, one officer must have "Used/Discharged a firearm," "conduct that resulted in death," or "caused serious bodily injury." If none of these actions were performed by any of the officers involved, please click the cancel button at the bottom of the screen and follow the steps in the Use of Force Incident Numbers Screen section above in order to add a new report.

⊗ **Please acknowledge Disclaimer for Report submission**. Under the Disclaimer section at the bottom of the screen, please check the box to indicate that you have reviewed the entered data and are attesting to its accuracy.

Appendix A
Command Buttons

The command buttons are found throughout each report form page. These buttons are used to prompt the system to perform certain actions.

RESET SUBJECT INPUT – Clears the information filled into the Subject(s) Details section of the page

INSERT SUBJECT DETAIL – Adds the subject data to the table at the top of the Subject(s) Details section for the user to view

RESET OFFICER INPUT – Clears the information filled into the Officer(s) Details section of the page

INSERT OFFICER DETAIL – Adds the officer data to the table at the top of the Officer(s) Details section for the user to view

EDIT (✎) – Action button that allows the user to edit the subject/officer information once it has been inserted into the subject/officer table

DELETE (🗑) – Action button that allows the user to delete the subject/officer information once it has been inserted into the subject/officer table

UPDATE SUBJECT DETAIL – Updates the subject information inserted in the Subject(s) Details section once the user has chosen to edit information inserted previously

UPDATE OFFICER DETAIL – Updates the officer information inserted in the Officer(s) Details section once the user has chosen to edit information inserted previously

CANCEL – Returns the user to the to the Use of Force Incident Numbers screen. This action will delete all data entry that was completed prior to selecting this command.

SUBMIT – Submits the completed report to the DCJS Use of Force database
> ***Note:*** *User is required to check the disclaimer box prior to submission; verifying the accuracy of the reported data.*

Appendix B
Data Field Definitions
Items with a (*) will only be available on the FBI Incident screen

INCIDENT DETAILS
- **Incident Number** – Number used by the agency to identify a Use of Force case

- **Incident Date** – The date the incident occurred

- **Circumstance** – The reason behind the initial contact between the officer and subject
  - **JAIL** - Assault/Fighting other Inmate or Officer
  - **JAIL** - Discovery/Removal of Contraband
  - **JAIL** - Escape/Attempted Escape/Capture/Return
  - **JAIL** - Responding to Hostage Situation
  - **JAIL** - Responding to a Disturbance
  - Response to unlawful or suspicious activity
  - Executing Arrest
  - Routine patrol other than traffic stop
  - Traffic Stop
  - Transporting/Holding Arrestees
  - Service of a warrant
  - Service of a court order
  - Follow-up investigation
  - Demonstration
  - Medical, mental health, or welfare assistance
  - Other
  - Unknown and is unlikely to ever be known

- **Incident Time - Hours*** – The hour of time at which the incident occurred, measured in 24-hour time

- **Incident Time - Minutes*** – The minute of time at which the incident occurred, measured in minutes

- **Location Type*** – The type of location/premises where the incident occurred

- **Was Officer Ambushed?*** – Used to indicate if the incident involved the ambush of an officer
  - Yes
  - No
  - Unknown

- **Did Officer Approach?*** – Used to indicate if the officer approached the subject
  - Yes
  - No
  - Unknown

- **Was a Senior Officer Present?*** – Used to indicate if a supervisor or senior officer acting in a similar capacity was present or consulted prior to when force was used during the incident
  - Yes
  - No
  - Unknown

- **Other Agencies Involved*** – All other agencies involved in the incident (other than the current reporting agency). If no other agency was involved, the section should be left blank.

- **Offense 1*** – Offense 1 is only required if "response to unlawful or suspicious activity" was selected under the Circumstance section above. If any other circumstance was selected, the section will be greyed out.

- **Offense 2*** – Similar to Offense 1, if there is a second offense, provide it here. Offense 2 will only be available if the Offense 1 box is filled in.

- **Offense 3*** – Similar to Offense 2, if there is a third offense, provide it here. Offense 3 will only be available if the Offense 2 box is filled in.

- **Address 1*** – The street address where the incident occurred

- **Address 2*** – Optional data element used to capture additional address information for the incident. If there is nothing for the second address line, leave this data field blank.

- **County** – The county where the incident occurred

- **City** – The city where the incident occurred

- **State*** – The state where the incident occurred. This section will be defaulted to New York.

- **Zip*** – The zip code where the incident occurred

SUBJECT(S) DETAILS
- **Age** – Age of the subject
  - Adult Age – Record the age as 1 to 99, with those aged 100 or older entered as 99
  - Infant Age – Record the age as 0 if the victim is less than one year old

- **Sex** – Gender of the subject
  - Female
  - Male
  - Unknown

- **Race** – Race of the subject
  - **White** – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East
  - **Black/African American** – A person having origins in any of the black racial groups of Africa
  - **American Indian/Alaskan Native** – A person having origins in any of the original peoples of the Americas and maintaining cultural identification through tribal affiliations or community recognition
  - **Asian** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
  - **Native Hawaiian/Pacific Islander** – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or Pacific Islands. The term "Native Hawaiian" does not include individuals who are native to the State of Hawaii by virtue of being born there. However, the following Pacific Islander groups are included: Carolinian, Fijian, Kosraean, Melanesian, Micronesian, Northern Mariana Islander, Palauan, Papua New Guinean, Ponapean (Pohnpelan), Polynesian, Solomon Islander, Tahitian, Tarawa Islander, Tokelauan, Tongan, Trukese (Chuukese), and Yapese.
  - **Unknown** – The race is not known

- **Ethnicity** – Ethnicity of the subject
  - **Hispanic** – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish speaking culture
  - **Not Hispanic** – All other ethnicities
  - **Unknown** – The ethnicity is not known

- **Height - Feet*** – Height of the subject measured in feet

- **Height - Inches*** – Height of the subject measured in inches

- **Weight*** – Weight of the subject measured in pounds

- **Impairment Type*** – Used to indicate if the law enforcement officer felt the subject had an apparent or known impairment in mental or physical condition incident (multiple values can be provided)
  - Alcohol Impairment
  - Drug Impairment
  - Mental Health Condition
  - Unknown
  - None

- **Resistance Used by the Subject - Resistance Against Officer/Another*** – Used to indicate the resistance used by the subject during the incident (multiple values can be provided)
  - Barricading Self
  - Bodily Fluids (Intentionally Spitting/Bleeding on an Officer)
  - Displaying a Weapon at an Officer/Another
  - Attempt to Flee/Escape From Custody
  - Using a Firearm Against an Officer/Another
  - Failing to comply to Verbal Commands or Other Types of Passive Resistance
  - Using Hands, Fists, Feet Against an Officer/Another
  - Resisted Being Handcuffed/Arrested
  - Throwing an Article/Object at an Officer
  - Making Verbal Threats
  - Directing a Vehicle at an Officer/Another
  - Using Another Weapon (Chemical Agent, Edged Weapons, Electronic Control Weapon, Blunt Object)
  - Unknown
  - None

- **Who did the Subject Direct the Threat At?*** – Used to indicate who the threat by the subject(s) was perceived by the officer(s) to be directed to, the officer or to another party
  - Another Party
  - Both the officer(s) and others
  - Officer(s)
  - Unknown

- **Was the Subject Armed? (other than hands, fists, feet)*** – Used to indicate if the law enforcement official felt the subject was armed during the incident with a weapon (other than hands, fists, and feet)
  - Yes
  - No
  - Unknown

- **Were charges filed against the subject by a prosecutor?*** – Used to indicate whether or not charges were filed for actions committed during the incident. Any charges filed **before** the incident should **not** be included.
    - Yes
    - No
    - Unknown

- **Weapon Type Used by the Officer(s) on the Subject*** – Used to indicate the weapon used by the officer(s) on the subject during the incident (multiple values can be provided)
    - Baton
    - Blunt Instrument/Flashlight
    - Canine
    - Chemical Agent/Pepper or OC spray
    - Electronic Control Weapon (Taser)
    - Explosive Device
    - Firearm
    - Impact Projectile
    - Physical - Hands, Fists, Feet
    - Other
    - Unknown

- **Injuries Sustained by the Subject*** – Used to indicate the type of injuries sustained by the subject (multiple values can be provided)
    - Gunshot Wound (Including minor/grazing wound)
    - Unconsciousness (Regardless of Duration)
    - Other Serious Injury (Requiring medical intervention/hospitalization)
    - Death
    - None

OFFICER(S) DETAILS
- **Age –** Age of the officer. Record the age as 18 to 99, with those aged 100 or older entered as 99

- **Sex** – Gender of the officer
    - Female
    - Male
    - Unknown

- **Race** – Race of the officer
    - **White** – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East
    - **Black/African American** – A person having origins in any of the black racial groups of Africa
    - **American Indian/Alaskan Native** – A person having origins in any of the original peoples of the Americas and maintaining cultural identification through tribal affiliations or community recognition
    - **Asian** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
    - **Native Hawaiian/Pacific Islander** – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or Pacific Islands. The term "Native Hawaiian" does not include individuals who are native to the State of Hawaii by virtue of being born there. However, the following Pacific Islander groups are included: Carolinian, Fijian, Kosraean, Melanesian, Micronesian, Northern Mariana Islander, Palauan, Papua New

Guinean, Ponapean (Pohnpelan), Polynesian, Solomon Islander, Tahitian, Tarawa Islander, Tokelauan, Tongan, Trukese (Chuukese), and Yapese.
- o **Unknown** – The race is not known

- **Ethnicity** – Ethnicity of the officer
  - o **Hispanic** – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish speaking culture
  - o **Not Hispanic** – All other ethnicities
  - o **Unknown** – The ethnicity is not known

- **Height - Feet*** – Height of the officer measured in feet

- **Height - Inches*** – Height of the officer measured in inches

- **Weight*** – Weight of the officer measured in pounds

- **Officer On Duty*** – Used to indicate if the officer was on duty at the time of the incident
  - o Yes
  - o No
  - o Unknown

- **Years of Service*** – Used to indicate the years of service the officer has as a law enforcement officer

- **Was the Officer Full Time?*** – Used to indicate if the officer is employed full time or part time
  - o Yes – full time
  - o No – part time
  - o Unknown

- **Was the Officer Identifiable?*** – Used to indicate if the officer was readily identifiable as an officer during the incident
  - o Yes
  - o No
  - o Unknown

- **Use of Force Type** – Type of force used by the officer during the incident (multiple values can be provided)
  - o Displayed a chemical agent
  - o Used/Deployed a chemical agent
  - o Pointed a firearm in direction of subject
  - o Used/Discharged a firearm
  - o Pointed an electronic control weapon in direction of subject
  - o Used/Deployed electronic control weapon
  - o Pointed an impact weapon in direction of subject
  - o Used/Deployed an impact weapon
  - o Used a chokehold or similar restraint
  - o Conduct that resulted in death
  - o Conduct that resulted in serious bodily injury

- **Injuries Sustained by the Officer*** – Used to indicate injuries incurred by the officer during the incident (multiple values can be provided)
  - Apparent Minor Injuries
  - Gunshot Wound (Including minor/grazing)
  - Unconsciousness
  - Other Serious Injury (Requiring medical intervention/hospitalization)
  - Death
  - None

- **Did Officer Discharge Firearm During the Incident?*** – Used to indicate if the law enforcement officer discharged a firearm during the incident
  - Yes
  - No
  - Unknown