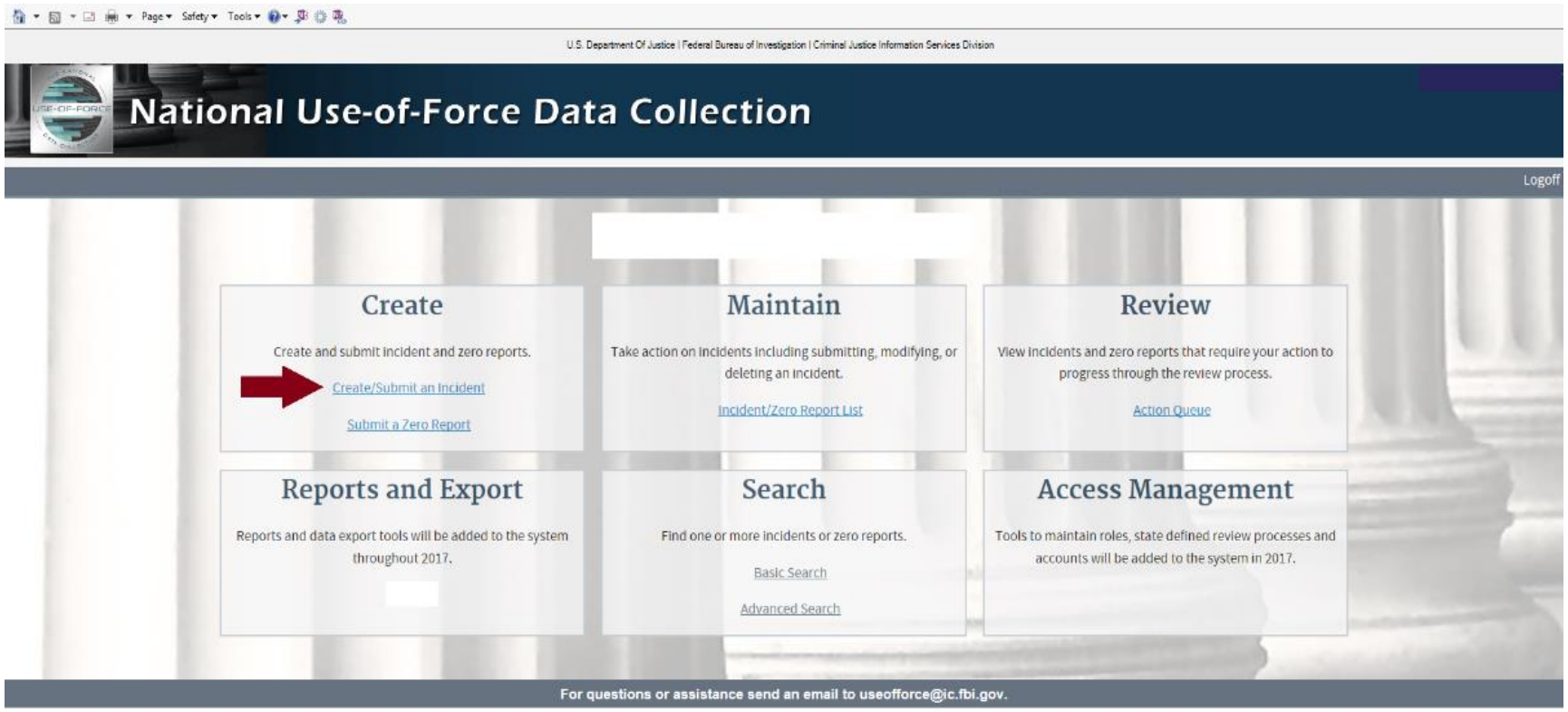
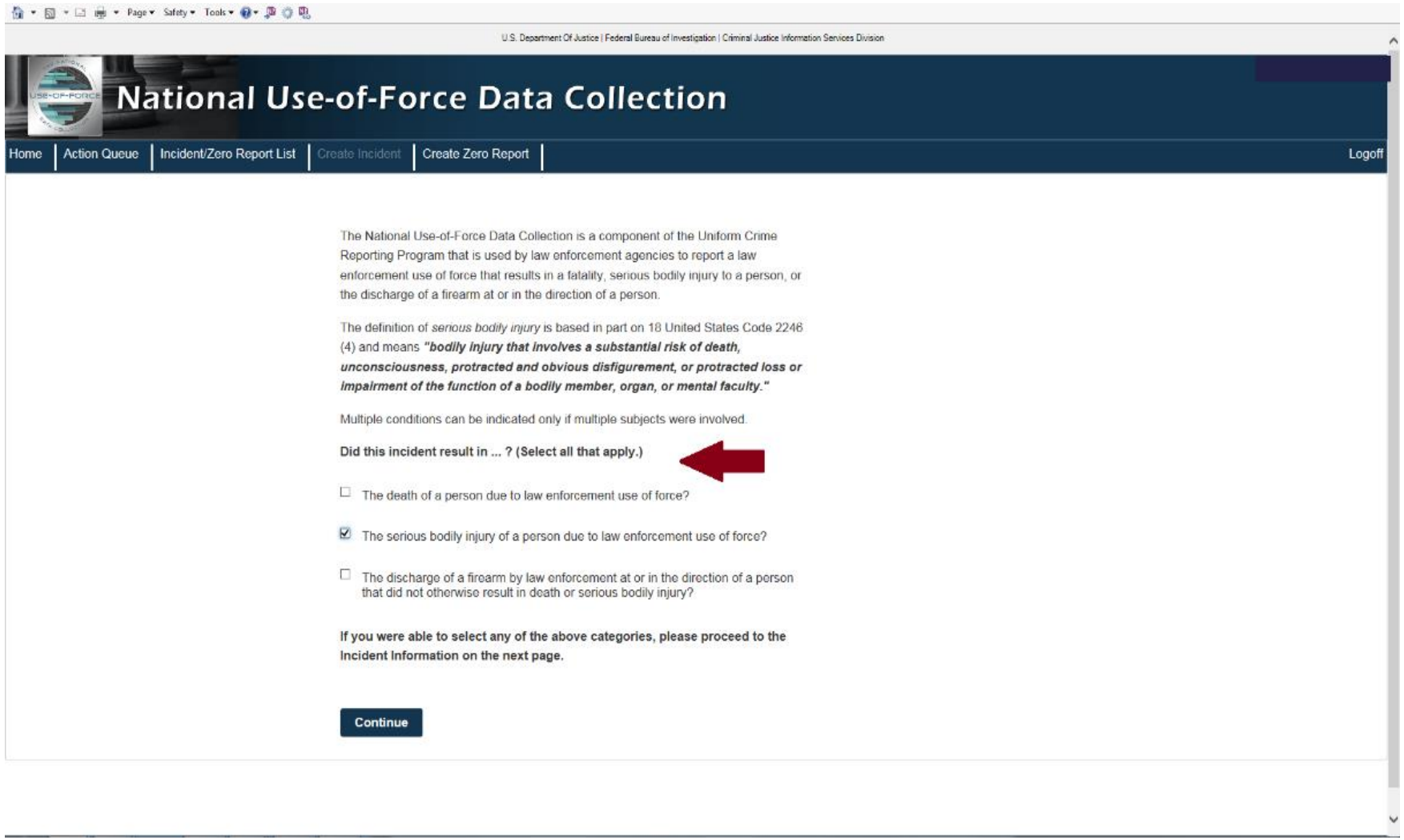
Attachment 1—Screenshots of National Use-of-Force Data Collection

National Use-of-Force Data Collection

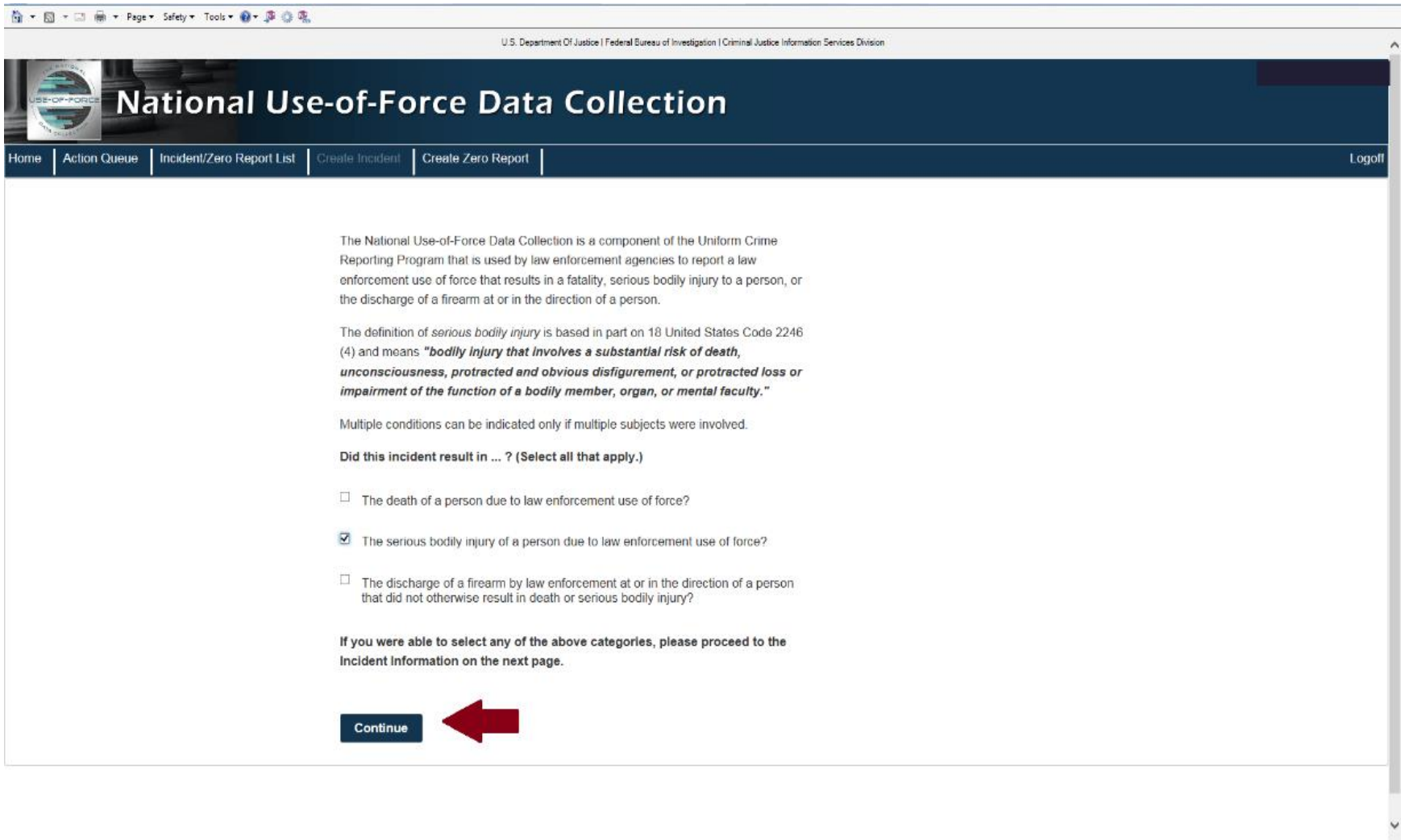
Create, Edit, and Submit an Incident Report Steps Illustrated



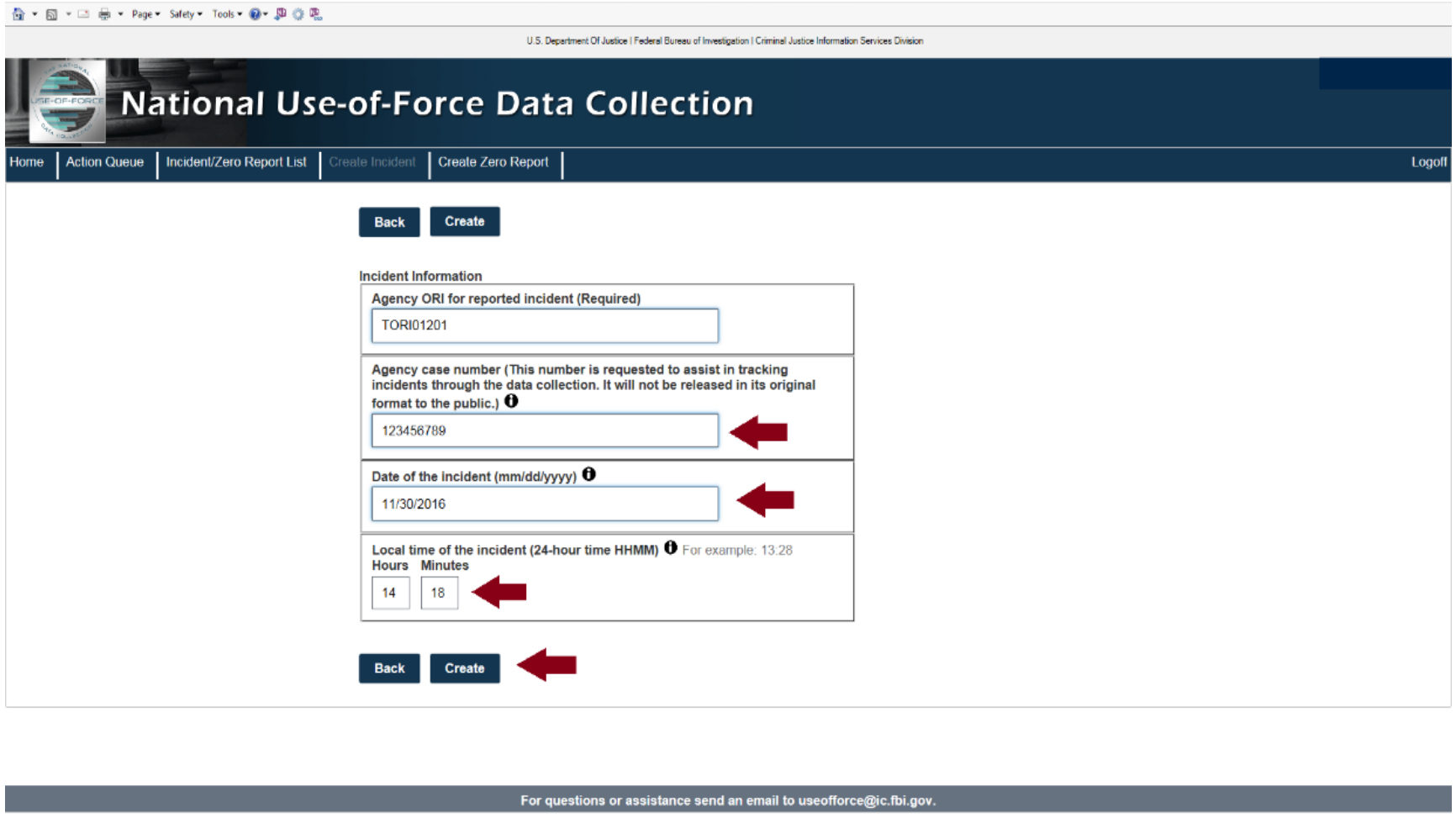
Select “Create/Submit an Incident.”



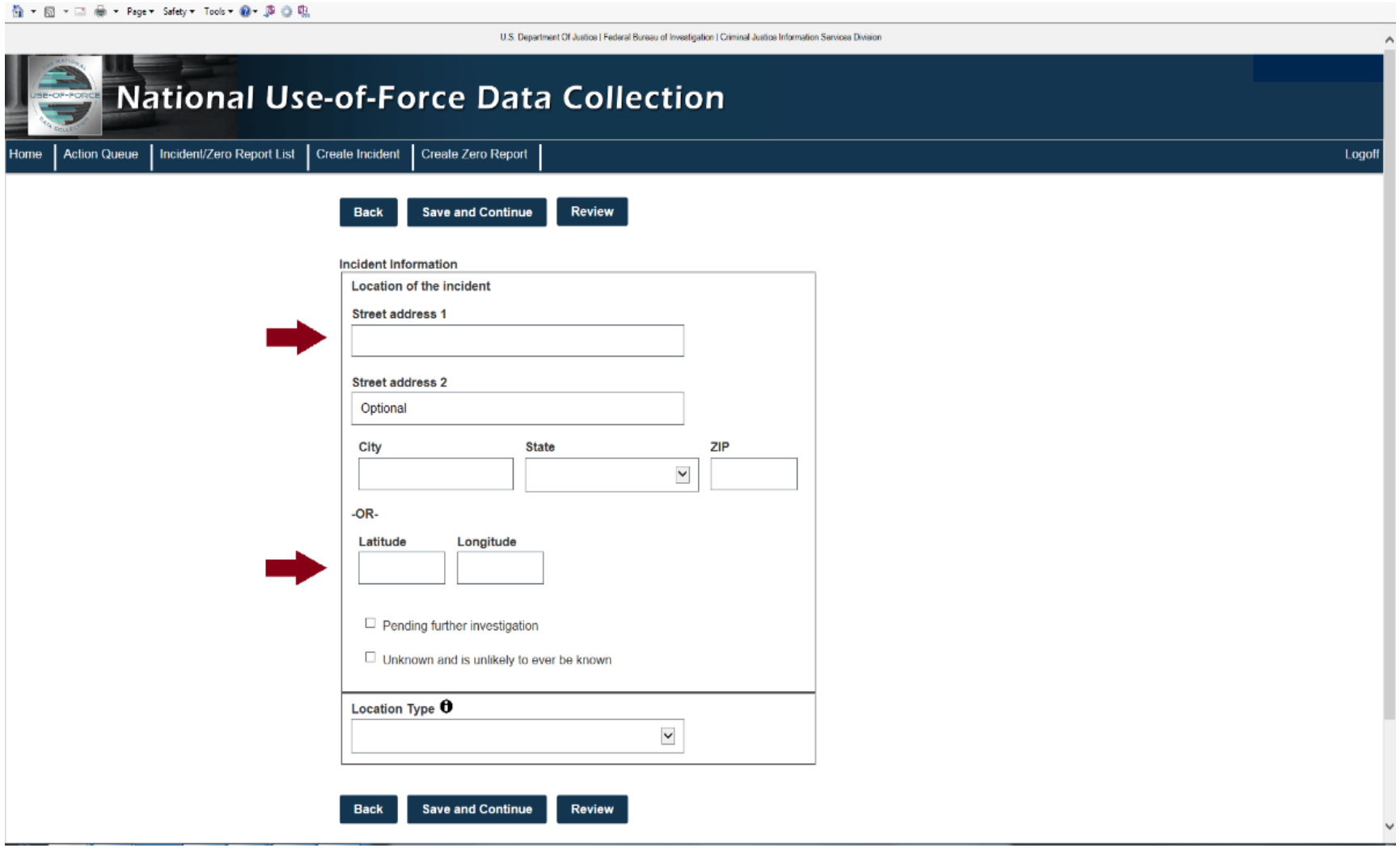
In response to the question, select all that apply.



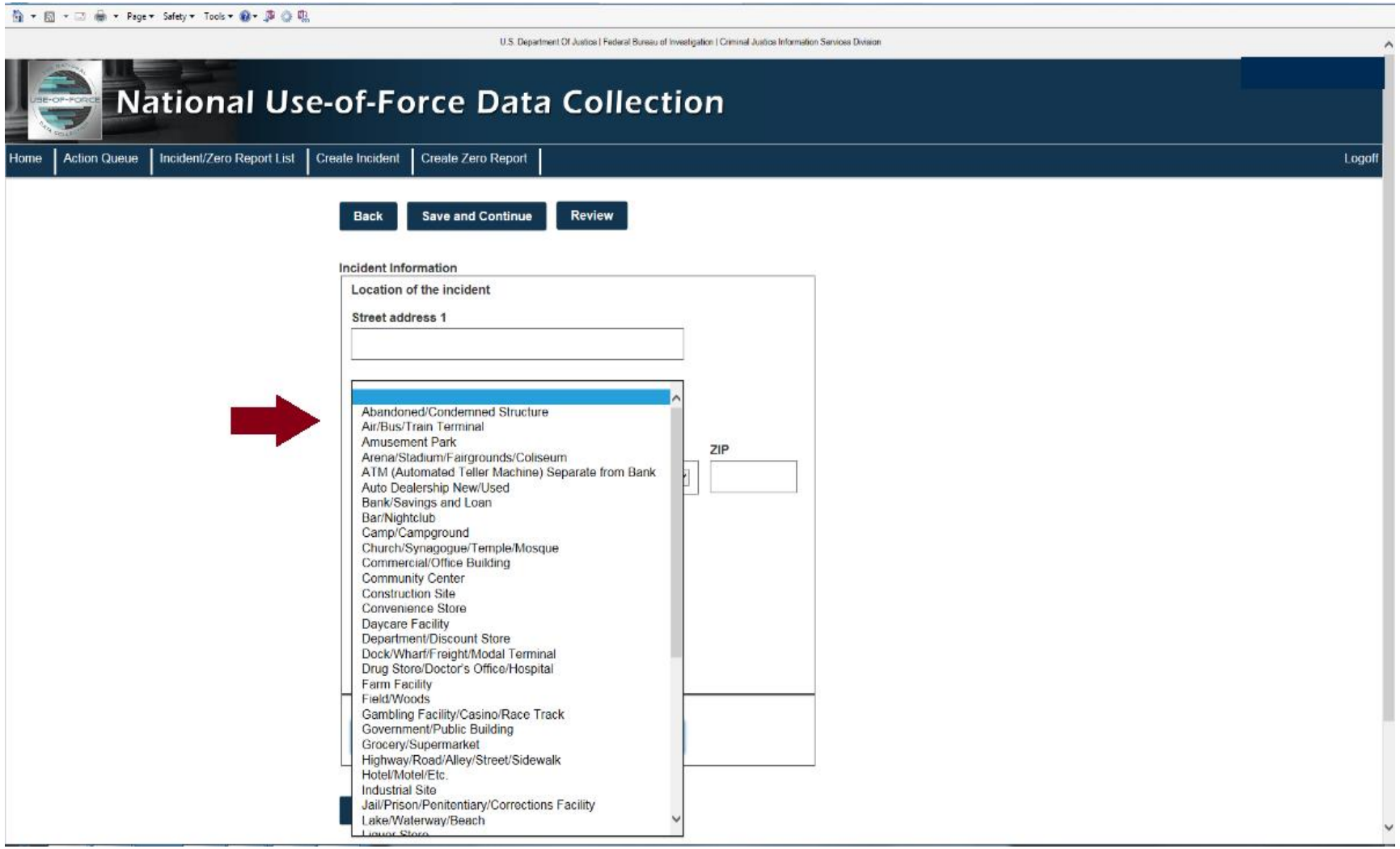
Select “Continue.”



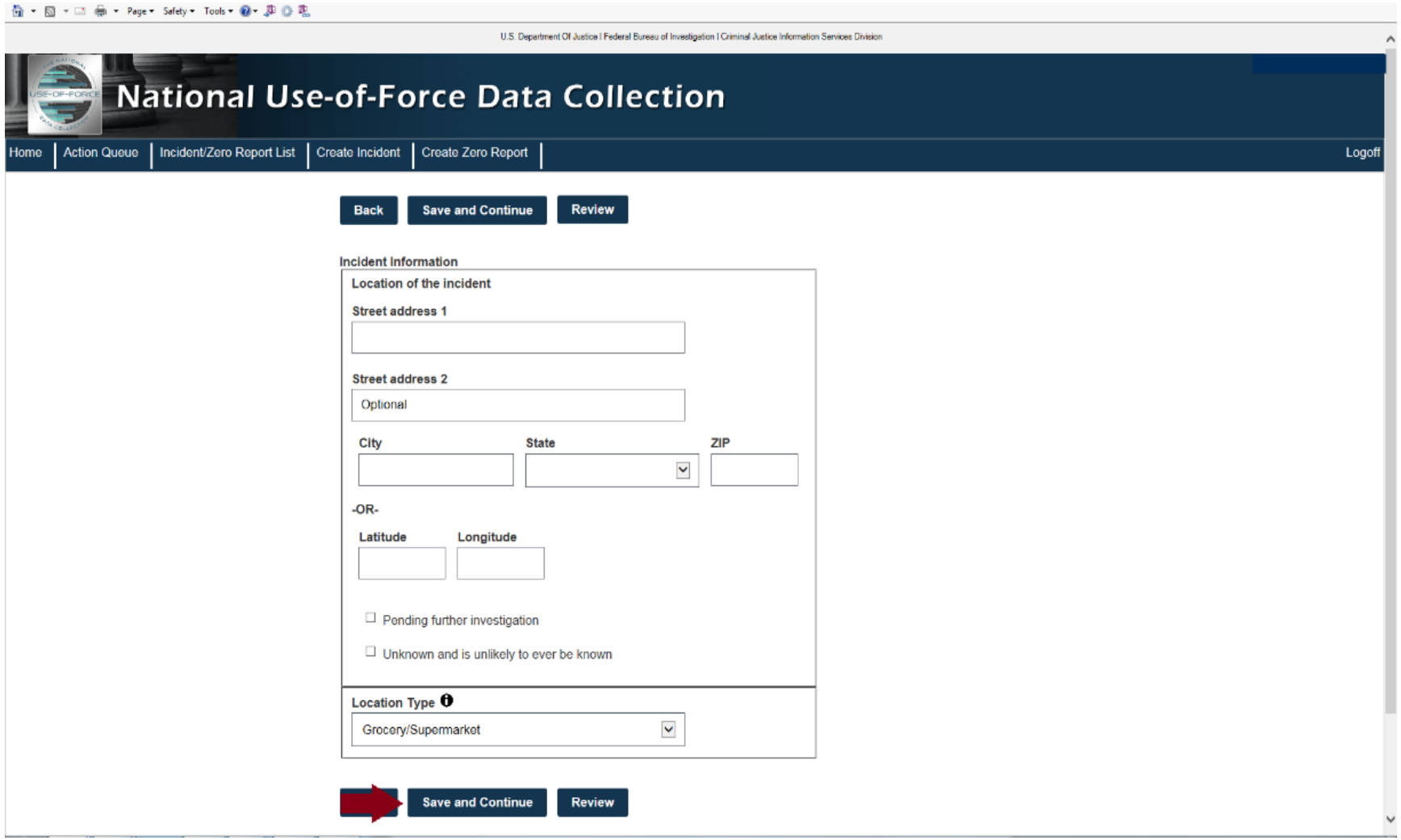
Three required fields to create an Incident report.



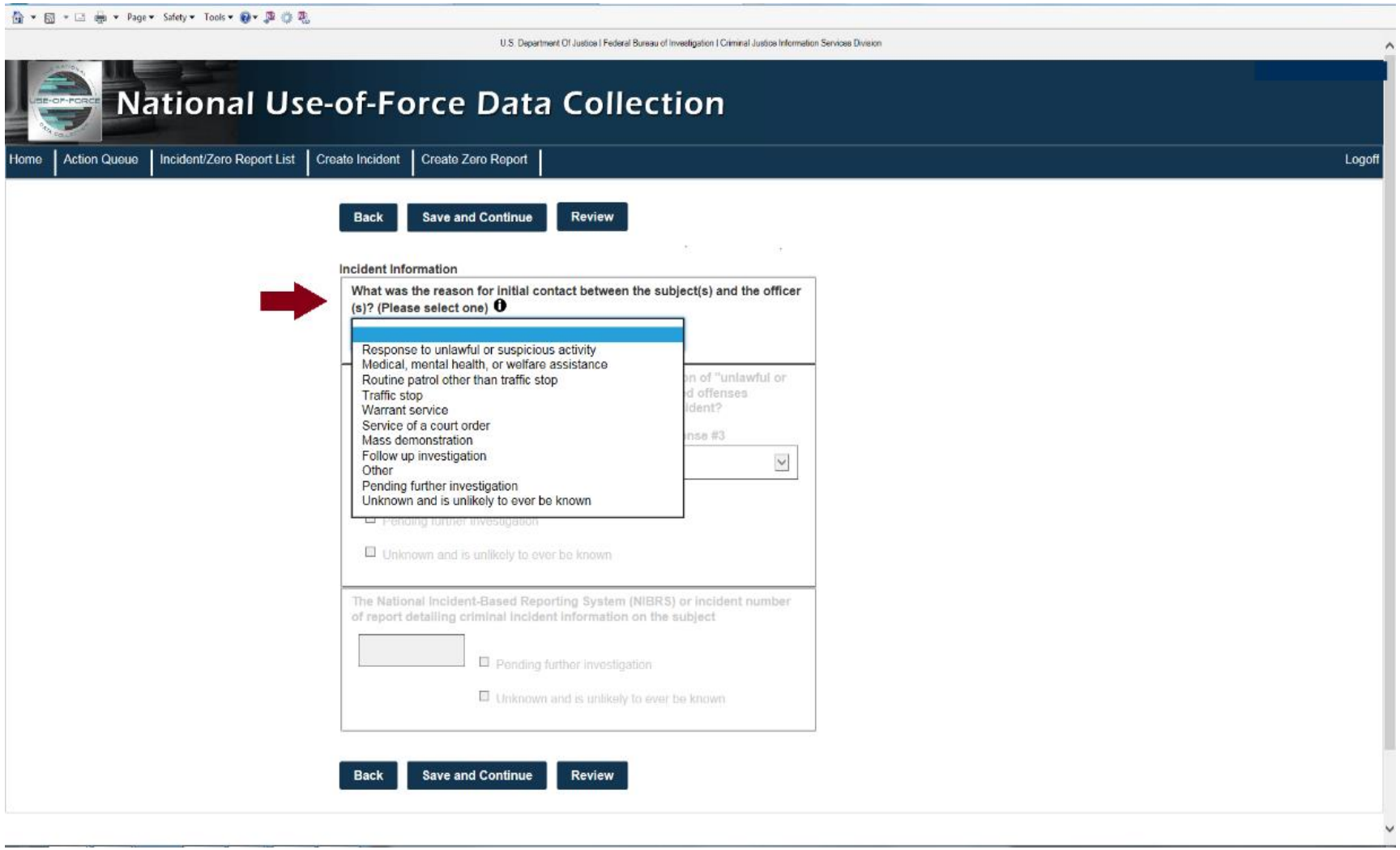
Enter the location of the incident.



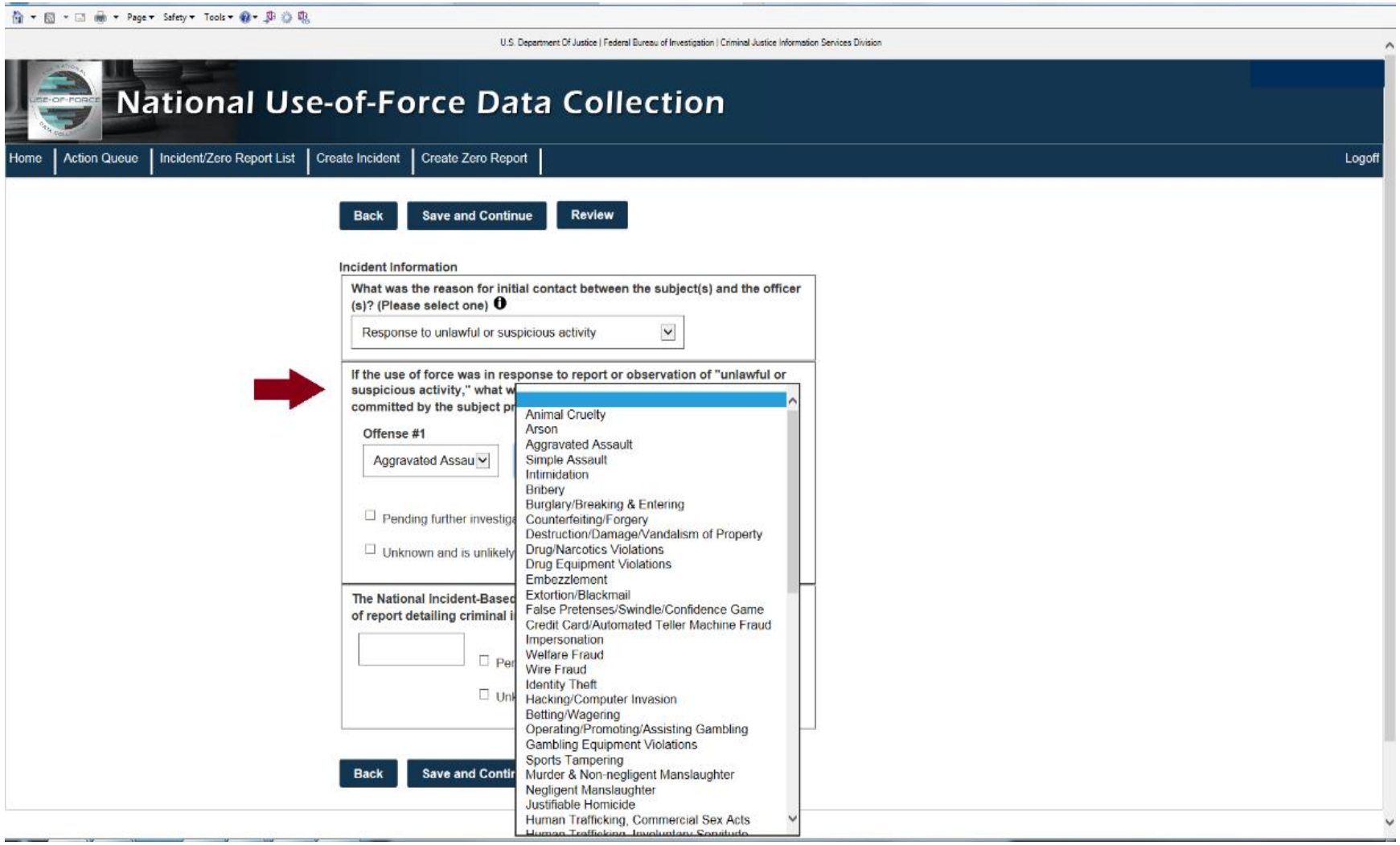
Select the location type.



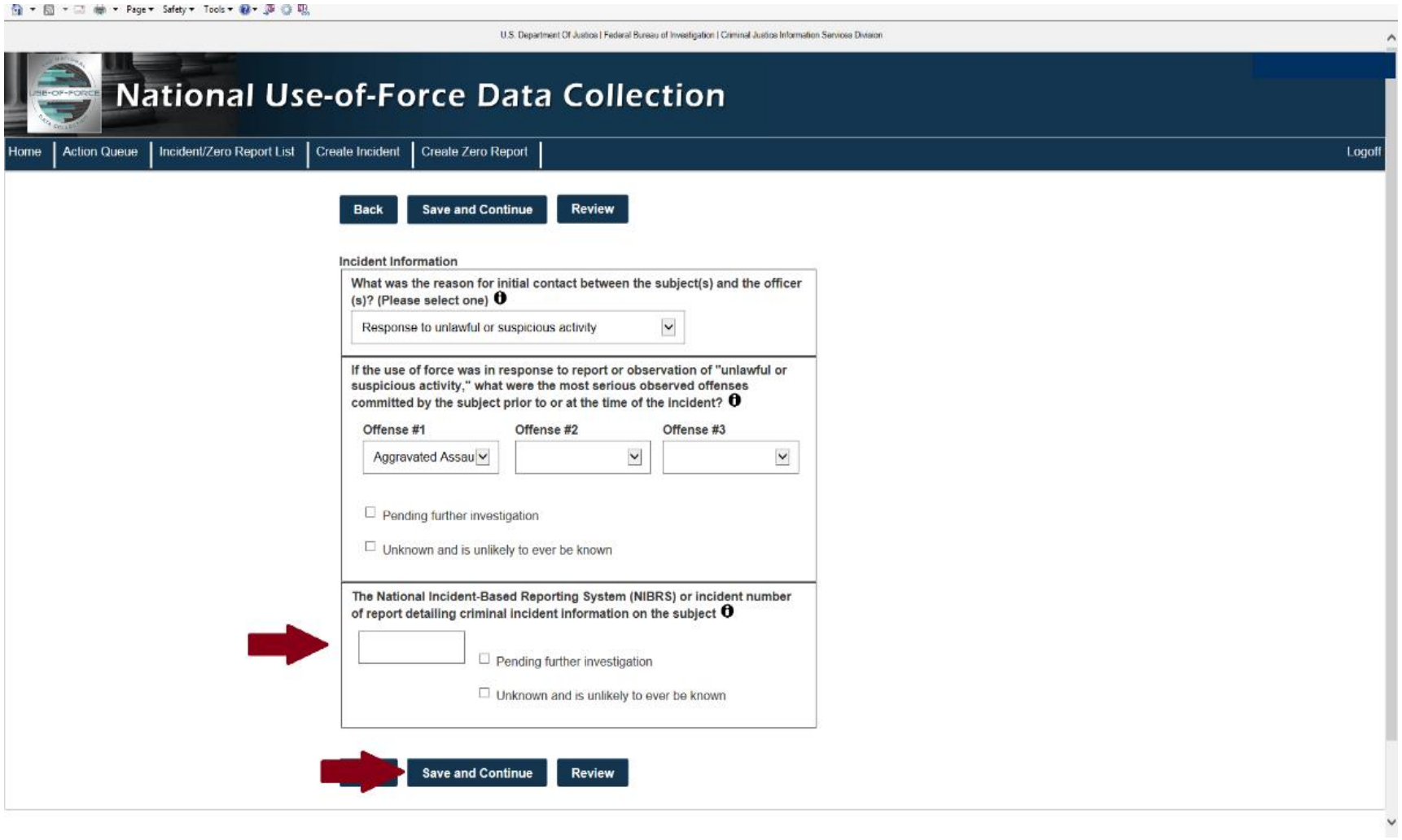
Select “Save and Continue.”



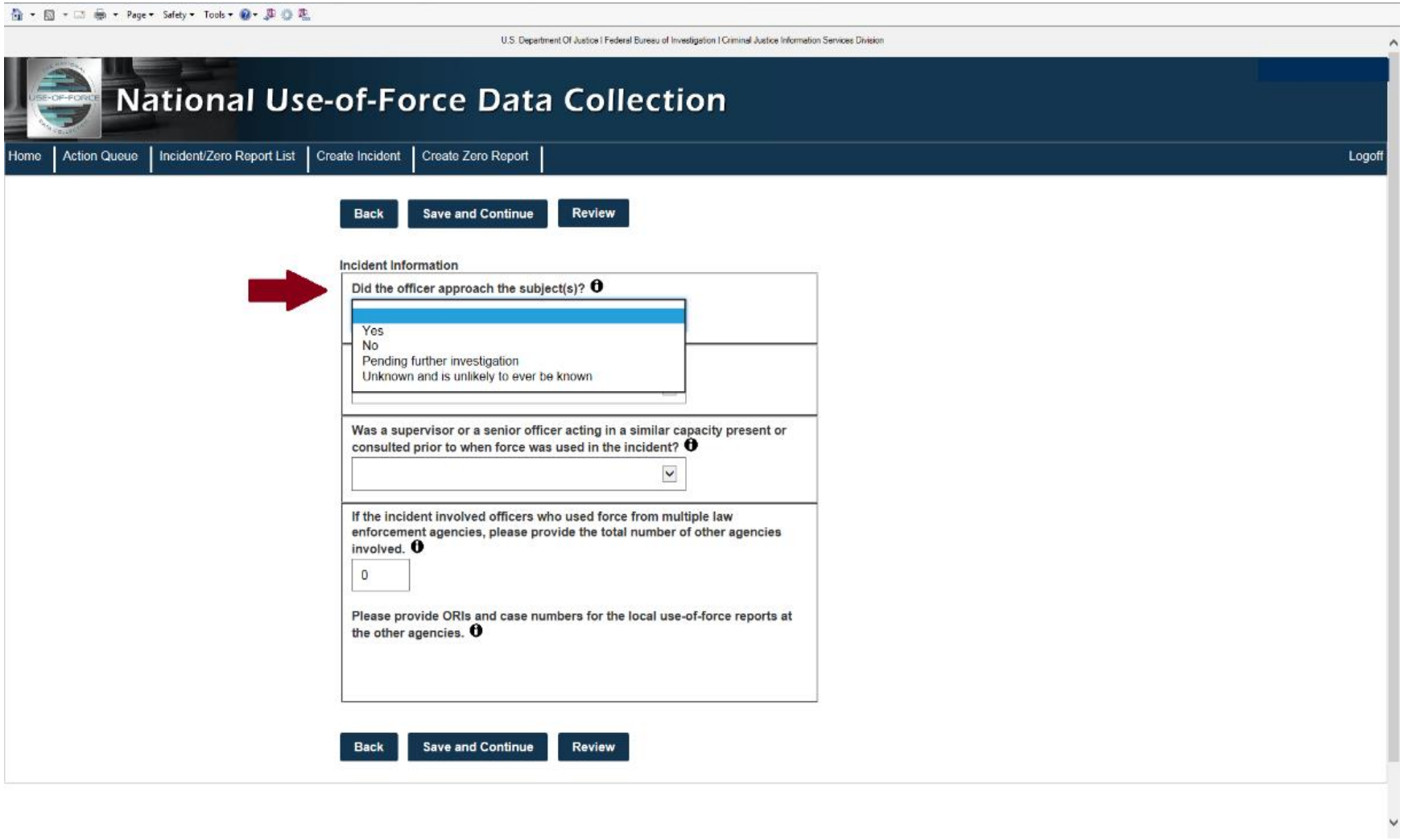
Select the reason for the initial contact.



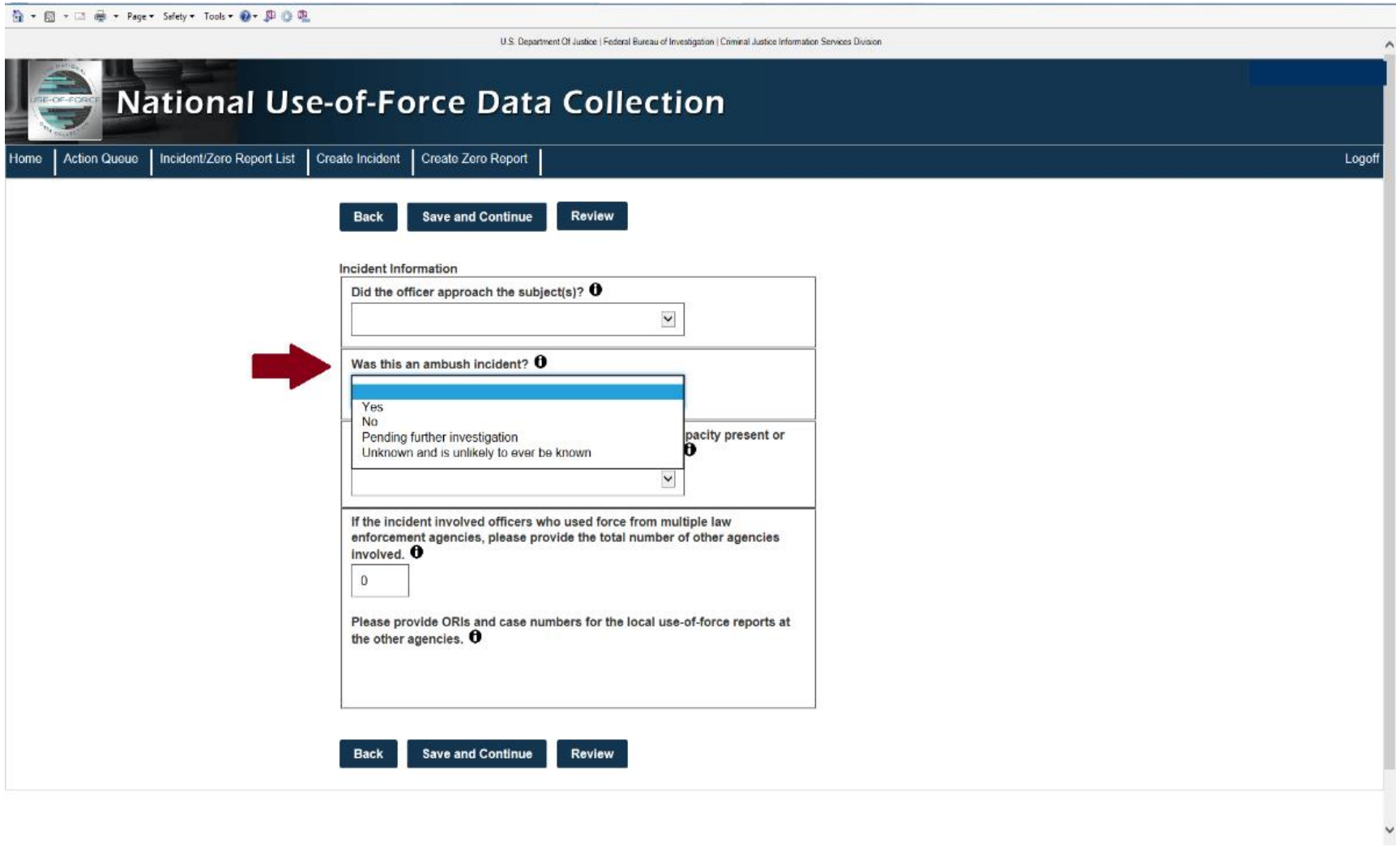
If the reason for contact was “unlawful or suspicious activity,” select the most serious observed offenses.



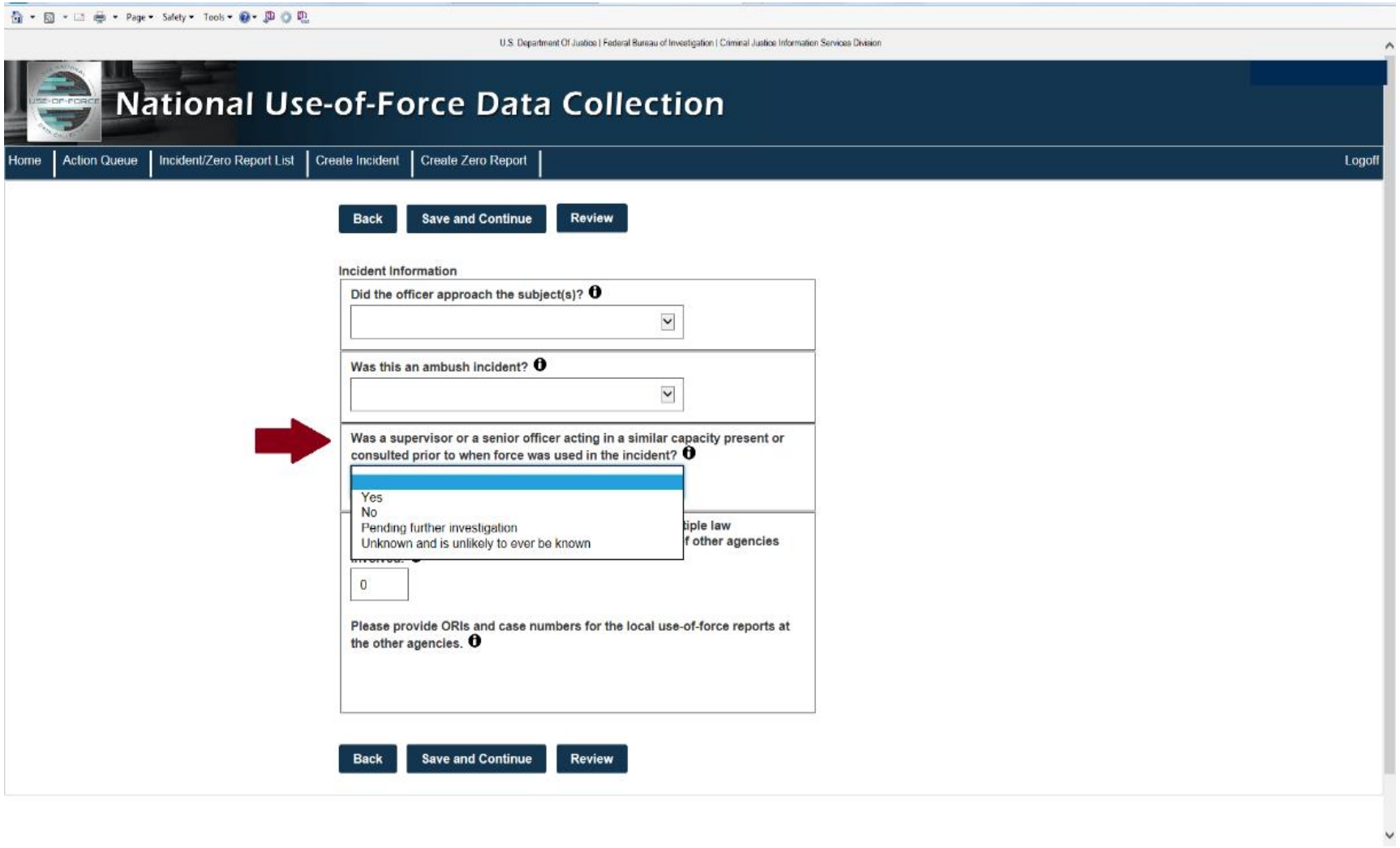
Enter the National Incident-Based Reporting System (NIBRS) or incident number, then select “Save and Continue.”



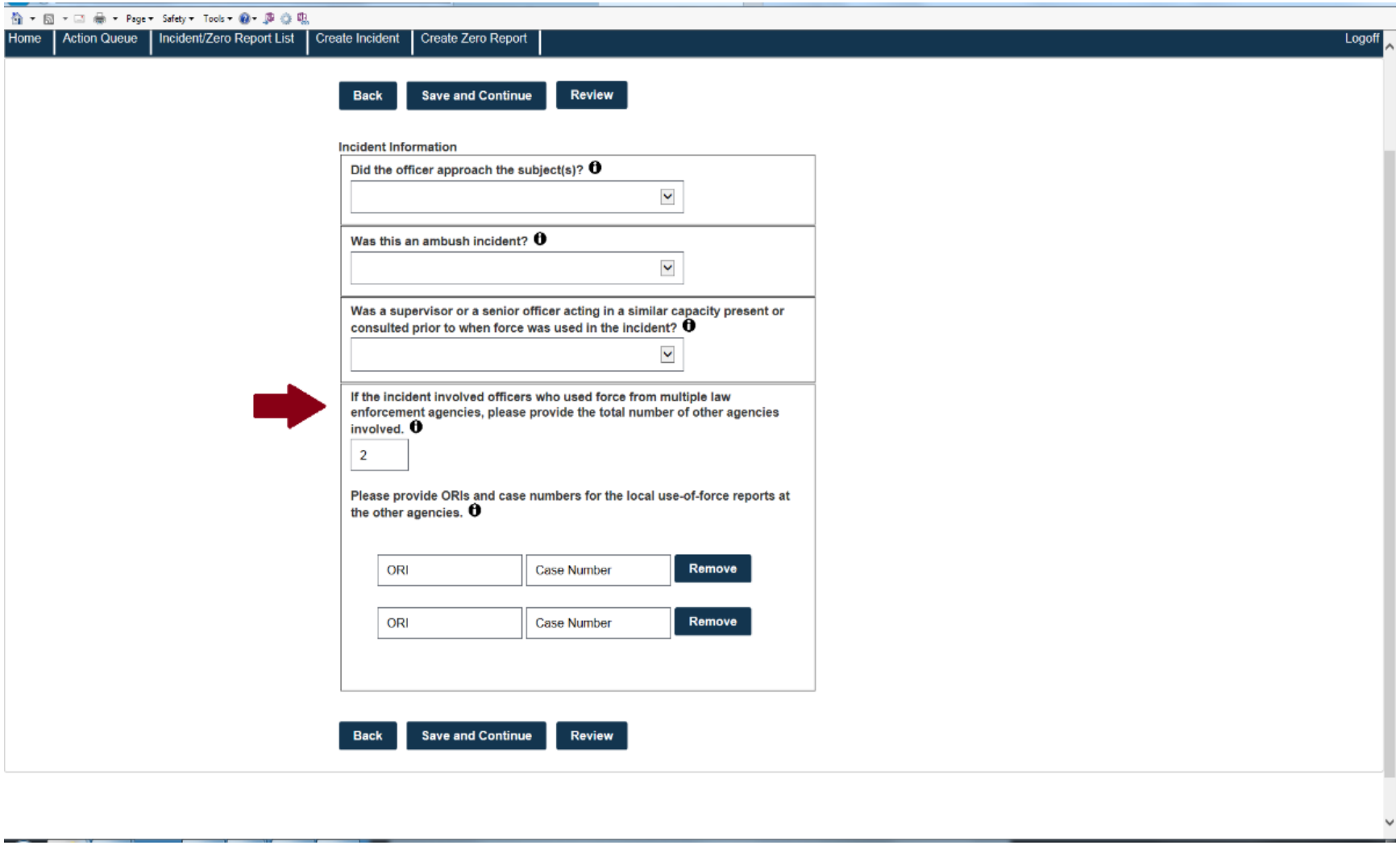
Indicate whether the officer/agent approached the subject.



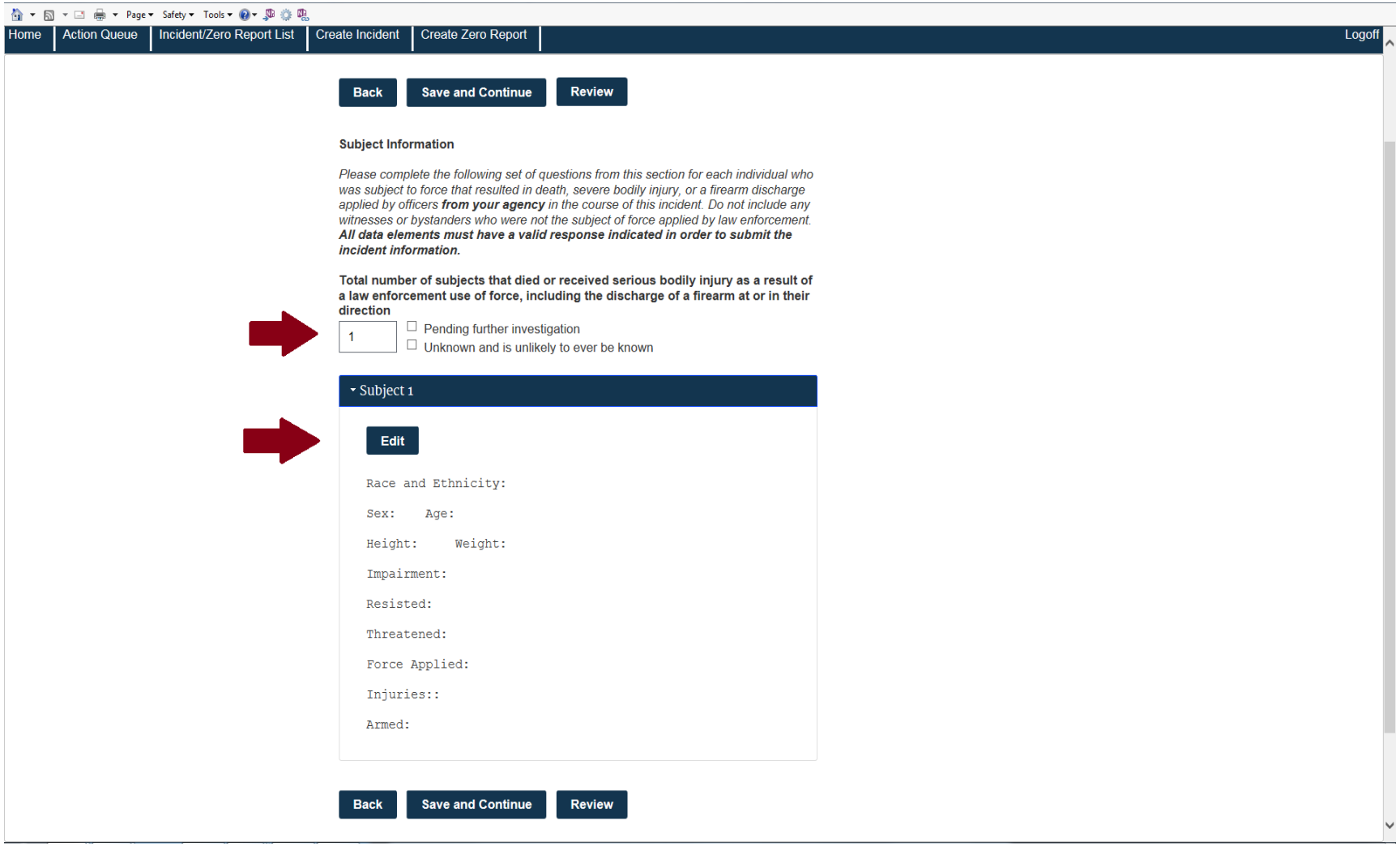
Indicate whether the incident was an ambush.



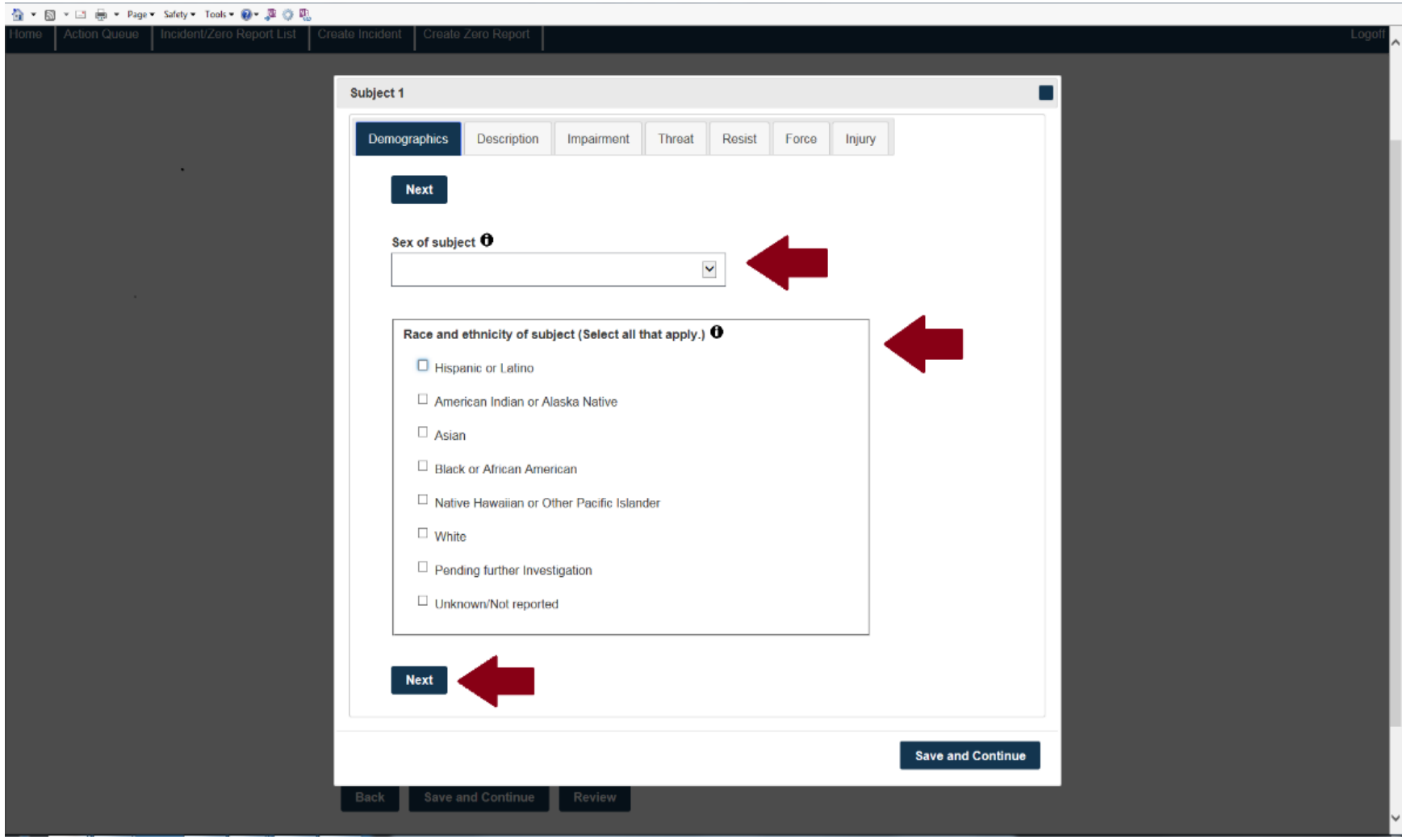
Answer whether a senior officer/agent or supervisor was present or consulted.



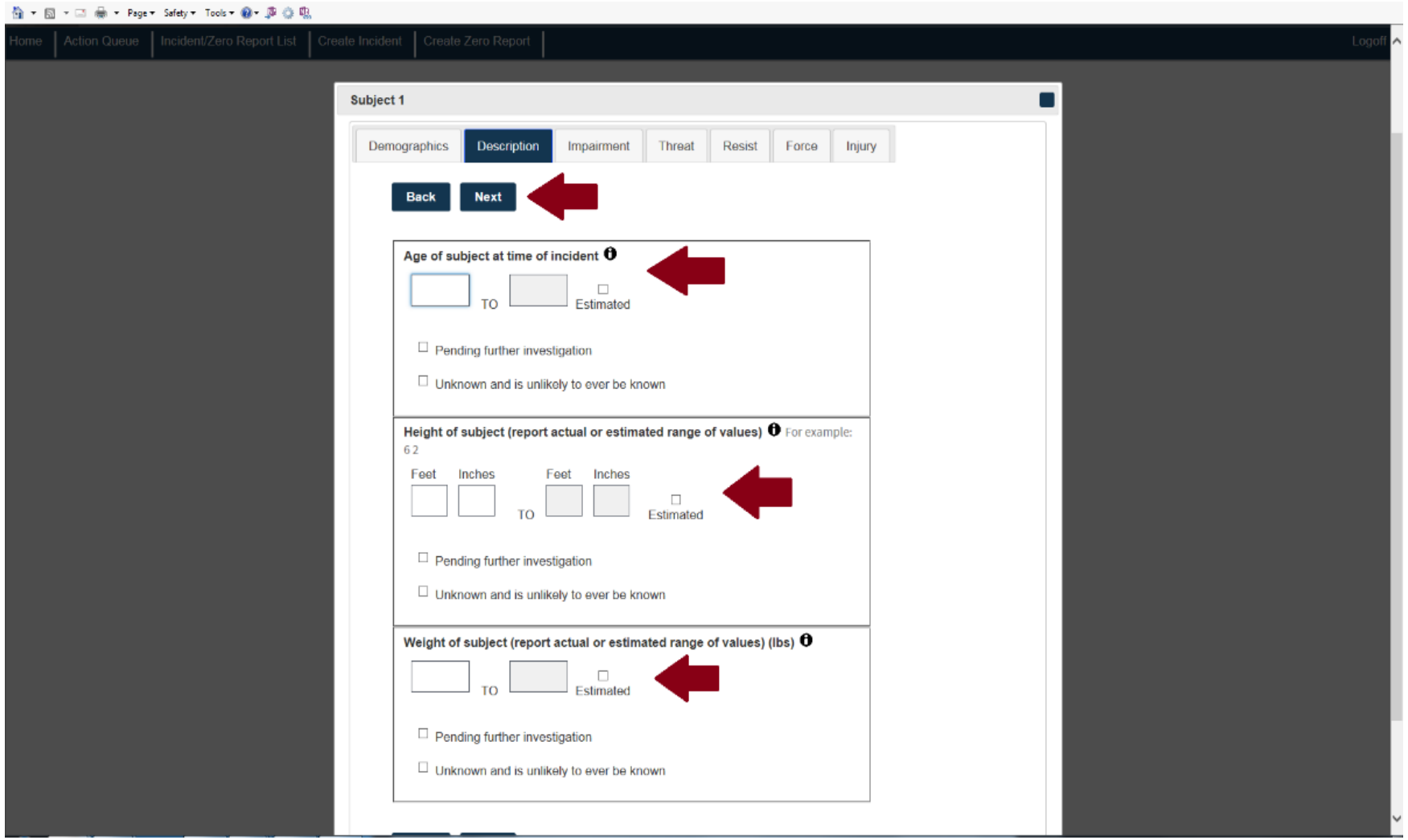
Enter the number of involved officers/agents from multiple agencies.



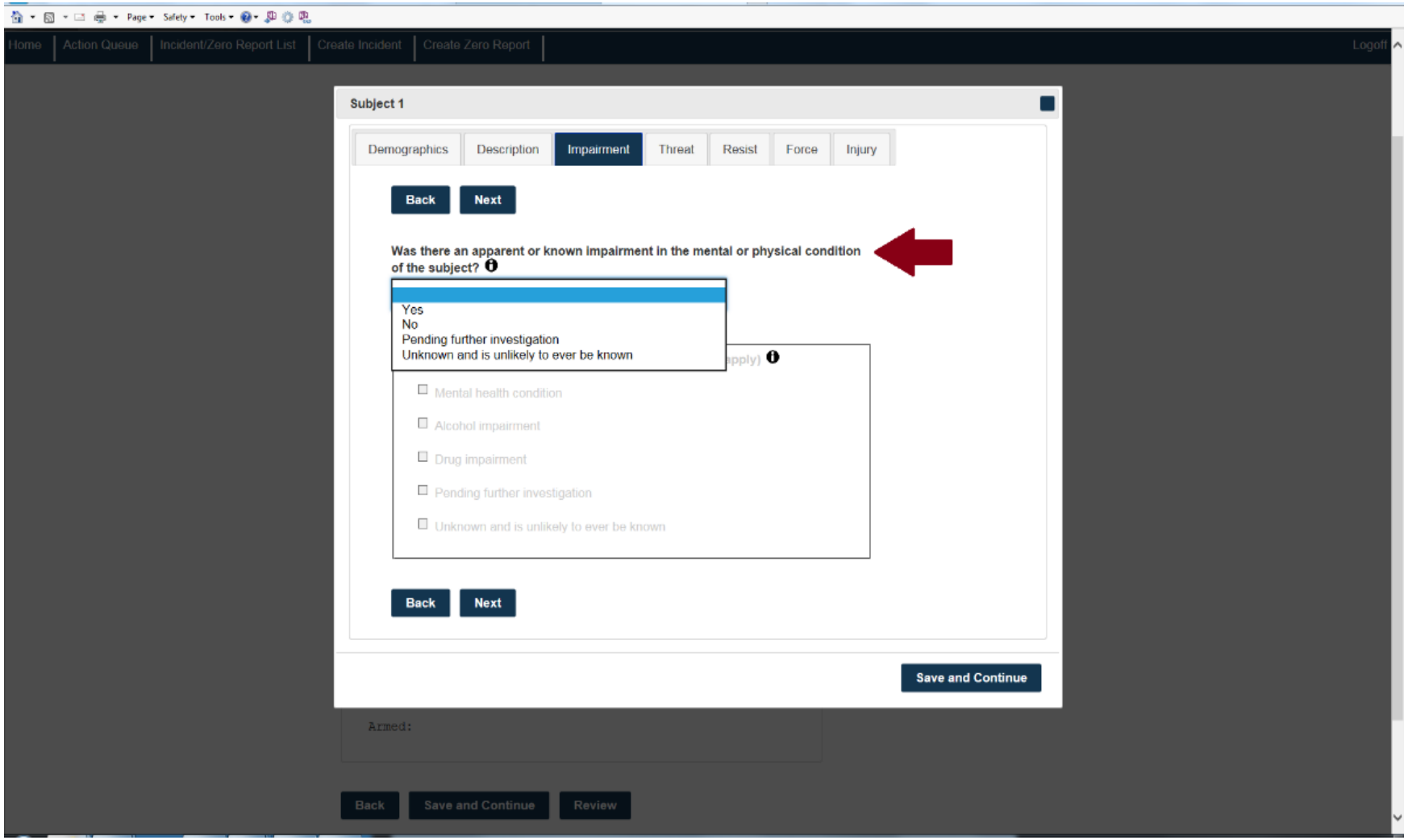
Enter the number of subjects who died or were seriously injured.



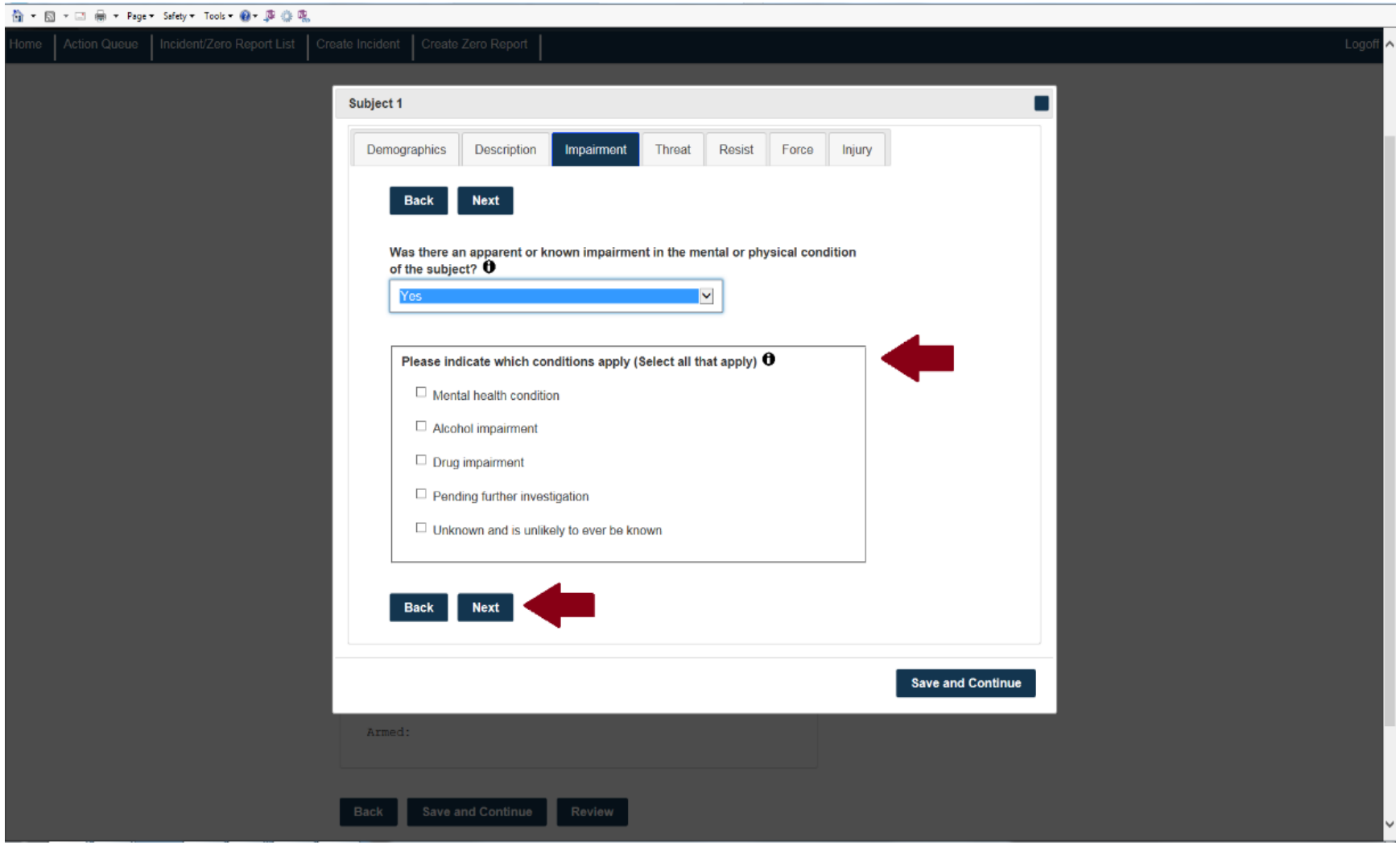
Enter the sex, race, and ethnicity of the subject.



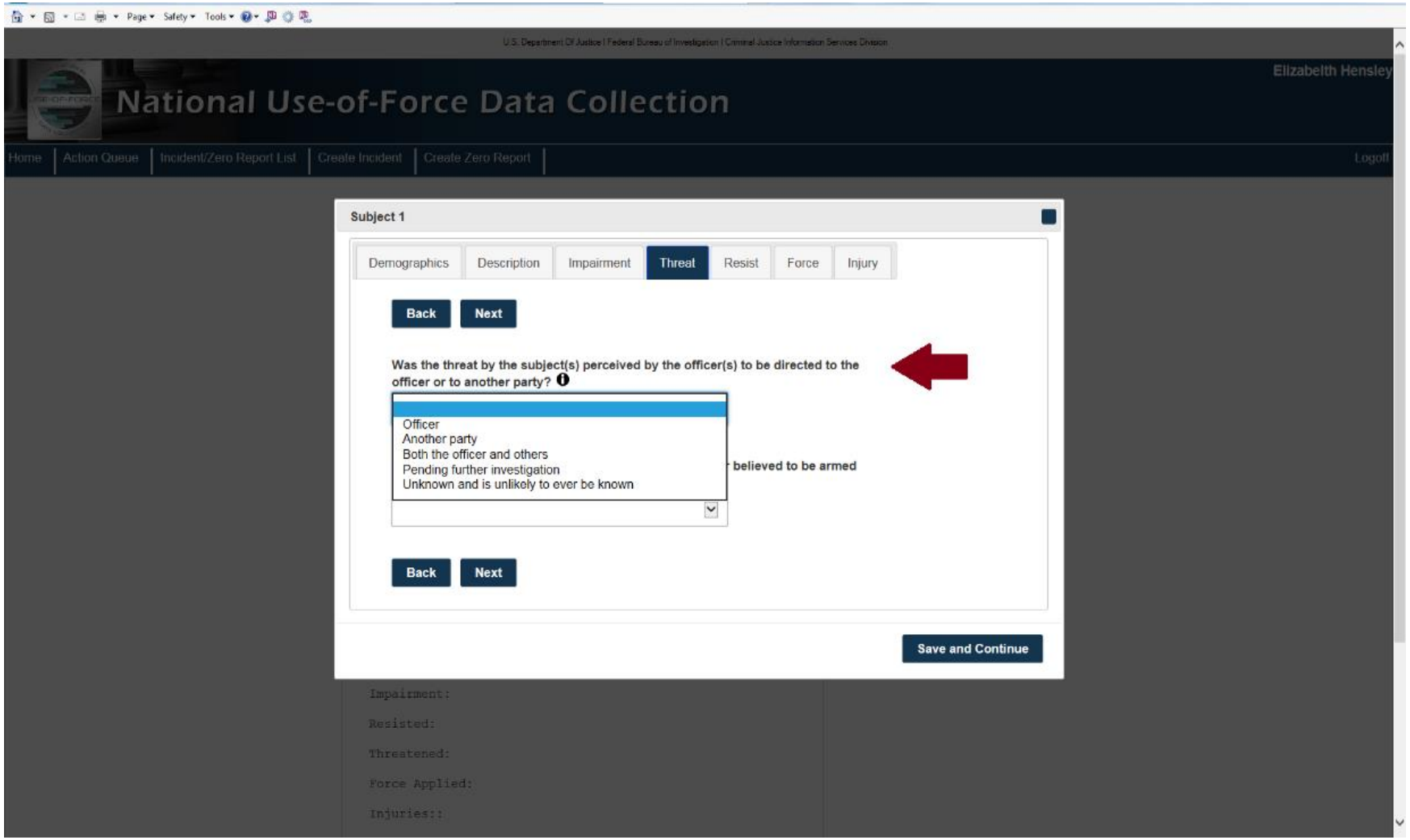
Enter the age, height, and weight of the subject.



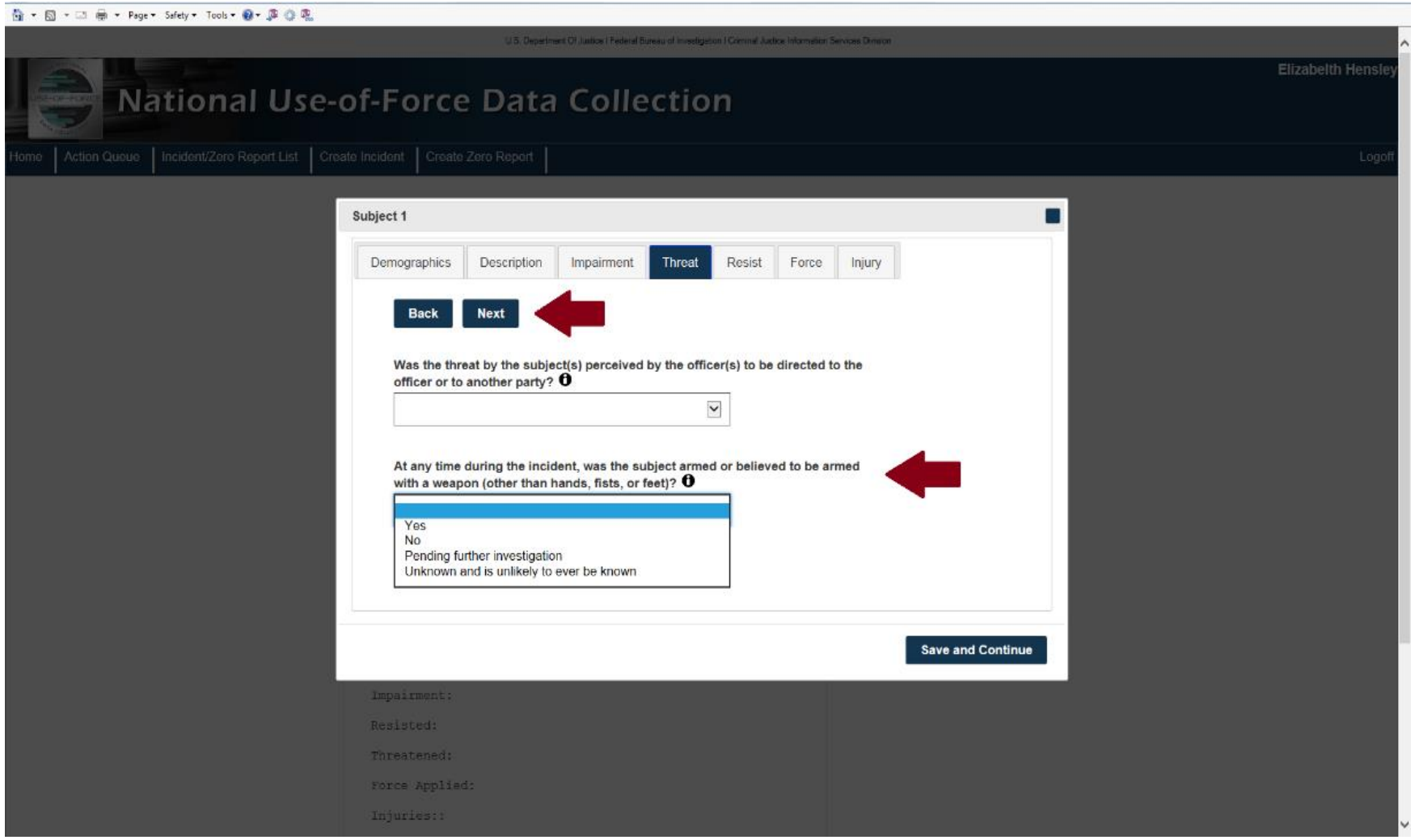
Answer whether the subject had any known or apparent impairments.



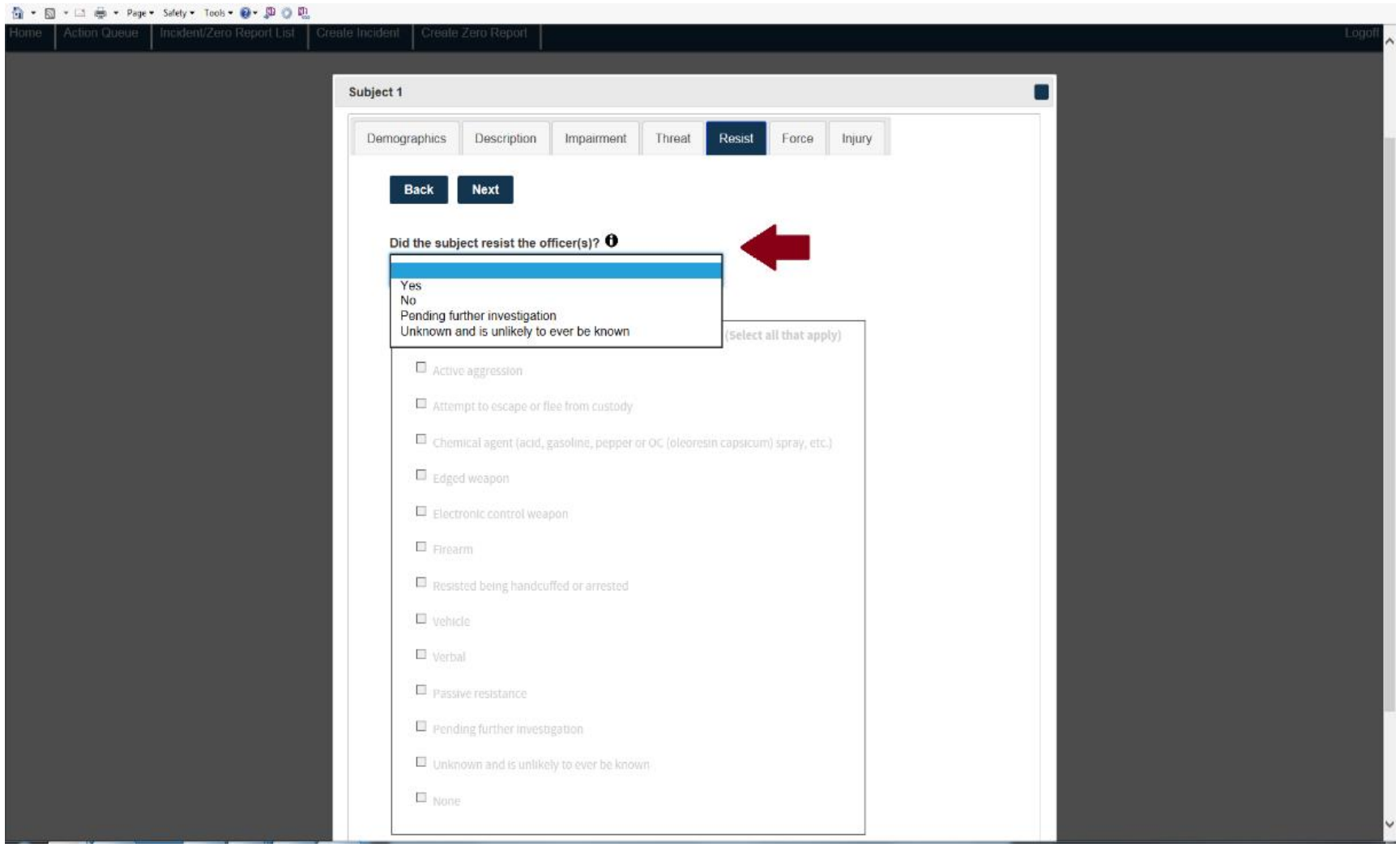
If the subject had impairments, select which conditions apply.



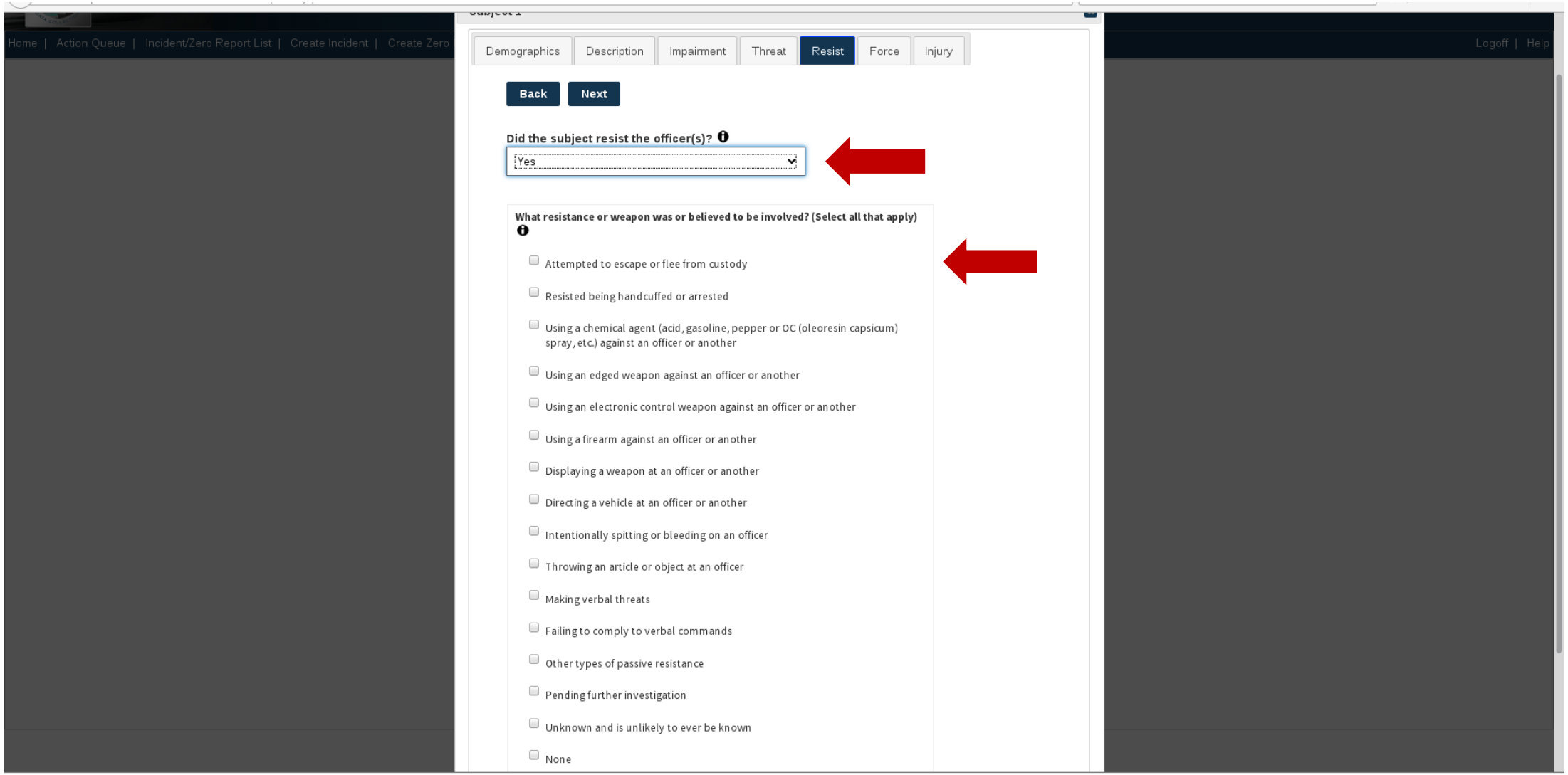
Answer whether the officer/agent perceived a threat directed by the subject at officers/agents or others.



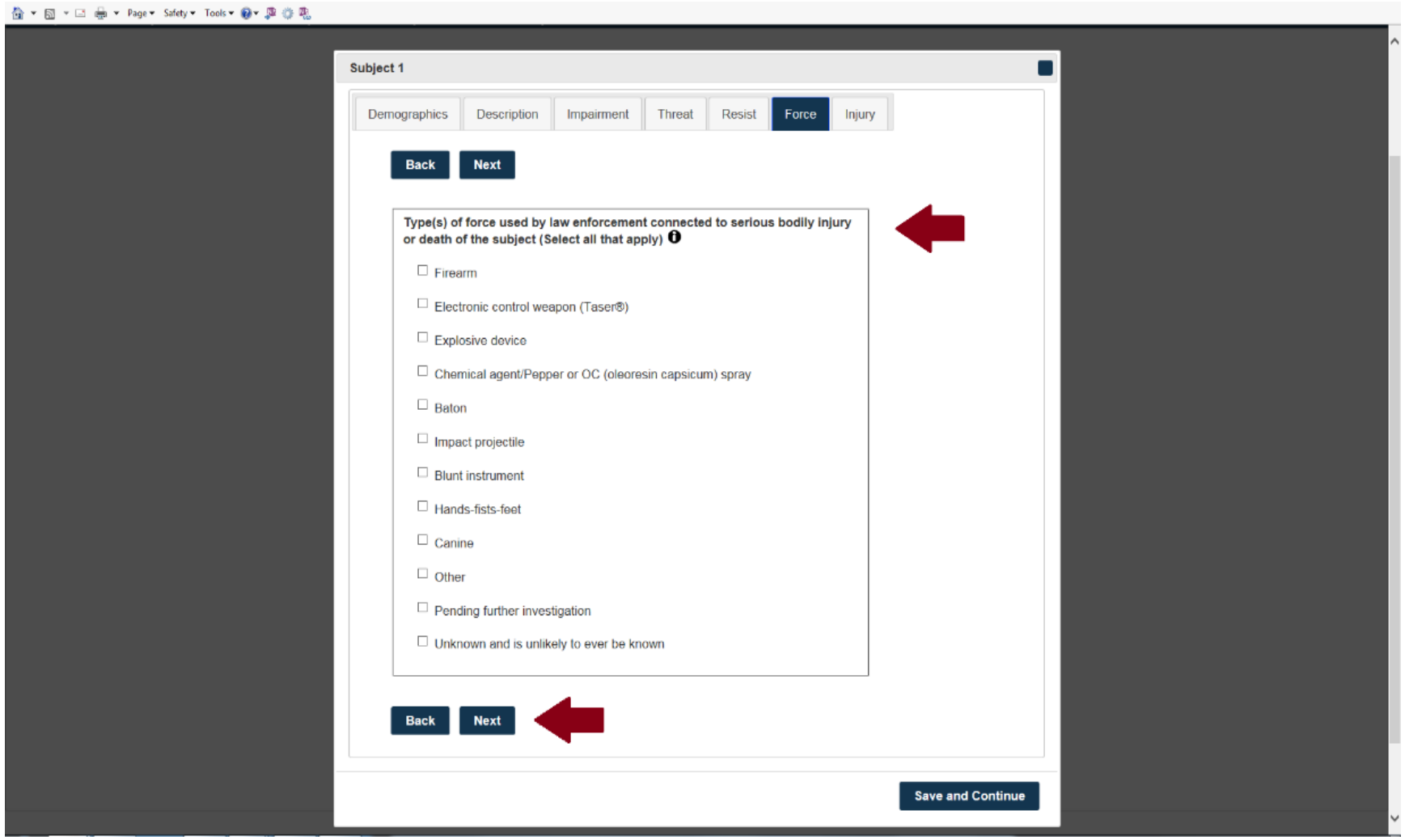
Answer whether the subject was armed or believed to be armed.



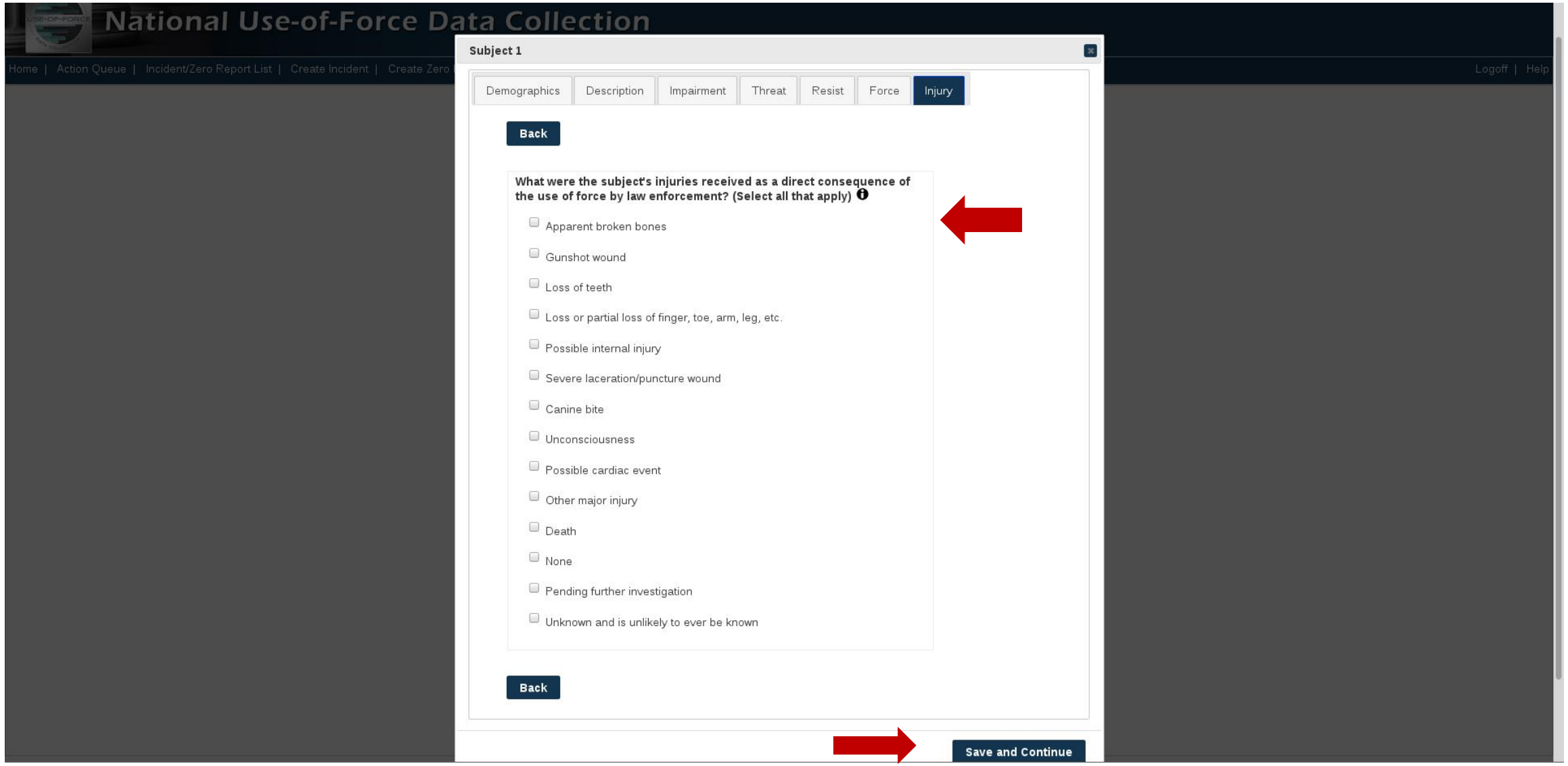
Answer whether the subject resisted officers/agents.



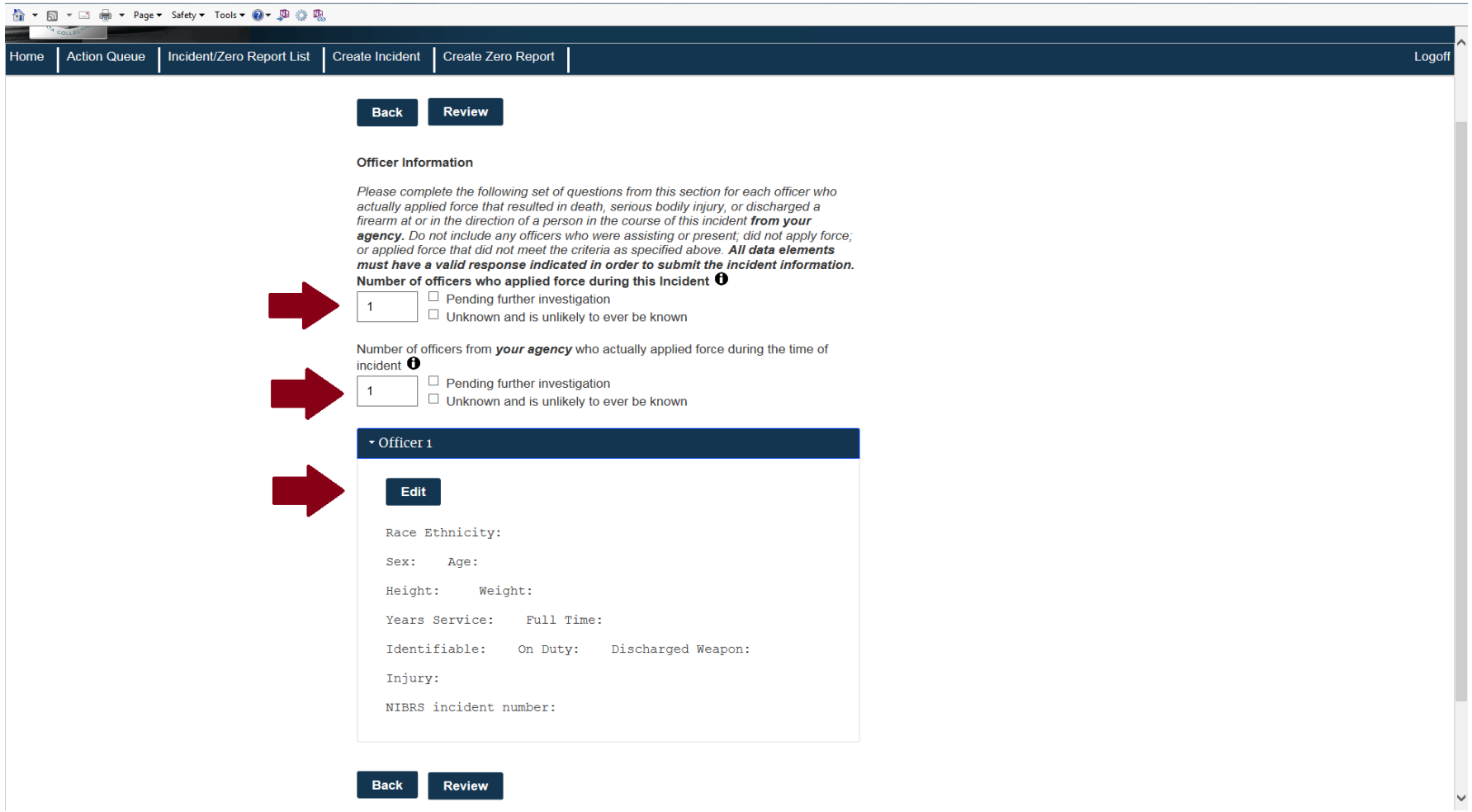
If the subject resisted, select what types of weapons or resistance the subject used.



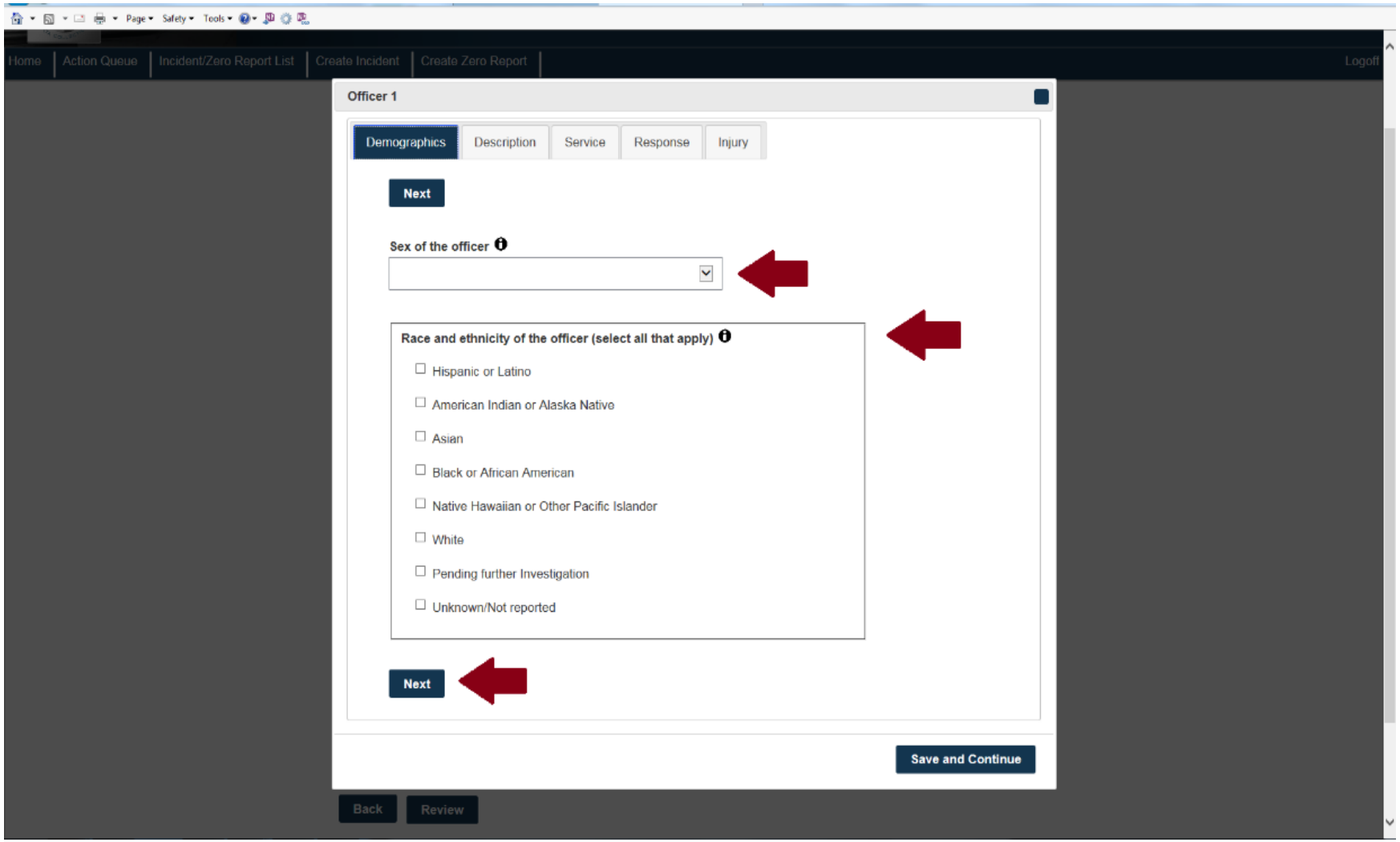
Select what types of force officers/agents used in connection with serious injury of the subject.



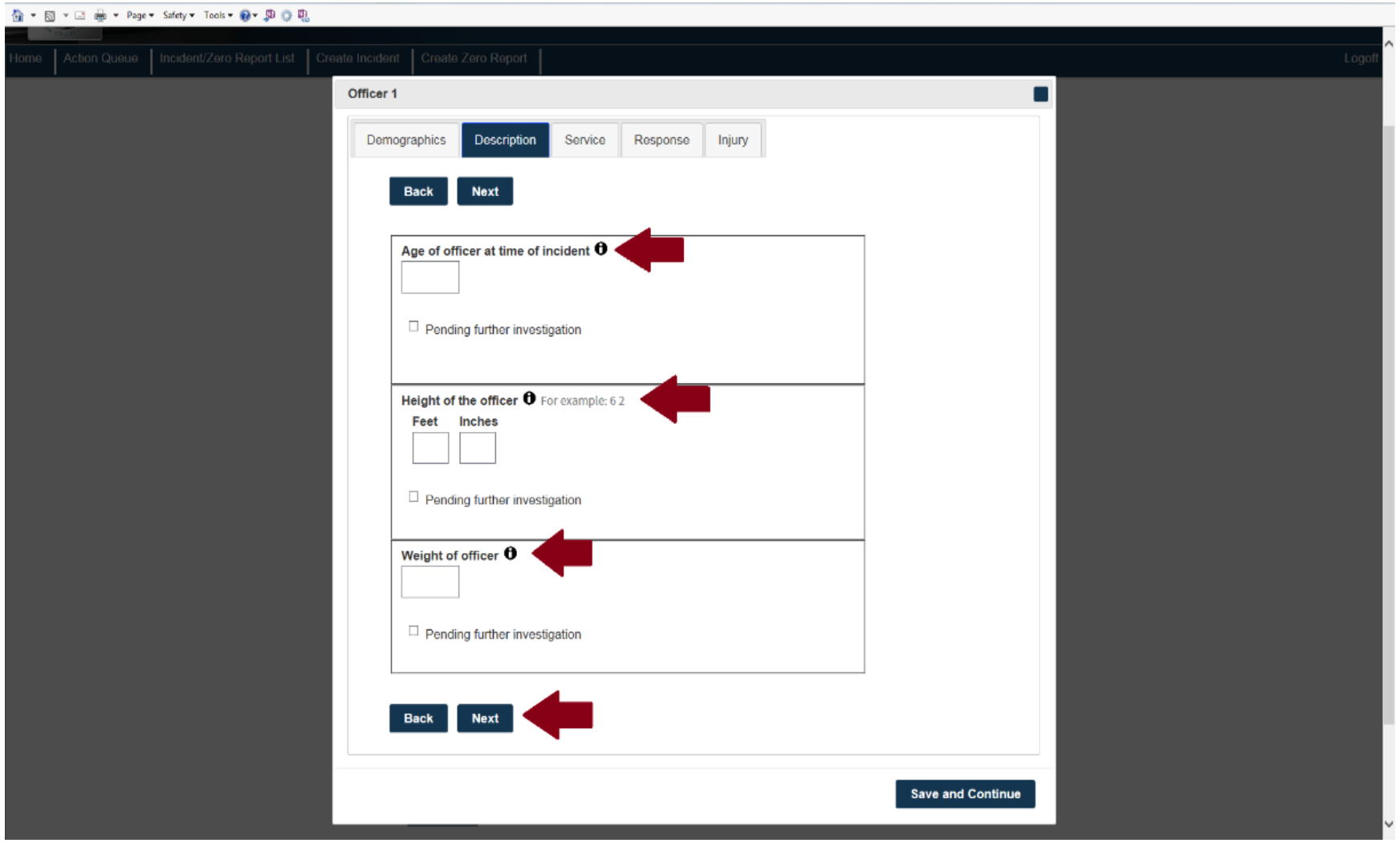
Select what injuries the subject received.



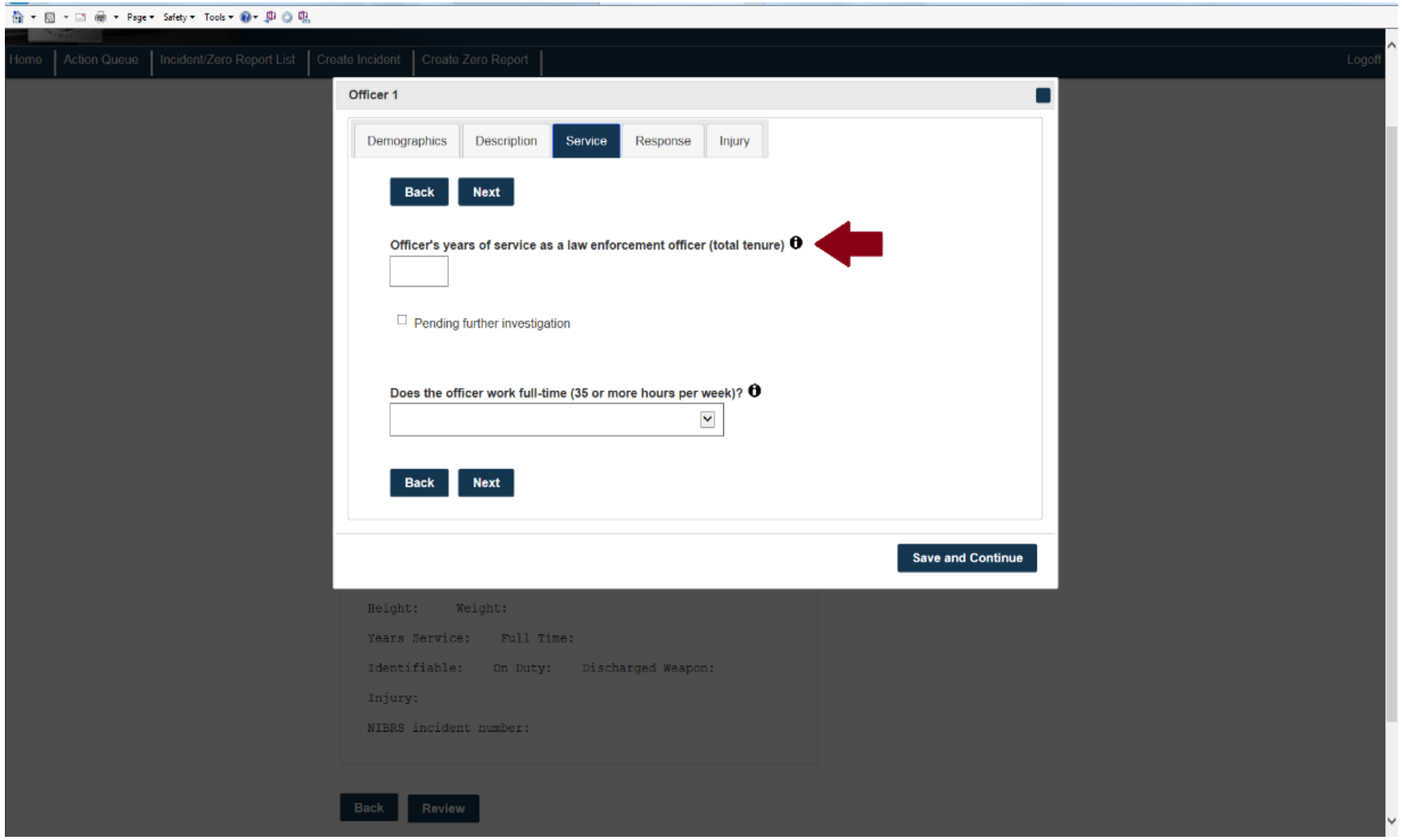
Enter the number of officers/agents involved in the incident.



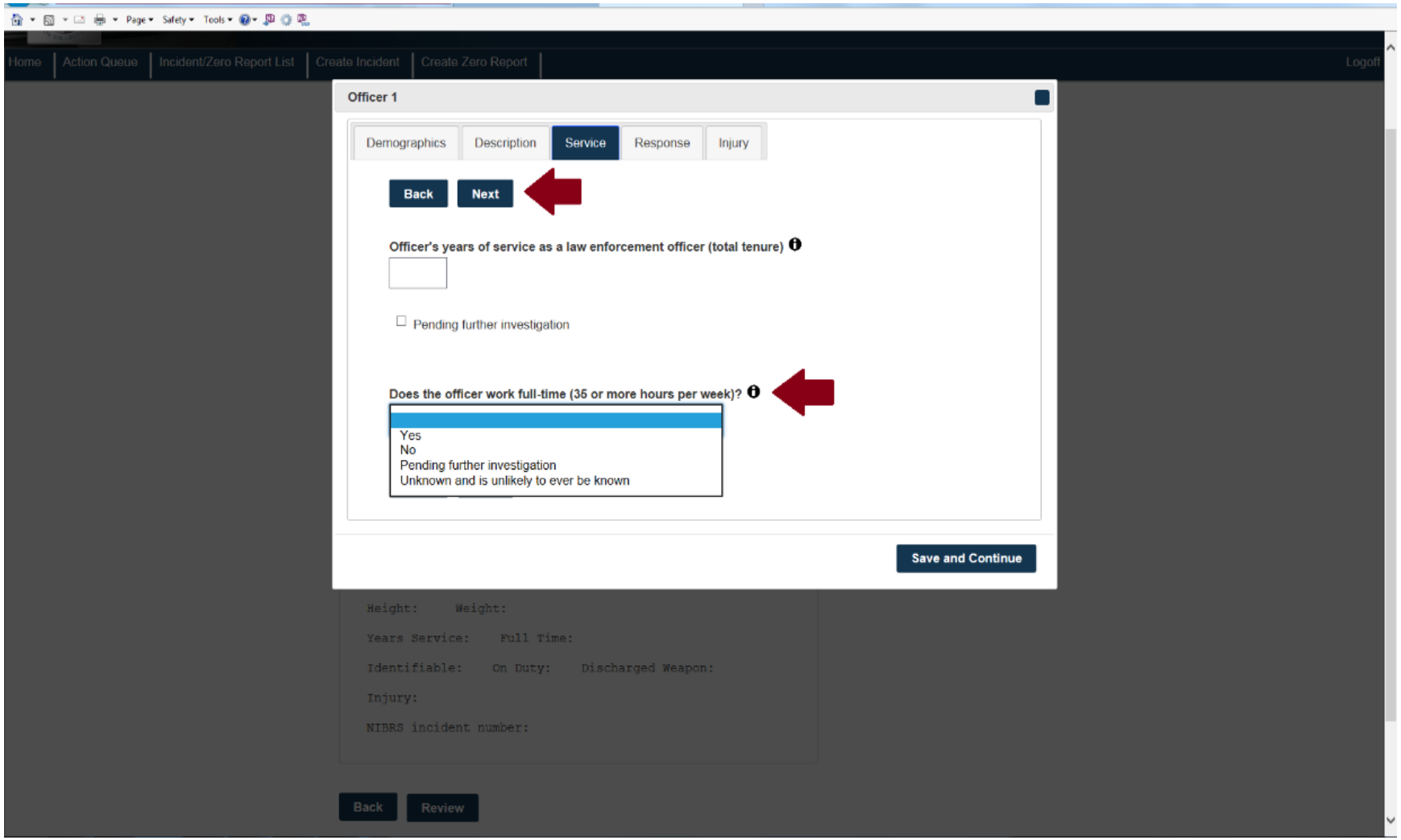
Enter the sex, race, and ethnicity of the officer/agent.



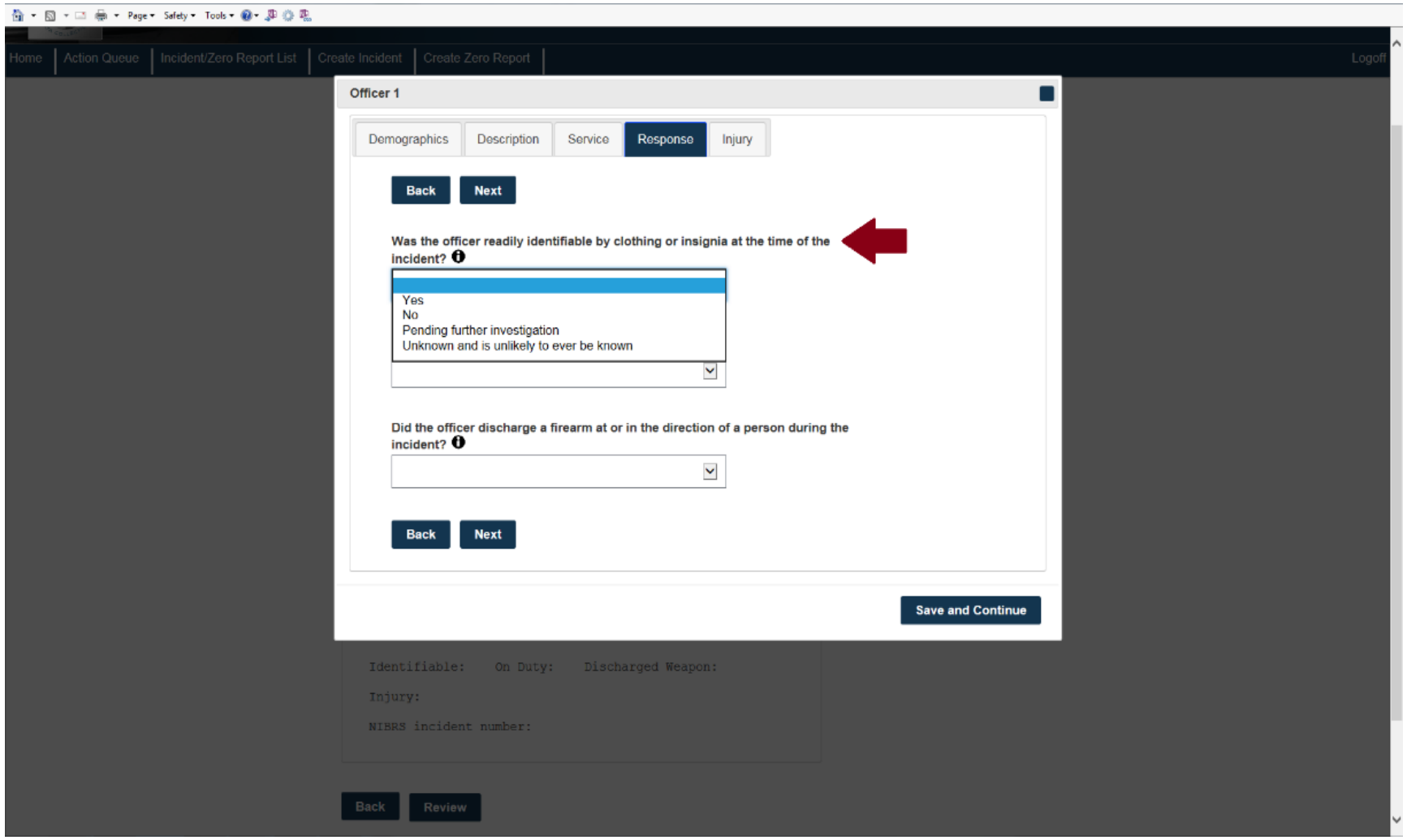
Enter the age, height, and weight of the officer/agent.



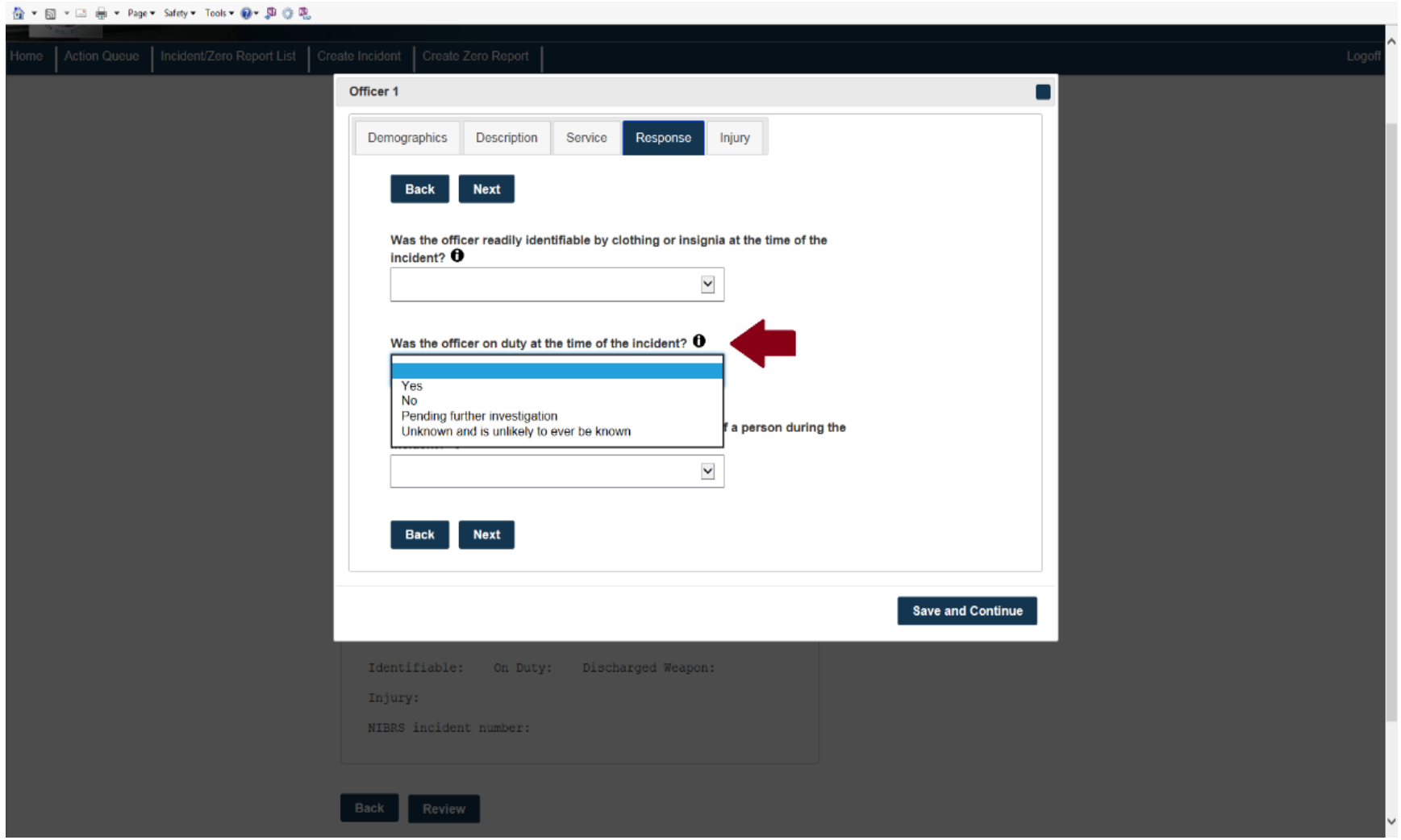
Enter the officer’s/agent’s years of service.



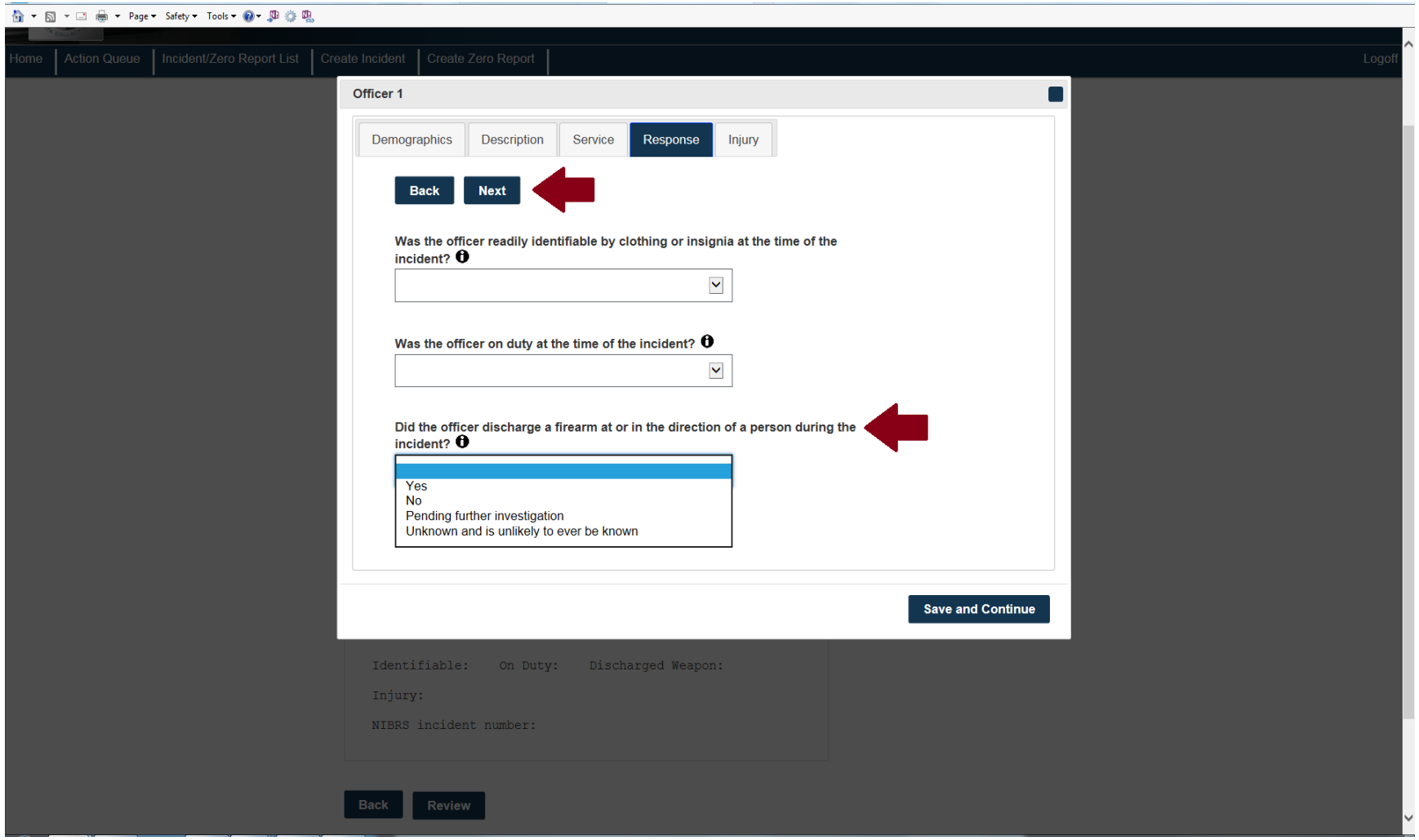
Answer whether the officer/agent works full-time.



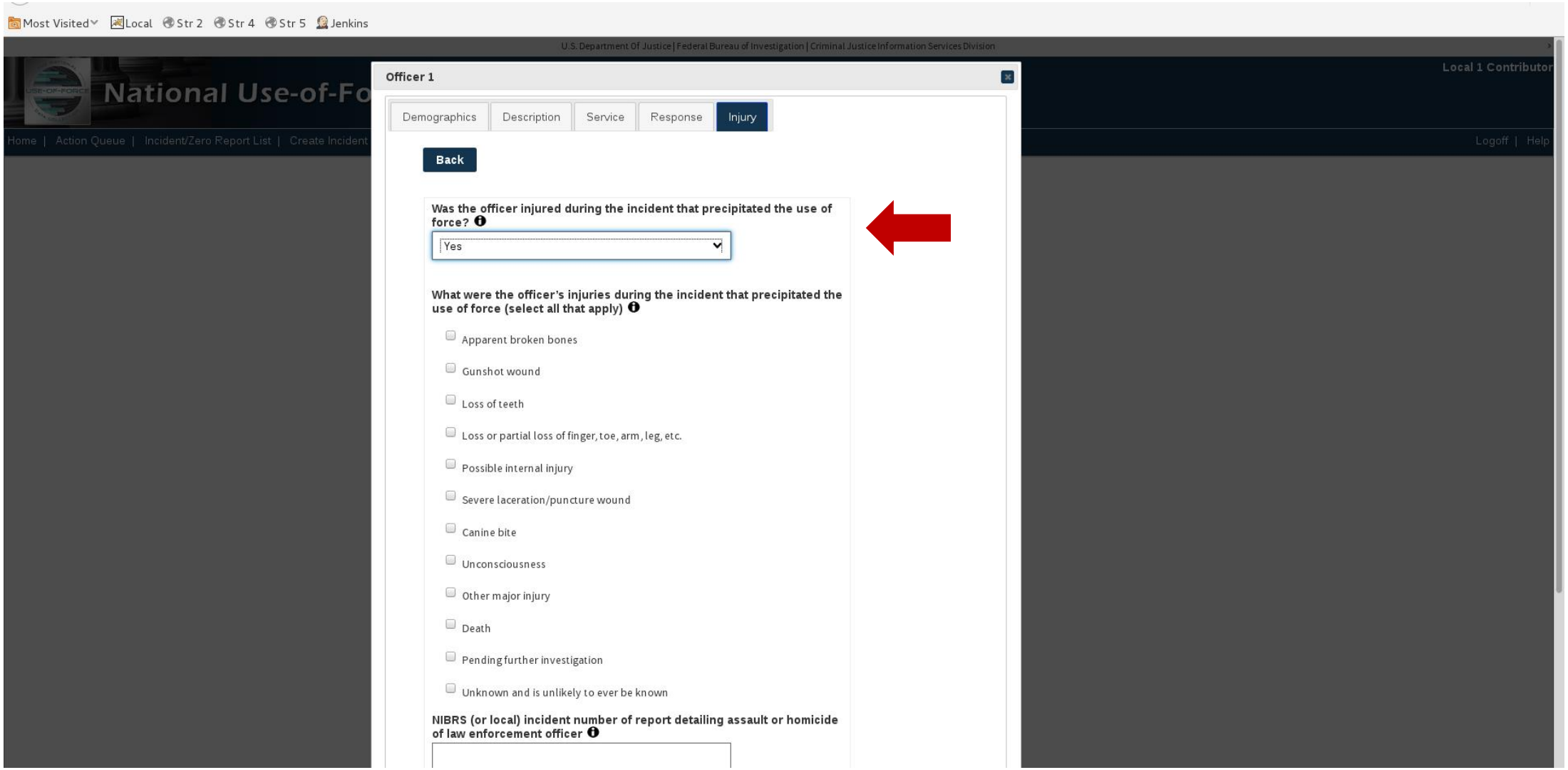
Answer whether the officer/agent was readily identifiable by clothing or insignia.



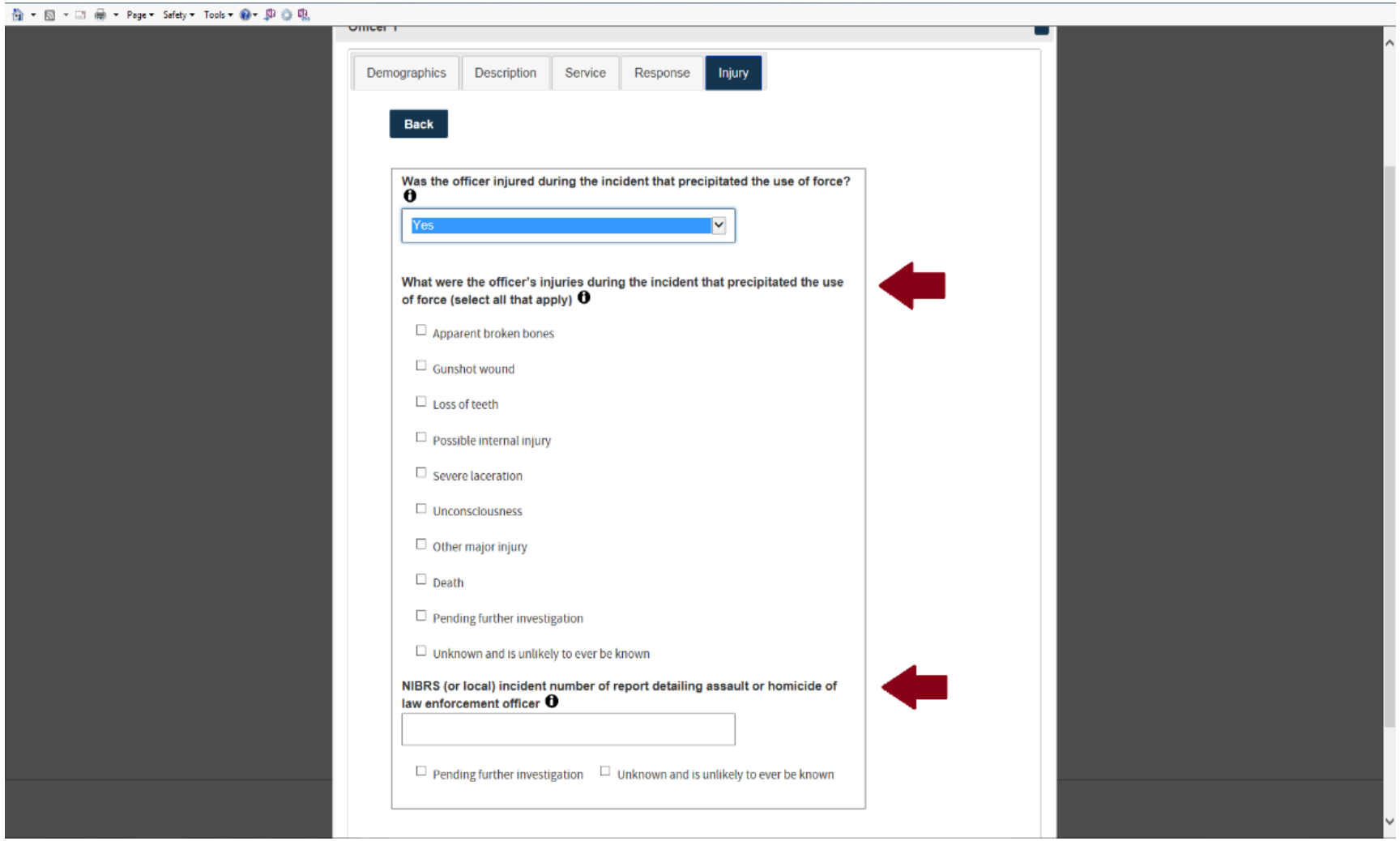
Answer whether the officer/agent was on duty.



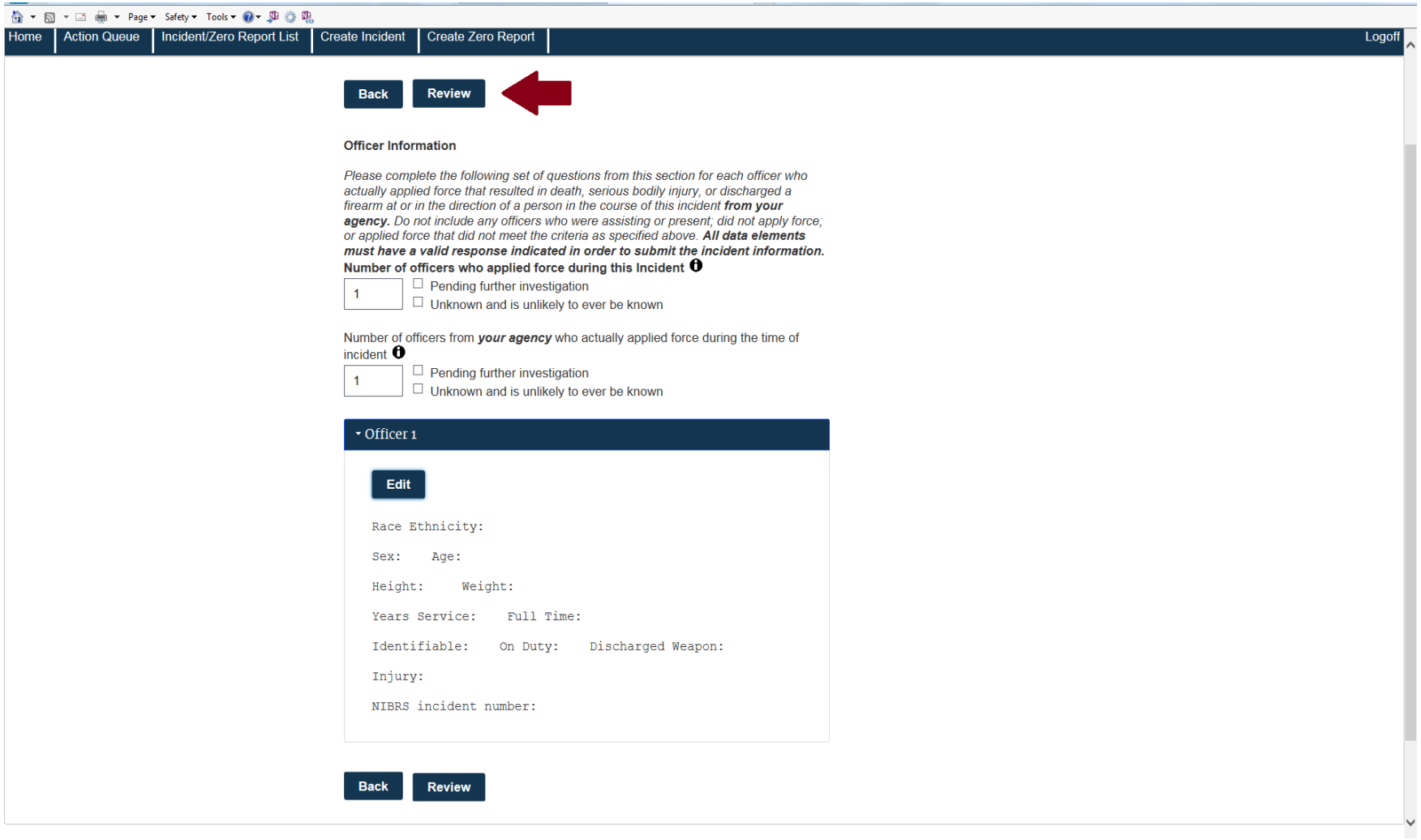
Answer whether the officer/agent discharged a firearm.



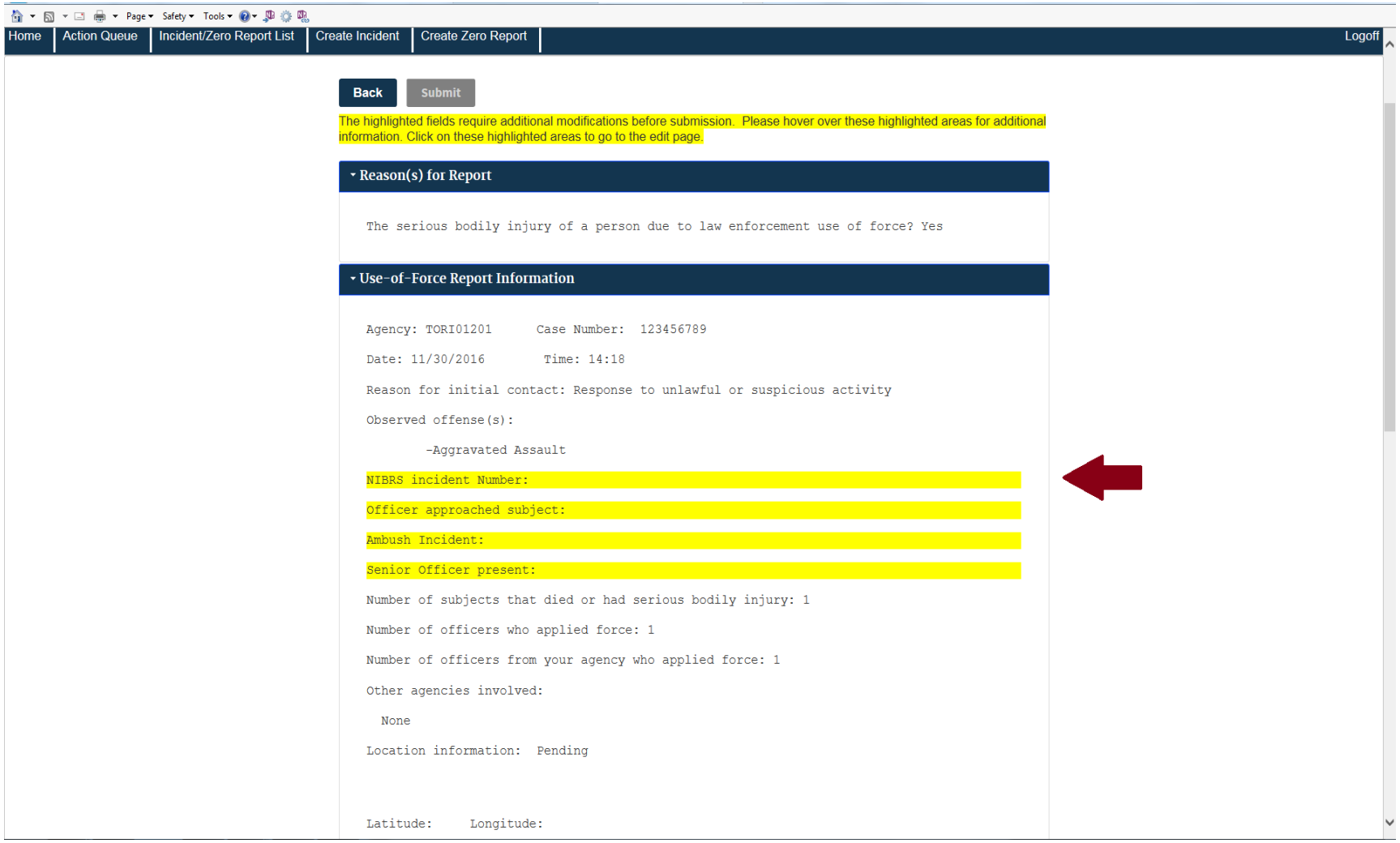
Indicate whether the officer/agent was injured.



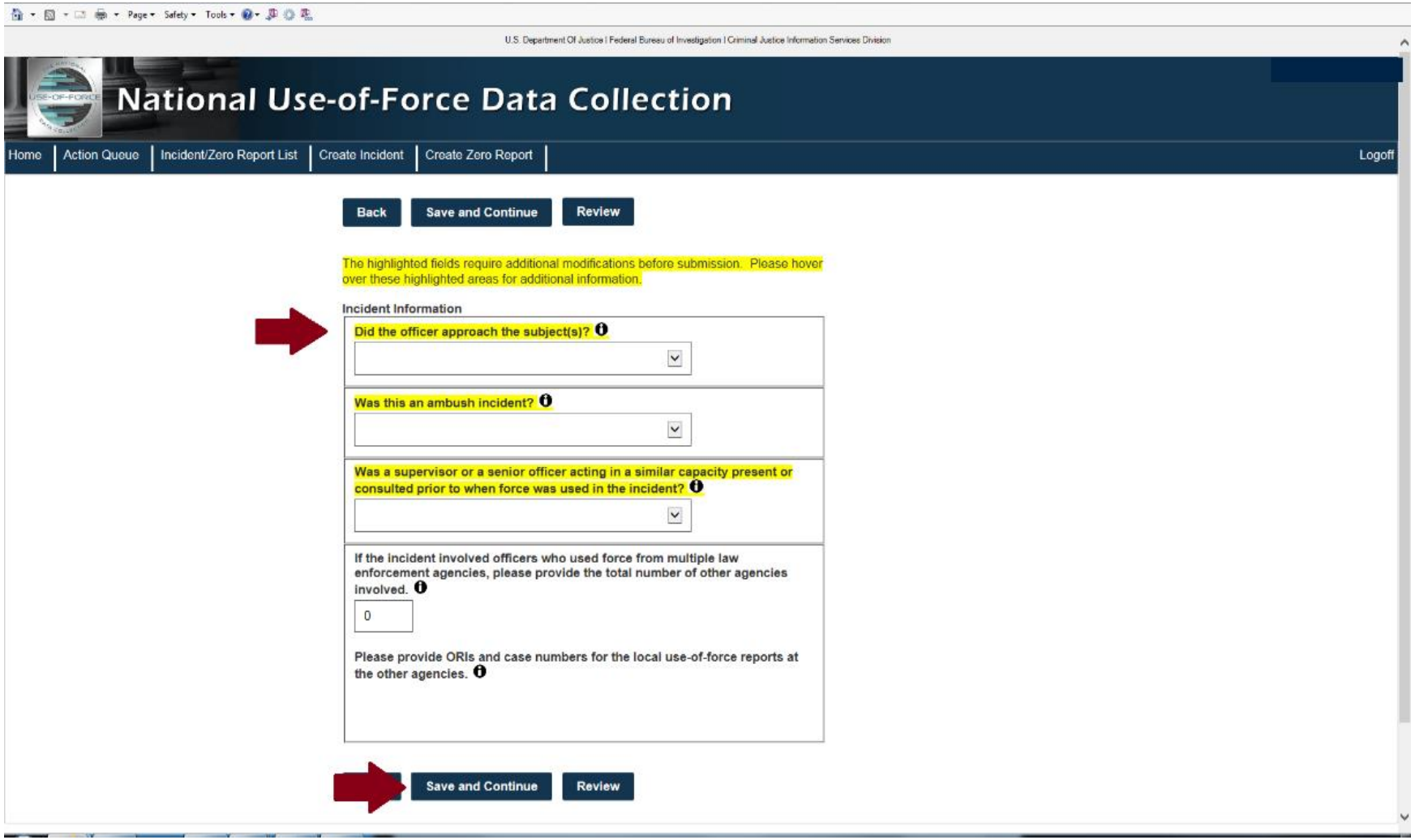
If the officer/agent was injured, select the officer's/agent's injury types and the NIBRS or local incident number.



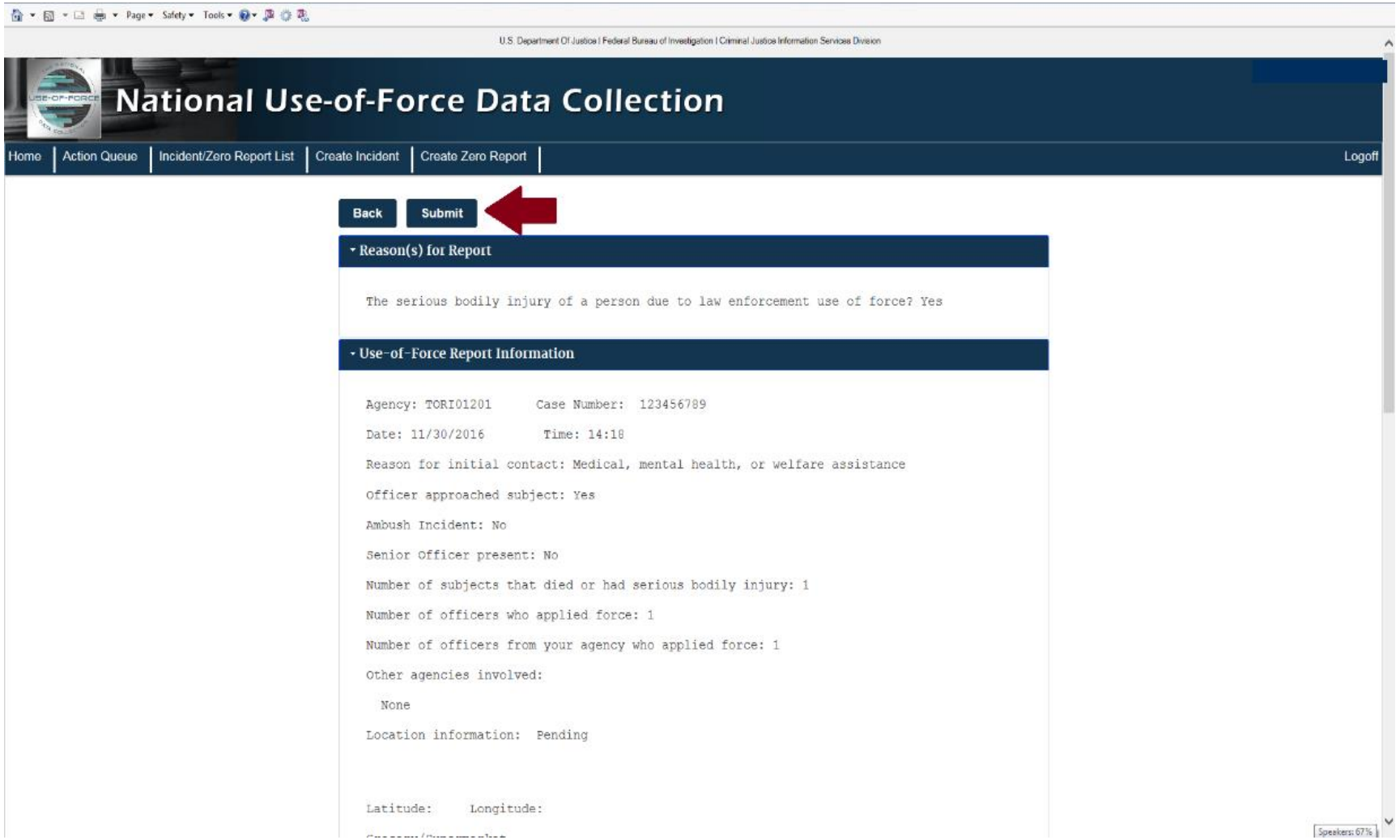
To check the completeness and correctness of the report, select “Review.”



Highlighted fields indicate items that must be completed or corrected.



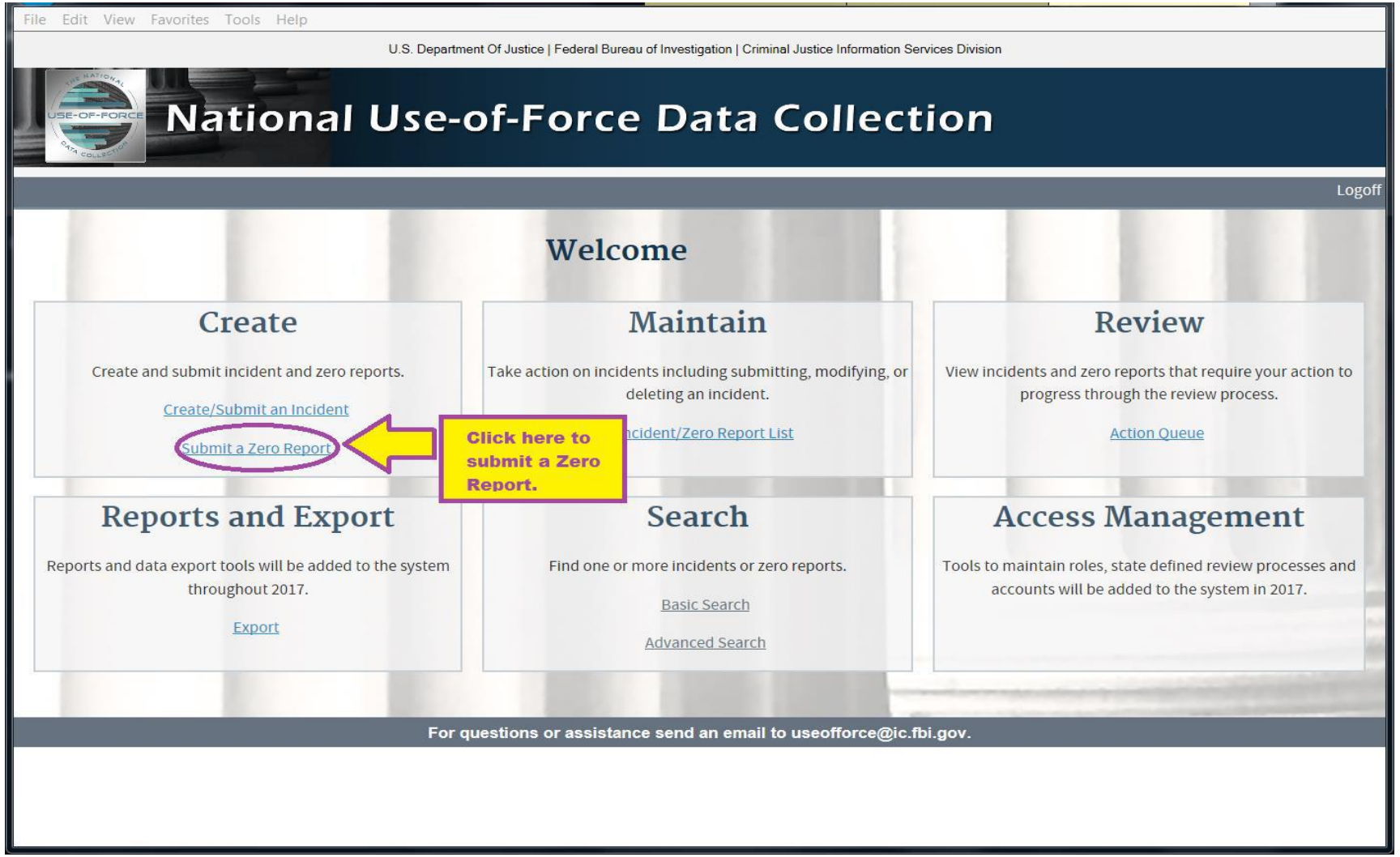
Double-click the highlighted items to make edits.



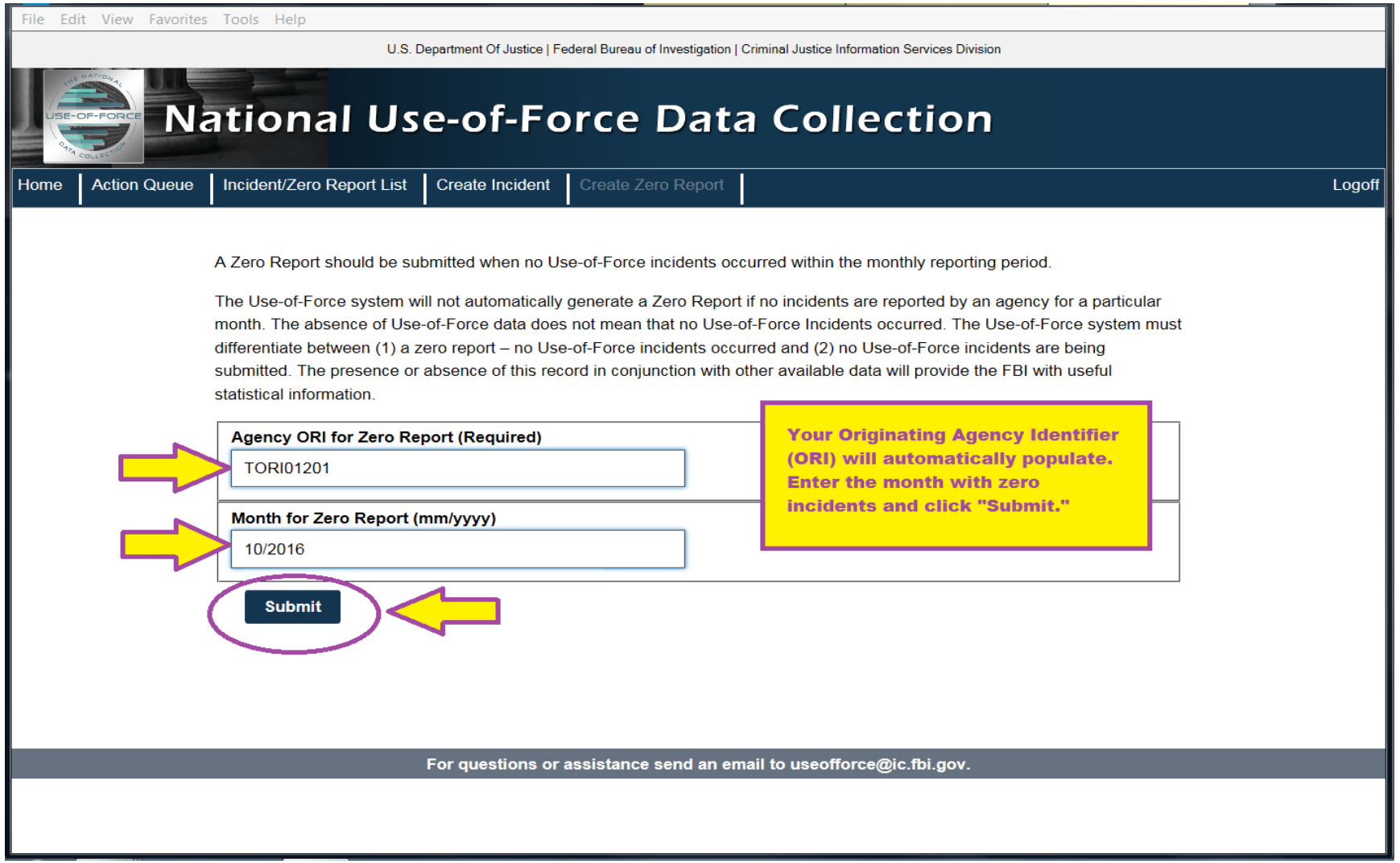
Click “Submit” to send the report for approval.

National Use-of-Force Data Collection

Zero Report Steps Illustrated



On the Home screen, select “Submit a Zero Report.”



Enter the month with zero incidents and click “Submit.”