Attachment 3—National Use-of-Force Data Collection Instructions for Completing Questions

Instructions for completing questions

National Use of Force Data Collection

# Incident Information

**Q1. Date of the incident**

The date of the incident should reflect when the interaction between law enforcement and the subject occurred.

 The format of the date should be mm/dd/yyyy.

**Q2. Time of the incident**

The time of the incident should reflect your best estimate of when use of force between law enforcement and the subject occurred. If the exact time is not known, round the time to the nearest hour.

 The format of the time should be 24-hour military time of HHMM.

**Q3. Agency Case Number**

Please provide the case number used by your agency to track the incident for internal use.

The agency case number is requested to assist in the tracking of incidents through the data collection. This includes efforts to prevent duplicate reporting of deaths in custody between the FBI National Use of Force Collection and the Bureau of Justice Statistics’ Death in Custody Reporting Program. The agency case number will also allow for easier communications among the national UCR Program, state UCR Programs, and contributing agencies.

This case number will be encrypted by the FBI if ever released outside of the FBI.

**Q4. Location of the incident**

Please identify your best estimate of the location of the UoF event causing injury, death, or the location of firearm discharge either by its address, approximate location (i.e., street intersection, neighborhood), or by geographic coordinates (latitude/longitude). The agency can provide one or the other. Both are not necessary.

When providing the geospatial data in longitude and latitude (geographic coordinates), please provide or transform the data in the North American Datum of 1983 or NAD83 coordinate system.

If information is unknown because the investigation is still incomplete, record *pending further investigation*.

If the information is not known and is unlikely to ever be known, record *unknown and is unlikely to be known*.

**Q5. Location type of the incident**

Law enforcement agencies (LEAs) should use this data element to report the type of location/premises where the use of force took place.

The FBI UCR Program recognizes that for many incidents, there is more than one possible choice for reporting a location. For the purposes of this collection, law enforcement should use their best estimate for the location of where the use of force took place.

Because the geographic location of an incident is not always the same as the functional location of the incident, the FBI UCR Program relies on LEAs to report the most appropriate location type. For example, if an incident occurred at an elementary school playground during school hours, the location can be classified as *School – Elementary/Secondary*. But, if the incident occurred at the same physical location on a Saturday afternoon when the school was not operating and the public was allowed to use the facility for recreational purposes, LEAs would be equally correct in classifying the location as *Park/Playground*.

Sometimes, LEAs can determine the location by the offender’s intent during the commission of the crime. For example, if the offender chose to commit a robbery during a church service held at a public facility routinely used for basketball games, LEAs can choose to classify the location as *Church/Synagogue/Temple/Mosque* since the building was being used for a public religious activity at the time the crime was committed.

| *Data Value*  | *Data Value Includes*  |
| --- | --- |
| Abandoned/Condemned Structure  | Buildings or structures which are completed but have been abandoned by the owner and are no longer being used **Note**: This data value does not include vacant rental property. LEAs should use the data value that best describes the property in question, e.g., vacant rental house should be classified as *Residence/Home*, vacant convenience store that is for rent should be classified as *Convenience Store*, etc.  |
| Air/Bus/Train Terminal  | Airports; bus, boat, ferry, or train stations and terminals  |
| Amusement Park  | Indoor or outdoor, permanent or temporary, commercial enterprises that offer rides, games, and other entertainment  |
| Arena/Stadium/Fairgrounds/Coliseum  | Open-air or enclosed amphitheater-type areas designed and used for the presentation of sporting events, concerts, assemblies, etc.  |
| ATM Separate from Bank  | Machines that provide the ability to make deposits and/or withdrawals using a bank card; ATM machines located inside a mall or store **Note**: LEAs should use *Bank/Savings and Loan* if the ATM is located at a banking facility.  |
| Auto Dealership New/Used  | Businesses specifically designed for selling new and used motor vehicles **Note**: This data value also includes the parking lots and garages of these facilities.  |
| Bank/Savings and Loan  | Other financial institutions, whether in a separate building or inside of another store **Note:** This data value does not include payday lender type businesses.  |
| Bar/Nightclub  | Establishments primarily for entertainment, dancing, and the consumption of beverages  |
| Camp/Campground  | Areas used for setting up camps, including tent and recreational vehicle campsites  |
| Church/Synagogue/Temple/Mosque  | Buildings for public religious activities, meetings, or worship  |
| Commercial/Office Building  | Establishments that pertain to commerce and trade  |
| Community Center  | Public locations where members of a community gather for group activities, social activities, public information, and other purposes; they may sometimes be open for the whole community or for a specialized group within the greater community; Christian community center; Islamic community center; Jewish community center; youth clubs, etc.  |
| Construction Site  | All buildings/locations that are under some type of construction  |
| Convenience Store  | Establishments primarily for convenience shopping, e.g., stores that include the sale of other items as well as gasoline  |
| Daycare Facility  | Facilities that provide short-term supervision, recreation, and/or meals for adults or children during the daytime or at night; respite care facilities for seniors or for physically or mentally challenged individuals  |
| Department/Discount Store  | Establishments that are considered department stores and that sell a wide range of goods; Target, Wal-Mart, etc. **Note:** This data value does not include shopping malls.  |
| Dock/Wharf/Freight/Modal Terminal  | Separate facility with platforms at which trucks, ships, or trains load or unload cargo **Note**: This data value does not include cargo bays attached to a department store or shopping mall. LEAs should classify these as *Department/Discount Store* or *Shopping Mall*, respectively.  |
| Drug Store/Doctor’s Office/Hospital  | Medical supply companies and buildings; stores that are primarily considered pharmacies; veterinary practices, veterinary hospitals, and medical practices  |
| Farm Facility  | Facilities designed for agricultural production or devoted to the raising and breeding of animals, areas of water devoted to aquaculture, and/or all building or storage structures located there; grain bins **Note**: LEAs should classify the house on a farm as *Residence/Home*.  |
| Field/Woods  | Areas that are primarily open fields or wooded areas **Note:** This data value does not include parks.  |
| Gambling Facility/Casino/Race Track  | Indoor or outdoor facilities used to legally bet on the uncertain outcome of games of chance, contests, and/or races  |
| Government/Public Building  | Buildings primarily used for local, state, or federal offices or public businesses  |
| Grocery/Supermarket  | Establishments primarily used for buying/selling food items, etc.  |
| Highway/Road/Alley/Street/Sidewalk  | Open public ways for the passage of vehicles, people, and animals  |
| Hotel/Motel/Etc.  | Other temporary lodgings **Note:** This data value does not include campgrounds or recreational vehicle parks.  |
| Industrial Site  | Active manufacturing locations, factories, mills, plants, etc., specifically designed for the manufacturing of goods **Note**: This data value does not include abandoned facilities. LEAs should classify these as *Abandoned/Condemned Structure*.  |
| Jail/Prison/Penitentiary/Corrections Facility  | Places for the confinement of persons in lawful detention or awaiting trial  |
| Lake/Waterway/Beach  | Shorelines, lakes, streams, canals, or bodies of water other than swimming pools  |
| Liquor Store  | Establishments primarily used for buying/selling alcoholic beverages  |
| Military Installation  | Locations specifically designed and used for military operations  |
| Park/Playground  | Areas of land set aside for public use usually maintained for recreational or ornamental purposes; soccer fields, baseball fields  |
| Parking/Drop Lot/Garage  | Areas primarily used for parking motorized vehicles that are commercial in nature  |
| Rental Storage Facility  | Any mini-storage and/or self-storage buildings  |
| Residence/Home  | Apartments, condominiums, townhouses, nursing homes, residential driveways, residential yards; extended/continuous care facilities **Note**: This data value refers to permanent residences.  |
| Rest Area  | Designated areas, usually along a highway, where motorists can stop  |
| Restaurant  | Any commercial establishments that serve meals or refreshments; cafeterias  |
| School – College/University  | Institutions for the higher education of individuals, which gives instruction in specialized fields; community colleges; trade schools  |
| School – Elementary/Secondary  | Institutions for the instruction of children from preschool through 12th grade  |
| Service/Gas Station  | Establishments where motor vehicles are serviced and gasoline, oil, etc., are sold  |
| Shelter – Mission/Homeless  | Establishments that provide temporary housing for homeless individuals and/or families; venues set up as temporary shelters, i.e., a shelter set up in a church or school during a storm  |
| Shopping Mall  | Indoor or outdoor shopping areas and/or centers with multiple (two or more) stores and/or businesses; strip malls **Note**: LEAs should use the data value that best describes the location in question.  |
| Specialty Store  | Fur stores, jewelry stores, television stores, dress shops, and clothing stores, etc.; payday lender type businesses  |
| Tribal Lands  | Native American reservations, communities, and/or trust lands **Note**: The FBI UCR Program intends that non-tribal LEAs will primarily use this data value. Tribal agencies should use the data value that best describes the location in question.  |
| Other | Any location that does not fit in one of the other defined data values  |
| Pending further investigation | When the location of the incident is not known but is still in the process of investigation. |
| Unknown and is unlikely to be known | When the location of the incident is unknown and would never be known even after investigation |

**Q6. What was the reason for initial contact between the subject(s) and the officer(s)?**

The purpose of this question is to record the initial type of either call for service or self-initiated law enforcement activity that brought the officer(s) and subject(s) in contact with one another or circumstances upon arrival at the scene. This can also include instances when law enforcement is called on to respond to a call for medical or mental health assistance, as well as transporting the subject to medical or mental health facilities.

If information is unknown because the investigation is still incomplete, record *pending further investigation*.

If the information is not known and is unlikely to ever be known, record *unknown and is unlikely to be known*.

**Q6a. If this was due to “unlawful or suspicious activity,” what were the most serious reported offenses committed by the subject prior to or at the time of the incident?**

 The purpose of this item is to identify the alleged criminal offenses committed by the subject(s) that led to the initial contact with the police. This question should only be answered if the reason for initial contact between officer and subject was recorded as *unlawful or suspicious activity*.

Please record the most serious reported offenses by the NIBRS offense designation (up to 3 offenses). Please rank order offenses in terms of the degree of severity. Please see below for list of NIBRS offenses. For more information on the definitions of the NIBRS offenses, please see the NIBRS User Manual at <https://www.fbi.gov/about-us/cjis/ucr/nibrs/nibrs-user-manual>.

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| --- |
| **Group A Offenses**  |
| **Offense**  | **Code**  | **Offense Description**  | **Crime Against**  |
| Animal Cruelty Offenses  | 720  | Animal Cruelty  | Society  |
| Arson  | 200  | Arson  | Property  |
| Assault Offenses  | 13A  | Aggravated Assault  | Person  |
| Assault Offenses  | 13B  | Simple Assault  | Person  |
| Assault Offenses  | 13C  | Intimidation  | Person  |
| Bribery  | 510  | Bribery  | Property  |
| Burglary/Breaking & Entering  | 220  | Burglary/Breaking & Entering  | Property  |
| Counterfeiting/Forgery  | 250  | Counterfeiting/Forgery  | Property  |
| Destruction/Damage/Vandalism of Property  | 290  | Destruction/Damage/Vandalism of Property  | Property  |
| Drug/Narcotic Offenses  | 35A  | Drug/Narcotic Violations  | Society  |
| Drug/Narcotic Offenses  | 35B  | Drug Equipment Violations  | Society  |
| Embezzlement  | 270  | Embezzlement  | Property  |
| Extortion/Blackmail  | 210  | Extortion/Blackmail  | Property  |
| Fraud Offenses  | 26A  | False Pretenses/Swindle/Confidence Game  | Property  |
| Fraud Offenses  | 26B  | Credit Card/Automated Teller Machine Fraud  | Property  |
| Fraud Offenses  | 26C  | Impersonation  | Property  |
| Fraud Offenses  | 26D  | Welfare Fraud  | Property  |
| Fraud Offenses  | 26E  | Wire Fraud  | Property  |
| Fraud Offenses  | 26F  | Identity Theft  | Property  |
| Fraud Offenses  | 26G  | Hacking/Computer Invasion  | Property  |
| Gambling Offenses  | 39A  | Betting/Wagering  | Society  |
| Gambling Offenses  | 39B  | Operating/Promoting/Assisting Gambling  | Society  |
| Gambling Offenses  | 39C  | Gambling Equipment Violations  | Society  |
| Gambling Offenses  | 39D  | Sports Tampering  | Society  |
| Homicide Offenses  | 09A  | Murder & Non-negligent Manslaughter  | Person  |
| Homicide Offenses  | 09B  | Negligent Manslaughter  | Person  |
| Homicide Offenses  | 09C  | Justifiable Homicide  | Not a Crime  |
| Human Trafficking  | 64A  | Human Trafficking, Commercial Sex Acts  | Person  |
| Human Trafficking  | 64B  | Human Trafficking, Involuntary Servitude  | Person  |
| Kidnapping/Abduction  | 100  | Kidnapping/Abduction  | Person  |
| Larceny/Theft Offenses  | 23A  | Pocket-picking  | Property  |
| Larceny/Theft Offenses  | 23B  | Purse-snatching  | Property  |
| Larceny/Theft Offenses  | 23C  | Shoplifting  | Property  |
| Larceny/Theft Offenses  | 23D  | Theft From Building  | Property  |
| Larceny/Theft Offenses  | 23E  | Theft From Coin-Operated Machine or Device  | Property  |
| Larceny/Theft Offenses  | 23F  | Theft From Motor Vehicle  | Property  |
| Larceny/Theft Offenses  | 23G  | Theft of Motor Vehicle Parts or Accessories  | Property  |
| Larceny/Theft Offenses  | 23H  | All Other Larceny  | Property  |
| Motor Vehicle Theft  | 240  | Motor Vehicle Theft  | Property  |
| Pornography/Obscene Material  | 370  | Pornography/Obscene Material  | Society  |
| Prostitution Offenses  | 40A  | Prostitution  | Society  |
| Prostitution Offenses  | 40B  | Assisting or Promoting Prostitution  | Society  |
| Prostitution Offenses  | 40C  | Purchasing Prostitution  | Society  |
| Robbery  | 120  | Robbery  | Property  |
| Sex Offenses  | 11A  | Rape  | Person  |
| Sex Offenses  | 11B  | Sodomy  | Person  |
| Sex Offenses  | 11C  | Sexual Assault With An Object  | Person  |
| Sex Offenses  | 11D  | Fondling  | Person  |
| Sex Offenses  | 36A  | Incest  | Person  |
| Sex Offenses  | 36B  | Statutory Rape  | Person  |
| Stolen Property Offenses  | 280  | Stolen Property Offenses  | Property  |
| Weapon Law Violations  | 520  | Weapon Law Violations  | Society  |
| **Group B Offenses**  |
| **Offense**  | **Code**  | **Offense Description**  | **Crime Against**  |
| Bad Checks  | 90A  | Bad Checks  | Property  |
| Curfew/Loitering/Vagrancy Violations  | 90B  | Curfew/Loitering/Vagrancy Violations  | Society  |
| Disorderly Conduct  | 90C  | Disorderly Conduct  | Society  |
| Driving Under the Influence  | 90D  | Driving Under the Influence  | Society  |
| Drunkenness  | 90E  | Drunkenness  | Society  |
| Family Offenses, Nonviolent  | 90F  | Family Offenses, Nonviolent  | Society  |
| Liquor Law Violations  | 90G  | Liquor Law Violations  | Society  |
| Peeping Tom  | 90H  | Peeping Tom  | Society  |
| Trespass of Real Property  | 90J  | Trespass of Real Property  | Society  |
| All Other Offenses  | 90Z  | All Other Offenses  | Person, Property, or Society  |

**Q6b. The NIBRS (or local) incident number of report detailing criminal incident information on subject.**

 This should be the same unique id that is used to track the incident in your agency’s records management system, as well as the unique id used to report the incident to your state UCR Program.

This incident number will be encrypted by the FBI if ever released outside the FBI.

**Q7. Did the officer approach the subject(s)?**

 The purpose of this question is to help distinguish self-initiated law enforcement activities and contact from instances where the subject initiated contact with the law enforcement officer.

**Q8. Was this an ambush incident?**

An ambush is a situation where an officer is assaulted, unexpectedly, as the result of premeditated design by the subject, or where an unsuspecting officer was targeted or lured into danger as the result of conscious consideration and planning by the subject.

**Q9. Was a supervisor or a senior officer acting in a supervisory capacity present or consulted at any point during the incident?**

The purpose of this question is to assess whether a supervisor or another officer acting in a supervisory capacity provided feedback to the law enforcement response to this incident. The supervisor did not need to be present, but could have provided guidance over the radio or telephone.

**Q10. If the incident involved multiple law enforcement agencies, please provide ORIs and case numbers for the local use-of-force reports at the other agencies.**

 There are instances when multiple agencies respond to an incident or are conducting a law enforcement activity. In these instances, you would only be responsible for reporting information on officers employed by your agency. However, it is still the intent of the national UCR Program to pull together information provided by other agencies to create a comprehensive picture of the single event. The inclusion of the ORIs and case numbers from the other agencies will assist in this effort.

This case number will be encrypted by the FBI if ever released outside the FBI.

# Subject Information

**Q11. Total number of subjects who died or received serious bodily injury as a result of a law enforcement use of force, and/or law enforcement discharged a firearm at or in their direction.**

 This number should account for every individual who received serious bodily injury or died by the use of force by law enforcement.

 In instances where law enforcement discharged a firearm at or in the direction of a person, this number should also include the numbers of the individuals in the line of fire. This can be individuals that are being directly engaged by law enforcement or bystanders.

Your agency will report information for each one of these subjects. So, the number of subject segments will be equal to this number.

**Subject Sequence Number**

This is used to uniquely identify each person in the incident that was the subject of a law enforcement use of force that resulted in a fatality, serious bodily injury of a person, or a weapon was discharged at or in his/her direction.

The definition of serious bodily injury is based in part on 18 USC 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.”***

Each subject can be assigned a number in sequence beginning with “1.”

**Q12. Sex of the subject**

If information is unknown because the investigation is still incomplete, record *pending further investigation*.

If the information is not known and is unlikely to ever be known, record *unknown and is unlikely to be known*.

**Q13. Race and ethnicity of the subject (select all that apply)**

Multiple races or ethnicity can be selected.

Definitions:

American Indian or Alaska Native – A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

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.

Black or African American – A person having origins in any of the black racial groups of Africa. Terms such as “Haitian” or “Negro” can be used in addition to “Black or African American.”

Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term “Spanish origin” can be used in addition to “Hispanic or Latino.”

Native Hawaiian or Other Pacific Islands – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands, e.g., individuals who are 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. (NOTE: The term “Native Hawaiian” does not include individuals who are native to the state of Hawaii simply by virtue of being born there.)

White – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

If information is unknown because the investigation is still incomplete, record *pending further investigation*.

If the information is not known and is unlikely to ever be known, record *unknown and is unlikely to be known*.

**Q14. Age of the subject at the time of incident**

Please record the subject’s age in years old at the time of the incident.

If information is unknown because the investigation is still incomplete, record *pending further investigation*.

If the information is not known and is unlikely to ever be known, record *unknown and is unlikely to be known*.

**Q15. Height of the subject (report actual or estimated range of values)**

Please record the height of the subject in feet and inches. If actual values are unknown, a range of values estimating the height can be reported.

If information is unknown because the investigation is still incomplete, record *pending further investigation*.

If the information is not known and is unlikely to ever be known, record *unknown and is unlikely to be known*.

**Q16. Weight of the subject (report actual or estimated range of values).**

Please record the weight of the subject in pounds. If actual values are unknown, a range of values estimating the weight can be reported.

If information is unknown because the investigation is still incomplete, record *pending further investigation*.

If the information is not known and is unlikely to ever be known, record *unknown and is unlikely to be known*.

**Q17. Was there an apparent or known impairment in the mental or physical condition of the subject?**

Please answer *yes* if there is any indication that the subject was impaired by drugs, alcohol, or mental health condition. The purpose of this item is to describe behaviors exhibited by the subject during the events that led to the use of force by law enforcement. This information should indicate the perceptions of the officers, not the results of a medical report.

If information is unknown because the investigation is still incomplete, record *pending further investigation*.

If the information is not known and is unlikely to ever be known, record *unknown and is unlikely to be known*.

**Q17a. Please indicate which conditions apply (select all that apply)**

If the answer to Q23 was y*es*, please mark all impairments in the mental or physical conditions that apply.

If information is unknown because the investigation is still incomplete, record *pending further investigation*.

If the information is not known and is unlikely to ever be known, record *unknown and is unlikely to be known*.

**Q18. Was the threat by the subject(s) directed to the officer or to another party?**

The purpose of this question is to identify which party or parties the subject threatened just prior to the use of force.

If information is unknown because the investigation is still incomplete, record *pending further investigation*.

If the information is not known and is unlikely to ever be known, record *unknown and is unlikely to be known*.

**Q19. At any time during the incident, was the subject(s) armed or believed to be armed with a weapon?**

The purpose of this item is to indicate if the subject was in possession of a weapon, regardless of whether the subject used the weapon in a threatening or assaultive way against either law enforcement officers or other persons.

A weapon can generally include, but are not limited to, firearm; BB or pellet gun; knife; other cutting instrument or edged weapon; electronic control weapon; explosive device; blunt instrument; chemical agent (e.g. acid, gasoline, pepper or OC (oleoresin capsicum) spray, etc.). Under certain circumstances motor vehicles or other objects could also be considered weapons if used or displayed in a threatening manner. Please mark all categories that apply.

If information is unknown because the investigation is still incomplete, record *pending further investigation*.

If the information is not known and is unlikely to ever be known, record *unknown and is unlikely to be known*.

**Q20. What resistance or weapon was involved?**

A weapon can generally include, but are not limited to, firearm; BB or pellet gun; knife; other cutting instrument or edged weapon; electronic control weapon; explosive device; blunt instrument; chemical agent (e.g. acid, gasoline, pepper or OC (oleoresin capsicum) spray, etc.). Under certain circumstances motor vehicles or other objects could also be considered weapons if used or displayed in a threatening manner. Please mark all categories that apply.

Passive Resistance is indicated when the subject is not complying with an officer’s commands and is uncooperative, but is taking only minimal physical action to prevent an officer from placing the subject in custody and taking control. Examples include: standing stationary and not moving upon lawful direction, falling limply and refusing to use their own power to move (becoming “dead weight”), holding onto a fixed object, or locking arms to another during a protest or demonstration.

If information is unknown because the investigation is still incomplete, record *pending further investigation*.

If the information is not known and is unlikely to ever be known, record *unknown and is unlikely to be known*.

**Q20a What resistance or weapon was involved?**

A weapon can generally include, but are not limited to, firearm; BB or pellet gun; knife; other cutting instrument or edged weapon; electronic control weapon; explosive device; blunt instrument; chemical agent (e.g. acid, gasoline, pepper or OC (oleoresin capsicum) spray, etc.). Under certain circumstances motor vehicles or other objects could also be considered weapons if used or displayed in a threatening manner. Please mark all categories that apply.

Passive Resistance is indicated when the subject is not complying with an officer’s commands and is uncooperative, but is taking only minimal physical action to prevent an officer from placing the subject in custody and taking control. Examples include: standing stationary and not moving upon lawful direction, falling limply and refusing to use their own power to move (becoming “dead weight”), holding onto a fixed object, or locking arms to another during a protest or demonstration.

If information is unknown because the investigation is still incomplete, record *pending further investigation*.

If the information is not known and is unlikely to ever be known, record *unknown and is unlikely to be known*.

**Q21. Type(s) of force used connected to serious bodily injury or death (Select all that apply)**

The purpose of this question is to record any weapons or force used by law enforcement that were known or believed to have resulted in serious bodily injury or death of the subject. In addition, *firearm* should be recorded if it was discharged by an officer at or in the direction of the subject regardless of whether the subject was struck. (3) The term ‘‘firearm’’ means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Accidental discharges while cleaning a weapon are not to be reported. Agencies should deem all injuries caused by a firearm to be serious.

Multiple types of use of force used by law enforcement may be recorded.

*Blunt instruments* can include ASP, flashlight, baton, or other objects used to strike an individual.

*Hands/fists/feet* can include physical restraint and pressure points.

If there is an officer instituted action in response to resistance in which the officer makes physical contact with their own body or another object it is considered UoF. Conversely, routine foot and vehicle pursuits in which the officer does not purposefully take action to cause an injury would not be reported. For example, if a subject injures themselves while fleeing an officer, but the officer did not make physical contact with the subject, the incident would not be reported.

If information is unknown because the investigation is still incomplete, record *pending further investigation*.

If the information is not known and is unlikely to ever be known, record *unknown and is unlikely to be known*.

**Q22. What were the subject’s injuries? (Select all that apply)**

The purpose of this question is to record the subject’s injuries observed as a result of the use of force by law enforcement.

Please record all gunshot wounds regardless of whether they are penetrating or grazing as gunshot wound.

The term “medical intervention” does not include routine evaluation of the subject to determine fitness for arrest or detention by an emergency medical technician or medical staff at a medical facility.

If the subject sustained multiple injuries, please mark all that apply. If the subject died, death should be the only value recorded.

If information is unknown because the investigation is still incomplete, record *pending further investigation*.

If the information is not known and is unlikely to ever be known, record *unknown and is unlikely to be known*.

# Officer Information

**Q23. Total number of officers who applied actual force during time of incident.**

Include only those officers who were present at any time during the contact between officer(s) and the subject, and who directly engaged at least one subject with a use of force. This number should include any officer regardless of whether they are employed by your agency. Please report all officers who used force, regardless of confirming if an injury was sustained or not. UoF is defined as actions by a law enforcement officer resulting in a fatality, serious bodily injury to a person, or the discharge of a firearm at or in the direction of a person. For the purpose of this data collection, 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.”

**Q24. Number of officers from your agency who applied actual force during time of incident.**

Include only those officers employed by your agency who were present at any time during the contact between officer(s) and the subject, and who directly engaged at least one subject with a use of force. Please report all officers who used force, regardless of confirming if an injury was sustained or not. UoF is defined as actions by a law enforcement officer resulting in a fatality, serious bodily injury to a person, or the discharge of a firearm at or in the direction of a person. For the purpose of this data collection, 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.”

 This number should be equal to or less than the number reported in Question 10. Your agency will report information for each one of these officers. So, the number of officer segments will be equal to this number.

**Officer Sequence Number**

This is used to uniquely identify each officer from your agency that applied force that resulted in a fatality, serious bodily injury of a person, or discharged his/her weapon at or in the direction of a person.

The definition of serious bodily injury is based in part on 18 USC 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.”***

Each officer can be assigned a number in sequence beginning with “1.”

**Q25. Sex of the officer**

If information is unknown because the officer is unavailable for interview or if the information should become available after investigation, record *pending further investigation*.

If the information is not known and is unlikely to ever be known, record *unknown and is unlikely to be known*.

**Q26. Race and ethnicity the of officer (select all that apply)**

Multiple races or ethnicity can be selected.

Definitions:

American Indian or Alaska Native – A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

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.

Black or African American – A person having origins in any of the black racial groups of Africa. Terms such as “Haitian” or “Negro” can be used in addition to “Black or African American.”

Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term “Spanish origin” can be used in addition to “Hispanic or Latino.”

Native Hawaiian or Other Pacific Islands – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands, e.g., individuals who are 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. (NOTE: The term “Native Hawaiian” does not include individuals who are native to the state of Hawaii simply by virtue of being born there.)

White – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

If information is unknown because the officer is unavailable for interview or if the information should become available after investigation, record *pending further investigation*.

If the information is not known and is unlikely to ever be known, record *unknown and is unlikely to be known*.

**Q27. Age of the officer at time of incident.**

Please record the officer’s age in years old at the time of the incident.

If information is unknown because the officer is unavailable for interview or if the information should become available after investigation, record *pending further investigation*.

If the information is not known and is unlikely to ever be known, record *unknown and is unlikely to be known*.

**Q28. Height of the officer**

Please record the height of the officer in feet and inches.

If information is unknown because the officer is unavailable for interview or if the information should become available after investigation, record *pending further investigation*.

If the information is not known and is unlikely to ever be known, record *unknown and is unlikely to be known*.

**Q29. Weight of the officer**

Please record the weight of the officer in pounds.

If information is unknown because the officer is unavailable for interview or if the information should become available after investigation, record *pending further investigation*.

If the information is not known and is unlikely to ever be known, record *unknown and is unlikely to be known*.

**Q30. Officer’s years of service as a law enforcement officer (total tenure).**

This number should include all years of service across multiple law enforcement agencies.

The current LEOKA definition of a law enforcement officer is as follows:

“All local county, state, and federal law enforcement officers (such as municipal, county police officers, constables, state police, highway patrol, sheriffs, their deputies, federal law enforcement officers, marshals, special agents, etc.) who are sworn by their respective government authorities to uphold the law and to safeguard the rights, lives, and property of American citizens. They must have full arrest powers and be members of a public governmental law enforcement agency, paid from government funds set aside specifically for payment to sworn police law enforcement organized for the purposes of keeping order and for preventing and detecting crimes, and apprehending those responsible.”

Further guidance may be gleaned from the following criteria used by the LEOKA Program:

* Officers who meet all of the following criteria:
	+ Wear/carry a badge (ordinarily)
	+ Carry a firearm (ordinarily)
	+ Be duly sworn and have full arrest powers
	+ Be a member of a public governmental law enforcement agency and be paid from government funds set aside specifically for payment to sworn law enforcement
	+ Be acting in an official capacity, whether on or off duty, at the time of incident
* Exceptions to the above-listed criteria:
	+ Individuals who are serving as a law enforcement officer at the request of a law enforcement agency whose officers meet the current collection criteria
	+ Special circumstances will be reviewed by LEOKA staff on a case-by-case basis to determine inclusion
	+ Include military and civilian police and law enforcement officers of the Department of Defense (DoD), while performing a law enforcement function/duty, who are not in a combat or deployed (sent outside of the United States for a specific military support role mission) status. This includes DoD police and law enforcement officers who perform policing and criminal investigative functions while stationed (not deployed) on overseas bases, just as if they were based in the United States.

If information is unknown because the officer is unavailable for interview or if the information should become available after investigation, record *pending further investigation*.

If the information is not known and is unlikely to ever be known, record *unknown and is unlikely to be known*.

**Q31. Does the officer work full-time (160 or more hours per month)?**

The current LEOKA definition of a law enforcement officer is as follows:

“All local county, state, and federal law enforcement officers (such as municipal, county police officers, constables, state police, highway patrol, sheriffs, their deputies, federal law enforcement officers, marshals, special agents, etc.) who are sworn by their respective government authorities to uphold the law and to safeguard the rights, lives, and property of American citizens. They must have full arrest powers and be members of a public governmental law enforcement agency, paid from government funds set aside specifically for payment to sworn police law enforcement organized for the purposes of keeping order and for preventing and detecting crimes, and apprehending those responsible.”

Further guidance may be gleaned from the following criteria used by the LEOKA Program:

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	+ Include military and civilian police and law enforcement officers of the Department of Defense (DoD), while performing a law enforcement function/duty, who are not in a combat or deployed (sent outside of the United States for a specific military support role mission) status. This includes DoD police and law enforcement officers who perform policing and criminal investigative functions while stationed (not deployed) on overseas bases, just as if they were based in the United States.

The definition of full time includes officers who work 160 or more hours per month.

If information is unknown because the officer is unavailable for interview or if the information should become available after investigation, record *pending further investigation*.

If the information is not known and is unlikely to ever be known, record *unknown and is unlikely to be known*.

**Q32. Was the officer readily identifiable by clothing or insignia?**

“Yes” should be recorded if the officer was in uniform or wearing any other clothing or insignia that clearly identified the individual as a law enforcement officer.

If information is unknown because the officer is unavailable for interview or if the information should become available after investigation, record *pending further investigation*.

If the information is not known and is unlikely to ever be known, record *unknown and is unlikely to be known*.

**Q33. Was the officer on duty at the time of the incident?**

The purpose of this question is to assess whether the officer was scheduled and had reported to work at the time of the incident.

If information is unknown because the officer is unavailable for interview or if the information should become available after investigation, record *pending further investigation*.

If the information is not known and is unlikely to ever be known, record *unknown and is unlikely to be known*.

**Q34. Did the officer discharge a firearm?**

Accidental firearm discharges which occur while cleaning the weapon do not apply to this collection.

If information is unknown because the officer is unavailable for interview or if the information should become available after investigation, record *pending further investigation*.

If the information is not known and is unlikely to ever be known, record *unknown and is unlikely to be known*.

**Q35. Was the officer injured (serious or minor)?**

The purpose of this question is to assess whether the officer sustained any bodily injury as a result of his or her interaction with one or more of the subjects. 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.” However, this question will allow for the reporting of apparent minor injuries as well.

The term “medical intervention” does not include routine evaluation of the officer after the incident by an emergency medical technician or medical staff at a medical facility.

If information is unknown because the officer is unavailable for interview or if the information should become available after investigation, record *pending further investigation*.

If the information is not known and is unlikely to ever be known, record *unknown and is unlikely to be known*.

**Q35a. What were the officer’s injuries (select all that apply)**

This question is only to be answered if the response to Q34 is *Yes*.

If the officer sustained multiple injuries, please mark all that apply. If the officer died, death should be the only value recorded.

Please record all gunshot wounds regardless of whether they are penetrating or grazing as gunshot wound.

Please record all instances of unconsciousness regardless of its duration or length of time.

Examples for *possible internal injury*

* Internal bleeding
* Brain damage
* Concussion
* Coma
* Paralysis

Examples for *Other Major Injury*

* Neck injury
* Eye damage
* Burns

If information is unknown because the officer is unavailable for interview or if the information should become available after investigation, record *pending further investigation*.

If the information is not known and is unlikely to ever be known, record *unknown and is unlikely to be known*.

**Q35b. NIBRS (or local) incident number of report detailing assault or homicide of law enforcement officer.**

 This should be the same unique id that is used to track the incident in your agency’s records management system, as well as the unique id used to report the incident to your state UCR Program.

This incident number will be encrypted by the FBI prior to any release to the public.

If information is unknown because the officer is unavailable for interview or if the information should become available after investigation, record *pending further investigation*.

If the information is not known and is unlikely to ever be known, record, “unknown and is unlikely to be known.”