



# Use of Force and Arrest Related Death Submission User Guide



Bureau of Justice Information and Analysis

Wisconsin Department of Justice

3/30/20

## How to submit a zero UFAD report for the month



1. Select the UFAD form
2. Select "No" for "Do you have anything to report this month?"
3. Choose the Reporting Month
4. Enter the Reporting Year
5. User can now validate and submit the form

### Use of Force and Arrest Related Death

<b>MWP08JRP3C</b>	Machine 208	Pack TMARCH	Baseline 19.01.09	WI Form Ver UFAD	Version Date 0819	<b>FINAL VALIDATION</b>
Do you have anything to report this month?			Yes <input type="radio"/> No <input checked="" type="radio"/>	Reporting Month <b>JANUARY</b>	Reporting Year <b>2020</b>	Initial Validation Date 02/28/2020
Did subject(s) die as a result of law enforcement use of force?			Yes <input type="radio"/> No <input type="radio"/>	Did subject(s) experience serious bodily injury as a result of law enforcement use of force?		Yes <input type="radio"/> No <input type="radio"/>
Did subject(s) die while detained, arrested or in the course of being arrested?			Yes <input type="radio"/> No <input type="radio"/>	Did an officer discharge a firearm at/in the direction of a person that did not result in injury or death?		Yes <input type="radio"/> No <input type="radio"/>
Report Type(s) <b>NO REPORT FOR THE MONTH</b>						
Police Number			Tags			

<F2> Field Level Help

## Form Validation

The Use of Force form has a two-stage validation process - Preliminary and Final. The Preliminary validations allow for minimal information to be transmitted to DOJ before all information about an incident may be known. Once Preliminary validation is complete, users are prompted to continue to Final validation. If additional information needs added to a form in Preliminary or Final validation status, the form may be re-opened, and the new information added. Validate and transmit again. Expected form disposition behavior is in the chart below.

User Location	User Action	Form Disposition
Open new form	Enters data	Blank (Open status)
Open new form	Enters data, clicks validate, and successfully passes preliminary validation	Preliminary validation
Open new form	Enters data, clicks validate, successfully passes preliminary validation, clicks "Yes" to final validation check, and passes final validation	Final validation
Existing form	Edits existing form	Blank (Open status)
Existing form	Edits existing form, clicks validate, and successfully passes preliminary validation	Preliminary validation
Existing form	Edits existing form, clicks validate, successfully passes preliminary validation, clicks "Yes" to final validation check, and passes final validation	Final validation

After passing Final validation, if warnings exist, users are then also prompted to view warnings. If a user clicks "Yes," then –

- The form will be in a *non-validated* status (with Status "Open").
- However, the form disposition will say "Preliminary Validation", and the form will **not** be transmittable.
- To transmit, users would then need to reopen the form, validate it again, and then select "No" to the View Warnings question.

## Incident Level Questions & Report Types

### Establishing Initial Details

1. Review Use of Force and Arrest Related Death Reporting flowchart (page 5) to determine which selections should be made
2. After appropriate selections, "Report Type(s)" will auto-populate to either "Use of Force", "Arrest Related Death", "Use of Force *and* Arrest Related Death", or "No Report for the Month".

### Use of Force and Arrest Related Death

<b>MWP08S5WR</b>	Machine 214	Pack 200320	Baseline 19.01.09	WI Form Ver UFAD	Version Date 0819	
Do you have anything to report this month?			Yes <input checked="" type="radio"/> No <input type="radio"/>	Reporting Month	Reporting Year	Initial Validation Date
Did subject(s) die as a result of law enforcement use of force?			Yes <input checked="" type="radio"/> No <input type="radio"/>	Did subject(s) experience serious bodily injury as a result of law enforcement use of force?		Yes <input type="radio"/> No <input type="radio"/>
Did subject(s) die while detained, arrested or in the course of being arrested?			Yes <input type="radio"/> No <input type="radio"/>	Did an officer discharge a firearm at/in the direction of a person that did not result in injury or death?		Yes <input type="radio"/> No <input type="radio"/>
Report Type(s) <b>USE OF FORCE AND ARREST RELATED DEATH</b>						
Police Number			Tags			

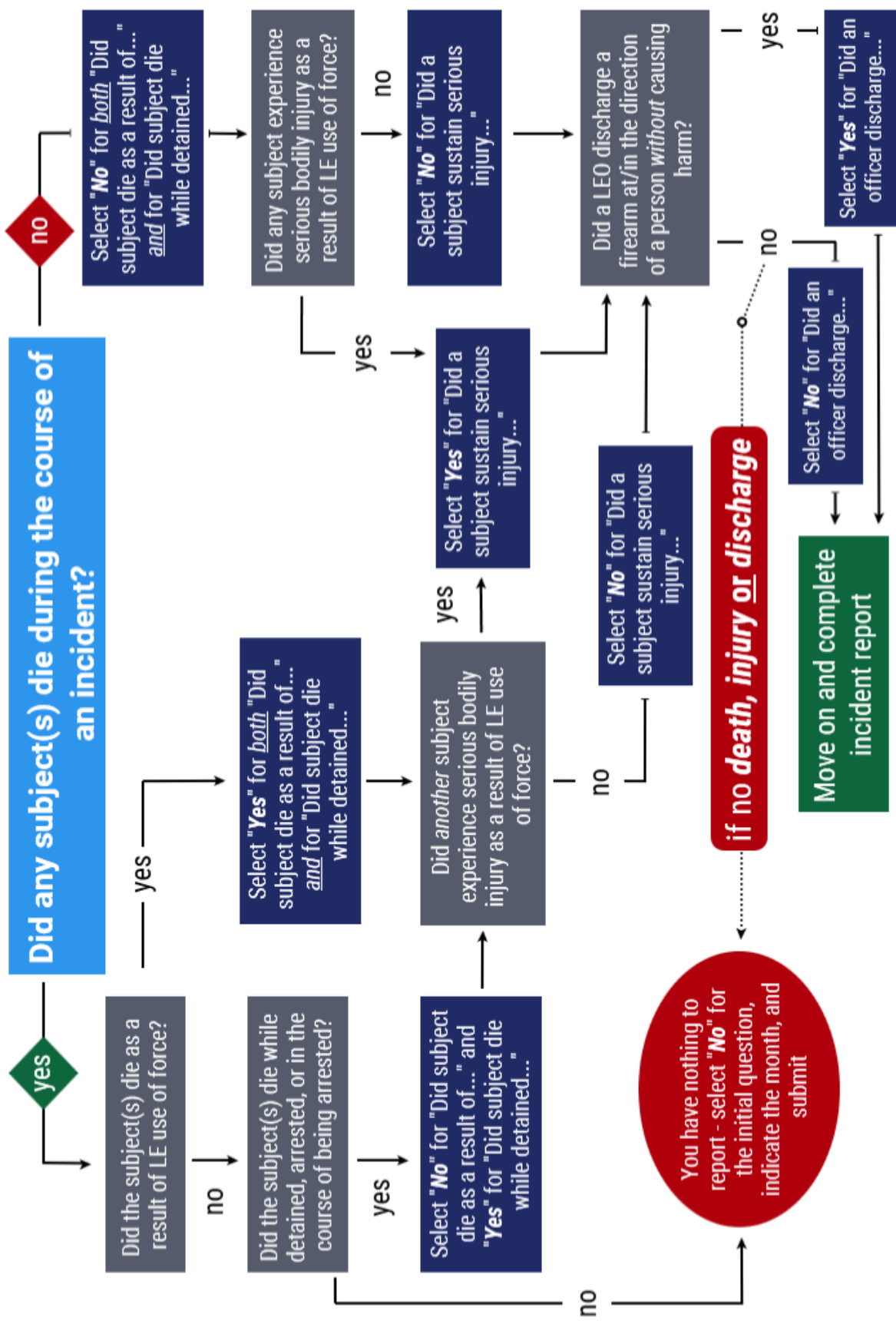
3. Rest of form will automatically generate the appropriate summary/officer/subject sections

This process establishes if any subject passed away during a police-involved incident (Arrest Related Death), and if that death was the result of law enforcement use of force (Use of Force *and* Arrest Related Death); additionally, it establishes if any subject was seriously harmed in a non-lethal manner (Use of Force), or if a police firearm was discharged towards a subject *without* causing harm (Use of Force).

Scenario	Report Type
Subject died with <i>no</i> police use of force involved, e.g. subject died while in custody	Arrest Related Death
Subject died as a result of use of force, e.g. from LE firearm discharge	Use of Force <i>and</i> Arrest Related Death
Subject (who did <i>not</i> die) experienced serious bodily injury as a result of LE use of force, e.g. broken bones from LE-issued baton	Use of Force
LE discharged firearm in the direction of a subject, but did <i>not</i> cause harm	Use of Force

**\*The above table is not inclusive of *all* possible UFAD incidents; for example, multiple subjects and/or officers can be involved.**

# Use of Force and Arrest-Related Death Reporting



If a subject died as a result of LE use of force, both “Did subject(s) die as a result of law enforcement use of force?” and “Did subject(s) die while detained, arrested, or in the course of being arrested?” **must** be answered as “Yes”. If “Did subject(s) die while detained, arrested, or in the course of being arrested?” is answered “No”, when validated, Error 20 will appear and prevent the form from being finalized.

### Use of Force and Arrest Related Death

<b>MWP08S5WRF</b>	Machine 214	Pack 200320	Baseline 19.01.09	WI Form Ver UFAD	Version Date 0819	
Do you have anything to report this month?			Yes <input checked="" type="radio"/> No <input type="radio"/>		Reporting Month	Reporting Year
Did subject(s) die as a result of law enforcement use of force?			Yes <input checked="" type="radio"/> No <input type="radio"/>		Did subject(s) experience serious bodily result of law enforcement use of force?	
Did subject(s) die while detained, arrested or in the course of being arrested?			Yes <input type="radio"/> No <input checked="" type="radio"/>		Did an officer discharge a firearm at/in the of a person that did not result in injury c	
Report type(s) <b>USE OF FORCE</b>						
Police Number			Tags			

Validation: 1 Errors 3 Warnings

☒ Show Errors ☒ Show Warnings

Rule Number	Message
20	ERROR: DeathWhileDetainedFlag must be 'Y' when DeathResultsFlag is 'Y'.
116	WARNING: Subject Last Name is missing. Consider adding it if known.
117	WARNING: Subject First Name is missing. Consider adding it if known.
190	WARNING: Longitude and Latitude are required as appropriate.

## Summary Level Questions

### Incident Date and Time

This field records the date and time of the incident being reported. The incident date and time fields will auto-populate to the current date and time – make sure that they are updated to correctly reflect the time of the incident.

**Summary**

Incident Date <b>03/25/2020</b>	Incident Time <b>11:21 AM</b>	Was this part of a multi-agency unit or taskforce? <span style="float: right;">Yes <input type="radio"/> No <input type="radio"/></span>
------------------------------------	----------------------------------	--

Number of Additional Agencies	Total Officers	Total Officers from YOUR agency <b>01</b>	Total Subjects <b>01</b>
Was this an ambush incident?	Yes <input type="radio"/> No <input type="radio"/> Unk <input type="radio"/>	Video Available?	Yes <input type="radio"/> No <input type="radio"/> Unk <input type="radio"/>
		Supervisor Consulted?	Yes <input type="radio"/> No <input type="radio"/> Unk <input type="radio"/>

### Multiagency/Taskforce

This field records if the incident being reported was part of a multiagency or taskforce operation. If “Yes” is selected, then the “Number of Additional Agencies” and “Total Officers” fields will become available to edit.

Additionally, below the *Subject* field(s), the field *Other Involved Agencies* will generate, allowing for the selection of additional agencies from the “Agency Name” field.

The “Total Officers” field should include both the number of officers from other participating agencies *and* the total number of officers from your agency. If 3 officers from your agency participated in an incident alongside 2 officers from another agency, “Total Officers” should equal 5, and “Total Officers from YOUR Agency” should equal 3.

It should also be noted that the information inputted here will prompt the TraCS form to create the appropriate number of *Officer* and *Subject* sections – in the above example, the reporting agency has 3 officers to report information on, as well as 2 subjects, and so the left-hand side of the form shows that the appropriate number of sections were generated.

### Ambush Incident

This field records whether the incident being reported was an ambush incident. An ambush incident is defined as: “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.”

### Video of Incident

This field records if there is any video (bodycam footage, surveillance cameras, dashcam footage, etc.) of the incident available. If footage may be found in the future pending further investigation of the incident, select “*Unknown*”.

### Supervisor Consultation

This field records if a supervisor was present or consulted prior to the incident being reported. If information is unknown because the investigation is still incomplete, leave blank pending further investigation. If the information is not known and is unlikely to ever be known, select “*Unknown*”.

### Location Type

This field records the type of location at which the incident took place from the following list:

- Abandoned/Condemned Structure
- Air/Bus/Train Terminal
- Amusement Park
- Arena/Stadium/Fairgrounds/Coliseum
- ATM (Automated Teller Machine) separate from bank

- Auto Dealership New/Used
- Bank/Savings and Loan
- Bar/Nightclub
- Camp/Campground
- Church/Synagogue/Temple/Mosque
- Commercial/Office Building
- Community Center
- Construction Site
- Convenience Store
- Daycare Facility
- Department/Discount Store
- Dock/Wharf/Freight/Modal Terminal
- Drug Store/Doctor's Office/Hospital
- Farm Facility
- Field/Woods
- Gambling Facility/Casino/Race Track
- Government/ Public Building
- Grocery/Supermarket
- Highway/Road/Alley/Street/Sidewalk
- Hotel/Motel/Etc.
- Industrial Site
- Jail/Prison/Penitentiary/Corrections Facility
- Lake/Waterway/Beach
- Liquor Store
- Military Installation
- Other
- Park/Playground
- Parking/Drop Lot/Garage
- Rental Storage Facility
- Residence/Home
- Rest Area
- Restaurant
- School-College/University
- School-Elementary/Secondary
- Service/Gas Station
- Shelter-Mission/Homeless
- Shopping Mall
- Specialty Store
- Tribal Lands
- Unknown and Unlikely to be known

If “*Other*” is selected, a text entry field will open on the top of the form, and the exact location type may be manually inputted. This field does not allow for spaces to be used, so hyphens or precise language should be utilized.

The image displays two screenshots of a web form titled "Location type of the Incident".

The top screenshot shows a dropdown menu with the following options: Air/Bus/Train Terminal, Field/Woods, Government/Public Building, Grocery/Supermarket, Highway/Road/Alley/Street/Sidewalk, Hotel/Motel/Etc., and Jail/Prison/Penitentiary/Corrections Facility. The "Other" option is highlighted with a red box. A red arrow points from the "Other" box to the bottom screenshot.

The bottom screenshot shows the same form with a text entry field and a "List" button. The text entry field is empty, and the "List" button is located to the right of the field.



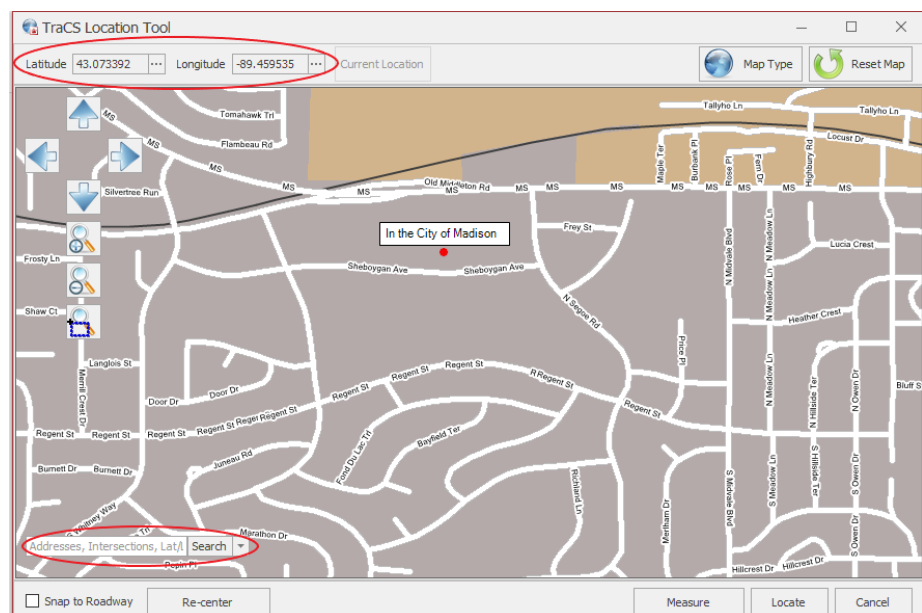
## Map of Incident Location

If you would like to have the available information in order to map the exact location where the incident occurred, select “Yes”. The *Location* section will then be generated directly following the *Summary* section, and have all options grayed out except for “Map”, “Structure Type”, and “Structure Number”.

Summary			
Incident Date 08/22/2019	Incident Time 3:06 PM	Was this part of a multi-agency unit or taskforce? <input checked="" type="radio"/> Yes <input type="radio"/> No	
Number of Additional Agencies 01	Total Officers 05	Total Officers from YOUR agency 03	Total Subjects 02
Was this an ambush incident?	Yes <input type="radio"/> No <input checked="" type="radio"/> Unk <input type="radio"/>	Video Available?	Yes <input checked="" type="radio"/> No <input type="radio"/> Unk <input type="radio"/>
Location Type DORMITORY-UNIVERSITY		Map Incident Location? <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/>	
Reason for Initial Subject/Officer Contact		Did an officer approach a subject?	
		Yes <input type="radio"/> No <input type="radio"/> Unk <input type="radio"/>	
UCR Crime Incident Number		UCR LEOKA Incident Number	
Weather Condition		Setting	
Factors Involved			
Location			
Map	DMV County	DMV Municipality	
On Hwy Type	On Hwy #	On Hwy Dir	On Street Name
Estimated Distance From Intersection			Direction From Intersection
From/At Hwy Type	From/At Hwy #	From/At Hwy Dir	From/At Street Name
Structure Type		Structure Number	
Latitude	Longitude	X Coordinate	Y Coordinate
Muni Type	On Roadway ID#	On Roadway Link Offset	Override <input type="checkbox"/>

When “Map” is selected, the TraCS Location Tool will appear with the option to input specific coordinates or street addresses.

When a location is selected, either by clicking on the location or inputting a street address, select the *Locate* button in the lower righthand corner of the Location Tool. The Location Tool will then automatically close, and all appropriate grayed-out fields should be filled in with the available information.



It is important to note that the “Structure Type” and “Structure Number” fields are the *only* fields that can be edited outside of the Location Tool, and they are also the only fields that do not auto-populate from the Location Tool.

If the map information needs to be changed at any point, select the “Map” field and click the “*Edit/New*” option, then select the “*Locate*” option on the far righthand side. The TraCS Location Tool will reappear, and location information can be edited.

### Reason for Initial Subject/Officer Contact

This field records 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, leave blank pending further investigation. If the information is not known and is unlikely to ever be known, select “*Unknown and is unlikely to be known*”. The following list contains the available options:

- Service of a court order
- Unknown and is unlikely to be known
- Response to unlawful or suspicious activity
- Mass Demonstration
- Follow up investigation
- Medical, mental health, or welfare assistance
- Other
- Routine patrol other than traffic stop
- Traffic Stop
- Warrant Service

### Officer Approach

This field records whether the officer approached the subject to initiate the incident. If the information is unknown/pending further investigation, select “*Unknown*”.

### UCR Crime Incident Number

This field will **only** become available to edit if the previous field “Reason for Initial Subject/Officer Contact” was answered as “*Response to unlawful or suspicious activity*”. Manual entry of the UCR incident number should then take place in this field.

### UCR LEOKA Incident Number

This field should only be populated if any officer(s) involved in the incident sustained injury or death as a result of the incident, or were subject to simple or aggravated assault during the incident. Manual entry of the UCR LEOKA incident number should then take place in this field.

### Weather Condition

This field records the weather condition at the time of the incident. If information is unknown because the investigation is still incomplete, leave blank pending further investigation. If the information is not known and is unlikely to ever be known, select "*Unknown and is unlikely to be known*". If the incident occurred inside or in an area where weather was not a factor in the incident, select "*Not Applicable*". The following list contains the available options:

- Rain
- Snow
- Fog
- Dry Conditions
- Not Applicable
- Other
- Unknown and unlikely to be known

### Setting

This field records the physical setting of the incident. If information is unknown because the investigation is still incomplete, leave blank pending further investigation. The following list contains the available options:

- Outdoors
- Indoors
- Vehicle
- Combination
- Unknown and unlikely to be known

### Factors Involved

This field records the factors involved in the incident; select all that apply. The following list contains the available options:

- Aggravated assault/homicide
- Barricade
- Building search
- Foot pursuit
- People containment
- Subject stop/citizen contact
- Traffic/Vehicle stop
- Vehicle pursuit
- Other
- Unknown and unlikely to be known

## Officer Level Questions

### Personally Identifying Information (PII)

The *Officer* level contains several fields that ask identifying information of the officer(s) involved in the incident, including home address, phone number, and full name. This information is ***not*** transmitted to or received by any agency; these fields exist purely as a point of reference for your agency alone.

*Information received about officers:*

Officer							
Last Name OFFICER		First Name FIRST		Middle Name		Suffix	
Street Address 17 W MAIN STREET						P.O. Box	
City MADISON				State WI - WISCONSIN		Zip Code 53703	
Date of Birth 03/26/1980	Age 39	Sex M	Race WHITE	Height 6'01	Weight (lbs) 220	Hair Color BLK	
Eye Color BLUE	Ethnicity NOT HISPANIC OR LATINO			Phone Number (999) 999-9999 EXT.			

When the “Date of Birth” field is filled out, the “Age” field is automatically populated with the officer’s age at the time of the incident, and will become grayed out. The “Date of Birth” field is only recorded in order to determine the officer’s age – we will *not* be keeping records of specific officer DOBs.

Last Name OFFICER		Last Name OFFICER	
Street Address 17 W MAIN STREET		Street Address 17 W MAIN STREET	
City MADISON		City MADISON	
Date of Birth 03/26/1980	Age 39	Sex M	Sex M
Eye Color	Ethnicity	Eye Color	Ethnicity
Employed 35+ hrs Yes No (1)			

Your agency may input the address and phone number of your department’s location in lieu of the officer’s information if you so wish.

When the report has reached the Final Validation level, “Race”, “Ethnicity”, “Sex”, “Height”, and “Weight” are required fields, as these are fields that *are* recorded in our data collection.

### Employment Time per Week

This field records whether or not the officer in question was employed full- (35 hours per week or more) or part-time at the time of the incident.

### On Duty & Duty Assignment

This field records whether the officer was on duty at the time of the incident. If “Yes” is selected, the field “On Duty Assignment” will become available to edit.

The following list contains the available options for assignments:

- Patrol
- Bicycle
- Foot Patrol
- Gang
- Other (specify)
- Unknown and is unlikely to be known
- Traffic
- Investigations
- Corrections
- Special weapons/tactics
- K-9
- Equestrian
- Motorcycle
- Aircraft

If “*Other (specify)*” is selected, the officer’s on-duty assignment must be manually entered in the field that follows.

### Years of Service

This field records the officer’s total years of service as a law enforcement officer, i.e. total tenure. This number should include all years of service across multiple law enforcement agencies.

The current definition of a law enforcement officer, according to the Law Enforcement Officers Killed and Assaulted (LEOKA) Program, 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.

### Shift Length

This field records the approximate assigned shift length of the officer involved in the incident. The following list contains the available options:

- 8 hours
- 10 hours
- 12 hours
- Other (specify)

If “*Other (specify)*” is selected, the officer’s approximate shift length must be manually entered in the field that follows.

### Visually Identifiable as Law Enforcement

Was the officer readily identifiable by clothing or insignia? “Yes” should be selected 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 investigation is still incomplete, leave blank pending further investigation. If the information is not known and is unlikely to ever be known, select “*Unknown*”.

### Light Source

This field records if a flashlight or other light source was used by the officer. If information is unknown because the investigation is still incomplete, leave blank pending further investigation. If the information is not known and is unlikely to ever be known, select “*Unknown and is unlikely to be known*”. The following list contains the available options:

- Flashlight-handheld
- Flashlight-weapon mounted
- Squad spotlight
- Other Light Source
- No light source used
- Unknown and is unlikely to be known

### Ballistic Vest

This field records if the officer involved in the incident was wearing a ballistic vest at the time of the incident. If information is unknown because the investigation is still incomplete, leave blank pending further investigation. If the information is not known and is unlikely to ever be known, select “*Unknown*”.

If “Yes” is selected, the field “Was ballistic vest effective?” will become available to edit. This field is used to determine whether or not the ballistic vest worn by the officer was effective in its use. If the ballistic vest was worn but did not undergo use (no contact with ballistics or other weaponry), select “Yes” for “Was ballistic vest effective?”.

### Firearm Discharged

This field records if the officer in question fired his or her firearm during the incident. If information is unknown because the officer is unavailable for interview or the information should become available after investigation, leave blank pending further investigation.

If “Yes” is selected, the fields “Firearm Employed”, “Initial Firing Distance”, “Ending Firing Distance”, and, “Shots Fired” will become available to edit.

### Firearm Employed

This field records the type of firearm utilized by the officer. The following list contains the available options:

- Handgun/pistol
- Shotgun
- Rifle
- Other (specify)
- Unknown and is unlikely to be known

If “*Other (specify)*” is selected, the specific type of firearm employed must be manually entered in the field that follows.

### Initial Firing Distance

This field records the approximate initial firing distance from the officer and the subject. The distance must be manually entered using feet and inches as a measurement unit.

### Ending Firing Distance

This field records the approximate ending firing distance from the officer and the subject. The distance must be manually entered using feet and inches as a measurement unit.

### Shots Fired

This field records the number of shots fired by the officer. The number must be manually entered.

If it is indicated that a firearm was discharged in the incident level (“Did an officer discharge a firearm at/in the direction of a subject without causing harm?” is answered “Yes”), then at least one officer must have a “Shots Fired” field that is greater than 0.

If any officer involved has the field “Firearm discharged?” answered “Yes”, then that officer **must** have a “Shots Fired” field that is greater than 0.

### Lighting as a Factor

This field records whether lighting was a factor during the incident. For instance, if the incident took place in a dark space where the officer’s vision was impaired, the lack of lighting would be considered impactful in the incident.

If “Yes” is selected, then the field “Light Condition” will become available to edit. The following list contains the available options for lighting conditions:

- Artificial light
- Daylight
- Little or no light
- Unknown and unlikely to be known

### Force Techniques Effective

This field records if the technique(s) used by the officer were effective in stopping the threat present in the incident. If information is unknown because the investigation is still incomplete, leave blank pending further investigation. If the information is not known and is unlikely to ever be known, select “*Unknown*”.

### Force Applied

This field records the point at which the officer applied force during the incident; select all that apply. If information is unknown because the investigation is still incomplete, leave blank pending further investigation. If the information is not known and is unlikely to ever be known, select “*Unknown and is unlikely to be known*”.

The following list contains the available options:

- While on the move
- From cover
- When struggling with a subject
- While using weapon sight
- Unknown and is unlikely to be known

#### Force Justification

This field records the reason for the officer's usage of force during the incident; select all that apply. The following list contains the available options:

- To achieve and maintain control of resistive subjects
- To detain persons reasonably suspected of criminal behavior
- To make lawful arrests
- To defend themselves or others
- To prevent escape
- Other

#### Force Type Employed

This field records any weapons or force used by law enforcement that are known or believed to have resulted in serious bodily injury or death of the subject; select all that apply. In addition, "*Firearm discharged*" 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. Multiple types of use of force used by law enforcement may be recorded.

If the information is not known and is unlikely to ever be known, select "*Unknown and is unlikely to be known*". The following list contains the available options:

- Firearm discharged
- Electronic control weapon (Taser)
- Edged Weapon
- Canine
- Vehicle
- Explosive Device
- Chemical agent/Pepper or OC (oleoresin capsicum) spray
- Baton
- Impact Projective
- Blunt Instrument/Flashlight: Can include ASP, flashlight, baton, or other objects used to strike a subject.
- Hands-Fists-Feet: Can include physical restraint and pressure points.
- Unknown and Unlikely to be known
- Other

#### Lesser Force Type Employed

This field records any lesser force types used by the officer in the use of force incident; select all that apply. These selections are only to be used for force types that were used and **did not** result in the serious bodily injury or death of a subject. If force types that *did not* result in the serious bodily injury or death of a subject were **not** used, select "*None*". The following list contains the available options:

- Electronic control weapon (Taser)
- Edged Weapon
- Firearm displayed
- Canine
- Vehicle
- Explosive Device
- Chemical agent/Pepper or OC (oleoresin capsicum) spray
- Baton
- Impact Projective
- Projective Alternatives/Focused Strikes
- Control alternative and passive counter measures
- Blunt instrument/Flashlight
- Hands-fists-feet
- None
- Unknown and Unlikely to be known
- Other



## Officer Injury

This field records whether the officer sustained any injury as a result of his or her interaction with one or more of the subjects. If information is unknown because the officer is unavailable for interview or if the information should become available after investigation, leave blank pending further investigation. If the information is not known and is unlikely to ever be known, select “*Unknown*”.

If “Yes” is selected, the fields “Injuries” and “Injury Time Frame” will become available to edit.

Additionally, if the officer sustained injury or death as a result of this incident, or experienced simple or aggravated assault, please fill out the “UCR LEOKA Incident Number” field in the *Summary* level of the report.

## Injuries

This field records the injury/injuries that the officer sustained as a result of their interaction with one or more of the subjects; select all that apply. The following list contains the available options:

- Apparent broken bones
- Other major injury
- Death
- None
- Unknown and unlikely to be known
- Gunshot wounds
- Loss of teeth
- Loss or partial loss of finger, toe, arm, leg, etc.
- Possible internal injury
- Severe lacerations/puncture wound
- Canine bite
- Unconsciousness
- Possible cardiac event

## Injury Time Frame

This field records the point at which the officer was injured during the incident. The following list contains the available options:

- During the incident, but prior to the use-of-force
- During the use-of-force encounter
- During the incident, but after the use-of-force encounter
- Unknown and unlikely to be known

## Subject Level Questions

### Identifying Information

Like the *Officer* level questions, personally identifying information on subjects will **not** be sent along with any reports that include it. Alongside the PII fields that are not sent in the *Officer* level, driver's license information is *also* not transmitted to or stored by external agencies.

Information received about subjects:

#### Subject

Individual Type <b>INDIVIDUAL</b>							
Last Name <b>GUY</b>			First Name <b>BAD</b>			Middle Name	Suffix
Street Address <b>9999 EXAMPLE STREET</b>						P.O. Box	
City <b>MADISON</b>			State <b>WI - WISCONSIN</b>			Zip Code <b>53703</b>	
Date of Birth <b>05/16/1972</b>	Sex <b>M</b>	Race <b>WHITE</b>	Height <b>5'09</b>	Weight (lbs) <b>180</b>	Hair Color <b>BRO</b>	Eye Color <b>BROWN</b>	
Driver's License Number <b>XXXXXXXXXXXX</b>			State of Issuance <b>WI - WISCONSIN</b>			DL Expiration Year <b>2025</b>	
Age <b>47</b>	Phone Number <b>(999) 999-9999 EXT.</b>			Ethnicity <b>NOT HISPANIC OR</b>		Country of Issuance <b>UNITED STATES</b>	

While it is unlikely to immediately know information for all the present fields, the "Subject First Name" and "Subject Last Name" fields will prompt a warning (Warning 116 and 117, respectively) on initial attempts to validate if they are left blank.

When moving on to the final validation point, the fields "Subject Race", "Subject Ethnicity", "Subject Sex", and "Subject Date of Death" (if the incident is an Arrest Related Death report) are required for final validation and submission. Additionally, "Subject Height" and "Subject Weight" are expected, and will prompt warnings (Warning 134 and 136, respectively) if left blank.

### Injuries Received

This field records the injuries sustained by the subject as a result of the use of force by law enforcement; select all that apply. If the subject died as a result of law enforcement use of force, only select "*Death*" as the injuries received by subject.

Examples for "*Other Major Injury*" include: neck injury; eye damage; burns; etc. Examples for "*Possible Internal Injury*" include: Internal bleeding; brain damage; concussion; coma; paralysis; etc. Please record all gunshot wounds regardless of whether they are penetrating or grazing, and record all instances of unconsciousness regardless of its duration.

If the information is not known and is unlikely to ever be known, record "*Unknown and is unlikely to be known*". The following list contains the available options:

- Apparent broken bones
- Other major injury
- Death
- None
- Unknown and unlikely to be known
- Gunshot wounds
- Loss of Teeth
- Loss or partial loss of finger, toe, arm, leg, etc.

- Possible Internal Injury
- Severe lacerations/puncture wound
- Canine bite
- Unconsciousness
- Possible cardiac event

#### Force Type Employed

This field records any weapon or force employed by law enforcement that are known or believed to have resulted in serious bodily injury or the death of the subject; select all that apply. The following list contains the available options:

- Firearm discharged
- Electronic control weapon (Taser)
- Edged Weapon
- Canine
- Vehicle
- Explosive Device
- Chemical agent/Pepper or OC (oleoresin capsicum) spray
- Baton
- Impact Projective
- Blunt Instrument/Flashlight: Can include ASP, flashlight, baton, or other objects used to strike a subject.
- Hands-Fists-Feet: Can include physical restraint and pressure points.
- Unknown and Unlikely to be known
- Other

#### Lesser Force Type Employed

This field records any lesser force types used against the subject in the use of force incident; select all that apply. These selections are only to be used for force types that were used and **did not** result in the serious bodily injury or death of a subject. If force types that *did not* result in the serious bodily injury or death of a subject were **not** used, select "None". The following list contains the available options:

- Electronic control weapon (Taser)
- Edged Weapon
- Firearm displayed
- Canine
- Vehicle
- Explosive Device
- Chemical agent/Pepper or OC (oleoresin capsicum) spray
- Baton
- Impact Projective
- Projective Alternatives/Focused Strikes
- Control alternative and passive counter measures
- Blunt instrument/Flashlight
- Hands-fists-feet
- None
- Unknown and Unlikely to be known
- Other

#### Subject Armed

At any time during the incident, was the subject armed or *believed* to be armed with a weapon (other than hands, fists, or feet)? The purpose of this field 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 is 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 oleoresin capsicum (OC) spray, etc.).

Under certain circumstances motor vehicles or other objects could also be considered weapons if used or displayed in a threatening manner. If information is unknown because the investigation is still incomplete, leave blank pending further investigation. If the information is not known and is unlikely to ever be known, record "Unknown".

If “Yes” is selected, then the fields “Fired from Cover?” and “Shots Fired” will become available to edit.

#### Fired from Cover

This field records whether the subject discharged a firearm from behind cover. If information is unknown because the investigation is still incomplete, leave blank pending further investigation. If the information is not known and is unlikely to ever be known, record “*Unknown*”.

#### Threat Directed At

This field records if the threat posed by the subject(s) – as perceived by the officer(s) – was directed toward the officer(s) or at another party. The following list contains the available options:

- Officer (self)
- Officer (other)
- Another party (citizen, witness, civilian, etc.)
- Both the officer and others
- Unknown and unlikely to be known

#### Known Impairment

This field records if the subject was impaired by drugs, alcohol, or mental health condition; this field describes 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, leave blank pending further investigation. If the information is not known and is unlikely to ever be known, select “*Unknown*”.

If “Yes” is selected, the field “Subject Impairment(s)” will become available to edit. The following list contains the available options:

- Mental health condition
- Alcohol Impairment
- Drug Impairment
- Unknown and Unlikely to be Known

#### Shots Fired

This field is only available to edit if the previous field “Armed?” is answered “Yes”. The total rounds fired by the subject should be manually recorded in this field.

If the subject was not armed with a firearm, or was armed with a firearm but did not fire it, this field may equal 0.

#### Subject Resistance/Weapon Usage

This field records if the subject used or attempted to use a weapon, or exhibited an effort to resist the actions of the law enforcement officer(s) involved in the incident; this field describes behaviors exhibited by the subject during the events that led to the use of force by law enforcement.

If information is unknown because the investigation is still incomplete, leave blank pending further investigation. If the information is not known and is unlikely to ever be known, select “*Unknown*”.

If “Yes” is selected, then the field “Resistance or Weapon Type” will become available to edit.

#### Resistance or Weapon Type

This field records what resistance or weapon type the subject employed; select all 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, leave blank pending further investigation. If the information is not known and is unlikely to ever be known, select “*Unknown and is unlikely to be known*”. The following list contains the available options:

- Barricading self
- Using a chemical agent (acid, gasoline, pepper, or oleoresin capsicum spray, etc.) against an officer or another
- Using an edged weapon against an officer or another
- Using an electronic control weapon against an officer or another
- Attempt to escape/flee from custody
- Using a firearm against an officer or another
- Intentionally spitting at or bleeding on an officer
- Throwing an article or object at an officer
- Failing to comply to verbal commands
- Other types of passive resistance
- Resisted being handcuffed or arrested
- Making verbal threats
- Directing a vehicle at an officer or another
- Unknown and unlikely to be known

### Related Offenses

This field will only become available to edit if the previous field “Reason for Initial Subject/Officer Contact” in the *Summary* level is answered with “*Response to unlawful or suspicious activity*”. This field then records the illegal activities the subject in question was performing during the incident; select up to five related offenses. The following list contains the available options:

- 09A – Murder & Non-Negligent Manslaughter
- 09B – Negligent Manslaughter
- 09C – Justifiable Homicide
- 100 – Kidnapping
- 11A – Rape
- 11B – Sodomy/Oral Sex
- 11C – Sexual Assault w/Object
- 11D – Fondling
- 120 – Robbery
- 13A – Aggravated Assault
- 13B – Simple Assault
- 13C – Intimidation
- 200 – Arson
- 210 – Blackmail
- 220 – Burglary
- 23A – Theft: Pocket-Picking
- 23B – Theft: Purse Snatching
- 23C – Theft: Shoplifting
- 23D – Theft from Building
- 23E – Theft from Coin Machine
- 23F – Theft from Motor Vehicle
- 23G – Theft of Motor Vehicle Parts
- 23H – Theft: All Other Larceny
- 240 – Motor Vehicle Theft
- 250 Counterfeiting/Forgery
- 26A – Fraud: False Pretenses
- 26B – Fraud: Credit Card
- 26C – Fraud: Impersonation
- 26D – Fraud: Welfare
- 26E – Fraud: Wire
- 26F – Identity theft
- 26G – Hacking/Computer Invasion
- 270 – Embezzlement
- 280 – Stolen Property
- 290 – Destruction/Vandalism
- 35A – Drug/Narcotics Violations
- 35B – Drug Equipment Violations
- 36A – Incest
- 36B – Statutory Rape
- 370 – Pornography
- 39A – Gambling: Betting
- 39B – Gambling: Promoting
- 39C – Gambling: Equipment Violations

- 39D – Gambling: Sports Tampering
- 40A – Prostitution
- 40B – Prostitution: Assisting
- 40C – Purchasing Prostitution
- 510 – Bribery
- 520 – Weapons Law Violations
- 64A – Human Trafficking, Commercial Sex Acts
- 64B – Human trafficking, Involuntary Servitude
- 720 – Animal Cruelty
- 90A – Bad Checks
- 90B – Curfew/Vagrancy
- 90C – Disorderly Conduct
- 90D – Driving Under the Influence
- 90E – Drunkenness
- 90F – Family: Non-Violent Offense
- 90G – Liquor Law Violations
- 90H – Peeping Tom
- 90I – Runaway
- 90J – Trespassing
- 90Z – All Other Offenses
- Unknown Offense

#### Date of Death

This field records the subject's date of death. If it is indicated at the incident level that the incident being reported is an Arrest-Related Death, at least one subject involved in the incident **must** have the "Date of Death" field completed.

#### Time of Death

This field records the subject's time of death. If it is indicated at the incident level that the incident being reported is an Arrest-Related Death, at least one subject involved in the incident **must** have the "Time of Death" field completed.

#### Death Narrative

This field records a brief description of the circumstances surrounding the death of the subject. If the subject died of natural causes, select "*Natural Causes*"; otherwise, select "*Other (please specify)*" and a subsequent field will follow that allows for manual text entry of the circumstances of the subject's death.

If it is indicated at the incident level that the incident being reported is an Arrest-Related Death, at least one subject involved in the incident **must** have the "Death Narrative" field completed.