

UFAD Frequently Asked Questions

“What incidents are collected?”

Incident information is collected when one or more of the following occur:

- **Death:** Any time that an officer uses force that results in the death of a person, or any time that a person dies while arrested, detained, or in the course of being arrested.
- **Great Bodily Harm:** Any time that an officer uses force that results in the great bodily harm of a person.
- **Firearm Discharge:** Any time an officer discharges a firearm at or in the direction of a person.

“What is a Zero Report?”

A *zero report* is an agency reporting that they have had no instances of officer use of force or arrest related deaths to send along for the month they are reporting on.

Zero reports **must** be done if there are no reportable incidents for the month – an agency **cannot** only report for months in which reportable incidents occur. This allows for us to differentiate between agencies who have nothing to report and agencies who are *not* reporting.

Zero reports for a month must be completed by the 15th of the following month.

“Which officers are counted under the “Total Officers” field?”

Only the **officers that employed reportable force** during the incident are counted under the “Total Officers” field. This field does not include any officers who may have *only* used lesser, non-reportable force during the incident.

“What if DCI is investigating the incident and my agency does not have all of the information needed for the UFAD form?”

If your agency is waiting on information under DCI investigation, *initially complete the UFAD form to the best of your ability*. Most fields have ‘**Pending Further Investigation**’ as a valid option and are acceptable to use until further information is received.

Once the relevant information is received from DCI, *go back to the initial form and update fields* that have been answered with ‘Pending Further Investigation’.

- When reaching out to DCI to request this information, make sure to inform them that this information is required in order for your agency to complete your monthly UFAD report.

“What is the difference between the “Force Type Employed” and “Lesser Force Type Employed” fields?”

The “Force Type Employed” field is used to record the **reportable force type employed** during the incident.

The “Lesser Force Type Employed” field is used to record any **non-reportable force types** that were used **alongside** the reportable use of force. This field allows for a clearer picture of the incident being reported, and can be left blank if no lesser force was used during the incident.

“What is the difference between Serious Bodily Injury and Great Bodily Harm?”

“Serious Bodily Injury” is the terminology used by the FBI for the national Use-of-Force data collection effort. Upon review, the BJIA found that the definition of “Serious Bodily Injury” is nearly identical to Wisconsin’s “Great Bodily Harm” definition. As Wisconsin law enforcement officers are more familiar with Great Bodily Harm than Serious Bodily Injury, **we now utilize the term “Great Bodily Harm” in our UFAD communications.**

“How should Time of Death be recorded?”

Until a medical examiner’s report can be obtained with an official time of death, an **approximate time of death** should be recorded in its stead.

General Reminders

- When a field is highlighted in the TraCS form, instructions specific to that field can be found by pressing ‘F2’ – a separate browser window will open with this information.
- UFAD reports **must** be in by the 15th of the following month – if you have no reportable incidents for the month, a Zero Report must be submitted.
- Your agency’s TraCS application must be updated to the 03302020 version (March 30th, 2020) in order to utilize the UFAD form. You can view which version of TraCS you are currently running by navigating to the “About TraCS” section of the application.



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