

# INSTRUCTIONS FOR COMPLETING QUESTIONS

NATIONAL USE OF FORCE DATA COLLECTION – **Q1-Q3 should be completed within 48 hours of the incident.** All remaining information can be completed as the investigation progresses.

## 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 Identifying Information:**

**A. Originating Agency Identifier:**

Police Department Identifying Information
Baker PD - Fallon County - (ORI: MT0130100)
Belgrade PD - Gallatin County - (ORI: MT0160200)
Billings PD - Yellowstone County - (ORI: MT0560100)
Boulder PD - Jefferson County - (ORI: MT0220100)
Bozeman PD - Gallatin County - (ORI: MT0160100)
Bridger PD - Carbon County - (ORI: MT0050200)
Chinook PD - Blaine County - (ORI: MT0030100)
Colstrip PD - Rosebud County - (ORI: MT0440300)
Columbia Falls PD - Flathead County - (ORI: MT0150100)
Columbus PD - Stillwater County - (ORI: MT0480100)
Conrad PD - Pondera County - (ORI: MT0370100)
Cut Bank PD - Glacier County - (ORI: MT0180200)
Darby PD - Ravalli County - (ORI: MT0410300)
Deer Lodge PD - Powell County - (ORI: MT0390100)
Dillon PD - Beaverhead County - (ORI: MT0010100)
East Helena PD - Lewis and Clark County - (ORI: MT0250200)
Ennis PD - Madison County - (ORI: MT0290100)
Eureka PD - Lincoln County - (ORI: MT0270200)
Fairview PD - Richland County - (ORI: MT0420200)
Fort Benton PD - Chouteau County - (ORI: MT0080100)
Glasgow PD - Valley County - (ORI: MT0530100)
Glendive PD - Dawson County - (ORI: MT0110100)
Great Falls PD - Cascade County - (ORI: MT0070100)

<b>Police Department Identifying Information</b>
Hamilton PD - Ravalli County - (ORI: MT0410100)
Havre PD - Hill County - (ORI: MT0210100)
Helena PD - Lewis and Clark County - (ORI: MT0250100)
Hot Springs PD - Sanders County - (ORI: MT0450200)
Kalispell PD - Flathead County - (ORI: MT0150300)
Laurel PD - Yellowstone County - (ORI: MT0560200)
Lewistown PD - Fergus County - (ORI: MT0140100)
Libby PD - Lincoln County - (ORI: MT0270100)
Livingston PD - Park County - (ORI: MT0340100)
Manhattan PD - Gallatin County - (ORI: MT0160500)
Miles City PD - Custer County - (ORI: MT0090100)
Missoula PD - Missoula County - (ORI: MT0320100)
Plains PD - Sanders County - (ORI: MT0450400)
Polson PD - Lake County - (ORI: MT0240100)
Red Lodge PD - Carbon County - (ORI: MT0050100)
Ronan PD - Lake County - (ORI: MT0240200)
Sidney PD - Richland County - (ORI: MT0420100)
St. Ignatius PD - Lake County - (ORI: MT0240300)
Stevensville PD - Ravalli County - (ORI: MT0410200)
Thompson Falls PD - Sanders County - (ORI: MT0450300)
Troy PD - Lincoln County - (ORI: MT0270300)
West Yellowstone PD - Gallatin County - (ORI: MT0160400)
Whitefish PD - Flathead County - (ORI: MT0150200)
Wolf Point PD - Roosevelt County - (ORI: MT0430200)

<b>Sheriff's Office Identifying Information</b>
Butte-Silver Bow County SO - (ORI: MT0470100)
Beaverhead County SO - (ORI: MT0010000)
Big Horn County SO - (ORI: MT0020000)
Blaine County SO - (ORI: MT0030000)
Broadwater County SO - (ORI: MT0040000)
Carbon County SO - (ORI: MT0050000)
Carter County SO - (ORI: MT0060000)
Cascade County SO - (ORI: MT0070000)
Chouteau County SO - (ORI: MT0080000)
Custer County SO - (ORI: MT0090000)
Daniels County SO - (ORI: MT0100000)
Dawson County SO - (ORI: MT0110000)
Deer Lodge County SO - (ORI: MT0120000)
Fallon County SO - (ORI: MT0130000)
Fergus County SO - (ORI: MT0140000)
Flathead County SO - (ORI: MT0150000)
Gallatin County SO - (ORI: MT0160000)

<b>Sheriff's Office Identifying Information</b>
Garfield County SO - (ORI: MT0170000)
Glacier County SO - (ORI: MT0180000)
Golden Valley County SO - (ORI: MT0190000)
Granite County SO - (ORI: MT0200000)
Hill County SO - (ORI: MT0210000)
Jefferson County SO - (ORI: MT0220000)
Judith Basin County SO - (ORI: MT0230000)
Lake County SO - (ORI: MT0240000)
Lewis and Clark County SO - (ORI: MT0250000)
Liberty County SO - (ORI: MT0260000)
Lincoln County SO - (ORI: MT0270000)
Madison County SO - (ORI: MT0290000)
McCone County SO - (ORI: MT0280000)
Meagher County SO - (ORI: MT0300000)
Mineral County SO - (ORI: MT0310000)
Missoula County SO - (ORI: MT0320000)
Musselshell County SO - (ORI: MT0330000)
Park County SO - (ORI: MT0340000)
Petroleum County SO - (ORI: MT0350000)
Phillips County SO - (ORI: MT0360000)
Pondera County SO - (ORI: MT0370000)
Powder River County SO - (ORI: MT0380000)
Powell County SO - (ORI: MT0390000)
Prairie County SO - (ORI: MT0400000)
Ravalli County SO - (ORI: MT0410000)
Richland County SO - (ORI: MT0420000)
Roosevelt County SO - (ORI: MT0430000)
Rosebud County SO - (ORI: MT0440000)
Sanders County SO - (ORI: MT0450000)
Sheridan County SO - (ORI: MT0460000)
Silver Bow County SO - (ORI: MT0470000)
Stillwater County SO - (ORI: MT0480000)
Sweet Grass County SO - (ORI: MT0490000)
Teton County SO - (ORI: MT0500000)
Toole County SO - (ORI: MT0510000)
Treasure County SO - (ORI: MT0520000)
Valley County SO - (ORI: MT0530000)
Wheatland County SO - (ORI: MT0540000)
Wibaux County SO - (ORI: MT0550000)
Yellowstone County SO - (ORI: MT0560000)

<b>Other Law Enforcement Agencies</b>
Bert Mooney Airport (Butte): Other Law Enforcement Agency - (ORI: MT0470200)

Blackfeet Tribal Police: Tribal - (ORI: MTDI05300)
Crow Agency Tribal Police: Tribal - (ORI: MTDI05000)
Department of Livestock: Other Law Enforcement Agency - (ORI: MTL5B0000)
Division of Criminal Investigation - (DOJ): Other Law Enforcement Agency - (ORI: MT025055Y)
DOC - MT State Prison: Other Law Enforcement Agency - (ORI: MT039035C)
Fish, Wildlife & Parks: Other Law Enforcement Agency - (ORI: MTMFG0000)
Flathead Tribal Police: Tribal - (ORI: MTDI00000)
Fort Belknap Tribal Police: Tribal - (ORI: MTDI05400)
Fort Peck Tribal Police: Tribal - (ORI: MTDI05500)
Gallatin Airport: Other Law Enforcement Agency - (ORI: MT0160700)
Gambling Control Div - (DOJ): Other Law Enforcement Agency - (ORI: MT0250500)
Great Falls Airport: Other Law Enforcement Agency - (ORI: MT0070400)
Logan Airport (Billings): Other Law Enforcement Agency - (ORI: MT0560500)
Missoula County Airport: Other Law Enforcement Agency - (ORI: MT0320400)
Montana Highway Patrol: Other Law Enforcement Agency - (ORI: MTMHP0000)
Montana State University: University or College - (ORI: MT0160600)
Motor Carrier Services - (DOT): Other Law Enforcement Agency - (ORI: MT025115Y)
MSU Billings Police: University or College - (ORI: MT0560600)
Northern Cheyenne Tribal Police: Tribal - (ORI: MTDI05100)
Rocky Boy Tribal Police: Tribal - (ORI: MTDI06200)
University Of Montana: University or College - (ORI: MT0320300)

**B. 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 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 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.

<b>Data Value</b>	<b>Data Value Includes</b>
Abandoned/Condemned Structure	Buildings or structures which are completed but have been abandoned by the owner and are no longer being used  <b>Note:</b> 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 <i>Residence/Home</i> , vacant convenience store that is for rent should be classified as <i>Convenience Store</i> , 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.

<b>Data Value</b>	<b>Data Value Includes</b>
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  <b>Note:</b> LEAs should use <i>Bank/Savings and Loan</i> if the ATM is located at a banking facility.
Auto Dealership New/Used	Businesses specifically designed for selling new and used motor vehicles  <b>Note:</b> 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  <b>Note:</b> 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

<b>Data Value</b>	<b>Data Value Includes</b>
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.  <b>Note:</b> 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  <b>Note:</b> This data value does not include cargo bays attached to a department store or shopping mall. LEAs should classify these as <i>Department/Discount Store</i> or <i>Shopping Mall</i> , 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  <b>Note:</b> LEAs should classify the house on a farm as <i>Residence/Home</i> .
Field/Woods	Areas that are primarily open fields or wooded areas  <b>Note:</b> 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

<b>Data Value</b>	<b>Data Value Includes</b>
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  <b>Note:</b> 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  <b>Note:</b> This data value does not include abandoned facilities. LEAs should classify these as <i>Abandoned/Condemned Structure</i> .
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



<b><i>Data Value</i></b>	<b><i>Data Value Includes</i></b>
Residence/Home	<p>Apartments, condominiums, townhouses, nursing homes, residential driveways, residential yards; extended/continuous care facilities</p> <p><b>Note:</b> This data value refers to permanent residences.</p>
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	<p>Indoor or outdoor shopping areas and/or centers with multiple (two or more) stores and/or businesses; strip malls</p> <p><b>Note:</b> LEAs should use the data value that best describes the location in question.</p>
Specialty Store	Fur stores, jewelry stores, television stores, dress shops, and clothing stores, etc.; payday lender type businesses

<b>Data Value</b>	<b>Data Value Includes</b>
Tribal Lands	Native American reservations, communities, and/or trust lands  <b>Note:</b> 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>.

**Group A Offenses**

<b>Group A Offenses</b>			
<b>Offense</b>	<b>Code</b>	<b>Offense Description</b>	<b>Crime Against</b>
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

<b>Group A Offenses</b>			
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

<b>Group B Offenses</b>			
<b>Offense</b>	<b>Code</b>	<b>Offense Description</b>	<b>Crime Against</b>
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. 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.

**Q11. 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.

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.

**Q12. 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.

**Q13. 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 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.”

**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. 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*.

**Q16. 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*.

**Q17. 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*.

**Q18. 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*.

**Q19. 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*.

**Q19a. Please indicate which conditions apply (select all that apply)**

If the answer to Q23 was yes, 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*.

**Q20. 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*.

**Q21. Did the subject resist the officer(s) or attempt to use a weapon against the officer(s)?**

If the subject used, attempted to use a weapon, or exhibited an effort to resist the actions of the law enforcement officer(s) present who are listed under Q24a, record "yes." 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.

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*.

**Q21a 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*.

**Q22. 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*.

**Q23. 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.

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 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*.

**Q24. What were the subject's injuries? (Select all that apply)**

The purpose of this question is to record the injuries sustained by the subject 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.

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 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 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. 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*.

**Q26. 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*.

**Q27. 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*.

**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 (35 or more hours per week)?**

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.

The definition of full time includes officers who work 35 or more hours per week.

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 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*.

**Q33. 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*.

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

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?**

The purpose of this question is to assess 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, 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."