

**TO:** IACP United States Membership  
**FROM:** Chief Paul Cell, IACP President  
**SUBJECT:** Support for Participation in the National Use-of-Force Data Collection  
**DATE:** February 1, 2019

## OVERVIEW

For U.S. law enforcement agencies, January 1, 2019, marked the official start of the FBI's **National Use of Force Data Collection**. The FBI established a National Use-of-Force Data Collection at the behest of local, state, tribal, and federal law enforcement partners and major law enforcement organizations, including the IACP. This voluntary program gathers data on law enforcement use-of-force incidents, specifically those

- resulting in the death,
- resulting in serious bodily injury of a person<sup>1</sup>, or
- involving discharge of a firearm at or in the direction of a person.

The goal of the resulting statistics is to provide an aggregate view of the incidents reported and the circumstances, subjects, and officers involved.

## IACP INVOLVEMENT AND SUPPORT

The interests of IACP's membership has been well represented since the collection's inception through IACP participation on the FBI's Criminal Justice Information Services Advisory Policy Board and the National Use-of-Force Collection Task Force.

Pursuant to [IACP Resolution CRC. 11.t16](#) supporting use of force reporting, **IACP strongly encourages agencies to participate in the National Use-of-Force Data Collection**. This effort will foster more informed conversations around use-of-force incidents and demonstrate law enforcement's commitment to transparency, fair and impartial policing, and community trust.

## HOW TO SUBMIT

Agencies may report to the FBI **only through the FBI's Law Enforcement Enterprise Portal (LEEP)**. To apply for a LEEP account, a chief or officer should go to [www.cjis.gov](http://www.cjis.gov) and click on "Apply for an Account." Once the LEEP account is authorized, users may register for the "National Use-of-Force Data Collection." Use of this portal requires no financial investment and allows agencies and state programs to manage all aspects of their use-of-force data. **NOTE:** Police leaders should not wait for a use-of-force incident to enroll; **"zero reports" are equally important** and should be filed for each month where no qualifying uses of force occur.

## MORE INFORMATION

A checklist is attached to assist chiefs with this issue. See [www.fbi.gov/useofforce](http://www.fbi.gov/useofforce) for additional information. The Use-of-Force Help Desk may be reached via telephone 304-625-9998 or email [useofforce@fbi.gov](mailto:useofforce@fbi.gov).

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<sup>1</sup> "Serious bodily injury" means "bodily injury that involves a substantial risk of death, unconsciousness, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty." This definition is based, in part, upon Title 18, United States Code, Section 2246 (4)



# FBI Use-of-Force Data Collection Implementation Checklist

1. Chief and officer(s) designated to review use-of-force reports and submit data to the FBI must obtain accounts in FBI's Law Enforcement Enterprise Portal (LEEP).
2. Once LEEP accounts are approved, designated submitting officers can obtain access to the National Use-of-Force Data Collection system. In addition to applying online, they can email [useofforce@fbi.gov](mailto:useofforce@fbi.gov) so their requests can be expedited.
3. All officers with LEEP accounts should create calendar reminders to log into the LEEP at least once every 60 days to avoid the closing of the accounts.
4. The following section should be inserted into the department's Use-of-Force Reporting policy:

Within five days of receiving a use of force report, the *[insert title of person responsible here]* shall submit a report to the FBI Use-of-Force Data Collection database if the use of force involved or resulted in:

- The death of person due to an officer's use of force;
- The serious bodily injury of person due to an officer's use of force; or
- The discharge of a firearm by an officer at or in the direction of a person that did not otherwise result in death or serious bodily injury.

The *[insert title of person responsible here]* shall submit a zero report to the FBI database monthly if there were no uses of force as described above.

5. Upon receiving a report where the use of force by an officer meets the criteria above, the designated officer must log into LEEP and report the incident. The officer should have the full report when doing so as multiple data fields are required.
6. The officer designated to report uses of force should use a monthly calendar reminder to ensure that a zero report is submitted for any month where no qualifying use-of- force occurs.
7. Further information may be found at [www.fbi.gov/useofforce](http://www.fbi.gov/useofforce). The Use-of-Force Help Desk may be reached via telephone 304-625-9998 or email [useofforce@fbi.gov](mailto:useofforce@fbi.gov).