



The TOWN OF NORWOOD

Commonwealth of Massachusetts

POLICE DEPARTMENT
WILLIAM G. BROOKS III
Chief of Police

TO: All Massachusetts Chiefs of Police

FROM: Chief William G. Brooks III

SUBJECT: Use-of-Force Data Collection

DATE: December 19, 2018

As you may know, I represent IACP on the FBI's CJIS Advisory Policy Board. The APB advises the FBI Director on policy matters related to the numerous information systems maintained by the FBI CJIS Division. One of the issues we have been working on is the FBI's new National Use-of-Force Data Collection database.

While most police chiefs are aware that January 1 is the official launch of the database, some have not yet made preparations to participate. Although there is no requirement that police departments report uses of force to the FBI, I think we all hope for full participation by Massachusetts police chiefs.

Not all uses of force are reportable to the new system. The only cases where police use of force is reportable to the FBI is where the use of force by a law enforcement officer results in:

1. The death of person due to an officer's use of force;
2. The serious bodily injury of person due to an officer's use of force; or
3. 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.

A police department may report force 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 and click on "Apply for an Account." After submitting the requested data, it will take LEEP several days to authorize the account. A holder of a LEEP account must then apply separately for authorization to submit use-of-force data for their department. Once your LEEP account has been approved, you can apply by going to the LEEP home page and scrolling down to "National Use-of-Force Data Collection."

I recommend that every chief designate an officer, and a back-up, to be responsible for reporting qualifying uses of force to the FBI online. At smaller departments, the chief may also want to maintain this access.

It is important to note that police departments participating in the new system must submit a "zero report" every month for which there are no qualifying uses of force. Otherwise, there is no way to distinguish between a fully participating agency and a department that is not participating or one where the submitter simply forgot to submit a report.

Chiefs with questions that are not answered here can call the Use-of-Force Help Desk at **304-625-9998** or send email to **useofforce@fbi.gov**. There are also training videos and other information in the Use-of-Force Portal.

To maintain an active account, every holder of a LEEP account should log into the system at least once every 60 days. A new password is required every 180 days.

Finally, I recommend that every chief insert the section below into his or her Use-of-Force Reporting policy:

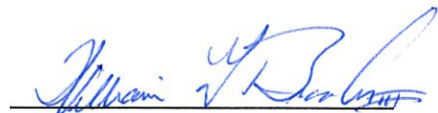
Within five days of receiving a use of force report, the [insert title of person responsible here] shall submit a report to the FBI Use-of-Force Data Collection database if the use of force involved or resulted in:

- 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.

For your convenience, I have prepared a checklist to assist chiefs with this issue. Any chief with questions on this issue is welcome to contact me at **wbrooks@norwoodma.gov**.

Fraternally Yours,



William G. Brooks III
Chief of Police



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 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 reports 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.

Assistance from the FBI CJIS Use-of-Force Help Desk is available at **304-625-9998** or by email at useofforce@fbi.gov.