



Use of Force and Arrest Related Death (UFAD) Reporting User Guide



Bureau of Justice Information and Analysis

Wisconsin Department of Justice

10/08/2024

Table of Contents

What is UFAD?	3
How to Submit a UFAD Zero Report.....	4
Form Validation.....	5
The Incident Segment & Report Types.....	6
The Summary Segment	10
The Officer Segment.....	16
The Subject Segment	22
The Other Involved Agencies Segment	29
The Law Enforcement Agency & Attachment Segments.....	29
Recording Non-reportable Incidents	30
Contact Us	31

What is UFAD?

UFAD is the Use-of-Force and Arrest-Related Death data collection, which is comprised of two separate data collection efforts and is required for all Wisconsin law enforcement agencies.

The first data collection is the Use-of-Force data collection, which was spearheaded by the FBI and made mandatory for all Wisconsin agencies per [Wisconsin Statute 165.845](#).

The second data collection is the Arrest-Related Death data collection, mandated by the [Death in Custody Reporting Act](#).

These two collections were combined into one reporting form for agency's ease of reporting.

UFAD reports are required when one or more of the following occurs:

- **An officer utilizes force that results in the death of a person**
- **An officer utilizes force that results in the serious bodily injury of a person**
- **An officer discharges their firearm at or in the direction of a person**
- **A person dies while detained, arrested, or in the course of being arrested**

If an agency has no reportable incidents for a month, they are instead required to submit a zero report to indicate this.

The monthly deadline for reports is the 15th of the following month.

NOTE: This manual covers every mandatory field for reportable incidents and zero reports as required by the DOJ in depth. It does not cover all fields that are optional and have been added by request to be utilized for non-reportable UFAD forms in depth.

However, there is a section at the end of this manual titled [Recording Non-reportable Incidents](#) that briefly covers the functionality of using the UFAD form to track non-reportable incidents.

How to Submit a UFAD Zero Report



1. Open 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. Validate and accept/transmit the form

Use of Force and Arrest Related Death

MWP0DM0C7Z	Machine 307	Pack L TEST	Baseline 19.02.18	WI Form Ver UFAD	Version Date 0819	Map 2018027
Do you have anything to report this month?	Yes <input type="radio"/>	No <input checked="" type="radio"/>	Reporting Month OCTOBER	Reporting Year 2024	Initial Validation Date	
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) NO REPORT FOR THE MONTH						

Form Validation

The UFAD form has a two-stage validation process - **Preliminary** and **Final**.

The Preliminary validation status allows for a reportable incident to be transmitted to the DOJ with minimal information and is commonly used to fulfil an agency's monthly reporting requirement (by the 15th of the following month) when all information required by the form is not yet available.

NOTE: Reportable incidents in preliminary validation status, and all fields with the value "Pending", are expected to be updated once investigations conclude or the required information is available.

Once Preliminary validation is complete, users are prompted to continue to Final validation.

If additional information needs to be added to a form in Preliminary or Final validation status, the form may be re-opened, and the new information added via edit mode. Once the additional information is added, the user will need to re-validate and accept/transmit the form 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," to view warnings, then:

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

The Incident Segment & Report Types

Establishing Initial Details

1. Review the [Use of Force and Arrest Related Death Reporting decision tree \(page 9\)](#) 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

MWP0DM0C85	Machine 307	Pack 411113	Baseline 19.02.18	WI Form Ver UFAD	Version Date 0819	Map 2018027																																										
<table border="1"> <tr> <td>Are you documenting a Use of Force or Arrest Related Death incident?</td> <td>Yes <input checked="" type="radio"/></td> <td>No <input type="radio"/></td> <td>Reporting Month</td> <td>Reporting Year</td> <td colspan="2">Initial Validation Date</td> </tr> <tr> <td>Did subject(s) die as a result of law enforcement use of force?</td> <td>Yes <input checked="" type="radio"/></td> <td>No <input type="radio"/></td> <td colspan="2">Did subject(s) experience serious bodily injury as a result of law enforcement use of force?</td> <td>Yes <input type="radio"/></td> <td>No <input checked="" type="radio"/></td> </tr> <tr> <td>Did subject(s) die while detained, arrested or in the course of being arrested?</td> <td>Yes <input checked="" type="radio"/></td> <td>No <input type="radio"/></td> <td colspan="2">Did an officer discharge a firearm at/in the direction of a person that did not result in injury or death?</td> <td>Yes <input type="radio"/></td> <td>No <input checked="" type="radio"/></td> </tr> <tr> <td colspan="7">Report Type(s) USE OF FORCE AND ARREST RELATED DEATH</td> </tr> <tr> <td colspan="7">Agency Report Type</td> </tr> <tr> <td colspan="3">Police Number</td> <td colspan="4">Tags</td> </tr> </table>							Are you documenting a Use of Force or Arrest Related Death incident?	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 checked="" type="radio"/>	Did subject(s) die while detained, arrested or in the course of being arrested?	Yes <input checked="" 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 checked="" type="radio"/>	Report Type(s) USE OF FORCE AND ARREST RELATED DEATH							Agency Report Type							Police Number			Tags			
Are you documenting a Use of Force or Arrest Related Death incident?	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 checked="" type="radio"/>																																										
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Report Type(s) USE OF FORCE AND ARREST RELATED DEATH																																																
Agency Report Type																																																
Police Number			Tags																																													

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

Scenario*	Report Type
Subject died with <i>no</i> police use of force involved, e.g. subject died while in custody/in the process of being taken into custody	Arrest Related Death Only
Subject died as a result of officer 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 officer use of force, e.g. broken bones from a baton	Use of Force - Injury
An officer discharged firearm in the direction of a subject, but did <i>not</i> cause harm NOTE: Grazing wounds from gunshots count as UoF - Injury	Use of Force – Firearm Discharge

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

Reporting Month & Reporting Year

Note that the Reporting Month and Reporting Year fields are only used in the creation of zero reports.

Any other incident type recorded via the UFAD form will require the usage of the Incident Date and Incident Time fields in the Summary segment.

Because of this, you will notice that upon selecting “Yes” to “Are you Documenting a Use of Force or Arrest Related Death incident?” these fields will turn grey and become unusable.

The UFAD Hierarchy

Reportable Use-of-Force incidents have a hierarchy rule put in place by the FBI.

Due to this hierarchy, only one Use-of-Force incident type per subject is allowed.

An easy way to think about this is: **Death>Injury>Firearm Discharge.**

This means that for each subject you report on a UFAD form, you will only check “Yes” to one incident type question.

The one exception to this is if a subject died as a result of officer use of force. In that scenario, 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 21 will appear and prevent the form from being finalized.

Use of Force and Arrest Related Death

MWP0DM0C85	Machine 307	Pack 411113	Baseline 19.02.18	WI Form Ver UFAD	Version Date 0819	Map 2018027
Are you documenting a Use of Force or Arrest Related Death incident?			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 checked="" type="radio"/>		
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 direction of a person that did not result in injury or death? Yes <input type="radio"/> No <input checked="" type="radio"/>		

Validation: 15 Errors 3 Warnings	
<input checked="" type="checkbox"/> Show Errors	<input type="checkbox"/> Show Warnings
Rule Number	Message
21	ERROR: DeathWhileDetainedFlag must be 'Y' when DeathResultsFlag is 'Y'.

Police Number

The Police Number field in the Incident Segment should be used to record the incident number used by the reporting agency to track the reportable incident in-house. This field is not required for zero reports.

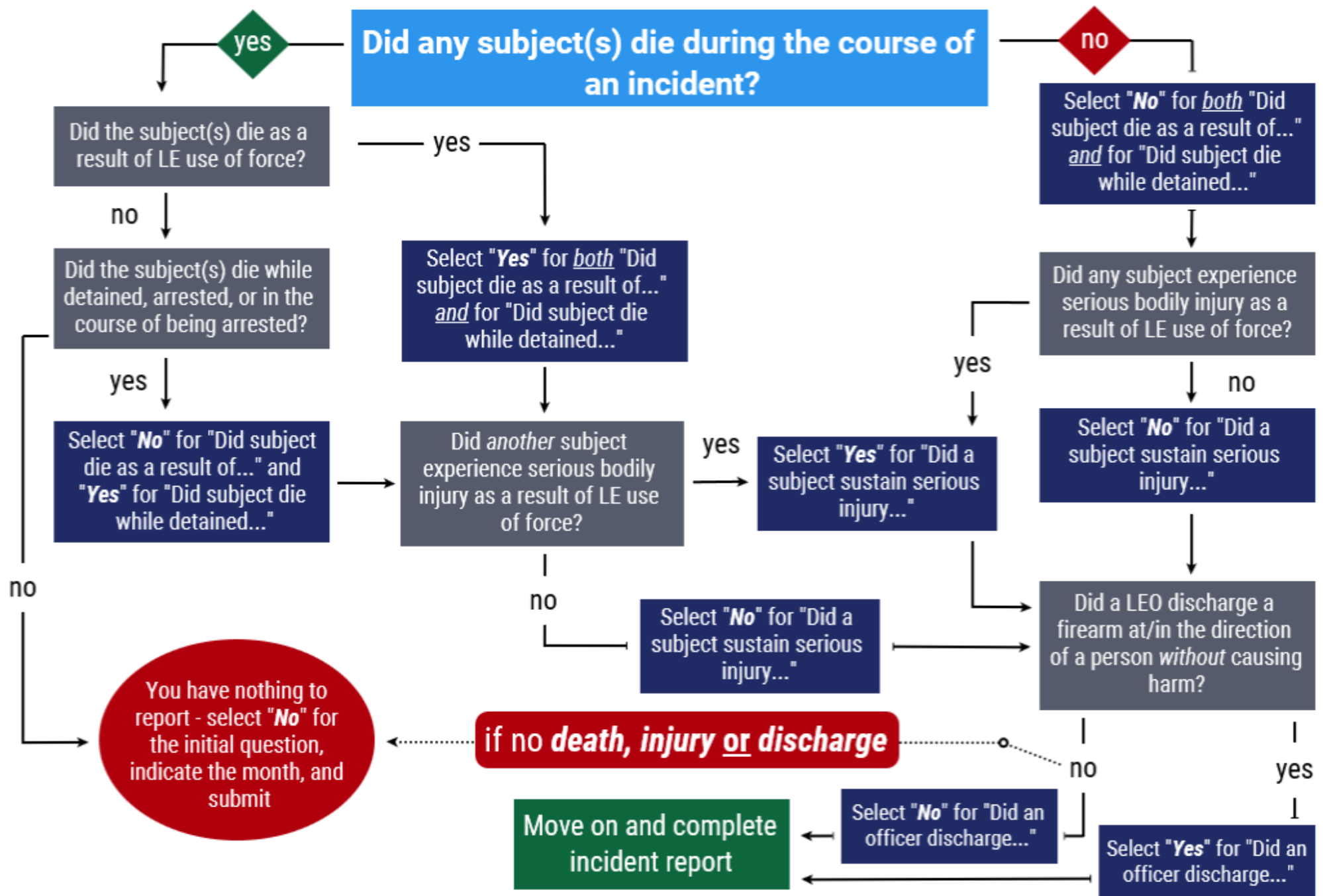
Use of Force and Arrest Related Death

MWP0DM0C85	Machine 307	Pack 411113	Baseline 19.02.18	WI Form Ver UFAD	Version Date 0819	Map 2018027
Are you documenting a Use of Force or Arrest Related Death incident?			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 checked="" type="radio"/>
Did subject(s) die while detained, arrested or in the course of being arrested?			Yes <input checked="" 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 checked="" type="radio"/>
Report Type(s) USE OF FORCE AND ARREST RELATED DEATH						
Agency Report Type						
Police Number ABC-12345			Tags			

Agency Report Type & Tags

The Agency Report Type field and the Tags field are not required for UFAD reporting to the DOJ and may be used at the reporting agency's discretion.

Use of Force and Arrest-Related Death Reporting



The Summary Segment

Incident Date & Time

This field records the date and time the reportable incident occurred:

Summary											
Incident Date 10/08/2024		Incident Time 13:19		Was this incident part of a multi-agency or taskforce operation?						Yes No <input type="radio"/> <input type="radio"/>	
Number of Additional Agencies		Total Officers		Total Reporting Agency Officers				Total Subjects			
Was this an ambush incident?		Yes No Unk Pnd <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>		Video Available		Yes No Unk <input type="radio"/> <input type="radio"/> <input type="radio"/>		Supervisor Consulted		Yes No Unk Pnd <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	

For a Use-of-Force incident, this should reflect the date/time the first instance of reportable force was used. (E.G. the first time a firearm was discharged at a subject)

For an Arrest-Related Death **Only** incident, this should reflect the time the circumstances that resulted in the subject's death began, (E.G. when a subject's vehicle crashed into a tree during an active pursuit) as the subject's date and time of death will be collected later in the form and may differ.

NOTE: 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.

Multiagency/Taskforce, Number of Additional Agencies & Total Officers

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, when the “Number of Additional Agencies” field is completed, the “[Other Involved Agencies](#)” segment will generate below the Subject segment, allowing the reporter to indicate which additional agencies had officers that also utilized reportable force during the incident.

*Note: Only agencies (other than your own) that had officers who also utilized **reportable force** during the incident should be indicated via the “Number of Additional Agencies” field.*

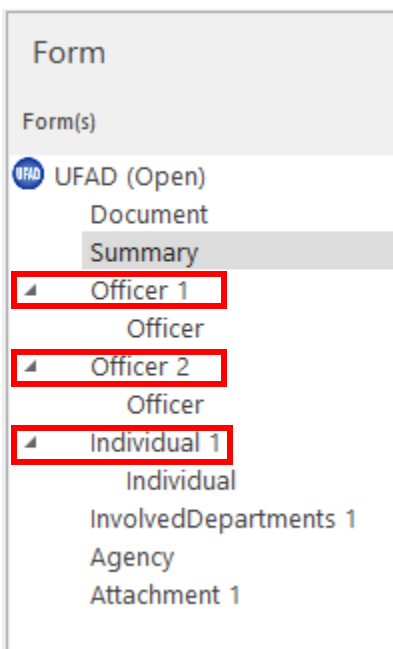
The “Total Officers” field should include both the number of officers that utilized reportable force from other participating agencies *and* the total number of officers that utilized reportable force from your agency.

For example: If 2 officers from your agency utilized reportable force in an incident alongside 2 officers that also utilized reportable force from another agency, “Total Officers” should equal 4, and “Total Reporting Agency Officers” should equal 2:

Summary											
Incident Date 11/27/2024		Incident Time 09:04		Was this incident part of a multi-agency or taskforce operation?						Yes No <input checked="" type="radio"/> <input type="radio"/>	
Number of Additional Agencies 01		Total Officers 04		Total Reporting Agency Officers 02				Total Subjects 01			

Total Reporting Agency Officers & Total Subjects

It should also be noted that the information input here will prompt the TraCS form to create the appropriate number of *Officer* and *Subject* sections – in the above example, the reporting agency has 2 officers to report information on, and 1 subject, and so the left-hand side of the form shows that the appropriate number of sections were generated:



The screenshot shows a vertical list of sections in a form interface. The sections are: Form, Form(s), UFAD (Open), Document, Summary, Officer 1, Officer, Officer 2, Officer, Individual 1, Individual, InvolvedDepartments 1, Agency, and Attachment 1. The sections Officer 1, Officer 2, and Individual 1 are highlighted with red boxes.

Was this an 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.”

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

Video Available

This field records if there is any video (bodycam footage, surveillance cameras, dashcam footage, etc.) of the incident available.

Supervisor Consulted

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.

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

Incident Location Type

This field records the type of location where reportable force was used during the incident. Options include:

- 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/Racetrack
- 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
- Pending Further Investigation
- Unknown and Unlikely to be known

If “Other” is selected, a text entry field will open, for the exact location type to be manually input. This field does not allow for spaces to be used, so hyphens or precise language should be utilized.

The image shows two screenshots of a software interface. The top screenshot displays a dropdown menu titled "Location type of the Incident". The menu is open, showing a list of location types. The "Other" option is highlighted with a red box. A red arrow points from the "Other" option to a text entry field in the bottom screenshot. The bottom screenshot shows the same dropdown menu, but it is closed, and a text entry field is visible below it. The text entry field is empty, and there is a "List" button next to it.

Map Incident Location

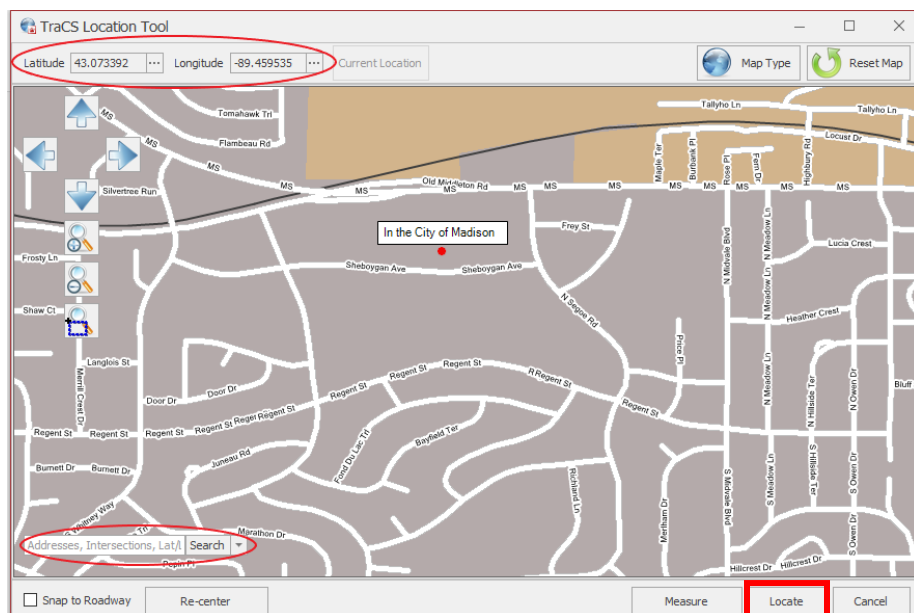
To map the exact location where the incident occurred, select “Yes” to this question. The *Location* segment will then be generated directly following the *Summary* segment, and have all options grayed out except for “Map”, “Structure Type”, and “Structure Number”:

Summary							
Incident Date 10/08/2024	Incident Time 13:19	Was this incident part of a multi-agency or taskforce operation?				Yes No	<input checked="" type="radio"/> <input type="radio"/>
Number of Additional Agencies 01	Total Officers 02	Total Reporting Agency Officers 02		Total Subjects 01			
Was this an ambush incident?	Yes No Unk Pnd	Video Available	Yes No Unk	Supervisor Consulted		Yes No Unk Pnd	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
Incident Location Type AIR/BUS/TRAIN TERMINAL				Map Incident Location		Yes No	<input checked="" type="radio"/> <input type="radio"/>

Location							
Map TOGS	DMV County DANE - 13			DMV Municipality MADISON - 73, CITY			
On Hwy Type	On Hwy #	On Hwy Dir	On Street Name TOGSTAD GLENN				
Estimated Distance From Intersection 412 FT			Direction From Intersection NORTH				
From/At Hwy Type	From/At Hwy #	From/At Hwy Dir	From/At Street Name AMES ST				
Structure Type HOUSE/BUILDING			Structure Number 123				
Latitude 43.057251		Longitude -89.452445		X Coordinate 300286.75		Y Coordinate 4770091.5	
Muni Type CITY OF	On Roadway ID# 4824217		On Roadway Link Offset 682			Override <input type="checkbox"/>	

When the “Map” field 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.

Map

W MAIN ST 103 FT WEST OF E MAIN ST IN CITY List

Weather Condition Setting

Factors Involved

Location

Map	DMV County	DMV Municipality
W MA	DANE - 13	MADISON - 73, CITY
On Hwy Type	On Hwy #	On Hwy Dir
		On Street Name

<CTRL-S> External Search

Next Previous Clear Locate Master Index

NOTE: Mapping the incident location automatically generates latitude/longitude coordinates for the incident, which is required for all reportable UFAD incidents being transmitted to the DOJ.

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, select “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
- Response to unlawful or suspicious activity*
- Mass Demonstration
- Follow up investigation
- Medical, mental health, or welfare assistance
- Routine patrol other than traffic stop
- Traffic Stop
- Warrant Service
- Pending Further Investigation
- Unknown and is unlikely to be known
- Other

***NOTE:** If “Response to unlawful or suspicious activity” is selected, the “[UCR Crime Incident Number](#)” and “[Related Offenses](#)” fields are required.

Did an Officer(s) Approach a Subject(s)?

This field records whether the officer approached the subject to initiate the incident. If information is unknown because the investigation is still incomplete, select “Pending Further Investigation”. If the information is not known and is unlikely to ever be known, select “Unknown and is unlikely to be known”.

UCR Crime Incident Number

This field will **only** become available to edit if the “Reason for Initial Subject/Officer Contact” field was answered as “*Response to unlawful or suspicious activity*”. Manual entry of the Uniform Crime Reporting (UCR) incident number used to report the unlawful or suspicious activity performed by the subject should then occur in this field. The UCR incident number should be located within your agency’s Records Management System (RMS).

UCR LEOKA-Reported Incident Number

This field should only be populated if any officer(s) recorded on the form were subject to homicide, simple assault, or aggravated assault during the incident per UCR reporting definitions. Manual entry of the UCR Law Enforcement Officer Killed or Assaulted (LEOKA) incident number used to report the assault or homicide of an involved law enforcement officer should then occur in this field. The UCR LEOKA incident number should be located within your agency’s Records Management System (RMS) and may be the same as the UCR Crime Incident Number (if used).

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 this 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

The Officer Segment

The Definition of a Law Enforcement Officer for this Collection

Per the FBI's Use-of-Force Data Collection rules, only "Law Enforcement Officers" who utilized reportable force should be reported to this collection.

The current definition of a law enforcement officer, according to the FBI's 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:

- 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
- Wear/carry a badge (ordinarily)
- Carry a firearm (ordinarily)
- Be duly sworn and have full arrest powers

Exceptions to the above-listed criteria may also be reported as an officer for the purposes of this collection:

- 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.

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 transmitted/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 Officer's Date of Birth (DOB) is entered, the Age field will automatically populate with the officer's age at the time of the incident and will not allow editing.

If you do not wish to use the Officer DOB field, you may leave it blank and manually input the officer's age at the time of the incident into the Age field.

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	Date of Birth 03/26/1980	Age 39	Sex
Eye Color	Ethnicity		Eye Color	Ethnicity	
Employed 35+ hrs Yes No UI					

Your agency may input the address and phone number of your department's location in lieu of the officer's information if that is preferred.

When the report has reached the Final Validation level, Race, Ethnicity, Age, Sex, Height, and Weight are required fields, as these fields *are required* for the UFAD data collection.

Employed 160+ hours per month

This field records whether or not the officer in question was employed in a full- (160+ hours per month) or part-time capacity at the time of the incident.

On Duty & On Duty Assignment

The On Duty 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 on duty 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.

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, select “Pending Further Investigation”. If the information is not known and is unlikely to ever be known, select “*Unknown and is unlikely to be known*”.

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 Worn & Ballistic Vest Effective

The “Ballistic Vest Worn” 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 “Ballistic Vest Effective” field 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 discharged their 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, “Rounds Discharged” 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 & Ending 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.

Rounds Discharged

This field records the number of rounds discharged by the officer. This 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 a Factor & Lighting Conditions

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 a factor.

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 types used by law enforcement that are known or believed to have resulted in the serious bodily injury or death of a subject; select all that apply.

In addition, “*Firearm discharged*” should be recorded if a firearm was discharged by an officer at or in the direction of the subject *regardless of whether the subject was struck*. Multiple types 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 Projectile
- 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 Projectile
- 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 Injured

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 information is unknown because the investigation is still incomplete, select "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 "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.

Officer's 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
- Apparent Minor Injury
- 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

The Subject Segment

Identifying Information

Like the *Officer* segment questions, personally identifying information on subjects will **not** be sent along with any reports that include it. Driver's license information is *also* not transmitted to or stored by external agencies.

One exception to this is the Subject's name, as Arrest-related Death forms require it.

Information received about subjects:

Subject						Delete Group	
Individual Type INDIVIDUAL							
Last Name SAMPLE ✓			First Name SUBJECT ✓		Middle Name A ✓	Suffix ✓	
Street Address 123 SAMPLE STREET ✗					P.O. Box ✗		
City MADISON ✗		State WI - WISC ✗		Zip Code 53703 ✗	Country UNITED STATES ✗		
Date of Birth 01/01/1990 ✓	Sex M ✓	Race WHITE ✓	Height 5'09 ✓	Weight (lbs) 200 ✓	Hair Color BAL ✗	Eye Color BROWN ✗	
Driver's License Number 1234567890 ✗			State of Issuance WI - WISCONSIN ✗		DL Expiration Year 2026 ✗		
Age 34 ✓	Phone Number (123) 456-7890 EXT. ✗		Ethnicity NOT HISPANIC OR ✓		Country of Issuance UNITED STATES ✗		

Note that the "Subject First Name" and "Subject Last Name" fields will prompt a warning (Warning 127 and 128, respectively) on initial attempts to validate if they are left blank.

When moving on to final validation, the fields "Subject Race", "Subject Ethnicity", "Subject Sex", "Subject Age", and "Subject Date of Death" (if the incident is a Use-of-Force and/or Arrest Related Death report) are required for final validation and submission.

Additionally, "Subject Height" and "Subject Weight" are expected, and will prompt warnings (Warning 147 and 149, respectively) if left blank.

Injuries Received as Result of Use of Force

This field records the injuries sustained by the subject due to reportable use of force by law enforcement; select all that apply.

If the subject died due to law enforcement use of force, “*Death*” is the only allowable injury.

Examples for “Other Major Injury” include: neck injury; eye damage; burns; etc.

Examples for “Possible Internal Injury” include: Internal bleeding; brain damage; concussion; paralysis; etc.

NOTE: Please record all gunshot wounds regardless of whether they are penetrating or grazing, as “Gunshot Wounds”, 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 type **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 Projectile
- 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

NOTE: In incidents where the only force type used was a firearm being discharged at or in the direction of a subject **without** striking them, the force type of “Firearm Discharged” should be selected.

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 Projectile
- 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's Treatment, When did Injury Occur, Empty Hand Techniques & Location of Force Used

The "Subject's Treatment", "When did Injury Occur", "Empty Hand Techniques" and "Location of Force Used" fields are not required or reported to the DOJ for UFAD reporting, they are for your agency's reference only when [recording Non-Reportable Incidents](#).

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: a 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 this information is unknown because the investigation is still incomplete, select "pending". If the information is not known and is unlikely to ever be known, record "*Unknown*".

NOTE: 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 the Subject did not utilize a firearm, select "No". If this 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), another party, or if there was not threat. The following list contains the available options:

- Officer (self)
- Officer (other)
- Another party (citizen, witness, civilian, etc.)
- Both the officer and others
- No Threat
- Unknown and unlikely to be known

Rounds Fired

This field is only available to edit if the previous field “Armed?” is answered “Yes”. The total rounds fired by the subject should then 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 should equal 0.

Actions	Armed	Yes	No	Unk	Pnd	Fired from Cover	Yes	No	Unk	Threat Directed At OFFICER (SELF)	Rounds Fired 002
		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		

Known Impairment & Impairment Type

This field records if the subject was impaired by drugs, alcohol, or mental health condition.

This information should indicate the **perceptions of the officers**, not necessarily the results of a medical report.

If this information is unknown because the investigation is still incomplete, select “*Pending*”. 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

Suicidal?

The “Suicidal?” field is not required or reported to the DOJ for UFAD reporting, it is for your agency’s reference only when [recording Non-Reportable Incidents](#).

Did the Subject Resist?

This field records if the subject used/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 should be used to describe behaviors exhibited by the subject during the events that led to the use of force by law enforcement.

If this information is unknown because the investigation is still incomplete, select *“pending”*. 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 types the subject employed during the incident; select *all* that apply.

Passive resistance should be 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.

For example: 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 this 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 UCR 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

Arrested or Transported to Jail?

The “Arrested or Transported to Jail?” field is not required or reported to the DOJ for UFAD reporting, it is for your agency’s reference only when [recording Non-Reportable Incidents](#).

Were Charges Filed?

As of the 2023 Fall TraCS pack, the UFAD reporting form includes a new DOJ-required field titled: “Were Charges Filed Against the Subject by a Prosecutor?”.

This field is located in the *Subject* section of the form and must be completed for every subject listed in a reportable Use-of-Force incident. This field is not required for Arrest-related Death-only incidents.

NOTE: A data value of “Yes” should be reported if the submitted incident resulted in any charges being filed against the subject related to an officer being on-scene for the incident, such as domestic violence, robbery, etc. or for actions the subject took that resulted in force being used by the officer.

*However, **if the subject in question died as a result of use-of-force, this question must be answered “No”.***

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 a Use-of-Force Death and/or Arrest-Related Death, at least one subject involved in the incident **must** have the “Date of Death” field completed.

If an exact date of death is not yet available, please list an approximate.

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 a Use-of-Force Death and/or Arrest-Related Death, at least one subject involved in the incident **must** have the “Time of Death” field completed.

If an exact time of death is not yet available, please list an approximate. **Do not list 00:00** as this will result in errors when your incident is transmitted to the DOJ.

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 appear that allows for the 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 a Use-of-Force Death and/or Arrest-Related Death, at least one subject involved in the incident **must** have the “Death Narrative” field completed.

The Other Involved Agencies Segment

When the “[Number of Additional Agencies](#)” field in the Summary segment indicates a number other than 0, the “Other Involved Agencies” segment will generate one segment for each additional agency indicated. Otherwise, you will not see this segment on your form.

Agency Name & ORI Number

When completing an “Other Involved Agencies” segment, you must select the name of the other involved agency from a pre-set list. Once selected, the “ORI Number” field will automatically populate with the associated ORI for that agency:

Other Involved Agencies			
01	Agency Name MADISON POLICE DEPARTMENT	ORI Number WI0130100	Agency Police or Case Number ABC-1234
Delete Group			
Law Enforcement Agency			

NOTE: While an “Other” option button is available, its usage is restricted to one of the following situations:

- The agency you are trying to indicate is not a Wisconsin agency
 - For example: An agency from Minnesota, a federal agency, etc.
- The agency you are trying to indicate is not listed

In either of these examples, usage of the “Other” button is allowed. When using “Other” you must then manually enter the other law enforcement agency’s name and ORI. Please verify with the other agency that you have their correct name/ORI, as spelling errors or inaccurate ORIs will result in errors at the state level.

Agency Incident Number

Once you have entered the other agency name & ORI, you must then supply that agency’s case number.

NOTE: Do not indicate your agency’s case number in this field. Please consult with the other agency to obtain theirs.

The Law Enforcement Agency & Attachment Segments

The fields available to edit in the “Law Enforcement Agency” segment are not required or reported to the DOJ for UFAD reporting, they are for your agency’s reference only when [recording Non-Reportable Incidents](#).

The same rule applies when attaching files to your UFAD incidents – these files are not transmitted to the DOJ and are for your agency’s reference only.

Recording Non-reportable Incidents

The TraCS UFAD form has an additional feature that allows for the recording of non-reportable Use-of-Force incidents.

If your agency would like to keep a record of use of force incidents that are not reportable (e.g. an officer displayed a firearm but did not discharge it, an officer had a taser deployment that did not result in death or reportable injury, etc.), there is a way to do so within TraCS.

Recording non-reportable incidents is optional; the forms recorded will only be saved and accessible to your agency – they are not sent along in monthly reports to the DOJ.

In order to record a non-reportable incident, open the UFAD form in TraCS and select “Yes” for the field “Do you have anything to report this month, then for all other incident-level questions, select “No”.

The “Report Type(s)” field will then change to “Non Reportable”:

Use of Force and Arrest Related Death

MWP0DM0C85	Machine 307	Pack 411113	Baseline 19.02.18	WI Form Ver UFAD	Version Date 0819	Map 2018027
PRELIMINARY VALIDATION						
Are you documenting a Use of Force or Arrest Related Death incident?		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 type="radio"/> No <input checked="" type="radio"/>	Did subject(s) experience serious bodily injury as a result of law enforcement use of force?		Yes <input type="radio"/> No <input checked="" type="radio"/>	
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 direction of a person that did not result in injury or death?		Yes <input type="radio"/> No <input checked="" type="radio"/>	
Report Type(s) NON REPORTABLE						

You will then be able to continue and complete the incident form the same as if the incident were reportable (inputting subject/officer/summary information), but the form and all information inside will not be transmitted to the DOJ.

Non-reportable forms exist only within your agency’s TraCS account as a form of record-keeping. If your agency chooses to record non-reportable incidents within TraCS, remember that you will still have to submit a monthly report of your agency’s reportable incidents.

For example: Your agency has three non-reportable incidents and no reportable incidents for the month of October. Even if the three non-reportable incidents are recorded, a zero-report for the month will still have to be created and transmitted to the DOJ.

Contact Us

Questions on UFAD reporting?

Please reach out to the UFAD Data Collection Lead: CebertowiczME@doj.state.wi.us



Mary Cebertowicz | Program & Policy Analyst
Use-of-Force Data Collection Lead
Bureau of Justice Information and Analysis
Division of Law Enforcement Services
Wisconsin Department of Justice

Or the Bureau of Justice Information & Analysis's general inquiry inbox at: statsanalysis@doj.state.wi.us