



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 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. The Use-of-Force Help Desk may be reached via telephone 304-625-9998 or email useofforce@fbi.gov.