WA DEPS Washington State
Data Exchange
for Public Safety

WADEPS

Reporting Tool
Training Manual

Version 1.2

July 2025
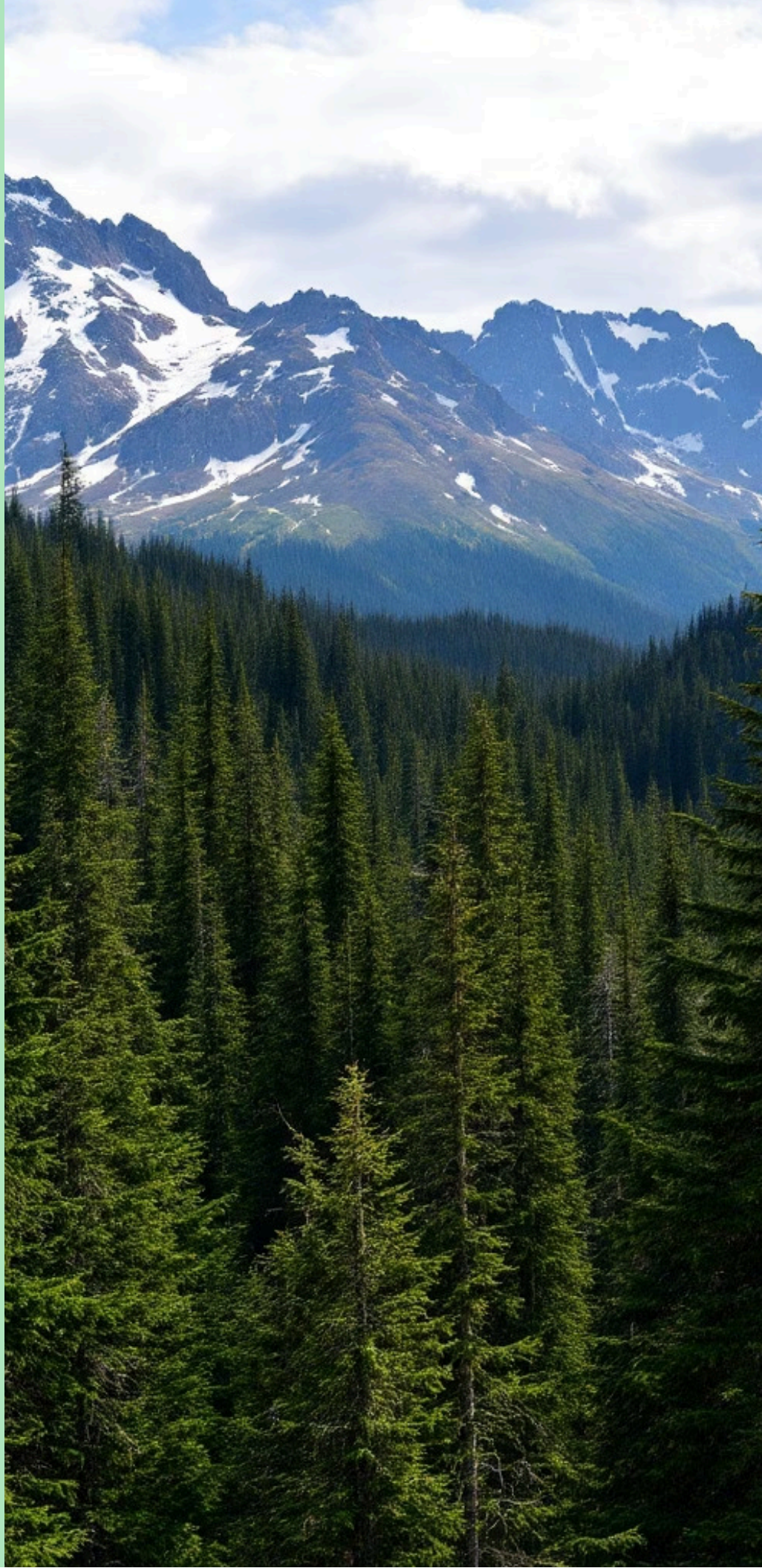
Revised August 1, 2025

Table of Contents

INTRODUCTION

Purpose

This manual supplements the online training for the Washington State Data Exchange for Public Safety (WADEPS) system. It provides law enforcement personnel across Washington State with clear, accessible guidance on how to access WADEPS training, navigate the WADEPS system, and accurately enter the required use of force data.

The training objectives outlined in this manual reinforce those in the on-demand CJTC training. Together, they ensure consistent understanding and application of WADEPS data collection procedures across all law enforcement agencies.

Overview of WADEPS

WADEPS is a collaborative initiative authorized by the Office of the Attorney General, funded by the state legislature, and led by criminal justice experts at Washington State University. WADEPS is designed to help law enforcement agencies meet the requirements of Chapter 10.118 RCW.

In alignment with the state law, the Office of the Attorney General convened the **Law Enforcement Data Collection Advisory Group** to establish standardized use-of-force data points to be reported by law enforcement agencies to a central repository. The **WADEPS data governance committee** provided real-world feedback on the data points, identified contextual data to add valuable understanding, and reviewed the data dictionary, its definitions, and data element parameters.

WADEPS serves as the data custodian and has developed a system is designed to streamline reporting, reduce data entry burden, and improve the quality and context of use-of-force data collected across Washington. The multi-phase effort will support agencies by:

Mirroring incident-based CAD (computer-aided dispatch) data from agencies to help further automate use of force reporting.	**Working with agencies and their dispatch centers and/or public safety software vendors to implement partially or fully automated data entry solutions.**	**Offering manual data entry options for agencies that do not yet support automation.**

How to Use this Manual

This manual is designed to support and enhance the on-demand WADEPS training. It serves as a reference guide, providing additional context and guidance for effective system use and accurate data entry. If you have any questions or need assistance, please visit our **Contact Us** page.

WADEPS COURSES AND MODULES

Two training courses are available to help law enforcement officers and law enforcement agency personnel understand reporting requirements and how to accurately submit use of force (UOF) reports through the WADEPS system.

Course 1: Washington State Data Exchange for Public Safety Overview and Requirements

This foundational course is essential for understanding what information WADEPS collects and why. It is recommended for all law enforcement officers in the state and supplements existing CJTC training on the use of force and related topics. *Officer completion rates for Course 1 are part of the agency compliance data publicly reported on the WADEPS dashboard.*

- **Intended for:** All law enforcement officers in Washington State
- **Content Includes:**
  - Module 1: Legislative Requirements
  - Model 2 (a-c): WADEPS Data Collection, Officer Profile, and Accessing Reporting Tool
- **Length:** Approximately 1 hour 45 minutes
- **Credit:** CJTC in-service credit available
- **How to access:** Log in to your CJTC account

Course 2: Washington State Data Exchange for Public Safety Data Entry

- **Intended for:** Agency personnel responsible for entering and/or approving data in the WADEPS system.
- **Content Includes:**
  - Module 1: Officer Dashboard and Create a Record
  - Module 2: Batch Upload
  - Modeule 3: Supervisor Dashboard
  - Agency supervisors will coordinate with WADEPS to identify appropriate personnel for this training.
- **Length:** Approximately 1 hour to complete all three modules.
- **How to Access:** Log in to your CJTC account to access the training.
  - If you do not see the course in your learning portal, contact your agency training coordinator.

WADEPS Additional Training Opportunities for Law Enforcement Agencies

- The WADEPS training team offers additional training opportunities, available via Zoom or in person, by agency request.
- If your agency would benefit from additional training or assistance, please inform the team at wa.deps@wsu.edu or reach out through our **Contact Us**page.
- Upon receiving your request, a member of the training team will follow up to assess your agency's needs and schedule appropriate supplemental training.

LOGGING IN TO WADEPS

First time Login & Two-Factor Authentication (2FA) Setup

To ensure the security of your account and comply with best practices, WADEPS requires all users to complete two-factor authentication (2FA) every time you sign in. Follow the steps below to access your account and set up your authenticator app.

What is 2FA?

- Two-factor authentication (2FA) adds an extra layer of security to your account by requiring a verification code in addition to your username and password. This helps prevent unauthorized access even if someone knows your password.
- *2FA is now required by the FBI's Criminal Justice Information Services (CJIS) Security Policy. Even though WADEPS does not currently handle Criminal Justice Information (CJI), 2FA is a security best practice.*

Step-by-Step: First-Time Login

- **(1) Get an Authenticator App**
  - Set Up an Authenticator App. **If you already have an authenticator, skip this step and go to Access the WADEPS Portal.**
  - Common authenticator apps include, **Google Authenticator**, **Microsoft Authenticator**, **Okta**, and more.
  - Use the authenticator that is recommended by your Agency.
- **(2) Access the WADEPS Portal**
  - Go to: report.wadeps.org.

- **(3) Activate Your Account**
  - Select "Activate Account or Reset Password" to receive a one-time reset code via email.
  - Enter Your Email Address
    - **Officers:** Enter your email address on record with CJTC. *If your email address is not recognized, you likely need to update your student account with CJTC. There will be a delay before updates are available in the reporting tool.*
    - **Other Personnel:** Use your work email address. Your agency may have to add you as a new user using "Add New Users" feature.
  - Select Send Code.
- **(4) Set Your Password**
  - Enter the reset code **sent to your email**.
  - Create a new password.
  - Confirm password and select Submit.
- **(5) Sign in to Your Account**
  - Enter your email address again.
  - Enter your new password.
- **(6) Set up 2FA**
  - A QR code and a text key will appear on the next screen. You will need to set up two-factor authentication (2FA).
    - **Do not scan this with your camera!**
- **(7) Connect the Authenticator App to WADEPS**
  - Open your authenticator app.
  - Select "Add Account" or "+".
  - Scan the QR code or enter the text key.
  - This adds WADEPS to your authenticator app.
  - Your app will now show a 6-digit code that changes every 30 seconds.
- **(8) Enter the Verification Code**
  - Return to the WADEPS Login Screen on your computer.
  - Type in the 6-digit code from the authenticator app.
  - You are now securely logged in and secure!

Troubleshooting Tip

If verification code does not work: Delete the saved login in your authenticator app.

Scan the QR Code again to re-enter code.

Important

If you used the reporting tool learning environment in the Phase 2 roll-out, you must set up a new account for the actual reporting tool.

Law Enforcement Officers' WADEPS Confidential Linking ID

- **Account Activation:**
  - Logging into WADEPS for the first time will provide officer access to their WADEPS confidential linking ID.
- **Purpose:**
  - The initial reporting in the WADEPS system uses the officer's name; however, this information is not included in the public dashboard. The confidential ID links the officer's identity to the WADEPS public dashboard and is used for secure, confidential tracking.
- **Access**
  - Only the officer will have access to their confidential ID.
  - Once activated, the confidential ID is located in your Officer Profile.

WADEPS PORTAL OVERVIEW

This section outlines key components of the WADEPS user interface.

Officer Dashboard

- After logging in, you will land on the **Officer Dashboard**, which serves as your home screen.
- Multiple ways to access:
  - Select "Officer Dashboard" in the top-right corner of the screen.
  - Select "Use of Force Reporting Tool" in the top-left of the screen.
  - Select WADEPS logo in the top-left of the screen.
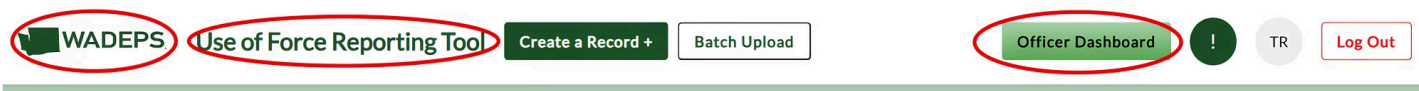
- The **Officer Dashboard** displays all your personal, reportable use of force events that are:
  - Pending submission
  - Awaiting final approval
  - Approved

WADEPS Profile

- Access your WADEPS profile by selecting your initials in the top-right corner of the screen next to the Log Out button.

- When you are included in a WADEPS use of force report, your WADEPS profile automatically provides the required demographic information.

First-Time Users:

- Verify your information is accurate.
- Profile data is mirrored from your CJTC student profile and is automatically updated twice a month.
- If anything is incorrect, check your profile in **your CJTC profile** and make updates as needed.

My Profile

Note: Your profile information is managed by CJTC and updated automatically within 2 weeks of any changes made in your CJTC profile.

CJTC ID	WADEPS ID
WSU-TRAIN-01	WSU-TRAIN-01

Personal Information

First Name	Last Name	Middle Name	Suffix
Travis	Train		

Referencing Gender	Year of Birth	Eeoc Category	Primary Email Address
Male	1981	Asian	travis.train@wadeps.org

Supervisor Dashboard

- Available only to users with supervisor or admin permissions.
- To access:
  - Select "Supervisor Dashboard" in the top-right corner of the screen.

- The **Supervisor Dashboard** provides access to the following:
  - Records Pending Approval
  - Approved Records
  - Archived Records
  - User Management

Supervisor Dashboard

⚠ 1 Pending Approvals	✓ 2 Approved Records	🗄 1 Records in Archive	📋 X Average Days to Record Reported Compliance	📋 Y Average Days to Administrative Review	👥 1 Active Users in Your Agency
View All	View All	View All			Manage Users

Agency Records Requiring Review

Pending Approvals | Awaiting Final Review

Incident Number	Officer Name	Subject Initials	Created	Status	Days Elapsed		
3654561432	Train, Travis	SAH	2025-06-23	📋 OII/IIT Review	1	Review	🗑

Create a Record

- Only available to users with permission to create use of force records in the WADEPS system or with supervisor access.
  - Permissions to create records are set by your agency administrator.
- Access "Create a Record" from **any WADEPS screen**:
  - Top-Left Corner
  - Under Home in the bottom-left corner
- This will launch the WADEPS webform to submit **a single Use of Force Record**.
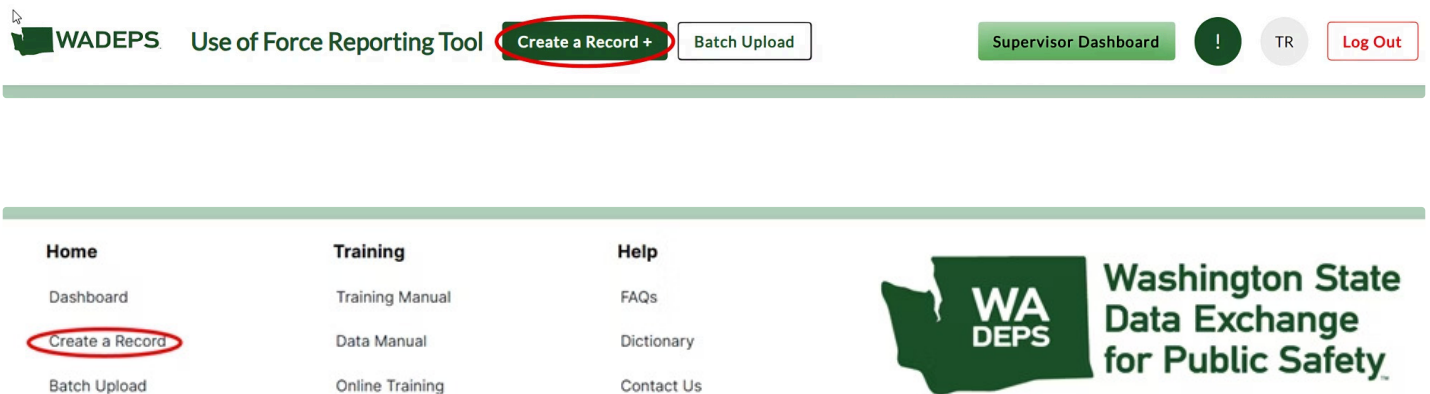
Batch Upload

- Only available to users with supervisor permissions
- Access Batch Upload from any WADEPS screen:
  - Button located at the top of the page
  - Link located under "Home" at the bottom of the page
- Batch Upload allows you to:
  - Download the batch upload template
  - Upload data for **multiple use of force events** at once.

Notifications

- Access notifications using the ! icon on the top right of the screen.
- Batch Upload error notifications, key system updates, and other notifications will be available on this screen.

Training

- Access the **Training Manual** and the **Data Manual** from any WADEPS screen.
- Located under "Training" at the bottom of each WADEPS page.

Home	Training	Help
Dashboard	Training Manual	FAQs
Create a Record	Data Manual	Dictionary
Batch Upload	Online Training	Contact Us

WA DEPS — Washington State Data Exchange for Public Safety

Help

- Available at the bottom of every page under "Help."
- Provides:
  - Frequently Asked Questions (FAQs)
  - The Dictionary
  - Contact Us

Home	Training	Help
Dashboard	Training Manual	FAQs
Create a Record	Data Manual	Dictionary
Batch Upload	Online Training	Contact Us

WA DEPS — Washington State Data Exchange for Public Safety

REPORTABLE USES OF FORCE

Per Chapter 10.118 RCW

WADEPS reporting is required for specific uses of force (UOF) as defined by **Chapter 10.118 RCW.** Whether a use of force event is reportable to WADEPS depends **on two key questions**:

1	2
Did the use of force lead to a fatality, great bodily harm, or substantial bodily harm?	*Did the use of force involve a force type specified in Chapter 10.118 RCW?*

Did the use of force lead to a fatality, great bodily harm, or substantial bodily harm?

If the answer is yes, the use of force is reportable to WADEPS, regardless of the type of force used.

Injury Type	Definition
Great bodily harm	"Bodily injury which creates a probability of death, or which causes significant serious permanent disfigurement, or which causes a significant permanent loss or impairment of the function of any bodily part or organ" (RCW 9A.04.110).
Substantial bodily harm	"Bodily injury which involves a temporary but substantial disfigurement, or which causes a temporary or substantial loss or impairment of the function of any bodily part or organ, or which causes a fracture of any bodily part" (RCW 9A.04.110).

Did the use of force involve a force type specified in Chapter 10.118 RCW?

Regardless of injury, the following force types are always reportable to WADEPS:

- Discharged a firearm at or in the direction of a person
- Pointed a firearm at a person
- Used a chokehold or vascular neck restraint
- Used an electronic control weapon against a person
- Used pepper spray against a person
- Discharged a less-lethal shotgun or other impact munitions at or in the direction of a person
- Struck a person using an impact weapon
- Used any part of their body to strike a person
- Used a vehicle to intentionally strike a person or other vehicle
- Deployed a canine, or had under the law enforcement officer's control a canine, that bites a person

> ## Important
>
> - Takedowns **are not reportable** uses of force in the WADEPS System.
> - PIT Maneuvers **are reportable** uses of force in the WADEPS System.
> - Tear gas (CS gas) may be used as a crowd control measure and is not intended to target specific individuals. In WADEPS, pepper spray is classified under the broad category of chemical, which includes CS Gas, in accordance with Advisory Group recommendations. When CS Gas is used against a crowd, this **must be reported** to WADEPS. For more information on how to report this, see Frequently Asked Questions.

WADEPS Reporting Decision Tree

WADEPS Reporting Decision Tree
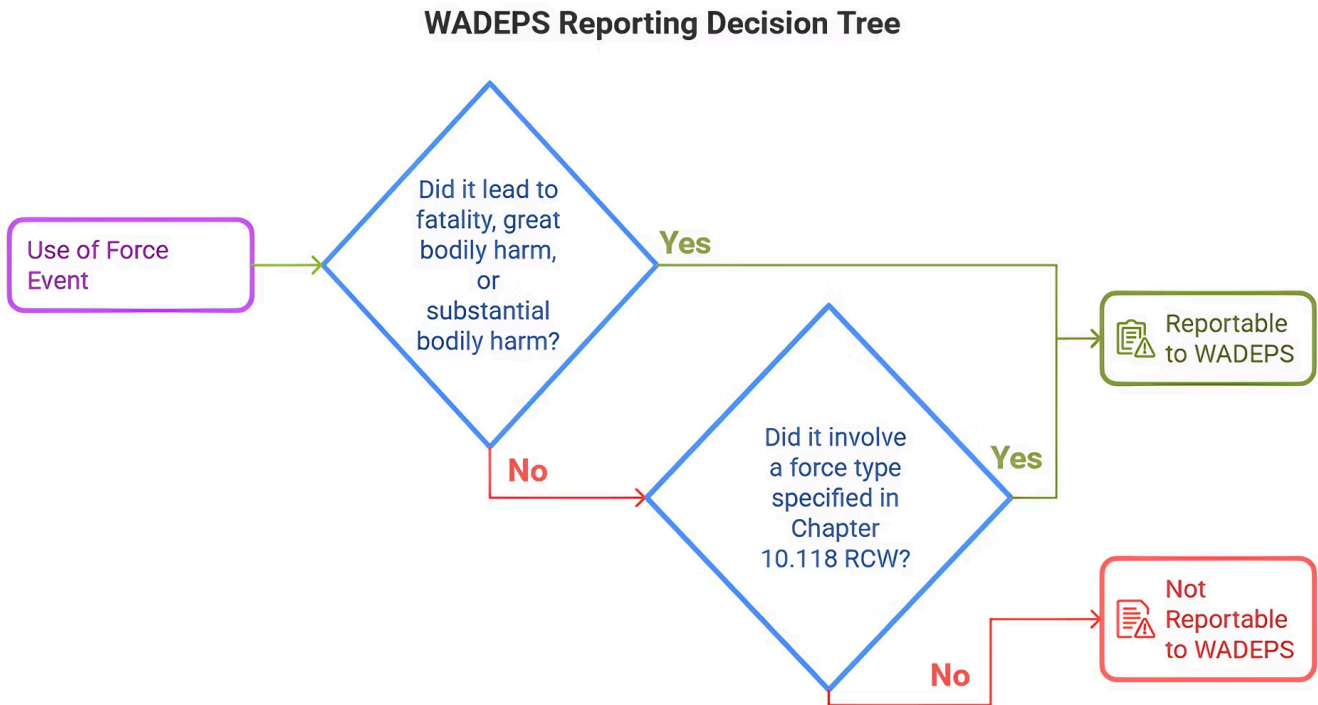
COMPLETING USE OF FORCE REPORTS IN WADEPS: 3 STAGES

Entering use of force reports in WADEPS follows a three-stage process:

1	**2**	**3**
Initial Data Entry	**Supervisor Review**	**Administrative Follow Up**

Initial Data Entry

- Use of force reports are first entered into the system. This can be done in two ways:
  - **Create a Record:** Used for entering a single use of force event involving one officer and one subject.
  - **Batch Upload:** Allows agencies to upload multiple use 1rf force reports at once using a standardized template.

- **Create a Record** and **Batch Upload** permissions are managed by each agency within the WADEPS system.
- Access permissions can be assigned and updated using the User Management feature located in the *Supervisor Dashboard.*

Supervisor Review:

- Once a use of force report is completely entered, it must be reviewed by an **agency-designated supervisor** to verify accuracy and completeness. This review is conducted through the *Supervisor Dashboard.*
- Supervisor review must be completed within 30 days of the use of force event.
- Supervisor access is managed by each agency within the WADEPS system. Access permissions can be assigned and updated at any time using the User Management feature located in the *Supervisor Dashboard.*
- Once the review is complete, the UOF record is transferred into WADEPS data warehouse as a partially completed record.

Administrative Follow Up:

- After supervisor approval, agency personnel are required to complete the *Administrative Follow-Up* portion of the record.
- This stage includes follow-up questions related to use of force investigations or reviews.
- Agencies have 30 days from the point of determination of the investigation to complete these follow-up items.

Completing Use of Force Reports

Initial Data Entry

Create a Record or Batch Upload

Supervisor Review

Verify accuracy and completeness within 30 days of use of force event

Administrative Follow Up

Complete follow-up questions on use of force reviews or investigations within 30 days of determination

Made with ≫ Napkin
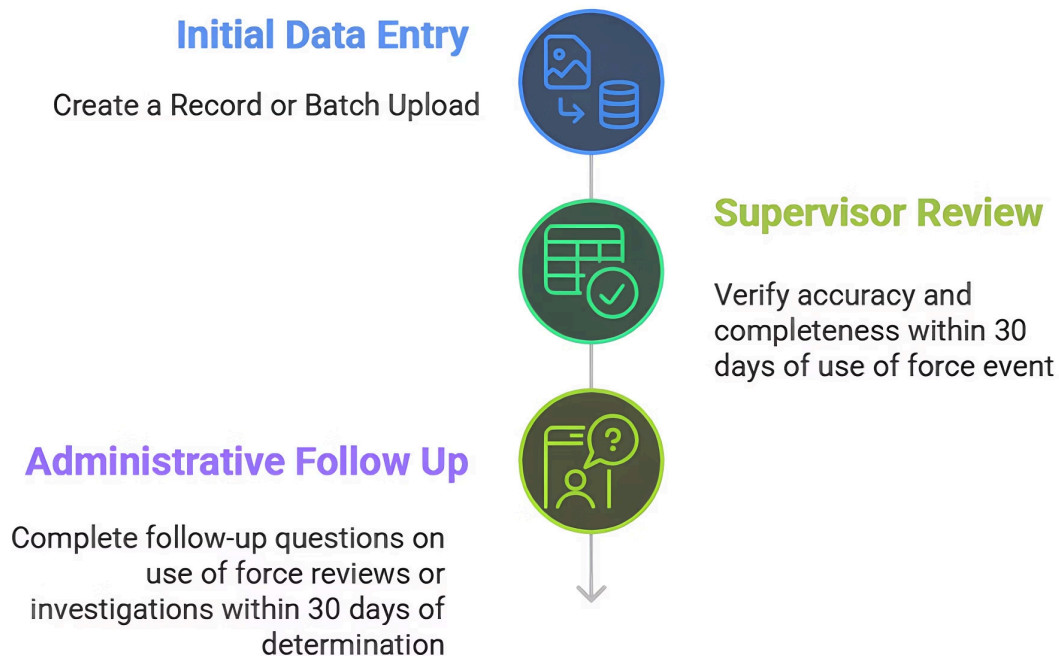
Initial Data Entry

Access to Data Entry Features

There are two ways to enter data into WADEPS:

- Create a Record
- Batch Upload

Access to these features is limited to agency personnel with the appropriate permissions. This is determined by your agency within the WADEPS Reporting Tool.

- If you have **Create a Record** permissions only, you will only be able to submit **your own** use of force records.
- If you have both **Approve Record** permissions, you can submit use of force records for multiple officers.

> ### Important
>
> Approve Record permissions means that you have **supervisor access** in the WADEPS reporting tools (See more in the Supervisor Review section of this manual).

Check Your Permissions

To determine whether you have data entry privileges:

- Navigate to the Officer Dashboard (your home page).
- Look at the Welcome Message at the top of the page.
- If you have permission to enter **your own** use of force reports, you will see:
  - **Create a Record Privilege: Yes**
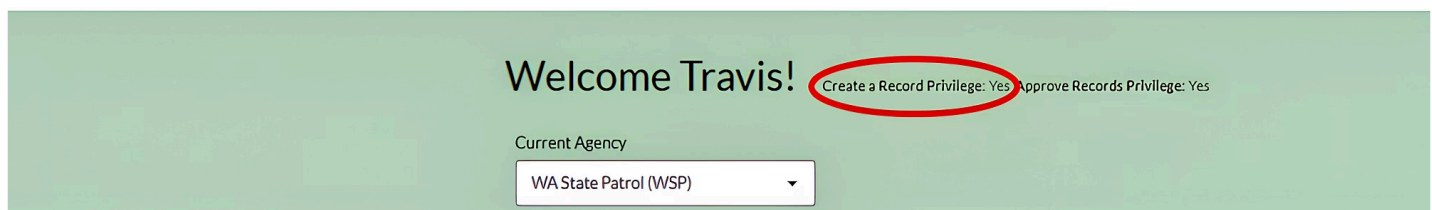
- If you have permission to enter use of force reports for multiple officers, you will see:
  - **Create a Record Privilege: Yes**
  - **Approve Records Privilege: Yes**
- If both messages show "No", you do not have access to create or upload records.

> ### Need Help?
> If you believe you should have access or need help with permissions, please contact your designated agency contact.

What if my agency has no reportable use of force events for the month?

- If your agency has no reportable UOF events for the month, this must still be reported to WADEPS.
- Individuals assigned as Supervisors in the WADEPS reporting tool can complete this task in the **Supervisor Dashboard.**
- For instructions on accessing the Supervisor Dashboard, refer to **The Supervisor Dashboard** (Under Supervisor Review) section of this manual.
- For guidance on how to submit a "no reportable use of force" confirmation, see **The Reporting No Reportable Use of Force Events** (Under Supervisor Review) section of this manual.

Create a Record:

When to Use "Create a Record"

- To enter information for a single use of force event involving **one officer and one subject**.
- If the use of force event is currently under internal investigation or has been referred for independent investigation by the Office of Independent Investigations (OII) or the Independent Investigation Team (IIT).
- If there are multiple officers and/or multiple subjects, you will need to either:
  - Submit a separate record for each officer-subject use of force event using the Create a Record option, **or**
  - Use the Batch Upload feature to enter multiple use of force events at once.
- This will ensure each officer-subject interaction is recorded and tracked accurately to create incident-based ratios.

Accessing the "Create a Record" Form

- Select "Create a Record" button on the top of screen.
- This will open a new form for entering a single use of force event involving one officer and one subject.

> ### Important
> If you are affiliated with multiple law enforcement agencies, please ensure that the correct agency is selected from the "Current Agency" drop down menu on the Officer Dashboard **BEFORE** selecting "Create a Record."

Internal Investigation or Referred for Independent Investigation by OII or an IIT

First, you will indicate whether the officer's use of force (UOF) on the subject is under internal investigation and/or referred for **independent investigation** by the Office of Independent Investigations (OII) or an Independent Investigation Team (IIT).

Select all that apply from the following options:

- No
- Internal Investigation
- OII
- IIT

Next Steps:

If you select "Internal Investigation", "OII", or "IIT":

- You will be directed to the *Investigations Initial Information* page to provide additional details.

If you select "No":

- You will be directed to *Create a new UOF record* to enter incident details.

Investigations Initial Information

If the use of force (UOF) involving the officer and subject is under internal review or has been referred for independent investigation by the OII or ITT, you will be directed to provide **minimal incident details.** This information is required for tracking within the WADEPS system and to fulfill reporting requirements.

Complete the following fields:

Agency Name

- Automatically populated based on the *Current Agency* selected in your Officer Dashboard.

ORI (Originating Agency Identifier)

- Automatically populated based on the *Current Agency* selected in your Officer Dashboard. *If your agency does not have an ORI, the system will use your WADEPS ID.*

Officer Name

- Select the officer involved in the UOF from a drop-down list. This list is automatically populated based on the *Current Agency* selected in your Officer Dashboard.

Investigative Entity

- Select the investigative entity conducting the independent investigation: either OII or ITT.

Incident Number

- Enter the Incident Number as provided by your CAD system.

Incident Date

- Enter the date the incident occurred in MM/DD/YYYY format.

Subject ID

- Enter subject's initials: First, Middle, Last. If initials are unavailable, enter "unknown"

> ## Important
>
> If an officer uses force against more than one subject, multiple records will need to be created. When this is the case, the **Subject ID** will be used to differentiate between multiple records that have the same **Incident Number** and same **Officer Name**. In less common cases, an officer could use force against multiple subjects during a single incident who have the same initials. When this occurs, it is *critical* to append a number to the end of the initials (e.g., JAS1 and JAS2). If an incident involves multiple subjects who are unknown, enter Unknown1, Unknown2, etc. This information will not appear on the public-facing dashboard but will be critical when agencies need to distinguish between records before submitting to WADEPS.

Submit

After entering the required Investigation Initial Information, click the "Submit" button to submit this partial record to WADEPS.

Once submitted, the use of force record will be available in pending approvals on the Supervisor Dashboard. *See Supervisor Review in this manual.*

> ### Important
> - This submission does not complete the Use of Force record but meets the WADEPS requirement that records be reported to the system within 30 days.
> - The full use of force record must be completed once the investigation is completed.

Create a New UOF Record

If the use of force (UOF) event involving the officer and subject **has not** been referred for independent investigation by the OII or ITT, you will be directed to create a new UOF Record. The initial page has 5 data elements to complete:

CAD Incident Number

- Enter the Computer Aided Dispatch (CAD) incident number associated with the UOF event.

Agency Name

- Automatically populated based on the *Current Agency* selected in your Officer Dashboard.

ORI (Originating Agency Identifier)

- Automatically populated based on the *Current Agency* selected in your Officer Dashboard. *If your agency does not have an ORI, the system will use your WADEPS ID.*

Officer Name

- Select the officer involved in the UOF from a drop-down list. This list is automatically populated based on the *Current Agency* selected in your Officer Dashboard.

Subject ID

- Enter subject's initials: First, Middle, Last. If initials are unavailable, enter "unknown"

> ## Important:
>
> If an officer uses force against more than one subject during an incident, multiple records will need to be created in the WADEPS system. When this is the case, the **Subject ID** will be used to differentiate between multiple records that have the same **Incident Number** and same **Officer Name**. In less common cases, an officer could use force against multiple subjects during a single incident who have the same initials. When this occurs, it is *critical* to append a number to the end of the initials (e.g., JAS1 and JAS2). If an incident involves multiple subjects who are unknown, enter Unknown1, Unknown2, etc. This information will not appear on the public-facing dashboard but will be critical when agencies need to distinguish between and update records before submitting to WADEPS.

Proceed to the Incident Information Section

Once all required fields have been completed, select the "Create" button located at the bottom left of your screen.

Clicking "Create" will save the entered information and take open the **Incident Information** section of the WADEPS Reporting Tool, where you will continue entering details of the UOF incident.

> ## Reminder
>
> Ensure all fields are accurate and complete before selecting "Create," as this step begins the formal report entry process within the system.

Create a Use of Force Record

Each Use Of Force record is **per officer per subject.** If there is more than one subject involved, you will need to file an additional record for that subject.

Create a new UOF record

CAD Incident Number	Agency Name	ORI	Officer Name
	WA State Patrol (WSP)	WAWSP0000	Train, Travis

Subject ID

[Go Back] [Create]

Incident Information

The Incident Information page is where you will provide key incident-level details, such as agency information, initial incident type, and other relevant data.

Incident information has 8 sections with up to 30 total fields to complete on this page. These fields capture information necessary for accurate documentation and reporting of UOF.

Section: Agency Info

Agency Name

- Automatically populated based on the *Current Agency* selected in your Officer Dashboard.

ORI (Originating Agency Identifier)

- Automatically populated based on the *Current Agency* selected in your Officer Dashboard. *If your agency does not have an ORI, the system will use your WADEPS ID.*

WADEPS Agency ID

- Automatically populated based on the *Current Agency* selected in your Officer Dashboard.

Section: Incident Details

Incident Number

- Automatically populated based on your CAD Incident Number Entry on previous page.

Incident Date

- Enter the date the incident occurred in MM/DD/YYYY format. This should match the incident date in CAD, not necessarily when the use of force event occurred.

Incident Time

- Enter the time the officer was dispatched or the time the officer indicated they initiated the call or stop. Use the **HH:MM format** and enter the time in **Pacific Standard Time (PST)**.

Section: Response Information

Contact Reason

Select one of four reasons for the initial contact that led to the use of force event.

- *Public Request for Service*
  - **Definition:** The contact originated from a member of the public requesting assistance or reporting an incident (typically by phone or in-person).
- *Agency Request for Service*
  - **Definition:** The contact was initiated based on a request from another agency or department.
- *Unit or Officer-Initiated*
  - **Definition:** The officer initiated the contact without a prior external request (e.g., self-initiated stop).
- *Planned Activity*
  - **Definition:** The contact occurred as part of a pre-scheduled or coordinated activity (e.g., warrant service, tactical operation).

Response Type

Select one of three options for the level of cause the officer believed they had for the initial contact.

- *Social Contact*
  - **Definition:** a voluntary interaction between an officer and a member of the public.
  - **Legal implication:** there is no legal obligation for the individual to stop, answer questions, or remain at the scene.
- *Reasonable Suspicion*
  - **Definition:** The officer had specific, articulable facts that would lead a reasonable person to believe that criminal activity **may** be occurring or has occurred (Washington State Criminal Justice Commission, n.d.).
  - **Legal Implication:** Justifies brief stops and questioning but not an arrest without further justification.
- *Probable Cause*
  - **Definition:** The officer has strong evidence that would lead a reasonable person to believe that an individual **has** committed, is committing, or is about to commit a crime.
  - **Legal Implication:** Justifies significant intrusions on a person's liberty, such as searches, seizures, or arrest.

Incident Information

Agency Info

Agency Name	ORI	WADEPS Agency ID
WA State Patrol (WSP)	WAWSP0000	ag1088395

Incident Details

Incident Number	Incident Date	Incident Time (PST)
5256225	06/06/2025	--:-- --

Response Information

Contact Reason	Response Type
▾	▾

Section: Location

Incident Location County

- From the dropdown menu, select the county where the use of force event occurred.

Incident Location Detail

After selecting the county in *Incident Location County,* the **Incident Location Detail** field will appear.

Choose the option that best describes the specific location of the incident. The available options include:

- *Unincorporated Area*
    - **Definition:** An area not governed by a local municipality (city or town).
- *State HWY*
- *Interstate HWY*
- *City*
    - **Definition:** Any municipality with its own local government (such as a city or town).

Important	**Example**
If more than one option applies, follow this order of priority: (1) City, (2) Interstate HWY, (3) State HWY, and (4) Unincorporated Area.	If the use of force event occurred in an unincorporated area of Benton County on I-82, enter **Interstate HWY**.

Location

Incident Location County

Clark County ▾

Incident Location Detail

▾

Incident Location Detail City

If "City" is selected in the *Incident Location Detail* field, an additional field, Incident Location detail City, will appear.

- Choose the city where the use of force event occurred from the drop-down list.

Location Type

Select one of three options for where the use of force event occurred:

- Indoor
- Outdoor
- Both

Indoor Location

If "Indoor" or "Both" is selected in the *Location Type* field, an additional field, Indoor Location, will appear.

Select one of the following options that best describes **where the use of force event occurred.**

- *Single Family Residence*
  - **Definition:** A detached home or standalone residential structure.
- *Apartment or Multifamily residence*
  - **Definition:** A unit within a multi-unit residential building such as an apartment complex or duplex
- *Commercial/Business Premises*
  - **Definition:** A business or commercial property such as a restaurant, office, etc.
- *Government Facility*
  - **Definition:** A government-operated indoor space such as a courthouse, public school/university, municipal offices.
- *Medical Facility*
  - **Definition:** Includes clinics, hospitals, urgent care centers, or other licensed medical settings.
- *Transit Facility:*
  - **Definition:** Indoor transit areas such as indoor train stations, bus terminals, airport terminals, etc.
- *Other*
  - **Definition:** Use this option if the location does not fit any of the categories above.

Outdoor Location

If "Outdoor" or "Both" is selected in *Location Type* field, an additional field, Outdoor Location, will appear.

Select one of the following options that best describes **where the use of force occurred.**

- *Residential Private Property*
  - **Definition:** yard, driveway, or other outdoor area associated with private residence.
- *Commercial Private Property*
  - **Definition:** parking lots, outdoor spaces of businesses or commercial entities.
- *Government Property*
  - **Definition:** Outdoor areas surrounding government buildings (such as court houses, schools/universities, etc.)
- *Public Right of Way*
  - **Definition:** Highway, street, sidewalk, boat launch, or other publicly accessible travel routes
- *Transit Property*
  - **Definition:** Bus stops, transit center platforms, park and ride lots, etc.

- *Public Lands*
  - **Definition:** Parks, state/national forests, etc.
- *Other:*
  - **Definition:** Use this option if none of the above categories accurately describe the outdoor location.

Location

Location Type	Indoor Location	Outdoor Location
Both ▾	Apartment or multifamily residence ▾	Residental private property yard ▾

Section: Initial Incident Type

Initial Incident Type

In this field, indicate the nature of the initial incident that led to officer involvement. This includes either the reason the officer was dispatched or the reason for the self-initiated contact.

Select all that apply from the following response options:

- *Offense Against Person*
  - **Definition:** an incident involving harm or threats of harm to an individual. This includes assault, homicide, and similar crimes.
- *Property Offense*
  - **Definition:** an incident involving theft, damage, or destruction of property.
- *Public Order Offense*
  - **Definition:** an incident involving disturbing social or societal norms, such as disturbing the peace, disorderly conduct, public intoxication, and similar offenses.
- *Vehicle Stop*
  - **Definition:** an incident involving stopping a vehicle (motor and non-motor vehicles) for an alleged offense or violation.
- *Pedestrian Stop*
  - **Definition:** an incident involving stopping an individual on foot (pedestrian) for an alleged offense or violation.
- *Civil Caretaking*
  - **Definition:** an incident involving a mental health/wellness check, civil infraction, eviction order enforcement, domestic order enforcement, or similar.
- *Warrant*
  - **Definition:** an incident involving serving a judicial warrant, such as an arrest warrant or a search warrant.
- *Other*
  - **Definition:** Use this option if none of the above categories accurately describe initial incident type and provide a brief explanation in the space provided.

Incident Detail: Offense Against Person

This item will only appear if "Offense Against Person" is selected as the *Initial Incident Type*.

When this option is selected, you must specify the offense. Select all applicable options from the list below.

- *Assault*
  - **Definition:** involves an "unlawful attack by one person upon another" (U.S. Department of Justice - Federal Bureau of Investigation, 2019).
- *Homicide*
  - **Definition:** involves the killing on an individual, including murder, homicide by abuse, manslaughter, and similar offenses.
- *Rape*
  - **Definition:** involves "the carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her" age or because of his/her temporary or permanent mental or physical incapacity (U.S. Department of Justice - Federal Bureau of Investigation, 2019).
- *Robbery*
  - **Definition:** involves the "taking, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm" (U.S. Department of Justice - Federal Bureau of Investigation, 2019).
- *Civil Order Violation*
  - **Definition:** involves the violation of a court-issued civil protection order.
- *Other*
  - **Definition:** If none of the above apply, select other and briefly describe the offense in the space provided.

Incident Detail: Property Offense

This item will only appear if "Property Offense" is selected as the *Initial Incident Type*.

Specify the type of property-related offense. Select all applicable options from the list below.

- *Arson*
  - **Definition:** involves "the unlawful and intentional damage, or attempt to damage, any real or personal property by fire or incendiary device" (U.S. Department of Justice - Federal Bureau of Investigation, 2019).
- *Burglary*
  - **Definition:** involves "the unlawful entry into a building or other structure with the intent to commit a felony or a theft" (U.S. Department of Justice - Federal Bureau of Investigation, 2019).

- *Theft:*
  - **Definition:** involves the "unlawful taking carrying, leading, or riding away of property from the possession, or constructive possession, of another person" (U.S. Department of Justice - Federal Bureau of Investigation, 2019).
- *Mischief*
  - **Definition:** involves willful damage, destruction, or defacement of property.
- *Trespassing*
  - **Definition:** involves unlawfully entering or remaining in or on a land, a dwelling, or other real property (U.S. Department of Justice - Federal Bureau of Investigation, 2019).
- *Vehicle Theft/Prowl:*
  - **Definition:** involves vehicle theft or unlawfully entering a vehicle to commit a crime against person or property.
- *Other*
  - **Definition:** If none of the above apply, select other and briefly describe the offense in the space provided.

Incident Detail: Public Order Offense

This item will only appear if "Public Order Offense" is selected as the *Initial Incident Type*.

Specify the public order offense. Select all applicable response options from the list below.

- *Public Disturbance*
  - **Definition:** Includes disorderly conduct, false reporting, failure to disperse and other offenses.
- *Drug Related*
  - **Definition:** The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use (U.S. Department of Justice - Federal Bureau of Investigation, 2019).
- *Sex Related*
  - **Definition:** Includes indecent exposure, prostitution, and other related offenses.
- *Weapon Related*
  - **Definition:** This refers to the violation of laws or ordinances that prohibit the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons (U.S. Department of Justice - Federal Bureau of Investigation, 2019).
- *Transit Related*
  - **Definition:** Offenses that occur while on transit vehicles and/or transit facilities, such as drinking alcohol, obstructing transit vehicles, and other related offenses.
- *Other:*
  - **Definition:** If none of the above apply, select other and briefly describe the offense in the space provided.

Incident Detail: Vehicle Offense

This item will only appear if "Vehicle Offense" is selected as the *Initial Incident Type*.

Specify the nature of the vehicle offense. Select all applicable response options from the list below.

- *DUI*
  - **Definition:** Driving under the influence of alcohol and/or drugs.
- *Accident*
  - **Definition:** Collision or accident occurring on public or private roadway.
- *Moving Violation*
  - **Definition:** involves violation of laws by a driver in a moving vehicle.
- *Non-Moving Violation*
  - **Definition:** involves traffic infractions that occur in a non-moving vehicle.
- *Other*
  - **Definition:** If none of the above apply, select other and briefly describe the offense in the space provided.

Incident Detail: Civil Caretaking

This item will only appear if "Civil Caretaking" is selected as the *Initial Incident Type*.

Specify the nature of civil caretaking. Select all applicable response options from the list below.

- *Mental Health/Wellness Check*
  - **Definition:** checking on the status/well-being of a person.
- *Civil Infraction*
  - **Definition:** involves a violation that results in fines and not criminal charges.
- *Eviction Order Enforcement*
- *Domestic Order Enforcement*
- *Other*
  - **Definition:** If none of the above apply, select other and provide a brief description in the space provided.

Initial Incident Type
Select all that apply
- ☑ Offense Against Person
- ☑ Property Offense
- ☑ Public Order Offense
- ☑ Vehicle Stop
- ☑ Pedestrian Stop
- ☑ Civil Caretaking
- ☑ Warrant
- ☐ Other - please describe

Incident Detail: Offense Against Person
- ☐ Assault
- ☐ Homicide
- ☐ Rape
- ☐ Robbery
- ☐ Civil Order Violation
- ☐ Other - please describe

Incident Detail: Offense Against Property
- ☐ Arson
- ☐ Burglary
- ☐ Theft
- ☐ Mischief
- ☐ Trespassing
- ☐ Vehicle Theft Prowl
- ☐ Other - please describe

Incident Detail: Public Order Offense
- ☐ Public Disturbance
- ☐ Drug Related
- ☐ Sex Related
- ☐ Weapon Related
- ☐ Transit Related
- ☐ Other - please describe

Incident Detail: Vehicle Offense
- ☐ DUI
- ☐ Accident
- ☐ Moving Violation
- ☐ Non-moving Violation
- ☐ Other - please describe

Incident Detail: Civil Caretaking
- ☐ Mental Health Wellness Check
- ☐ Civil Infraction
- ☐ Eviction Order Enforcement
- ☐ Domestic Order Enforcement
- ☐ Other - please describe

Section: Arrest Information

Arrested?

For this field, you will indicate the outcome of the officer's contact with the subject by selecting one of the following options:

- *Arrested*
  - **Definition:** subject was taken into custody for a criminal offense.
- *Civil Detention*
  - **Definition:** subject was taken into custody for non-criminal offense reasons, such as mental health evaluation.
- *No Arrest or Detention*
  - **Definition:** subject was not taken into custody.

Arrest reason(s)

This item will only appear if *"Arrested"* is selected in the *Arrested?* Field.

Specify the reasons for the arrest. Select all applicable reasons from the list below.

- *Obstruction/resistance*
  - **Definition:** Willfully hindering, delaying, or obstructing a law enforcement officer; resisting arrest.
- *Person Crime*
  - **Definition:** offense against a person (involving harm or threats of harm to an individual).
- *Property Crime:*
  - **Definition:** property offense (involving theft, damage, or destruction of property).
- *Offense against public order*
  - **Definition:** public order offense (involving disturbing social or societal norms, such as disturbing the peace, disorderly conduct, public intoxication, and similar offenses).
- *Vehicle violation*
  - **Definition:** vehicle offense (vehicle theft or unlawfully entering a vehicle to commit a crime against person or property).
- *Warrant*
  - **Definition:** based on a judicially authorized warrant.
- *Other*
  - **Definition:** If none of the above apply, select other and briefly describe the arrest reason in the space provided.

Arrest Detail: Offense Against Person

This item will only appear if "Person Crime" is selected in the *Arrest reason(s)* Field.

Specify the reasons for the arrest. Select all applicable reasons from the list below.

- *Assault*
  - **Definition:** involves an "unlawful attack by one person upon another" (U.S. Department of Justice - Federal Bureau of Investigation, 2019).
- *Homicide*
  - **Definition:** involves the killing on an individual, including murder, homicide by abuse, manslaughter, and similar offenses.
- *Rape*
  - **Definition:** involves "the carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her" age or because of his/her temporary or permanent mental or physical incapacity (U.S. Department of Justice - Federal Bureau of Investigation, 2019).
- *Robbery*
  - **Definition:** involves the "taking, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm" (U.S. Department of Justice - Federal Bureau of Investigation, 2019).
- *Civil Order Violation*
  - **Definition:** involves the violation of a court-issued civil protection order.
- *Other*
  - **Definition:** If none of the above apply, select other and briefly describe the offense in the space provided.

Arrest Detail: Offense Against Property

This item will only appear if "Property Crime" is selected in the *Arrest reason(s)* Field.

Specify the reasons for the arrest. Select all applicable reasons from the list below.

- *Arson*
  - **Definition:** involves "the unlawful and intentional damage, or attempt to damage, any real or personal property by fire or incendiary device" (U.S. Department of Justice - Federal Bureau of Investigation, 2019).
- *Burglary*
  - **Definition:** involves "the unlawful entry into a building or other structure with the intent to commit a felony or a theft" (U.S. Department of Justice - Federal Bureau of Investigation, 2019).

- *Theft*
  - **Definition:** involves the "unlawful taking carrying, leading, or riding away of property from the possession, or constructive possession, of another person" (U.S. Department of Justice - Federal Bureau of Investigation, 2019).
- *Mischief*
  - **Definition:** involves willful damage, destruction, or defacement of property.
- *Trespassing*
  - **Definition:** involves unlawfully entering a land, a dwelling, or other real property (U.S. Department of Justice - Federal Bureau of Investigation, 2019).
- *Vehicle Theft/Prowl:*
  - **Definition:** involves vehicle theft or unlawfully entering a vehicle to commit a crime against person or property.
- *Other*
  - **Definition:** If none of the above apply, select other and briefly describe the offense in the space provided.

Arrest Detail: Public Order Offense

This item will only appear if "Offense Against the Public Order" is selected in the *Arrest reason(s)* Field.

Specify the reasons for the arrest. Select all applicable reasons from the list below.

- *Public Disturbance*
  - **Definition:** Includes disorderly conduct, false reporting, failure to disperse and other offenses.
- *Drug Related*
  - **Definition:** The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use (U.S. Department of Justice - Federal Bureau of Investigation, 2019).
- *Sex Related*
  - **Definition:** Includes indecent exposure, prostitution, and other related offenses.
- *Weapon Related*
  - **Definition:** This refers to the violation of laws or ordinances that prohibit the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons (U.S. Department of Justice - Federal Bureau of Investigation, 2019).
- *Transit Related*
  - **Definition:** Offenses that occur while on transit vehicles and/or transit facilities, such as drinking alcohol, obstructing transit vehicles, and other related offenses.
- *Other:*
  - **Definition:** If none of the above apply, select other and briefly describe the offense in the space provided.

Arrest Detail: Vehicle Offense

This item will only appear if "Vehicle Offense" is selected in the *Arrest reason(s)* Field.

Specify the reasons for the arrest. Select all applicable reasons from the list below.

- *DUI*
  - **Definition:** Driving under the influence of alcohol and/or drugs.
- *Accident*
  - **Definition:** Collision or accident occurring on public or private roadway.
- *Moving Violation*
  - **Definition:** involves violation of laws by a driver in a moving vehicle.
- *Non-Moving Violation*
  - **Definition:** involves traffic infractions that occur in a non-moving vehicle.
- *Other*
  - **Definition:** If none of the above apply, select other and briefly describe the offense in the space provided.

Section: Domestic Violence

Domestic Violence Incident

In this section, you will indicate whether the incident was associated with domestic violence. Select either Yes or No.

Domestic Violence Arrest

This item will only appear if "Arrested" is selected in the *Arrested?* Field.

Specify whether the arrest included domestic violence language. Select either Yes or No.

Arrest Information
Arrested?

| Arrested | ▼ |

Arrest reason(s)
☐ Obstruction/resistance
☐ Person crime
☐ Property crime
☐ Offense against public order
☐ Vehicle violation
☐ Warrant
☐ Other - please describe

Domestic Violence

Domestic Violence Incident

| Yes | ▼ |

Domestic Violence Arrest

| Yes | ▼ |

The last section of information collected in incident details is the total persons present during the UOF event. Persons Present includes five fields: Total Officers Present, Total Officers Using Force, Total Persons Present, Subjects Reportable Use of Force Count, and Minors Present.

> ### Important:
> In the WADEPS system, each report is a use of force event between **one officer and one subject**. The following fields capture details about all individuals who were present at the time force was used between that specific officer and that specific subject.

Total Officers Present

Indicate the total number of officers physically present (on scene) **at the time force was used on the subject of this report**.

- Enter a whole number from 1 to 99.
- Count all officers present, regardless of whether they personally used force.
- Do not include officers who arrived after the use of force incident occurred.

Total Officers Using Force

Record the total number of officers using force on **the subject of this report**.

- Enter a whole number from 1 to 99.
- Count all officers using force **on the subject of this use of force report**.

> ### Reminder
> *A separate WADEPS UOF report is required for each officer using force on this subject.*

Total Persons Present

Indicate the total number of persons present (on scene) at the time force was **used on the subject of this report**, **not including officers**.

- Enter a whole number from 1 to 99.
- Do not include officers in this count.

Subjects Reportable Force Count

Indicate the total number of subjects on whom **the officer identified in this report** used reportable force.

- Enter a whole number from 1 to 99.
- Count only subjects on whom the officer personally used reportable force during the incident.

> **Reminder:**
>
> If the officer of this report used force on multiple subjects, a separate record for each subject the officer used force on must be submitted.

Minors Present

Indicate whether minors were present (on scene) when use of force was used **on the subject of this report**. Select one of the following: Yes, No, Unknown.

Proceed to the Type of Force Section

When all required Incident Information fields have been completed, select the "Next" button located at the bottom left of the screen.

Clicking "Next" will save the entered information so far and open the **Type of Force** section of the WADEPS Reporting Tool, where you will continue documenting details of the UOF event.

Persons Present

Total Officers Present	Total Officers Using Force	Total Persons Present	Subjects Reportable Force Count

Minors Present

[▾]

[Save for Later] [Next]

Type of Force

The Type of Force page is where you will provide key information regarding the UOF, such as specific type of force and the time to force.

Type of Force has three sections with 15 total fields.

> **Important:**
>
> If any of the use of force types below are used against a crowd, it must be reported to WADEPS.

Section: Type of Force

In this section, indicate **each type of force** used by the officer **on the subject** of this report.

Each type of force is a separate field and must be marked "Yes" or "No" depending on whether that specific type of force was used on the subject.

Point

- **Definition:** The officer pointed a conventional firearm (e.g., handgun, rifle) directly at the subject.
- **WADEPS Criteria:** Report any instance where a firearm is pointed in an operational setting, excluding ready positions (e.g., low-ready, high-ready), and where a person other than law enforcement personnel could have been struck if the weapon was discharged. *This may be judged by considering the likely trajectory as if a laser was mounted to the weapon.*
- **Excludes:**
  - Less-lethal weapons (e.g., bean bag shotguns, 40mm impact launchers).
  - Firearms held in a ready position (e.g., low-ready, high-ready).

Discharge

- **Definition:** The officer discharged a conventional firearm at or in the direction of a person.
- **Excludes:** Less-lethal weapons (e.g., bean bag shotguns, 40mm impact launchers).

ECW

- **Definition:** The officer used an electronic control weapon (ECS), such as a TASER, at or in the direction of a person.
- **Excludes:** Displaying, holding, or aiming the ECS without discharging it.

Chemical

- **Definition:** The officer used a chemical agent—such as oleoresin capsicum (OC) spray (pepper spray) or CS Gas (tear gas)—against a person.
  - This includes any deployment where the chemical agent is used against a person or persons, regardless of whether it made contact.
- **Excludes:** Displaying, holding, or aiming the chemical agent without discharging it.

> ## Important
>
> - Tear gas (CS gas) may be used as a crowd control measure and is not intended to target specific individuals. In WADEPS, pepper spray is classified under the broad category of chemical, which includes CS Gas, in accordance with Advisory Group recommendations. When CS Gas is used against a crowd, this **must be reported** to WADEPS. For more information on how to report this, see Frequently Asked Questions.

- **Less Lethal Discharge**
- **Definition:** The officer discharged a less than lethal weapon, such as a less-lethal shotgun, impact munitions launcher, bean bag rounds, or other less-lethal weapons, at or in the direction of a person.
- **Excludes:**
  - Displaying, holding, or aiming the weapon without discharging it.
  - Electronic control weapons and OC sprays

Impact:

- **Definition:** The officer struck a person using an impact weapon or instrument, including a club, baton, flashlight, and other impact weapons.
- **Excludes:**
  - Strikes using the officer's own body (e.g., punches, kicks, knee strikes).
  - Use of a vehicle to strike or subdue a person

Strike

- **Definition:** The officer used **any part of their body** to physically strike a person, including kicking, slapping, using closed fists, legs, or feet.
- **Excludes:** Takedown maneuvers (physical maneuvers used by law enforcement to take a subject to the ground)

Vehicle- Person

- **Definition:** The officer used a vehicle to intentionally strike a person.

Vehicle – Vehicle

- **Definition:** The officer used a vehicle to intentionally strike another vehicle.

> ### Important:
> This includes all PIT maneuvers.

Vehicle-on-Vehicle Force Detail

This field will appear if "Yes" is selected in the *Vehicle – Vehicle*. In this field, whether the vehicle-to-vehicle use of force was a PIT maneuver or another maneuver.

Select from the following options:

- PIT maneuver under 40 MPH
- PIT maneuver 40 MPH or over
- Not a PIT maneuver

Canine

- **Definition:** The officer deployed a canine by releasing it from the officer's physical control or had the canine under law enforcement control and it bites a person.

Neck

- **Definition:** The officer used a neck restraint or chokehold, as defined in RCW 10.166.020.
- *RCW 10.166.020 includes two distinct types:*
  - Chokehold: "The application of direct pressure to a person's trachea or windpipe for the purpose of restricting another person's airway" (Revised Code of Wash. § 10.166.020, 2021).
  - Neck Restraint: "any vascular neck restraint or similar restraint, hold, or other tactic in which pressure is applied to the neck for purposes of restricting blood flow" (Revised Code of Wash. § 10.166.020, 2021).

Other Type of Force

This section contains a single open-text field titled **"Other Type of Force."**

Use this field **only if** the officer used a type of force that is **not already captured** in the standard **Type of Force** fields.

Instructions: If the officer used a force type not listed in the predefined categories (Type of Force), provide a brief description of that force here, otherwise leave this field blank.

> ## Important
>
> WADEPS only requires reporting the force types listed in the Type of Force section, unless the use of force event resulted in:
>
> · **Fatality**
>
> · **Great Bodily Harm**
>
> · **Substantial Bodily Harm**

Section: Time to Force

This section contains up to three fields that must be completed: Time to Force, Video, and Time to Force – BWC.

Time to Force

- **Definition:** The approximate time that passes between the officer **first interacting with the subject at the scene** and the time force was first used.
- Select one of the following options:
  - Immediate
  - Less than 1 minute
  - 1 – 5 minutes

- 6 – 10 minutes
- Greater than 10 minutes

Video

Indicate whether there is police-recorded footage of the use of force event. This includes recordings from body-worn cameras, dash cameras, or any other agency-authorized video devices.

Select **Yes** if any such video exists of the incident.

Select **No** if not such video exists.

> **Note:**
>
> If there are multiple uses of force involving **the same officer and subject of this report**, during the incident, specify whether video footage exists for the first instance of force used.

Time to Force - BWC

This field only appears if "Yes" in the selected in the *Video,* indicating that police-generated video footage of the initial use of force exists.

- **Definition:** Using the police-generated video of the event (e.g., officer's body-worn camera (BWC) footage, dash cam footage, etc.,) record the approximate time elapsed between the officer's first contact with the subject at the scene and the moment force was first used. If a police-generated video of the initial use of force.
- Enter the time in **HH:MM:SS** format.

> **Important**
>
> Do **not** enter the time of day when the initial use of force occurred. Instead calculate and enter the duration of time that passed between the initial interaction with the **subject of this report** and the first use of force.

> **EXAMPLE:**
>
> Officer Brown first interacted with the subject at the scene at approximately **3:43 PM**, as seen in the body-worn camera footage. The first reportable use of force occurred at approximately **3:54 PM**, when Officer Brown deployed oleoresin capsicum (OC) spray on the subject.
>
> In this case, the correct entry would be: **00:11:00**

Proceeding to the Subject Information Section

Once all required fields have been completed, select the "Next" button located at the bottom left of your screen. Clicking "Next" will save the entered information and take you to the **Subject Information** section of the WADEPS form, where you will continue documenting details of the UOF event.

Type of Force

Point	Discharge	ECW	Chemical
▾	▾	▾	▾
Less Lethal Discharge	Impact	Strike	Vehicle - Person
▾	▾	▾	▾
Vehicle - Vehicle	Canine	Neck	
▾	▾	▾	

Other Type of Force
Specify - Leave blank if none

[   ]

Time to Force

Video

[▾]   [▾]

[Previous] [Save for Later] [Next]

Subject Information

The Subject Information page is where you will provide more information on the **subject of this report**, such as their age, gender, and other relevant data. *If the officer of this report used force on multiple subjects, a new Use of Fore record for each subject.*

Subject information has 5 sections with up to 16 total fields to complete on this page. These fields capture information necessary for accurate documentation and reporting of UOF.

Section: Basic Subject Information

Basic subject information contains 3 fields: Subject ID, Subject Age, and Subject Gender.

Subject ID

- Automatically populated based on the "Subject ID" entered in *Create a New Use of Force* section.

Subject Age

- Enter the **verified age** of the subject in whole years only.
- Do **not** include months or partial years

Guidance for Verification:

- Use official records, such as driver license, state-issue ID, or database records, to confirm the information when possible.
- If official records are not available, subject age can be confirmed with the subject, family members, or others on scene.

> **Important:**
>
> If the subject is unknown enter 999 as the subject age. This is the WADEPS designated code for unknown age and ensures accurate reporting in the system.

Subject Gender

Enter the **verified gender** of the subject. Select one of the following options:

- Male
- Female
- Non-binary
- Transgender
- Unknown.

Guidance for Verification:

- Use official records, such as driver license, state-issue ID, or database records, to confirm the information when possible.
- If official records are not available, subject gender can be confirmed with the subject, family members, or others on scene.

Section: Subject Race/Ethnicity

This section contains two required fields: the subjects perceived race/ethnicity and the subject's verified race/ethnicity.

Subject Race/Ethnicity Perceived

In this field, enter the officer's perception of the subject's race(s) and/or ethnicity(ies) at the time of the use of force event.

Select **all that apply** from the following options:

- American Indian/Alaska Native
- Asian
- Black/African American
- Hispanic/Latino
- Middle Eastern/North African
- Native American/Pacific Islander
- White
- Unknown

> **Important:**
>
> This perception should reflect the officer's observation at the time of the incident, regardless of later confirmation or documentation.

Subject Race/Ethnicity Verified

In this field, record the subject's **verified race(s) and ethnicity(ies)** at the time of the use of force event.

Select all that apply from the following options:

- American Indian/Alaska Native
- Asian
- Black/African American
- Hispanic/Latino
- Middle Eastern/North African
- Native American/Pacific Islander
- White
- Unknown

Guidance for Verification:

- Whenever possible, confirm race and ethnicity directly with the **subject.**
- If the subject was unable or unwilling to provide the information, verification may be obtained from:
  - Family members
  - Others present at the scene

Tribal Affiliation

In this field, indicate whether the subject is a member of a federally or state-recognized Tribe.

Select one of the following options:

- Yes
- No
- Refused
- Unknown

Guidance for Verification:

- Use official records, tribal-issues IDs or enrollment cards, to confirm the information when possible.
- If official records are not available, subject tribal affiliation status can be confirmed with the subject, family members, or others on scene.

> **Important:**
>
> Select Unknown only if the identity of the subject is unknown (e.g., the subject has not been identified).

Subject Information

If multiple subjects were involved in the incident, create a new Use of Force record for each subject.

Basic Subject Information

Subject ID	Subject Age	Subject Gender
FEE		▾

Subject Race/Ethnicity

Perceived (check all that apply)
- ☐ American Indian/Alaska Native
- ☐ Asian
- ☐ Black/African American
- ☐ Hispanic/Latino
- ☐ Middle Eastern/North African
- ☐ Native Hawaiian/Pacific Islander
- ☐ White
- ☐ Unknown

Verified (check all that apply)
- ☐ American Indian/Alaska Native
- ☐ Asian
- ☐ Black/African American
- ☐ Hispanic/Latino
- ☐ Middle Eastern/North African
- ☐ Native Hawaiian/Pacific Islander
- ☐ White
- ☐ Unknown

Tribal Affiliation

▾

Section: Subject Condition

This section contains two required fields: the Injury and Impairment.

Injury

In this field, record any injuries the subject sustained during the reportable use of force event.

Select all that apply from the following options:

- *None*
  - **Definition:** no injuries during the reportable use of force event.
- *Apparent minor injury*
  - **Definition:** minor injuries that can be treated on scene with basic first aid (bandaging).
  - **Examples:** minor cuts or bruises
- *Severe laceration*
  - **Definition:** Cuts or wounds that require professional medical treatment, such as stitches or staples.
  - **Examples:** a deep cut on the arm that exposes muscle or fat tissue, a large, jagged wound with uncontrolled bleeding, a torn lip or ear that requires reconstructive closure.
- *Loss of teeth*
  - **Definition** One or more teeth were dislodged or broken as a result of the use of force event.

- *Canine bite*
  - **Definition:** injury caused by a bite from a canine deployed by the officer during the use of force event. This includes any instance where the subject was bitten, regardless of whether the officer gave or withheld a release command.
- *Apparent broken bones*
  - **Definition:** suspected or confirmed fractures observed at the scene or confirmed later.
- *Possible internal injury*
  - **Definition:** signs or complaints suggesting internal trauma, even if not confirmed at the time of the use of force event.
  - **Examples:** signs of internal trauma could include but are not limited to difficulty breathing/shortness of breath, abdominal pain or tenderness, chest pain, vomiting or coughing up blood, loss of bladder or bowel control, and complaints of pain without visible injury.
- *Unconscious*
  - **Definition:** the subject lost consciousness during or immediately after the use of force event.
- *Gunshot wound*
  - **Definition:** any injury caused by a projectile resulting from the discharge of a firearm. This includes injuries where a bullet or bullet fragment strikes or causes physical harm to the body.
  - **Note:** This classification **does not include injuries caused solely by the sound, shockwave, or muzzle blast** of a firearm (e.g., ruptured eardrums or burns from close-range discharge). Such injuries should be documented under **"Other Major Injury" or "Apparent Minor Injury" depending on the severity of injury and whether the injury requires medical treatment beyond basic first aid.**
- *Death*
  - **Definition:** the subject died during or as a result of the use of force event.
- *Other major injury*
  - **Definition:** any significant injury **not classified as an Apparent Minor Injury** and not captured by the categories listed above. Please provide a clear description.
- *Unknown*
  - The subject's injury status is unknown because the subject has not been identified.

Impairment

In this field, record the **officer's perception** of any impairments observed in the subject at the time of the use of force event. This is based on observed behavior, statements, or other indicators—not medical confirmation.

Select all that apply from the following options:

- *None*
  - **Definition:** No observable signs of impairment.
- *Alcohol*
  - **Definition:** Subject appears to be impaired by alcohol.
  - **Examples:** Smell of alcohol, slurred speech, unsteady gate.
- *Drugs*
  - **Definition:** Subject appears impaired by drugs.
  - **Examples:** Erratic behavior, dilated pupils, lethargy, hyperactivity.
- *Mental Health*
  - **Definition:** Subject appears to be experiencing a mental health crisis or condition that impacts behavior.
  - **Examples:** Disorientation, hallucinations, paranoia.
- *Unknown*
  - **Definition:** Signs of impairment are present, but the source (e.g., substance use vs. mental health) cannot be determined.
  - **Note:** This option can also be selected when the subject has not been identified

---

Important:

This field reflects officer **observation and perception only.**

Subject Condition

Injury (check all that apply)	Impairment (check all that apply)
☐ Apparent minor injury (e.g., minor cuts/bruises)	☐ None
☐ Severe laceration	☐ Alcohol
☐ Loss of teeth	☐ Drugs
☐ Canine bite	☐ Mental health
☐ Apparent broken bones	☐ Unknown
☐ Possible internal injury	
☐ Unconscious	
☐ Gunshot wound	
☐ Death	
☐ Other - please describe	

Subject Believed to be Armed

In this field, record whether the subject was **believed by the officer to be armed at the time of the use of force incident,** regardless of whether a weapon was later found or confirmed.

Response Options:

- *Yes*
  - **Definition:** the officer believed the subject had a weapon.
- *No*
  - **Definition:** the officer did not believe the subject had a weapon.

> **Important:**
>
> This field reflects the **officer's perception at the time of the incident,** not the actual presence or recovery of a weapon.

Subject Weapon Type

In this field, record types of weapons or armaments found on the subject or used by the subject during the use of force event.

Select all that apply from the following options:

- *None*
  - **Definition:** No weapon was possessed or used by the subject.
- *Blunt Object:*
  - **Definition:** Any object capable of causing injury through impact or blunt force trauma.
  - **Examples:** Includes clubs, bats, sticks, pipes, or any object used to strike.
- *Edged Object*
  - **Definition:** any object with a sharpened edge or point capable of cutting, piercing, or stabbing.
  - **Examples:** Includes knives, box cutters, machetes, or any object with a sharp edge or point.
- *ECW (Electronic Control Weapon)*
  - **Definition:** A device that delivers an electric shock.
  - **Examples:** includes tasers, stun guns, etc.

- *Chemical/explosive*
  - **Definition:** Substances or devices that use chemical agents or explosive force to cause injury or capacitation.
  - **Examples:** includes pepper spray, tear gas, homemade explosives, or Molotov cocktails.
- *Projectile*
  - **Definition:** Any object thrown, launched, or propelled from a distance.
  - **Examples:** includes sling shots, thrown objects (e.g., rocks, bottles), less than lethal weapons (e.g. bean bag rounds, rubber bullets), improvised projectile devices (e.g., homemade launchers).
- *Firearm*
  - **Definition:** Any operable or inoperable device designed to expel a projectile through explosive force.
  - **Examples:** includes handguns, rifles, shotguns, and more.
- *Vehicle*
  - **Definition:** A motor or non-motor vehicle used or attempted to be used as a weapon.
  - **Example:** Accelerating towards officers or others with intent to strike, swerving at people, etc.
- *Unknown*
  - Select this option only if the subject has not been identified and it is not possible to determine whether the subject possessed a weapon.
  - **Note:** If a weapon is present but not used, it should still be recorded here.

Subject Armed

Subject Believed to be Armed

Yes
No

Subject Weapon Type

- ☐ None
- ☐ Blunt object
- ☐ Edged object
- ☐ ECW
- ☐ Chemical/explosive
- ☐ Projectile
- ☐ Firearm
- ☐ Vehicle

Section: Subject Actions Prior to Force

This section contains six required fields: threat to officers, threat to others, threat to self, subject resistance, flight, and civil disobedience.

Threat to Officers

In this field, record **the highest level of imminent threat** the subject posed to officers **prior to the use of force.**

Select one of the following options:

- *None*
    - **Definition:** No observable threat to officers.
- *Verbal Threat*
    - **Definition:** Subject made verbal statements indicating intent to harm officers.
    - **Examples:** Threats to fight, attack, or kill.
- *Threatening Posture/Furtive Movements*
    - **Definition:** Subject exhibited aggressive or suspicious physical behavior.
    - **Examples:** Subject assumes fighting stance, reaches into pockets or waistband in a threatening or evasive manner, etc.
- *Assault*
- **Definition:** Subject made physical contact or attempted to strike, grab, or otherwise attack an officer.
- *Use or display of a less-lethal weapon*
    - **Definition:** Subject used or displayed objects capable of causing harm but not believed to be lethal or likely to cause serious bodily injury.
    - **Examples:** Sticks, bottles, rocks, chair, etc.
- *Use or display of deadly weapon*
    - **Definition:** Subject used or displayed a firearm, knife, or any object the officer believed could be lethal or cause serious bodily injury.

> **Important:**
> Select the **highest level of threat observed**, even if the subject escalated or de-escalated during the encounter.

Threat to Others

In this field, record **the highest level of imminent threat** the subject posed to people other than law enforcement officers **prior to the use of force.**

Select one of the following options:

- *None*
    - **Definition:** No observable threat to other persons.
- *Verbal Threat*
    - **Definition:** Subject made verbal statements indicating intent to harm others.
    - **Examples:** Threats to fight, attack, or kill.
- *Threatening Posture/Furtive Movements*
    - **Definition:** Subject exhibited aggressive or suspicious physical behavior toward others.
    - **Examples:** Subject assumes fighting stance, reaches into pockets or waistband in a threatening or evasive manner, etc.
- *Assault*
    - **Definition:** Subject made physical contact or attempted to strike, grab, or otherwise attack another person.
- *Use or display of a less-lethal weapon*
    - **Definition:** Subject used or displayed objects capable of causing harm but not believed to be lethal or likely to cause serious bodily injury,
    - **Examples:** Sticks, bottles, rocks, chair, etc.
- *Use or display of deadly weapon*
    - **Definition:** Subject used or displayed a firearm, knife, or any object the officer believed could be lethal or cause serious bodily injury.

> **Important:**
>
> Select the **highest level of threat observed**, even if the subject escalated or de-escalated during the encounter.

Threat to Self

In this field, record **the highest level of imminent threat** the subject posed to themselves the **prior to the use of force.**

Select one of the following options:

- *None*
  - **Definition:** No observable threat to self.
- *Verbal Threat of Self-Harm*
  - **Definition:** Subject made verbal statements indicating intent to harm or kill themselves.
  - **Examples:** Expressing suicidal thoughts or intent.
- *Self-Harm or Attempted to Self-Harm*
  - **Definition:** Subject engaged in or attempted to engage in actions intended to cause self-injury.
  - **Examples:** Cutting, hitting themselves, attempting to jump from a height, holding a weapon to themselves, etc.

> ### Important:
> Select the **highest level of threat observed**, even if the subject escalated or de-escalated during the encounter.

Subject Resistance

In this field, record the highest level of resistance displayed by the subject prior to the use of force by officers.

Select one of the following options:

- *No resistance*
  - **Definition:** Subject complied with officer commands and did not resist verbally or physically.
- *Verbal resistance or passive resistance*
  - **Definition:** Subject refused to comply with commands through words or non-violence physical behavior.
  - **Examples:** Going limp, sitting down, refusing to move without threatening actions, etc.
- *Threatening Posture, Verbal Threats*
  - **Definition:** Subject made verbal threats or displayed threatening stances or gestures indicating potential threat to harm the officer.
  - **Examples:** Fighting stances, verbal threats of assault, etc.
- *Physical non-compliance or flight*
  - **Definition:** Subject engaged in physical actions to avoid control.
  - **Examples:** Physical evasion, pulling away from the officer, tucking arms to prevent handcuffing, and running or attempting to flee.

- *Active physical resistance*
  - **Definition:** Subject actively used physical force against officers.
  - **Examples:** Strikes with fists, elbows, knees, kicking, and spitting.
- *Use of a less-lethal weapon*
  - **Definition:** Subject used or attempted to use objects as weapons.
  - **Examples:** Strikes using blunt objects, throwing objects, using an Electronic Control Weapon (ECW), and other less-lethal weapons.
- *Use of a deadly weapon or lethal force*
  - **Definition:** Subject used or attempted to use any weapon or force that could reasonably cause death or serious bodily injury.
  - **Examples:** Use or attempt to use firearms, knives, physical strikes to head, vehicular assault, etc.

> ### Important:
> Select the **highest level of resistance observed**, even if the subject escalated or de-escalated during the encounter.

Flight

In this field, indicate whether the subject **fled or attempted to flee** prior to using force.

Select one of the following options:

- *None*
  - **Definition:** Subject did not flee or attempt to flee prior to the use of force.
- *Flight or Attempted Flight*
  - **Definition:** Subject fled or tried to flee from officers prior to the use of force.
  - **Examples:** Running, walking away quickly while ignoring commands, fleeing in a vehicle, or other deliberate efforts to escape.

Civil Disobedience

This field will appear if "Verbal Resistance or Passive Resistance" is selected in *Subject Resistance* field. Indicate whether the subject's verbal or physical resistance was civil disobedience.

Select one of the following options:

- *No*
  - **Definition:** The subject's resistance was not consistent with civil disobedience. Their actions may have been resistant but were not clearly associated with political protest or deliberate non-violent breaking of the law, or other forms of civil resistance intended to make a political or social statement.

- *Yes*
  - **Definition:** WADEPS adopts the definition provided by the Seattle Office of Emergency Management:
    - "Civil disobedience is the nonviolent refusal to obey certain laws as an act of political protest. Civil disobedience is illegal but non-violent" (Seattle Office of Emergency Management, n.d.).
  - This classification applies only when the subject's resistance is:
    - Nonviolent
    - Intentional
    - Related to political, social, or policy protest.
  - **Examples:** Refusing to vacate a street or public space during a protest, sitting or locking arms in a group to block access to a building, refusing to comply with dispersal orders during a nonviolent demonstration, etc.

> ## Important
> Whether verbal or passive resistance is civil disobedience is based on Officer perception.

Proceeding to the Officer Information Section

Once all required fields have been completed, select the "Next" button located at the bottom left of your screen.

Clicking "Next" will save the entered information and take you to the **Officer Information** section of the WADEPS form, where you will continue documenting details of the UOF event.

Subject Actions Prior to Force

Threat to Officers	Threat to Others	Threat to Self	Subject Resistance
▼	▼	▼	▼

Flight	Civil Disobedience
▼	▼

[Previous] [Save for Later] [Next]

Officer Information

The Officer Information collects key details about the officer involved in this use of force report. This includes demographic information such as age, gender, and other relevant data. *If multiple officers used force on the subject of this report, a separate Use of Force record must be created for each officer involved. If the officer involved in this report used force on multiple subjects, a separate Use of Force record must be created for each subject.*

Officer information has 5 sections with up to 16 total fields to complete on this page. These fields capture information necessary for accurate documentation and reporting of UOF.

> **Note:**
>
> Many of the fields on this page will automatically populate from the Officer's WADEPS profile, which mirrors the officer's information in the Criminal Justice Training Commission (CJTC) database. If any of the auto-filled information is incorrect, the officer must log in to their CJTC account to make updates. These changes will be reflected in WADEPS within approximately two weeks.

Section: Basic Officer Information

Basic subject information contains 3 fields: Officer Name, Subject Age, and Subject Gender.

Officer Name

- Automatically populated based on the "Officer Name" selected in *Create a New Use of Force* section.

Officer CJTC

- Automatically populated based on the "Officer Name" selected in *Create a New Use of Force* section.

Officer Assignment

Select the officer's assignment at the time of the use of force event by selecting one of the following options:

- *Patrol*
  - **Definition:** General law enforcement duties, including response to calls for service.
- *Traffic*
  - **Definition:** Duties primarily focused on traffic enforcement and crash/collision response.
- Administrative
  - **Definition:** Non-field duties such as supervision and training.
- *Specialty*
  - **Definition:** Assignment to a specialized unit, such as SWAT.

Officer Year of Birth

- Automatically populated based on the "Officer Name" selected in *Create a New Use of Force* section. Year of birth is pulled from the officer's WADEPS profile, which is linked to their CJTC records. WADEPS will use this information to calculate age in the public dashboard.

Officer Gender

- Automatically populated based on the "Officer Name" selected in *Create a New Use of Force* section. Gender is pulled from the officer's WADEPS profile, which is linked to their CJTC records.

Officer Verified Race/Ethnicity

- Automatically populated based on the "Officer Name" selected in *Create a New Use of Force* section. Race and ethnicity is pulled from the officer's WADEPS profile, which is linked to their CJTC records.

Officer Years

- Indicates officer's total years of experience in law enforcement, including within and outside of Washington State. Enter as whole number. Enter 0 if less than one year.

Section: Officer Condition

This section contains one field: Injury.

Injury

In this field, record any injuries the officer sustained during the reportable use of force event.

Select all that apply from the following options:

- *None*
  - **Definition:** no injuries during the reportable use of force event.
- *Apparent minor injury*
  - **Definition:** minor injuries that can be treated on scene with basic first aid (bandaging).
  - **Examples:** minor cuts or bruises
- *Severe laceration*
  - **Definition:** cuts or wounds that require professional medical treatment, such as stitches or staples.
  - **Examples:** a deep cut on the arm that exposes muscle or fat tissue, a large, jagged wound with uncontrolled bleeding, a torn lip or ear that requires reconstructive closure.
- *Loss of teeth*
  - **Definition** One or more teeth were dislodged or broken as a result of the use of force event.
- *Canine bite*
  - **Definition:** injury from a dog bite during the incident, excluding a law enforcement agency K-9.
- *Apparent broken bones*
  - **Definition:** suspected or confirmed fractures observed at the scene or confirmed later.

- *Possible internal injury*
  - **Definition:** signs or complaints suggesting internal trauma, even if not confirmed at the time of the use of force event.
  - **Examples:** signs of internal trauma could include but are not limited to difficulty breathing/shortness of breath, abdominal pain or tenderness, chest pain, vomiting or coughing up blood, loss of bladder or bowel control, and complaints of pain without visible injury.
- *Unconscious*
  - **Definition:** the subject lost consciousness during or immediately after the use of force event.
- *Gunshot wound*
  - **Definition:** any injury caused by a projectile resulting from the discharge of a firearm. This includes injuries where a bullet or bullet fragment strikes or causes physical harm to the body.
  - **Note:** This classification **does not include injuries caused solely by the sound, shockwave, or muzzle blast** of a firearm (e.g., ruptured eardrums or burns from close-range discharge). Such injuries should be documented under **"Other Major Injury" or "Apparent Minor Injury" depending on the severity of injury and whether the injury requires medical treatment beyond basic first aid.**
- *Death*
  - **Definition:** the officer died during or as a result of the use of force event.
- *Other major injury*
  - **Definition:** any significant injury **not classified as an Apparent Minor Injury** and not captured by the categories listed above. Please provide a clear description.

Proceeding to the Submit for Supervisor Review Section

Once all required fields have been completed, select the "Next" button located at the bottom left of your screen

Clicking "Next" will save the entered information and take you to the **Submit for Supervisor Review** section of the WADEPS form, where you will officially submit the record to be reviewed by your agency's designated supervisors.

Submit for Supervisor Review

This page allows you to officially submit the use of force record to be reviewed by your agency's designated supervisor(s).

You have two options on this page:

- **Submit for Review:** Select this button to officially submit the record. Once submitted, changes to the record can only be made by agency supervisors.
- **Go Back:** Select this button if you need to review or edit your entries before submission.

Batch Upload

- To upload multiple use of force reports, select Batch Upload from the top left of and bottom left (under home) of any WADEPS screen.
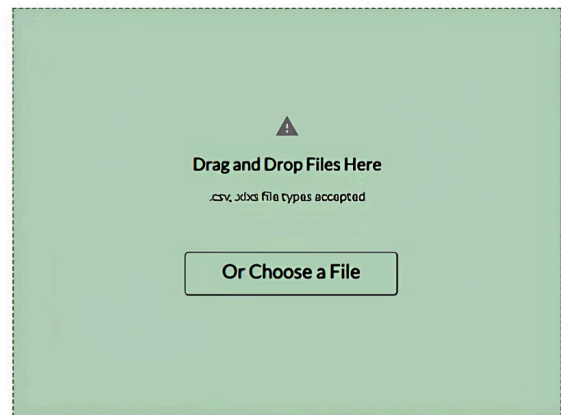- This will take you to the Batch Upload Records page.
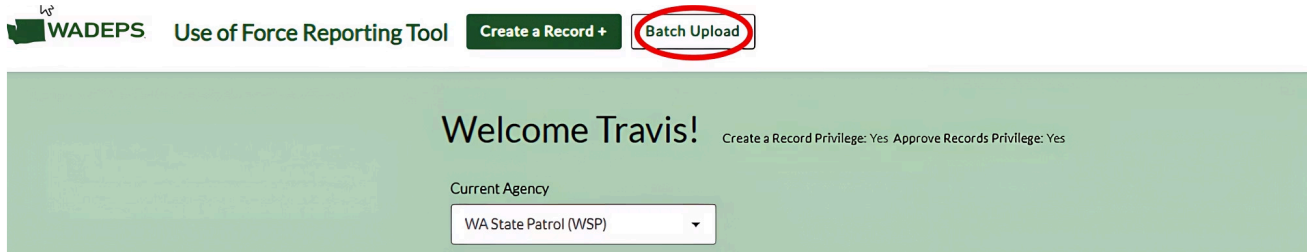
Download the Batch Upload Template

- Select "Download Template" on the left middle of the screen.

Entering Data in the Batch Upload Template

To ensure a successful batch upload without errors, you must **enter valid responses** for the required fields. **These fields include officer_cjtc, agency_name, incident_number, and subject_id.**

Incident Information

Columns A through CV in the batch upload spreadsheet correspond to the **Incident-Based Items** in **Section 1 of the Data Manual**.

> **Note:**
>
> Because spreadsheets can't use conditional-based logic like the web form (Create a Record), any "mark all that apply options" questions in the web form and data manual are shown as separate Yes/No columns in the spreadsheet. Be sure to review all relevant columns when answering these types of questions!

TIPS:

- **Selecting a cell in any column will display a note explaining the type of data expected!**
- **If working directly in a CSV or text file (not in Excel), do not include commas in entries, as they can disrupt the file structure. Excel handles commas automatically when saving.**

agency_name

- Start typing the agency name. As you type, a list of matching agency names will appear. Click on the correct agency name from the list to select it.
- **This field is required.**

ori (Originating Agency Identifier)

- This field will be automatically completed when the spreadsheet is uploaded. If your agency does not have an ORI, the system will default to using your WADEPS AGENCY ID instead.

wadeps_agency_id

- This field will be automatically completed when the spreadsheet is uploaded.

incident_number

- Enter the unique incident number assigned by your agency's CAD system.
- **This field is required.** If left blank, the batch upload will fail.

Incident_date

- Enter the date the incident occurred in YYYY-MM-DD format. This should match the incident date in CAD, not necessarily when the use of force event occurred.

incident_time

- Enter the time the officer was dispatched or the time the officer indicated they initiated the call or stop.
- Use the **HH:MM** format.

contact_reason

Select one of four reasons for the initial contact that led to the use of force event.

- *Public Request for Service*
    - **Definition:** The contact originated from a member of the public requesting assistance or reporting an incident (typically by phone or in-person).
- *Agency Request for Service*
    - **Definition:** The contact was initiated based on a request from another agency or department.
- *Unit or Officer-Initiated*
    - **Definition:** The officer initiated the contact without a prior external request (e.g., self-initiated stop).
- *Planned Activity*
    - **Definition:** The contact occurred as part of a pre-scheduled or coordinated activity (e.g., warrant service, tactical operation).

response_type

Select the level of cause the officer believed they had for the initial contact. You will choose from one of the following three response options:

- *Social Contact*
    - **Definition:** a voluntary interaction between an officer and a member of the public.
    - **Legal implication:** there is no legal obligation for the individual to stop, answer questions, or remain at the scene.
- *Reasonable Suspicion*
    - **Definition:** The officer had specific, articulable facts that would lead a reasonable person to believe that criminal activity **may** be occurring or has occurred (Criminal Justice Training Commission, n.d.).
    - **Legal Implication:** Justifies brief stops and questioning but not an arrest without further justification.
- *Probable Cause*
    - **Definition:** The officer has strong evidence that would lead a reasonable person to believe that an individual **has** committed, is committing, or is about to commit a crime. **Legal Implication:** Justifies significant intrusions on a person's liberty, such as searches, seizures, or arrest.

Incident_location_county

- Start typing the county name. As you type, a list of matching counties will appear. Click on the correct county from the list to select it.

Incident_location_detail

Select the option that best describes the specific location of the incident. The available options include:

- *Unincorporated Area*
  - **Definition:** An area not governed by a local municipality (city or town).
- *State HWY*
- *Interstate HWY*
- *City*
  - **Definition:** Any municipality with its own local government (such as a city or town).

Important:	Example:
If more than one option applies, follow this order of priority: (1) City, (2) Interstate HWY, (3) State HWY, and (4) Unincorporated Area.	If the use of force event occurred in an unincorporated area of Benton County on I-82, enter Interstate HWY.

Incident_location_detail_city

If "City" is selected in the *Incident_location_detail* column, the Incident_location_detail_city column must be completed.

- Start typing the city name. As you type, a list of matching cities will appear. Click on the correct city from the list to select it.

location_type

Select whether the use of force event occurred:

- Indoor
- Outdoor
- Both

location_type_indoor

If "Indoor" or "Both" was selected in *location_type*, indicate the option that best describes **where the use of force event occurred.**

Select one of the following options:

- *Single Family Residence*
    - **Definition:** A detached home or standalone residential structure.
- *Apartment or Multifamily residence*
    - **Definition:** A unit within a multi-unit residential building such as an apartment complex or duplex
- *Commercial/Business Premises*
    - **Definition:** A business or commercial property such as a restaurant, office, etc.
- *Government Facility*
    - **Definition:** A government-operated indoor space such as a courthouse, public school/university, municipal offices.
- *Medical Facility*
    - **Definition:** Includes clinics, hospitals, urgent care centers, or other licensed medical settings.
- *Transit Facility:*
    - **Definition:** Indoor transit areas such as indoor train stations, bus terminals, airport terminals, etc.
- *Other*
    - **Definition:** Use this option if the location does not fit any of the categories above.

location_type_indoor_other

If selected "Other" in *location_type_indoor*, specify the type of location here.

location_type_outdoor

If "Outdoor" or "Both" is selected in *Initial Incident Type* field, an additional field, Outdoor Location, will appear.

In this field, select the option that best describes **where the use of force occurred.**

Choose one of the following options:

- *Residential Private Property*
    - **Definition:** yard, driveway, or other outdoor area associated with private residence.

- *Commercial Private Property*
    - **Definition:** parking lots, outdoor spaces of businesses or commercial entities.
- *Government Property*
    - **Definition:** Outdoor areas surrounding government buildings (such as court houses, schools/universities, etc.)
- *Public Right of Way*
    - **Definition:** Highway, street, sidewalk, boat launch, or other publicly accessible travel routes
- *Transit Property*
    - **Definition:** Bus stops, transit center platforms, park and ride lots, etc.
- *Public Lands*
    - **Definition:** Parks, state/national forests, etc.
- *Other:*
    - **Definition:** Use this option if none of the above categories accurately describe the outdoor location.

location_type_outdoor_other

If selected "Other" in *location_type_indoor*, specify the type of location here.

Initial Incident Type

Field Name Prefix: incident_type_

In these fields, indicate the nature of the initial incident that led to officer involvement. This includes either the reason the officer was dispatched or the reason for the self-initiated contact.

Instruction:

For each category below in the table below, select "**Yes**" if it applies to the initial incident type or "**No**" if it does not. Multiple categories may apply.

Column Name	Description	Options
incident_type_offense_against_person	Incident involving harm or threats of harm to a person (e.g., assault, homicide, robbery).	Yes / No
incident_type_property_offense	"To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it".	Yes / No
incident_type_public_order_offense	Incident involving disruption of social norms (e.g., disorderly conduct, public intoxication).	Yes / No
incident_type_vehicle_stop	Incident involving stopping a motor or non-motor vehicle for an alleged violation.	Yes / No
incident_type_vehicle_stop	Incident involving stopping a pedestrian for an alleged violation.	Yes / No
incident_type_civil_caretaking	Incident involving wellness checks, civil infractions, or order enforcement.	Yes / No
incident_type_warrant	Incident involving serving a judicial warrant (arrest or search).	Yes / No
incident_type_other	Use only if none of the above apply. Provide explanation in the next column.	Yes / No
incident_type_other_specify	Short explanation of the incident type if "Other" is selected.	Text

Incident Detail: Offense Against Person

Field Name Prefix: incident_detail_offense_against_person

If "Yes" was selected in the incident_type_offense_against_person column, you need to specify the offense.

Instruction:

For each category below, select **"Yes"** if it applies to the incident or **"No"** if it does not. Multiple categories may be marked "Yes". If the specific offense against person is not listed below, please select "Yes" in incident_detail_offense_against_person field and describe the offense in the specify field.

Column Name	Description	Options
incident_detail_offense_against_person_assault	involves an "unlawful attack by one person upon another".	Yes / No
incident_detail_offense_against_person_assault	Involves the killing of an individual (e.g., murder, homicide by abuse, manslaughter).	Yes / No
incident_detail_offense_against_person_rape	involves "the carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her" age or because of his/her temporary or permanent mental or physical incapacity.	Yes / No
incident_detail_offense_against_person_robbery	involves the "taking, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm".	Yes / No
incident_detail_offense_against_person_civil_order_violation	Involves violation of a court-issued civil protection order.	Yes / No
incident_detail_offense_against_person_other	Use only if none of the above apply. Provide an explanation in the next field.	Yes / No
incident_detail_offense_against_person_other_specify	Short explanation of the offense if "Other" is Yes.	Text

Incident Detail: Property Offense

Field Name Prefix: incident_detail_property_offense

If "Yes" was selected in the incident_type_property_offense column, you need to specify the offense.

Instruction:

For each category below, select "Yes" if it applies to the incident or "No" if it does not. Multiple categories may be marked "Yes."

If the specific property offense is not listed below, please select "Yes" in the incident_detail_property_offense_other field and describe the offense in the specify field.

Column Name	Description	Options
incident_detail_property_offense_arson	Involves "the unlawful and intentional damage, or attempt to damage, any real or personal property by fire or incendiary device".	Yes / No
incident_detail_property_offense_burglary	Involves "the unlawful entry into a building or other structure with the intent to commit a felony or a theft".	Yes / No
incident_detail_property_offense_theft	Involves the "unlawful taking carrying, leading, or riding away of property from the possession, or constructive possession, of another person".	Yes / No
incident_detail_property_offense_mischief	Involves willful damage, destruction, or defacement of property.	Yes / No
incident_detail_property_offense_trespassing	Involves unlawfully entering a land, a dwelling, or other real property.	Yes / No
incident_detail_property_offense_vehicle_theft_prowl	Involves vehicle theft or unlawfully entering a vehicle to commit a crime against a person or property.	Yes / No
incident_detail_property_offense_other	Select "Yes" if none of the above apply and provide an explanation in the next field.	Yes / No
incident_detail_property_offense_other_specify	Short explanation of the offense if "Other" is selected.	Text

Incident Detail: Public Order Offense

Field Name Prefix: incident_detail_public_order_offense

If "Yes" was selected in the incident_type_public_order_offense column, you need to specify the offense**.**

Instructions: For each category below, select "Yes" if it applies to the incident or "No" if it does not. Multiple categories may be marked "Yes."

If the specific public order offense is not listed below, please select "Yes" in the incident_detail_public_order_offense_other field and describe the offense in the specify field.

Column Name	Description	Options
incident_detail_public_order_offense_public_disturbance	Involves disrupting peace, public assemblies, or social order.	Yes / No
incident_detail_public_order_offense_drug_related	Involves The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use.	Yes / No
incident_detail_public_order_offense_sex_related	Includes indecent exposure, prostitution, and other related offenses.	Yes / No
incident_detail_public_order_offense_weapon_related	This refers to the violation of laws or ordinances that prohibit the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.	Yes / No
incident_detail_public_order_offense_transit_related	Offenses that occur while on transit vehicles and/or transit facilities, such as drinking alcohol, obstructing transit vehicles, and other related offenses.	Yes / No
incident_detail_public_order_offense_other	Select "Yes" if none of the above apply and provide an explanation in the next field.	Yes / No
incident_detail_public_order_offense_other_specify	Short explanation of the offense if "Other" is selected.	Text

Incident Detail: Vehicle Offense

Field Name Prefix: incident_detail_vehicle_offense

If "Yes" was selected in the incident_type_vehicle_stop column, you need to specify the offense.

Instruction:
For each category below, select **"Yes"** if it applies to the incident or **"No"** if it does not. Multiple categories may be marked **"Yes."**

If the specific vehicle offense is not listed below, please select **"Yes"** in the incident_detail_vehicle_offense_other field and describe the offense in the specify field.

Column Name	Description	Options
incident_detail_vehicle_offense_dui	Driving under the influence of alcohol and/or drugs.	Yes / No
incident_detail_vehicle_offense_accident	Collision or accident occurring on public or private roadway.	Yes / No
incident_detail_vehicle_offense_moving_violation	Involves violation of laws by a driver in a moving vehicle.	Yes / No
incident_detail_vehicle_offense_non_moving_violation	Involves traffic infractions occurring in a non-moving vehicle.	Yes / No
incident_detail_vehicle_offense_non_moving_violation	Select "Yes" if none of the above apply and provide an explanation in the next field.	Yes / No
incident_detail_vehicle_offense_other_specify	Short explanation of the offense if "Other" is selected.	Text

Incident Detail: Civil Caretaking

Field Name Prefix: incident_detail_civil_caretaking

If "Yes" was selected in the incident_type_civil_caretaking column, you need to specify the offense.

Instruction:
For each category below, select **"Yes"** if it applies to the incident or **"No"** if it does not. Multiple categories may be marked **"Yes."**

If the specific type of civil caretaking is not listed below, please select **"Yes"** in the incident_detail_civil_caretaking_other field and describe the situation in the specify field.

Column Name	Description	Options
incident_detail_civil_caretaking_mental_health_wellness_check	Checking on the status or well-being of a person.	Yes / No
incident_detail_civil_caretaking_civil_infraction	Involves a violation that results in fines and not criminal charges.	Yes / No
incident_detail_civil_caretaking_eviction_order_enforcement	Involves enforcement of an eviction order.	Yes / No
incident_detail_civil_caretaking_eviction_order_enforcement	Involves enforcement of a domestic-related protection or restraining order.	Yes / No
incident_detail_civil_caretaking_other	Select "Yes" if none of the above apply and provide an explanation in the next field.	Yes / No
incident_detail_civil_caretaking_other_specify	Short explanation of the situation if "Other" is selected.	Text

Section: Arrest Information

arrest

Indicate the outcome of the officer's contact with the subject by selecting one of the following options:

- *Arrested*
  - **Definition:** subject was taken into custody for a criminal offense.
- *Civil Detention*
  - **Definition:** subject was taken into custody for non-criminal offense reasons, such as mental health evaluation.
- *No Arrest or Detention*
  - **Definition:** subject was not taken into custody.

arrest_reason

Field Name Prefix: arrest_reason

In these fields, if "Arrested" is selected in the arrested field, you must specify the reasons for the arrest.

Instruction:
For each category below, select "Yes" if it applies to the incident or "No" if it does not. Multiple categories may be marked "Yes."

If the specific arrest reason is not listed below, please select "Yes" in the arrest_reason_other field and describe the reason in the specify field.

Column Name	Description	Options
arrest_reason_obstruction_resistance	Willfully hindering, delaying, or obstructing a law enforcement officer; resisting arrest.	Yes / No
arrest_reason_person_crime	Offense against a person (involving harm or threats of harm to an individual).	Yes / No
arrest_reason_property_crime	Property offense (involving theft, damage, or destruction of property).	Yes / No
arrest_reason_vehicle_violation	Public order offense (disturbing the peace, disorderly conduct, public intoxication, etc.).	Yes / No
arrest_reason_vehicle_violation	Vehicle offense (e.g., vehicle theft or unlawfully entering a vehicle to commit a crime).	Yes / No
arrest_reason_warrant	Based on a judicially authorized warrant.	Yes / No
arrest_reason_other	Select "Yes" if none of the above apply and provide an explanation.	Yes / No
arrest_reason_other_specify	Short explanation of the situation if "Other" is selected.	Text

Arrest Detail: Offense Against Person

Field Name Prefix: arrest_detail_offense_against_person

If "Yes" was selected in the arrest_reason_person_crime column, you need to specify the offense.

Instruction:
For each category below, select "Yes" if it applies to the arrest or "No" if it does not. Multiple categories may be marked "Yes."

If the specific offense is not listed below, please select "Yes" in the arrest_detail_offense_against_person_other field and describe the offense in the specify field.

Column Name	Description	Options
arrest_detail_offense_against_person_assault	Involves an "unlawful attack by one person upon another".	Yes / No
arrest_detail_offense_against_person_homicide	Involves the killing of an individual (e.g., murder, homicide by abuse, manslaughter).	Yes / No
arrest_detail_offense_against_person_rape	Involves "the carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her" age or because of his/her temporary or permanent mental or physical incapacity.	Yes / No
arrest_detail_offense_against_person_robbery	Involves the "taking, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm".	Yes / No
arrest_detail_offense_against_person_civil_order_violation	Involves violation of a court-issued civil protection order.	Yes / No
arrest_detail_offense_against_person_other	Select "Yes" if none of the above apply and provide an explanation.	Yes / No
arrest_detail_offense_against_person_other_specify	Short description of the offense if "Other" is selected.	Text

Arrest Detail: Offense Against Property

Field Name Prefix: arrest_detail_property_offense

If you selected "Yes" "in the arrest_reason_property_crime column, you need to specify the offense.

Instruction:
For each category below, select "Yes" if it applies to the arrest or "No" if it does not. Multiple categories may be marked "Yes."

If the specific property-related offense is not listed below, please select "Yes" in the arrest_detail_property_offense_other field and describe the offense in the arrest_detail_property_offense_other_specify field.

Column Name	Description	Options
arrest_detail_property_offense_arson	Involves "the unlawful and intentional damage, or attempt to damage, any real or personal property by fire or incendiary device".	Yes / No
arrest_detail_property_offense_burglary	Involves "the unlawful entry into a building or other structure with the intent to commit a felony or a theft".	Yes / No
arrest_detail_property_offense_theft	Involves the "unlawful taking carrying, leading, or riding away of property from the possession, or constructive possession, of another person".	Yes / No
arrest_detail_property_offense_mischief	Involves willful damage, destruction, or defacement of property.	Yes / No
arrest_detail_property_offense_trespassing	Involves unlawfully entering a land, a dwelling, or other real property.	Yes / No
arrest_detail_property_offense_vehicle_theft_prowl	Involves vehicle theft or unlawfully entering a vehicle to commit a crime against person or property.	Yes / No
arrest_detail_property_offense_other	Select "Yes" if none of the above apply and provide an explanation.	Yes / No
arrest_detail_property_offense_other_specify	Short description of the offense if "Other" is selected.	Text

Arrest Detail: Public Order Offense

Field Name Prefix: arrest_detail_public_order_offense

In these fields, if "Offense Against the Public Order" is selected in the arrest_reason_ fields, you must specify the offense(s) that led to the arrest.

Instruction:
For each category below, select "Yes" if it applies to the arrest or "No" if it does not. Multiple categories may be marked "Yes."

If the specific offense is not listed below, please select "Yes" in the arrest_detail_public_order_offense_other field and describe the offense in the arrest_detail_public_order_offense_other_specify field.

Column Name	Description	Options
arrest_detail_public_order_offense_public_disturbance	Includes disorderly conduct, false reporting, failure to disperse and other offenses.	Yes / No
arrest_detail_public_order_offense_drug_related	Involves the violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use.	Yes / No
arrest_detail_public_order_offense_sex_related	Includes indecent exposure, prostitution, and other related offenses.	Yes / No
arrest_detail_public_order_offense_weapon_related	Refers to the violation of laws or ordinances that prohibit the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.	Yes / No
arrest_detail_public_order_offense_transit_related	Involves offenses that occur while on transit vehicles and/or transit facilities, such as drinking alcohol, obstructing transit vehicles, and other related offenses.	Yes / No
arrest_detail_public_order_offense_other	Select "Yes" if none of the above apply and provide an explanation.	Yes / No
arrest_detail_public_order_offense_other_specify	Short description of the offense if "Other" is selected.	Text

Arrest Detail: Vehicle Offense

Field Name Prefix: arrest_detail_vehicle_offense

In these fields, if "Yes" is selected in the arrest_reason_vehicle_violation column, you must specify the offense(s) that led to the arrest.

Instruction:
For each category below, select "Yes" if it applies to the arrest or "No" if it does not. Multiple categories may be marked "Yes."

If the specific offense is not listed below, please select "Yes" in the arrest_detail_vehicle_offense_other field and describe the offense in the arrest_detail_vehicle_offense_other_specify field.

Column Name	Description	Options
arrest_detail_vehicle_offense_dui	Involves driving under the influence of alcohol and/or drugs.	Yes / No
arrest_detail_vehicle_offense_accident	Collision or accident occurring on public or private roadway.	Yes / No
arrest_detail_vehicle_offense_moving_violation	Involves violation of laws by a driver in a moving vehicle (e.g., speeding, running a red light).	Yes / No
arrest_detail_vehicle_offense_non_moving_violation	Involves traffic infractions occurring in a non-moving vehicle (e.g., parking violations).	Yes / No
arrest_detail_vehicle_offense_other	Select "Yes" if none of the above apply and provide an explanation.	Yes / No
arrest_detail_vehicle_offense_other_specify	Short description of the offense if "Other" is selected.	Text

domestic_violence_incident

- In this section, you will indicate whether the incident was associated with domestic violence. You will select either Yes or No.

domestic_violence_arrest

This field only needs to be completed if "Arrested" is selected in the *arrested* column.

When "Arrested" is selected, you will be required to specify whether the arrest included domestic violence language. You will select either **Yes** or **No**.

officers_total

In this field, indicate the total number of officers physically present (on scene) **at the time force was used on the subject of this report**.

- Enter a whole number from 1 to 99.
- Count all officers present, regardless of whether they personally used force.
- Do not include officers who arrived after the use of force incident occurred.

> ## Important:
> In the WADEPS system, each report is a use of force event between **one officer and one subject**. The following fields capture details about all individuals who were present at the time force was used between that specific officer and that specific subject.

officers_force

In this column, record the total number of officers using force on **the subject of this report**.

- Enter a whole number from 1 to 99.
- Count all officers using force **on the subject of this use of force report**.

> **Reminder:**
>
> *A separate WADEPS report is required for each officer using force on this subject.*

persons_total

In this column, indicate the total number of persons present (on scene) at the time force was **used on the subject of this report**, **not including officers,** when force on this subject.

- Enter a whole number from 1 to 99.
- Do not include officers in this count.

subjects_force

In this field, record the total number of subjects on whom **the officer identified in this report** used reportable force.

- Enter a whole number from 1 to 99.
- Count only subjects on whom the officer personally used reportable force during the incident.

> **Reminder:**
>
> *If the officer of this report used force on multiple subjects, a separate record for each subject the officer used force on must be submitted.*

minors

In this field, record whether minors were present (on scene) when use of force was used **on the subject of this report**.

Select one of the following:

- Yes
- No
- Unknown.

Type of Force

Columns CW through DN in the Batch Upload spreadsheet correspond to the **Type of Force Items** described in **Section 1 of the Data Manual.**

Each type of force is listed as a separate Yes/No—you must mark "Yes" if that specific type of force was used, and "No" if it was not.

point

- **Definition:** The officer pointed a conventional firearm (e.g., handgun, rifle) directly at the subject.
- **WADEPS Criteria:** Report any instance where a firearm is pointed in an operational setting, excluding ready positions (e.g., low-ready, high-ready), and where a person other than law enforcement personnel could have been struck if the weapon was discharged. *This may be judged by considering the likely trajectory as if a laser was mounted to the weapon.*
- **Excludes:**
  - Less-lethal weapons (e.g., bean bag shotguns, 40mm impact launchers).
  - Firearms held in a ready position (e.g., low-ready, high-ready).

discharge

- **Definition:** The officer discharged a conventional firearm at or in the direction of a person.
- **Excludes:** Less-lethal weapons (e.g., bean bag shotguns, 40mm impact launchers).

ECW

- **Definition:** The officer used an electronic control weapon (ECS), such as a TASER, at or in the direction of a person.
- **Excludes:** Displaying, holding, or aiming the ECS without discharging it.

chemical

- **Definition:** The officer used a chemical agent—such as oleoresin capsicum (OC) spray (pepper spray), CS Gas (tear gas), or related irritant--against a person.
  - This includes any deployment where the chemical agent is used against a person **or persons**, regardless of whether it made contact.
- **Excludes:** Displaying, holding, or aiming the chemical agent without discharging it.

> ### Important
> - If CS Gas is used against a crowd, this **must be reported** to WADEPS. For more information on how to report this, see Frequently Asked Questions.

less_lethal_discharge

- **Definition:** The officer discharged a less than lethal weapon, such as a less-lethal shotgun, impact munitions launcher, bean bag rounds, or other less-lethal weapons, at or in the direction of a person.
- **Excludes:**
    - Displaying, holding, or aiming the weapon without discharging it.
    - Electronic control weapons and OC sprays

impact:

- **Definition:** The officer struck a person using an impact weapon or instrument, including a club, baton, flashlight, and other impact weapons.
- **Excludes:**
    - Strikes using the officer's own body (e.g., punches, kicks, knee strikes).
    - Use of a vehicle to strike or subdue a person

strike

- **Definition:** The officer used **any part of their body** to physically strike a person, including kicking, slapping, using closed fists, legs, or feet.
- **Excludes:** Takedown maneuvers (physical maneuvers used by law enforcement to take a subject to the ground)

vehicle_person

- **Definition:** The officer used a vehicle to intentionally strike a person.

vehicle_vehicle

- **Definition:** The officer used a vehicle to intentionally strike another vehicle.

> **Important:**
>
> This includes all PIT maneuvers.

vehicle_on_vehicle_force_detail

If "Yes" is selected in the *vehicle_vehicle* column, whether the vehicle-to-vehicle use of force was a PIT maneuver or another maneuver needs to be specified.

Select from the following options:

- PIT maneuver under 40 MPH
- PIT maneuver 40 MPH or over
- Not a PIT maneuver

canine

- **Definition:** The officer deployed a canine by releasing it from the officer's physical control or had the canine under law enforcement control and it bites a person.

neck

- **Definition:** The officer used a neck restraint or chokehold, as defined in RCW 10.166.020.
- *RCW 10.166.020 includes two distinct types:*
  - Chokehold: "The application of direct pressure to a person's trachea or windpipe for the purpose of restricting another person's airway" (Revised Code of Wash. § 10.166.020, 2021).
  - Neck Restraint: "any vascular neck restraint or similar restraint, hold, or other tactic in which pressure is applied to the neck for purposes of restricting blood flow" (Revised Code of Wash. § 10.166.020, 2021).

force_other

This section contains a single open-text field titled **"Other Type of Force."**

Use this field **only if** the officer used a type of force that is **not already captured** in the standard **Type of Force** fields.

Instructions: If the officer used a force type not listed in the predefined categories (Type of Force), provide a brief description of that force here, otherwise leave this field blank.

> ### Important:
> WADEPS only requires reporting the force types listed in the Type of Force section, unless the use of force event resulted in:
>
> · **Fatality**
>
> · **Great Bodily Harm**
>
> · **Substantial Bodily Harm**

force_other_specify

If you select **"Yes"** in the force_other column, you must provide a brief explanation of the other type of force used.

time_to_force

- **Definition:** The approximate time that passes between the officer **first interacting with the subject at the scene** and the time force was first used.

- Select one of the following options:
    - Immediate
    - Less than 1 minute
    - 1 – 5 minutes
    - 6 – 10 minutes
    - Greater than 10 minutes

video

Indicate whether there is police-recorded footage of the use of force event. This includes recordings from body-worn cameras, dash cameras, or any other agency-authorized video devices.

Select **Yes** if any such video exists of the incident.

Select **No** if not such video exists.

> **Note:**
>
> If there are multiple uses of force involving **the same officer and subject of this report**, during the incident, specify whether video footage exists for the first instance of force used.

time_to_force_BWC

This field must be completed if "Yes" is selected in the Video column.

- **Definition:** Using the police-generated video of the event (e.g., officer's body-worn camera (BWC) footage, dash cam footage, etc.,) record the approximate time elapsed between the officer's first contact with the subject at the scene and the moment force was first used. If a police-generated video of the initial use of force.
- Enter the time in **HH:MM:SS** format.

> **Important**
>
> Do **not** enter the time of day when the initial use of force occurred. Instead calculate and enter the duration of time that passed between the initial interaction with the **subject of this report** and the first use of force.

> **EXAMPLE:**
>
> Officer Brown first interacted with the subject at the scene at approximately **3:43 PM**, as seen in the body-worn camera footage. The first reportable use of force occurred at approximately **3:54 PM**, when Officer Brown deployed oleoresin capsicum (OC) spray on the subject.
>
> In this case, the correct entry would be: **00:11:00**

Subject Information

Columns DO through FM in the template correspond to the **Subject Information** items in Section 3 of the Data Manual.

Subject ID

- Enter subject's initials: First, Middle, Last. If initials are unavailable, enter "unknown"
- **This field is required.** If left blank, the batch upload will fail.

> **Important:**
>
> If an officer uses force against more than one subject during an incident, multiple records will need to be created in the WADEPS system. When this is the case, the **Subject ID** will be used to differentiate between multiple records that have the same **Incident Number** and same **Officer Name**. In less common cases, an officer could use force against multiple subjects during a single incident who have the same initials. When this occurs, it is *critical* to append a number to the end of the initials (e.g., JAS1 and JAS2). If an incident involves multiple subjects whose initials are unknown, enter Unknown1, Unknown2, etc. This information will not appear on the public-facing dashboard but will be critical when agencies need to distinguish between and update records before submitting to WADEPS.

Subject Age

- Enter the **verified age** of the subject in whole years only.
- Do **not** include months or partial years

Guidance for Verification:

- Use official records, such as driver license, state-issue ID, or database records, to confirm the information when possible.
- If official records are not available, subject age can be confirmed with the subject, family members, or others on scene.

> **Important:**
>
> If the subject is unknown enter 999 as the subject age. This is the WADEPS designated code for unknown age and ensures accurate reporting in the system.

Subject Gender

Enter the **verified gender** of the subject. Select one of the following options:

- Male
- Female
- Non-binary
- Transgender
- Unknown.

Guidance for Verification:

- Use official records, such as driver license, state-issue ID, or database records, to confirm the information when possible.
- If official records are not available, subject gender can be confirmed with the subject, family members, or others on scene.

Subject Perceived Race/Ethnicity

Field Name Prefix: perceived_subject_race_ethnicity_

In the **Batch Upload spreadsheet**, each possible race or ethnicity is represented as a **separate Yes/No column**, using the prefix above.

This field captures the **officer's perception** of the subject's race(s) and/or ethnicity(ies) at the time of the use-of-force event.

Instruction:

- For each of the categories below, mark "Yes" if it reflects the officer's perception, or "No" if it does not.
- You may select multiple options as applicable.

> **Important:**
> This perception should reflect the officer's observation at the time of the incident, regardless of later confirmation or documentation.

Column Name Prefix	Description	Options
perceived_subject_race_ethnicity_american_indian_or_alaska_native	American Indian or Alaska Native	Yes / No
perceived_subject_race_ethnicity_asian	Asian	Yes / No
perceived_subject_race_ethnicity_black_or_african_american	Black or African American	Yes / No
perceived_subject_race_ethnicity_hispanic_or_latino	Hispanic or Latino	Yes / No
perceived_subject_race_ethnicity_middle_eastern_or_north_african	Middle Eastern or North African	Yes / No
perceived_subject_race_ethnicity_native_hawaiian_or_pacific_islander	Native Hawaiian or Other Pacific Islander	Yes / No
perceived_subject_race_ethnicity_white	White	Yes / No
perceived_subject_race_ethnicity_unknown	Unknown	Yes / No

Subject Verified Race/Ethnicity

Field Name Prefix: verified_subject_race_ethnicity_

In the **Batch Upload spreadsheet**, each verified race or ethnicity is represented as a **separate Yes/No column** using this prefix.

This field captures the **verified race(s) and/or ethnicity(ies)** of the subject at the time of the use-of-force event.

- **Instruction:**
  For each category below, mark **"Yes"** if that race/ethnicity was verified, or **"No"** if it was not.
- You may select multiple options as applicable.

> ### *Guidance for Verification:*
>
> Whenever possible, confirm race and ethnicity directly with the **subject.**
>
> If the subject was unable or unwilling to provide the information, verification may be obtained from:
>
> - Family members
> - Others present at the scene

Column Name Prefix	Description	Options
verified_subject_race_ethnicity_american_indian_or_alaska_native	American Indian or Alaska Native	Yes / No
verified_subject_race_ethnicity_asian	Asian	Yes / No
verified_subject_race_ethnicity_black_or_african_american	Black or African American	Yes / No
verified_subject_race_ethnicity_hispanic_or_latino	Hispanic or Latino	Yes / No
verified_subject_race_ethnicity_middle_eastern_or_north_african	Middle Eastern or North African	Yes / No
verified_subject_race_ethnicity_native_hawaiian_or_pacific_islander	Native Hawaiian or Other Pacific Islander	Yes / No
verified_subject_race_ethnicity_white	White	Yes / No
verified_subject_race_ethnicity_unknown	Unknown	Yes / No

Tribal Affiliation

In this field, indicate whether the subject is a member of a federally or state-recognized Tribe.

Select one of the following options:

- Yes
- No
- Refused
- Unknown

Guidance for Verification:

- Use official records, tribal-issues IDs or enrollment cards, to confirm the information when possible.
- If official records are not available, subject tribal affiliation status can be confirmed with the subject, family members, or others on scene.

> **Important:**
>
> Select Unknown only if the identity of the subject is unknown (e.g., the subject has not been identified).

Subject Injury

Field Name Prefix: subject_injury_

In the **Batch Upload spreadsheet**, each injury type is represented by a **separate Yes/No column** using this prefix.

Instruction:

- For each injury type listed below, select **"Yes"** if the subject sustained that injury, or **"No"** if not.
- Multiple injury types may be selected for a single subject.

Column Name	Description & Examples	Options
subject_injury_apparent_minor_injury	**Apparent Minor Injury**: Minor injuries treatable with basic first aid (e.g., cuts, bruises)	Yes / No
subject_injury_severe_laceration	**Severe Laceration**: Cuts requiring stitches or staples (e.g., deep gashes, torn ear/lip)	Yes / No
subject_injury_loss_of_teeth	**Loss of Teeth**: One or more teeth dislodged or broken due to use of force	Yes / No
subject_injury_canine_bite	**Canine Bite**: Injury from police dog bite, regardless of release command	Yes / No
subject_injury_apparent_broken_bones	**Apparent Broken Bones**: Suspected or confirmed fractures	Yes / No
subject_injury_internal_injury	**Possible Internal Injury**: Suspected internal trauma (e.g., difficulty breathing, abdominal pain, vomiting blood)	Yes / No
subject_injury_unconscious	**Unconscious**: Subject lost consciousness during or immediately after the event	Yes / No
subject_injury_gunshot_wound	**Gunshot Wound**: Physical injury caused by a bullet or bullet fragment	Yes / No
subject_injury_death	**Death**: Subject died during or as a result of the use of force event	Yes / No
subject_injury_major_other	**Other Major Injury**: Significant injury not captured by other categories. Requires explanation.	Yes / No
subject_injury_major_other_specify	**Specify Other Major Injury**: If "Yes" is selected for subject_injury_major_other, provide a brief description here.	Text
subject_injury_unknown	**Unknown:** The subject's injury status is unknow because the subject has not been identified.	Yes/ No

Subject Impairment

Field Name Prefix: subject_impairment_

In the **Batch Upload spreadsheet**, each type of perceived impairment is represented by a **separate Yes/No column** using this prefix.

This field captures the **officer's perception** of any impairments observed in the subject at the time of the use-of-force event.

- **Instruction:**
  For each category below, select **"Yes"** if the officer observed that type of impairment, or **"No"** if not.
- More than one type may be selected.

> **Important:**
> This field reflects officer **observation and perception only.**

Column Name	Description & Examples	Options
subject_impairment_none	**None**: No observable signs of impairment	Yes / No
subject_impairment_alcohol	**Alcohol**: Appears impaired by alcohol (e.g., slurred speech, smell of alcohol, unsteady gait)	Yes / No
subject_impairment_drugs	**Drugs**: Appears impaired by drugs (e.g., erratic behavior, dilated pupils, hyperactivity, lethargy)	Yes / No
subject_impairment_mental_health	**Mental Health**: Appears to be experiencing a mental health crisis (e.g., disorientation, paranoia)	Yes / No
subject_impairment_unknown	**Unknown**: Signs of impairment present, but the source cannot be determined. **Note:** "Yes" can also be selected when the subject has not been identified.	Yes / No

subject_armed

In this field, record whether the subject was believed by the officer to be armed at the time of the use of force incident, **regardless of whether a weapon was later found or confirmed**.

Response Options:

- Yes
  - **Definition:** the officer believed the subject had a weapon.
- No
  - **Definition:** the officer did not believe the subject had a weapon.

Subject Weapon Type

Field Name Prefix: subject_weapon_type_
In the Batch Upload spreadsheet, each weapon type is represented as a separate Yes/No column using this prefix.

This field records any types of weapons or armaments that **were found on the subject or used by the subject** during the use-of-force event.

Instruction:

- For each weapon type below, select "Yes" if the subject possessed or used that type of weapon, or "No" if not.
- Multiple weapon types may be marked "Yes."

Column Name	Description & Examples	Options
subject_weapon_type_none	**None**: No weapon was possessed or used	Yes / No
subject_weapon_type_blunt_object	**Blunt Object**: Impact weapons (e.g., bat, pipe, stick, club)	Yes / No
subject_weapon_type_edged_object	**Edged Object**: Objects with a sharp edge or point (e.g., knife, box cutter, machete)	Yes / No
subject_weapon_type_ecw	**ECW (Electronic Control Weapon)**: Devices delivering electric shock (e.g., taser, stun gun)	Yes / No
subject_weapon_type_chemical_explosive	**Chemical/Explosive**: Pepper spray, tear gas, homemade explosives, Molotov cocktails	Yes / No
subject_weapon_type_projectile	**Projectile**: Thrown or launched objects (e.g., rocks, bottles, bean bag rounds, slingshots, rubber bullets)	Yes / No
subject_weapon_type_firearm	**Firearm**: Any operable/inoperable firearm (e.g., handgun, shotgun, rifle)	Yes / No
subject_weapon_type_vehicle	**Vehicle**: Used or attempted to be used as a weapon (e.g., swerving at or accelerating toward officers or others)	Yes / No
Subject_weapon_type_unknown	**Unknown:** Select "Yes" if the subject has not been identified and it is not possible to determine whether the subject possessed a weapon.	Yes/ No

> **Important:**
>
> This field reflects the **officer's perception at the time of the incident,** not the actual presence or recovery of a weapon.

subject_flight

In this column, indicate whether the subject **fled or attempted to flee** prior to using force.

Select one of the following options:

- *None*
    - **Definition:** Subject did not flee or attempt to flee prior to the use of force.
- *Flight or Attempted Flight*
    - **Definition:** Subject fled or tried to flee from officers prior to the use of force.
    - **Examples:** Running, walking away quickly while ignoring commands, fleeing in a vehicle, or other deliberate efforts to escape.

subject_threat_officers

In this field, record **the highest level of imminent threat** the subject posed to officers **prior to the use of force.**

Select one of the following options:

- *None*
    - **Definition:** No observable threat to officers.
- *Verbal Threat*
    - **Definition:** Subject made verbal statements indicating intent to harm officers.
    - **Examples:** Threats to fight, attack, or kill.
- *Threatening Posture/Furtive Movements*
    - **Definition:** Subject exhibited aggressive or suspicious physical behavior.
    - **Examples:** Subject assumes fighting stance, reaches into pockets or waistband in a threatening or evasive manner, etc.
- *Assault:*
    - **Definition:** Subject made physical contact or attempted to strike, grab, or otherwise attack an officer.
- *Use or display of a less-lethal weapon*
    - **Definition:** Subject used or displayed objects capable of causing harm but not believed to be lethal or likely to cause serious bodily injury.
    - **Examples:** Sticks, bottles, rocks, chair, etc.
- *Use or display of deadly weapon*
    - **Definition:** Subject used or displayed a firearm, knife, or any object the officer believed could be lethal or cause serious bodily injury.

> **Important:**
>
> Select the **highest level of threat observed,** even if the subject escalated or de-escalated during the encounter.

subject_threat_others

In this field, record **the highest level of imminent threat** the subject posed to people other than law enforcement officers **prior to the use of force.**

Select one of the following options:

- *None*
    - **Definition:** No observable threat to other persons.
- *Verbal Threat*
    - **Definition:** Subject made verbal statements indicating intent to harm others.
    - **Examples:** Threats to fight, attack, or kill.
- *Threatening Posture/Furtive Movements*
    - **Definition:** Subject exhibited aggressive or suspicious physical behavior toward others.
    - **Examples:** Subject assumes fighting stance, reaches into pockets or waistband in a threatening or evasive manner, etc.
- *Assault*
    - **Definition:** Subject made physical contact or attempted to strike, grab, or otherwise attack another person.
- *Use or display of a less-lethal weapon*
    - **Definition:** Subject used or displayed objects capable of causing harm but not believed to be lethal or likely to cause serious bodily injury,
    - **Examples:** Sticks, bottles, rocks, chair, etc.
- *Use or display of deadly weapon*
    - **Definition:** Subject used or displayed a firearm, knife, or any object the officer believed could be lethal or cause serious bodily injury.

> **Important:**
>
> Select the **highest level of threat observed**, even if the subject escalated or de-escalated during the encounter.

subject_threat_self

In this field, record **the highest level of imminent threat** the subject posed to themselves the **prior to the use of force.**

Select one of the following options:

- *None*
    - **Definition:** No observable threat to self.
- *Verbal Threat of Self-Harm*
    - **Definition:** Subject made verbal statements indicating intent to harm or kill themselves.
    - **Examples:** Expressing suicidal thoughts or intent.
- *Self-Harm or Attempted to Self-Harm*
    - **Definition:** Subject engaged in or attempted to engage in actions intended to cause self-injury.
    - **Examples:** Cutting, hitting themselves, attempting to jump from a height, holding a weapon to themselves, etc.

> ### Important:
> Select the **highest level of threat observed**, even if the subject escalated or de-escalated during the encounter.

Subject Resistance

In this field, record the highest level of resistance displayed by the subject prior to the use of force by officers.

Select one of the following options:

- *No resistance*
    - **Definition:** Subject complied with officer commands and did not resist verbally or physically.
- *Verbal resistance or passive resistance*
    - **Definition:** Subject refused to comply with commands through words or non-violence physical behavior.
    - **Examples:** Going limp, sitting down, refusing to move without threatening actions, etc.
- *Threatening Posture, Verbal Threats*
    - **Definition:** Subject made verbal threats or displayed threatening stances or gestures indicating potential threat to harm the officer.
    - **Examples:** Fighting stances, verbal threats of assault, etc.

- *Physical non-compliance or flight*
    - **Definition:** Subject engaged in physical actions to avoid control.
    - **Examples:** Physical evasion, pulling away from the officer, tucking arms to prevent handcuffing, and running or attempting to flee.
- *Active physical resistance*
    - **Definition:** Subject actively used physical force against officers.
    - **Examples:** Strikes with fists, elbows, knees, kicking, and spitting.
- *Use of a less-lethal weapon*
    - **Definition:** Subject used or attempted to use objects as weapons.
    - **Examples:** Strikes using blunt objects, throwing objects, using an Electronic Control Weapon (ECW), and other less-lethal weapons.
- *Use of a deadly weapon or lethal force*
    - **Definition:** Subject used or attempted to use any weapon or force that could reasonably cause death or serious bodily injury.
    - **Examples:** Use or attempt to use firearms, knives, physical strikes to head, vehicular assault, etc.

> ### Important:
> Select the **highest level of resistance observed**, even if the subject escalated or de-escalated during the encounter.

Civil Disobedience

This field will appear if "Verbal Resistance or Passive Resistance" is selected in *Subject Resistance* field. Indicate whether the subject's verbal or physical resistance was civil disobedience.

Select one of the following options:

- *No*
    - **Definition:** The subject's resistance was not consistent with civil disobedience. Their actions may have been resistant but were not clearly associated with political protest or deliberate non-violent breaking of the law, or other forms of civil resistance intended to make a political or social statement.
- *Yes*
    - **Definition:** WADEPS adopts the definition provided by the Seattle Office of Emergency Management:
        - "Civil disobedience is the nonviolent refusal to obey certain laws as an act of political protest. Civil disobedience is illegal but non-violent" (Seattle Office of Emergency Management, n.d.).

- This classification applies only when the subject's resistance is:
  - Nonviolent
  - Intentional
  - Related to political, social, or policy protest.
- **Examples:** Refusing to vacate a street or public space during a protest, sitting or locking arms in a group to block access to a building, refusing to comply with dispersal orders during a nonviolent demonstration, etc.

> **Important**
>
> Whether verbal or passive resistance is civil disobedience is based on Officer perception.

Officer Information

Columns FI through GG in the spreadsheet correspond to the **Officer Information** described in **Section 4 of the Data Manual**.

officer_name

- Enter officer's name in Last Name, First Name, Middle Initial format. **Do not use titles (e.g. Officer, Sgt.).**
  - Example: Smith, Jordan M
- **If entering data in a CSV or text file (not Excel), enclose the name in quotes to prevent issues. Excel handles commas automatically when saving.**
  - Example for CSV/Text: "Smith, Jordan M"

officer_cjtc

- Enter Officer's CJTC number in XXXX-XXXX format.
- **This field is required.** If left blank, the batch upload will fail.

officer_assignment

Select the officer's assignment at the time of the use of force event by selecting one of the following options:

- *Patrol*
  - **Definition:** General law enforcement duties, including response to calls for service.
- *Traffic*
  - **Definition:** Duties primarily focused on traffic enforcement and crash/collision response.
- Administrative
  - **Definition:** Non-field duties such as supervision and training.

- *Specialty*
  - **Definition:** Assignment to a specialized unit, such as SWAT.**officer_injury**

Field Name Prefix: officer_injury_

In the **Batch Upload spreadsheet**, each injury type is represented by a **separate Yes/No column** using this prefix.

This field captures **all injuries** the officer sustained as a result of the **reportable use of force event**.

Instruction:

- For each injury type listed below, select **"Yes"** if the subject sustained that injury, or **"No"** if not.
- Multiple injury types may be selected for a single subject.

Column Name	Description & Examples	Options
officer_injury_apparent_minor_injury	**Apparent Minor Injury**: Minor injuries treatable with basic first aid (e.g., cuts, bruises)	Yes / No
officer_injury_severe_laceration	**Severe Laceration**: Cuts requiring stitches or staples (e.g., deep gashes, torn ear/lip)	Yes / No
officer_injury_loss_of_teeth	**Loss of Teeth**: One or more teeth dislodged or broken due to use of force	Yes / No
officer_injury_canine_bite	**Canine Bite**: Injury from a dog bite during the incident, excluding law enforcement agency K-9.	Yes / No
officer_injury_apparent_broken_bones	**Apparent Broken Bones**: Suspected or confirmed fractures	Yes / No
officer_injury_possible_internal_injury	**Possible Internal Injury**: Suspected internal trauma (e.g., difficulty breathing, abdominal pain, vomiting blood)	Yes / No
officer_injury_unconscious	**Unconscious**: Officer lost consciousness during or immediately after the event	Yes / No
officer_injury_gunshot_wound	**Gunshot Wound**: Physical injury caused by a bullet or bullet fragment	Yes / No
officer_injury_death	**Death**: Officer died during or as a result of the use of force event	Yes / No
officer_injury_major_other	**Other Major Injury**: Significant injury not captured by other categories. Requires explanation.	Yes / No
officer_injury_major_other_specify	**Specify Other Major Injury**: If "Yes" is selected for officer_injury_major_other, provide a brief description here.	Text

> **Important:**
>
> The batch upload spreadsheet does not include all officer information such as gender, race, age, and years in service. These fields will automatically populate in the WADEPS online reporting tool when the spreadsheet is uploaded based on the Officer's WADEPS profile information. Confirm this data is correct within the WADEPS reporting tool. See Approving Batch Upload Template in this manual for information on reviewing submissions.

Uploading the Batch Upload Template

To upload your Batch Upload Template, complete the following steps:

- **Save your file as either an Excel (.xlsx) or CSV (.csv) format.**
  - If you are using Excel and choose to save the file as CSV:
    - Ensure that any comments used within data fields are properly enclosed. For example, in the officer name field: "James, John H."
    - Excel typically does this for you during the save process.
  - If you are working directly in a CSV or text editor (e.g. Notepad or similar) to enter or edit data, *do not use commas within any data fields, as this may disrupt the upload formatting*.
- **Select the Batch Upload button in the top center of your screen.**
- **Drag and drop your saved file in Upload Files OR select the choose a file button.**
- **You will receive a pop-up message that your file has successfully uploaded.**
- **Once processed, any errors will appear on the Notifications page. Click the ! icon in the top right corner to review them.**
  - Note: The system will flag any empty fields, including those that are intentionally left blank based on other field values. These do not necessarily indicate errors.
- **Records submitted via Batch Upload can be reviewed in the Officer Dashboard under Drafts.** See ***Submitting Batch Upload Records for Supervisor Approval*** for next steps.

Download Template

Use the provided smart template to upload records in bulk. The template ensures data accuracy and minimizes errors by only accepting valid entries.

[Download Template ↓]

Upload Files

Successfully uploaded WADEPS Smart Template.xlsx

Click to dismiss

⚠

Drag and Drop Files Here

.csv, .xlsx file types accepted

[Or Choose a File]
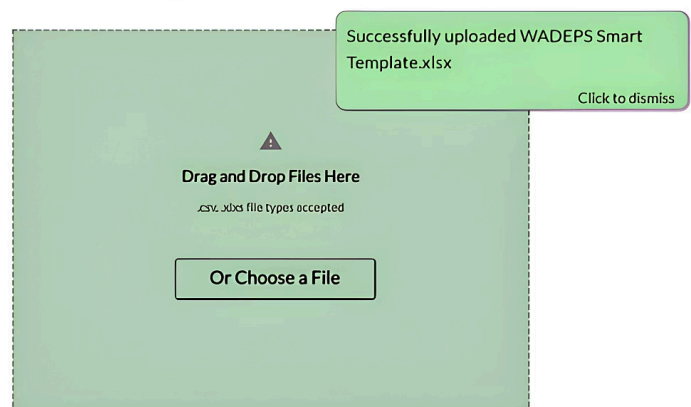
Submitting the Batch Upload Records for Supervisor Approval

Once Batch Upload records are uploaded, they need to be submitted for supervisor approval.

The individual who submitted the batch file can locate these records in the **Officer Dashboard**, in the Drafts tab under "My Records." Each row in the Batch Upload will be a separate record under drafts.

To begin reviewing a record, click Review on the right side of the record.

Selecting **Review** will open the record in the WADEPS Reporting Tool. Use the Next button at the bottom of the screen to navigate through each section of the record. After reviewing all items, select the **Submit for Review** button on the last page of the record.

For a detailed, step-by-step guide on using the Reporting Tool, refer to "Create a Record" on **page 18** of this manual.

Supervisor Review

Once Use of Force reports are submitted, they will appear in the **Supervisor Dashboard** for review. This review process is a critical step to ensure that all data entered into the WADEPS system is accurate and complete.

A supervisor must complete this review before the report is officially submitted and recorded into WADEPS.

The Supervisor Dashboard

Access to Supervisor Dashboard

Access to the Supervisor Dashboard is restricted to agency personnel with appropriate permissions. This is determined by your agency.

Checking Your Permissions

- There are two ways to see if you have review permissions in WADEPS:
  - The Officer Dashboard
    - Navigate to the Officer Dashboard (your home page)
    - Look at the Welcome Message at the top of the page.
    - If you have permissions, you will see:
      - **Approve Records Privilege: Yes**
  - Supervisor Dashboard Button
    - If you have review permissions, a Supervisor Dashboard button will appear in the top right corner of every screen in WADEPS

If either the Supervisor Dashboard button is missing or **Approve Records Privilege** is not shown or displays **No**, you do not currently have access to review records.

Need Help?

If you believe you should have access or need help with permissions, please contact your designated agency contact.
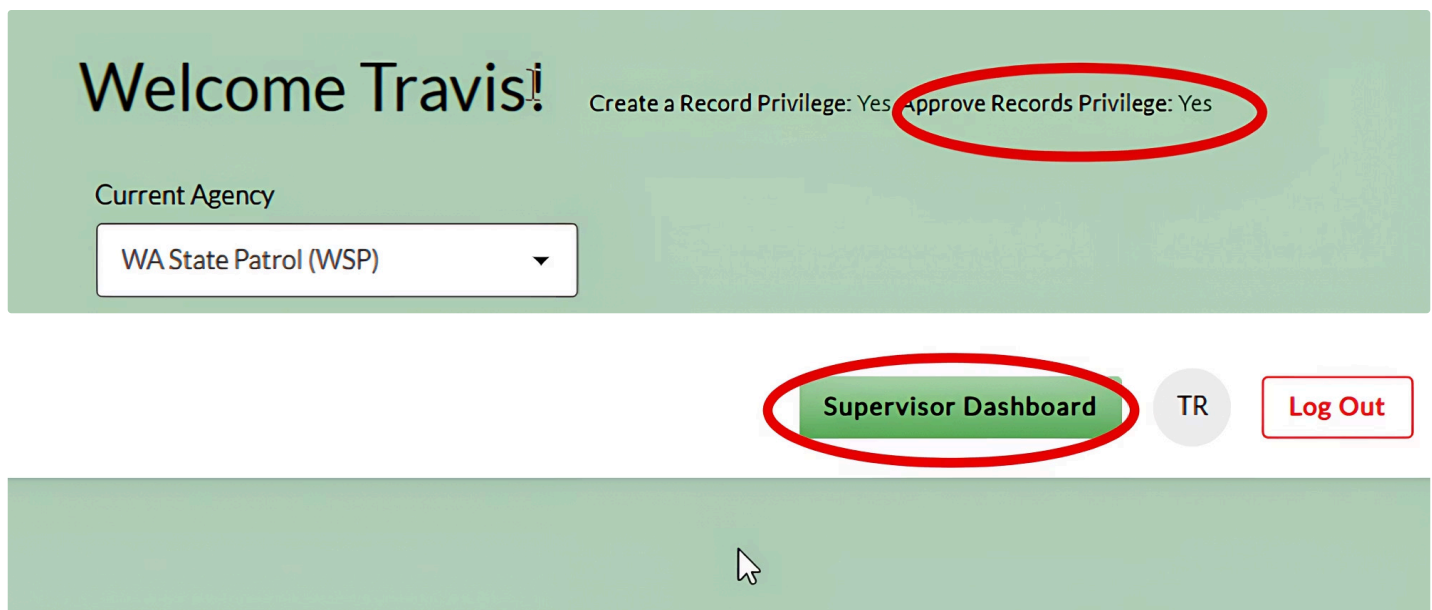
Opening the Supervisor Dashboard

- To open the **Supervisor Dashboard**, click the Supervisor Dashboard button located in the top right corner of the screen.
- You can return to the **Officer Dashboard** any time by clicking the Officer Dashboard button located in the top right corner of your screen or by selecting the WADEPS logo in the upper left corner.

Supervisor Dashboard Overview

The **Supervisor Dashboard** provides supervisors with access to key features for managing Use of Force reporting, along with important agency-level metrics.

The dashboard has the following components:

Pending Approvals (tab and tile)

Records awaiting supervisor review. This information is shown in both dashboard tile and tab in the Agency Records Requiring Review section.

See "Reviewing and Approving Records" section of this manual.

Awaiting Final Review

Records that have been reviewed by the supervisor and are awaiting completion of administrative follow-up items. These are displayed in both the **Approved Records** tile and the **Awaiting Final Review** tab in the Agency Records Requiring Review section.

See "Administrative Follow-Up Items" section of this manual.

Archived Records

Records that have been fully completed, including the Administrative Follow-Up, and archived.

Manage Users

Supervisors can assign **Create a Record** and **Supervisor** permissions by using the **Manage Users** button in the **Active Users in your Agency tile**.

See "Manage Users" section of this manual.

Key Agency Statistics:

Real-time metrics summarizing reporting activity and agency performance.

For full descriptions, see "Understanding Dashboard Metrics" below.

Report Month with no Use of Force

Supervisors can report no UOFs for the month

Understanding Dashboard Metrics

The Supervisor Dashboard includes metrics tiles that provide supervisors with quick access to agency statistics and links to related features.

Pending Approvals

Displays the number of records awaiting supervisor review. Click **View All** to go to the Pending Approvals Page

Approved Records

Shows the number of records that have been approved and are awaiting administrative follow-up.

Records in Archive

Records that have been fully completed, including the Administrative Follow-Up, and archived.

Average Days to Record Reported Compliance

Displays the average time between a use of force event and completed supervisor approval.

Average Days to Administrative Follow-Up

Displays the average number of days taken to complete the Administrative Follow Up items.

Active Users in Your Agency

Shows how many active users are currently associated with your agency. Click **Manage Users** to adjust user permissions.

User Management

The **User Management** feature in the Supervisor Dashboard allows supervisors in WADEPS to assign Create Record permissions and Supervisor permissions for your agency.

To manage access:

• Select **Manage Users** from the Active Users in Your Agency Tile on the right of the screen.

- This will take you to the Agency Profile and User Management page. A list of your agency personnel will appear.
- To grant Create Record permissions:
  - Select **Creator** in the **Create Permission** Column.
  - This gives the user access to create use of force records in WADEPS using the **Create a Record** and **Batch Upload** features.
- To grant Supervisor permissions:
  - Select **Admin** in the Approve Permission Column.
  - This allows the user to conduct **Supervisor Review** and **Administrative Follow-Up** for use of force reports, as well as assign supervisor permissions to others.

Adding New Users

In some cases, the personnel that needs create and approve permissions may not be on the agency profile and user management page. This could occur for two primary reasons:

- An officer's primary employment is with another agency.
- The individual does not have a WADEPS account.

To add these users manually, select the **Add New Users** button.

To add an officer whose primary employment is with another law enforcement agency or other personnel who already have a WADEPS account:

- In Add Existing Users to Agency section, use the search field or drop-down menu to find the officer by **name** or **CJTC number**.

- Select the individual from the list.
- Click **Add User to Agency**.

Add Existing Users to Agency

Officer Name

| Select... ∨ | **Add User to Agency** |

To add civilian personnel who do not have a WADEPS account (not including officers):

- In the Upload New Users to WADEPS section, select the **Download New Users Template.**

New Users: If the user does not yet exist in WADEPS, you can download the template below, fill out their information, and upload the file. This will process the creation of their WADEPS account and add them to your agency.

Upload New Users to WADEPS

Download New Users Template ↓

- Open and complete the template. The following fields are required: Agency Name, First Name, Last Name, Personal Email Address.
- Upload the completed file.
- The individual should now appear in User Management to assign their roles. If they do not appear, refresh the page.
- You must notify the individuals that they need to activate their WADEPS Account (See Logging in to WADEPS).

Upload New Users to WADEPS

Download New Users Template ↓

⚠
Drag and Drop Files Here
.csv, .xlxs file types accepted

Or Choose a File

Important

If an officer does not appear in the **Add New User to Agency** section, **do not** add the **Upload New Users** feature. This option is **only for civilian personnel.** If an officer is missing from the list, direct them to set up their WADEPS account (See Logging in to WADEPS).

Reporting No Reportable Use of Force Events for the Month

Agencies can report no reportable UOF events for the month in the "Report Month with no Use of Force" section located at the bottom of the supervisor dashboard.

Select the month in "Select Month" and click the "Confirm no UOF" button.

When the "Confirm no UOF" button is selected, a message will confirm the submission in the WADEPS system.

Reviewing and Approving Reports

Pending Approvals

Reviewing Pending Approvals is necessary to move use of force records to the final stage of the review process: Administrative Review. This initial supervisor review allows you to correct any mistakes in the record.

Accessing Pending Approvals

All records submitted through Create a Record or Batch Upload will appear in Pending Approvals on the Supervisor Dashboard. There are two ways to access these records:

- **Pending Approvals Metric (Dashboard Summary Tile)**
  - Located in the upper left area of the dashboard, the Pending Approvals tile displays the total number of records awaiting review.
  - Click "View All" within the tile to open the full Pending Approvals Page.
- **Agency Records Requiring Review (Dashboard Section)**
  - Located in the center of the dashboard, this section displays list of records needing review.
  - Each entry includes the same identifying details above.
  - *Tip: Scroll down to view all records*

What you will see on the Pending Approvals Page

This page displays a list of individual records submitted for review. Each record includes key identifying information:

- Incident Number
- Officer Name
- Subject Initials
- Date Created
- Record Status (e.g., OII/IIT Review, In Review)
- Days Elapsed since submission

Supervisor Dashboard

⚠ 6 Pending Approvals [View All]	✓ 1 Approved Records [View All]	🗄 0 Records in Archive [View All]	📋 X Average Days to Record Reported Compliance	📋 Y Average Days to Administrative Review	👥 1 Active Users in Your Agency [Manage Users]

Agency Records Requiring Review

Pending Approvals | Awaiting Final Review

Incident Number	Officer Name	Subject Initials	Created	Status	Days Elapsed		
1234q23424	Train, Travis	234	2025-05-27	📋 OII/IIT Review	10	Review	🗑
2345654	Train, Travis	SHE	2025-05-27	📋 OII/IIT Review	10	Review	🗑

Reviewing Records Pending Approval

- **Open the Record**
  - To begin reviewing a record, Click the "Review" button on the far-right side of the record listing in Pending Approvals.

> **Important:**
>
> WADEPS records are based on a single officer and single subject. For incident numbers involving multiple officers or multiple subjects, use the **Incident Number**, **Officer Name**, and **Subject Initials** to ensure you are reviewing the correct record.

- **Reviewing the Record:**
  - Clicking "Review" opens the full record for supervisor review.
  - This format mirrors the **Create a Record** process, detailed on:
  - Page 11: Create a Record
  - Page 13: Step-by-step guide to each data element and section.
- Review all data fields carefully for accuracy.
- If any information is incorrect, make corrections directly in the record.

Pending Approvals

Incident Number	Officer Name	Subject Initials	Created	Status	Days Elapsed		
1234q23424	Train, Travis	234	2025-05-27	OII/IIT Review	10	Review	🗑
2345654	Train, Travis	SHE	2025-05-27	OII/IIT Review	10	Review	🗑
354312	Train, Travis	SHE	2025-05-27	OII/IIT Review	10	Review	🗑
3534365	Train, Travis	WEE	2025-05-29	OII/IIT Review	8	Review	🗑
2374689	Doall, Demo	WAB	2025-05-21	In Review	16	Review	🗑
234	Trainee, Tim	dfg	2025-05-27	OII/IIT Review	10	Review	🗑

- **Submitting the Record**
  - After verifying all sections, click **Submit.**
  - This action officially submits the record to WADEPS.
  - To complete the full record, return later to complete the Administrative Follow-Up Items once they become available.

Submit Supervisor Approval

> **Note:** You have 30 days after the determination of this incident to complete the Administrative Follow-up section in the supervisor dashboard.

After submission you cannot directly make further changes!

[Previous] [Submit Supervisor Approval]

Administrative Follow-Up Items

After supervisor approval, agency personnel are required to complete the **Administrative Follow-Up** section of the record. Once these items are completed, the use of force report is considered complete in the WADEPS system.

Agencies must complete Administrative Follow-Up within 30 days from the conclusion of the use of force review or investigation.

Accessing Administrative Follow-Up

To access Administrative Follow-Up Items:

- **Go to the Supervisor Dashboard**
  - See Opening the Supervisor Dashboard
- **Under Agency Records Requiring Review, select "Awaiting Final Review Tab."**

- **Find the record and click Admin Review button on the right side.**

> ### Reminder:
>
> In WADEPS, each use of force record corresponds to one officer and one subject. Be sure to select the correct record, especially in incidents involving multiple officers and/or multiple subjects.

- **The Administrative Follow-Up Items page will open.**

Completing Administrative Follow-Up Items

UOF Review

The UOF Review field indicates the level of investigation conducted for this use of force record.

Select all that apply from the following:

- No review
- Administrative review
    - **Definition:** The use of force has been reviewed by departmental supervisors and/or command staff as part of the agency's standard operating procedures to assess whether the force used was within agency policy. Typically, this would involve review and signatures indicating concurrence or dissent by a chain of command. If the agency has a force review team, force review board, or similar administrative entity, this would also be considered administrative review.
- Internal investigation
- External investigation

Internal Action

If Administrative review, Internal investigation, or External investigation is selected in **UOF Review,** the Internal Action field appears to the right. In this field, indicate the action required by the review or investigation. Response options include:

- *Information restricted*
    - **Definition:** Access to some or all the information about the use of force is limited due to legal, investigative, or policy-based reasons.
- *No action*
    - **Definition:** The review concluded with no corrective, disciplinary, or administrative action taken.
- *Change assignment*
    - **Definition:** The officer was reassigned to a different role, shift or unit as a result of the review or investigation.

- *Training*
  - **Definition:** The officer was required to undergo additional training based on findings of the review or investigation.
- *Reprimand*
  - **Definition:** The officer received a formal warning for conduct or policy violations related to the incident. *Terminate*
  - **Definition:** The officer's employment was ended as a result of the findings from the review or investigation.

Administrative Follow Up

Administrative Follow-up Items

UOF Review

Select all that apply
- ☐ No review necessary
- ☑ Administrative review
- ☐ Internal investigation
- ☐ External investigation

Internal Action
- ☐ Information restricted
- ☐ No action
- ☐ Change assignment
- ☐ Training
- ☐ Reprimand
- ☐ Terminate

Administrative Review

This section appears only if "Administrative Review" is selected in **UOF Review** field**.** When selected, you will be required to complete 3 fields: Administrative Review Outcome, Admin Review Start, and Admin Review End.

Administrative Review Outcome

In this field, indicate the outcome of the Administrative Review from the following options:

- Within Policy: The use of force was determined to be in compliance with agency policy.
- Policy Violation: The use of force was determined to violate agency policy.

Admin Review Start

- Enter the date the administrative review began using the pop-up calendar for by typing it in manually using MM/DD/YYYY format.

Admin Review End

- Enter the date the administrative review ended using the pop-up calendar for by typing it in manually using MM/DD/YYYY format.

Administrative Review

| Administrative Review Outcome | Admin Review Start | Admin Review End |

Internal Investigation

This section appears only if "Internal Investigation" is selected in **UOF Review** field. When selected, you will be required to complete 3 fields: Internal Investigation Outcome, Internal Investigation Start, and Internal Investigation End.

Internal Investigation Outcome

In this field, indicate the outcome of the Internal Investigation from the following options:

- *Exonerated*
  - **Definition:** The investigation found that the officer's actions were consistent with policies and procedures.
- *Not Sustained*
  - **Definition:** The investigation did not find sufficient evidence to prove or disprove that a policy violation occurred.
- *Sustained*
  - **Definition:** The investigation found sufficient evidence that the officer violated policy or procedures.

Internal Investigation Start

- Enter the date the internal investigation began using the pop-up calendar for by typing it in manually using MM/DD/YYYY format.

Internal Investigation End

- Enter the date the internal investigation ended using the pop-up calendar for by typing it in manually using MM/DD/YYYY format.

External Investigation

This section appears only if "Internal Investigation" is selected in **UOF Review** field**.** When selected, you will be required to complete 3 fields: Internal Investigation Outcome, Internal Investigation Start, and Internal Investigation End.

External Investigation Outcome

In this field, indicate the outcome of the External Investigation from the following options:

- *Exonerated*
  - **Definition:** The investigation found that the officer's actions were consistent with policies and procedures.
- *Not Sustained*
  - **Definition:** The investigation did not find sufficient evidence to prove or disprove that a policy violation occurred.
- *Sustained*
  - **Definition:** The investigation found sufficient evidence that the officer violated policy or procedures.

External Investigation Start

- Enter the date the external investigation began using the pop-up calendar for by typing it in manually using MM/DD/YYYY format.

External Investigation End

- Enter the date the external investigation ended using the pop-up calendar for by typing it in manually using MM/DD/YYYY format.

External Investigation

External Investigation Outcome	Investigative Entity	External Investigation Start	External Investigation End
		06/07/2025	06/07/2025

Exonerated
Not sustained
Sustained

Submit Administrative Follow Up

Once all required administrative follow-up items are complete, click **Submit Administrative Follow Up** button located at the **bottom left** of the screen to finalize the use of force record

Administrative Follow Up

Administrative Follow-up Items

UOF Review

Select all that apply
- ☐ No review necessary
- ☑ Administrative review
- ☐ Internal investigation
- ☐ External investigation

Internal Action
- ☐ Information restricted
- ☑ No action
- ☐ Change assignment
- ☐ Training
- ☐ Reprimand
- ☐ Terminate

Administrative Review

Administrative Review Outcome	Admin Review Start	Admin Review End
Within Policy ▾	05/15/2025	06/07/2025

Submit Administrative Follow Up

Frequently Asked Questions

How to report a use of force event that is currently under internal investigation?

- If the use of force event is under internal investigation, it still must be reported to WADEPS using the online reporting tool. This can only be reported using the **Create a Record** feature. The first question will ask if the officer's use of force (UOF) on the subject is under internal investigation and/or referred for **independent investigation** by the Office of Independent Investigations (OII) or the Independent Investigation Team (IIT). Select Internal Investigation and provide limited event details as directed. **Please note the Batch Upload feature cannot be used for these events.**

How to report a use of force event that is currently been referred for independent investigation by the Office of Independent Investigations (OII) or the Independent Investigation Team (IIT)?

- If the use of force event has been referred for independent investigation, it still must be reported to WADEPS using the online reporting tool. This can only be reported using the **Create a Record** feature. The first question will ask if the officer's use of force (UOF) on the subject is under internal investigation and/or referred for **independent investigation** by the Office of Independent Investigations (OII) or the Independent Investigation Team (IIT). Select Internal Investigation and provide limited event details as directed. **Please note the Batch Upload feature cannot be used for these events.**

Are PIT maneuvers a reportable use of force?

- Yes, PIT maneuvers are a reportable use of force. Chapter 10.118 RCW includes "used a vehicle to intentionally strike a person or other vehicle" as a reportable use of force type regardless of injury. WADEPS includes an additional field so agencies can specify if the strike was a PIT maneuver under 40 MPH, a PIT maneuver 40 MPH or above, or not a PIT maneuver.

How do we report the use of force event if the subject is unknown?

- If the subject is unknown, the event must still be reported in WADEPS. Unknown will be entered into the subject id. Unknown can also be selected for all the subject demographic fields. The age field is numeric, enter 999 in this field to indicate an unknown subject.

How do we report the use of force event when a chemical agent (e.g. tear gas) is deployed against a crowd control measure?

- When a chemical agent (e.g. tear gas) is deployed as a crowd control measure—not at specific individuals—follow these steps in WADEPS:
    - Enter "crowd" in the **Subject ID** field.
    - Select "Unknown" for all subject-related fields (e.g., age, race and ethnicity, gender, etc.).
    - If multiple officers deployed tear gas, a separate use of force report for each officer must be submitted to WADEPS.
- If there are known subjects who were directly affected or targeted (e.g. a subject was arrested or received medical attention):
    - Submit **a separate use of force report for each know subject**, including all subject-related information.

How can I get in touch with WADEPS if I have questions or need assistance?

If you have questions or need support, please visit our Contact Us page on the WADEPS website: **https://wadeps.org/contact-us/**