Preparing for UOF Reporting

Washington State Data Exchange for Public Safety

There are three onboarding phases and nine important milestones every agency must complete. Details and instructions will be provided to agency points-of-contact (APOCs) via email for each phase and milestone.

Onboarding Phases

PHASE ONE: June 2–30
Informational materials; DUA process.
Course One training (legislative background and data elements).

PHASE TWO: July 1–31
Testing environment for data collection, upload, and verification.
Course Two training (data transfer and online reporting tool).
Officer WADEPS ID and profile activation.

PHASE THREE: August 1–30
Confirm preferred UOF data transfer process (batch vs. individual).
Finalize UOF data transfer process; Finalize CAD data transfer process.
Continue officer and staff training as needed.

LAUNCH: September 2
Reportable UOF incident data from August 2025 and year-to-date CAD data uploaded.

Onboarding Milestones

PHASE ONE

Milestone 1: Review the WADEPS.ORG website
The informational public website provides insight on the initiative's purpose, the legislative mandate, the required use-of-force incident data elements, an overview of the dashboard views, agency-specific information and FAQs, and more.

Milestone 2: Review and return the general data use agreement
A single data use agreement (DUA) ensures consistency in terms across all law enforcement agencies. A secure digital delivery process will include options to electronically sign or decline the agreement. The DUA includes an optional rider authorizing WADEPS to receive data directly from your dispatch center.

Milestone 3: Complete the WADEPS Course One online training
Available through the CJTC Acadis portal for all active officers, Course One reviews the legislative requirements and provides details on the use-of-force data elements and their descriptions. APOCs are encouraged to complete the course in advance of their officers. The course is eligible for 1.75 hours (*corrected*) of in-service credit.

PHASE TWO

Milestone 4: Access and test the Use-of-Force Reporting Tool

The primary agency point-of-contact (APOC) will be the default account administrator and will be able to assign roles to additional officers and/or professional staff. All non-APOC officers will have view-only access until changed by the APOC. The active testing environment will enable APOCs and agency staff to create, review, and/or upload data in different ways to determine the best fit.

Milestone 5: Complete the WADEPS Course Two training

Course Two is specific to the Use-of-Force Reporting tool and explains different reporting options. Completing Course Two will help you determine your agency's sharing protocol for the required UOF incident data. Course Two will be available to all officers and staff and may be assigned at the agency's discretion.

Milestone 6: Officers activate their WADEPS ID and profile

It's a quick five-minute process. An officer's WADEPS ID has two purposes: it provides a confidential link to UOF incident data and it enables officers to log in to the WADEPS UOF Reporting Tool. WADEPS will provide instructions to agency officers when notified by the APOC that the agency is ready to proceed.

PHASE THREE

Milestone 7: Confirm your agency's preferred UOF data transfer method

Understanding whether your agency intends to use batch or individual incident data will enable WADEPS to provide appropriate technical support.

Milestone 8: Establish your agency's incident-based CAD data transfer process and upload historical records.

The contextual data on all calls for service encompasses only five incident-based data points. WADEPS can incorporate historical data for up to five years from all agencies. From the September deadline onward, year-to-date CAD data must be submitted to WADEPS monthly.

Milestone 9: Finalize UOF data transfer process

Ensure your agency is prepared to submit data on all reportable use-of-force incidents which occured during August 2025.

Launch

Reportable UOF incident data from August 2025
and year-to-date CAD data uploaded to WADEPS.

Bonus! 100x100 Challenge

Provide your officers with tools and encouragment during onboarding
and earn a chance to win a can of delicious Cougar Gold cheese!
Learn more at wadeps.org/100x100.