

WADEPS Use-of-Force Data Retraction and Amendment Policy

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Policy Owner: WADEPS Project Management

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1. Purpose and Scope

This policy establishes the formal process for correcting or removing use-of-force (UOF) incident data submitted to the Washington State Data Exchange for Public Safety (WADEPS). This includes recalling data that does not meet statutory reporting requirements under RCW 10.118.030 and either amending the data to correct errors or deleting the record. This policy ensures data integrity and provides transparency.

1.1 Scope

This policy applies to all use-of-force incident data submitted by law enforcement agencies to WADEPS that:

- Does not meet statutory reporting requirements.
- Contains errors that require correction.
- Was submitted in error (i.e., duplicates, test data, wrong jurisdiction).

2. Definitions

Amend: Correction of minor, non-substantive errors in specific data fields while maintaining the incident record as active.

Retraction: The process of removing an entire use-of-force record from the database and public reporting.

Data integrity: The accuracy, completeness, and reliability of data from initial submission through indefinite retention in WADEPS.

Audit trail: Records of data submissions and recall requests.

Reporting Tool administrator: An active user having administrative privileges within the WADEPS Reporting Tool at the time of the request.

3. Policy Statement

WADEPS maintains a one-way data system designed to preserve complete audit capabilities, including full visibility into all submissions, amendments, retractions, and the reasons for such actions. Corrections may only be made through this formal process to maintain data integrity, preserve the audit trail, and ensure transparency and accountability.

4. Classification of Data Changes

4.1 Amendment: Minor Corrections

Minor corrections to data elements that DO NOT affect statistical analysis or incident categorization:

- Report/case numbers
- Date/time formatting (not the actual date/time)
- Grammar in text fields
- Agency ORI numbers
- System-generated IDs

4.2 Amendment: Substantive Changes

Changes to the record that materially affect incident classification or analysis:

- **Force Elements:** type, level, number of applications, duration, effectiveness
- **Subject Information:** initials, demographics, injuries, armed status, resistance level, mental health indicators
- **Officer Information:** individual involved, number of officers involved, actions taken, injuries, duty status
- **Incident Details:** actual date/time, location (city-level only), reason for contact, arrest status
- **Outcomes:** medical treatment, disposition, fatality/serious injury designation

4.3 Retraction

It is up to the agency to determine whether the entire use-of-force record should be removed from the WADEPS data warehouse.

This action may be appropriate, for example, if the record in question is a duplicate of a previously entered record or if the type of force used does not meet the reportable criteria.

5. Eligibility Criteria

Agencies are responsible for determining whether a use-of-force record is eligible for recall.

5.1 A use-of-force record is eligible for recall when data within the record meets one or more criteria:

A. Statutory Non-Compliance

- Does not meet RCW 10.118.030 requirements
- Falls outside program reporting obligations

B. Data Error

- Duplicate submission
- Test/training data in production
- Data entry errors

5.2 A use-of-force record is NOT eligible for recall when:

- All data elements meet statutory requirements (regardless of agency preference)
- Data is required by court order or federal requirements

6. Formal Request Process

6.1 Who Can Request

Only a Reporting Tool administrator for the submitting agency may request a use-of-force record recall. Third party requests or requests from other users will not be processed or acknowledged.

6.2 How to Submit

Complete the online WADEPS Request for Record Recall form, including:

- Agency case number and WADEPS incident ID
- Specific changes requested or retraction reason
- Justification with statutory citations if applicable

- Reporting Tool administrator digital signature

Submissions are only accepted through the online form at wadeps.org/record-recall. A separate Request for Record Recall form is required for each use-of-force record. (See example in Appendix A.)

6.3 Recall Processing Timeline

WADEPS will revert the use-of-force record to draft status within seven (7) business days of receiving the online Record Recall form. Agencies are encouraged to take corrective action in a timely manner.

6.4 Implementation

Following receipt of the online UOF Record Recall form:

- The status of the individual record is changed from “received” to “pending approval” and the record is no longer included in data for the public dashboard.
- The individual record will be available in the agency’s Reporting Tool account, in the “Pending Approvals” queue on the Supervisor Dashboard.
- Email confirmation is sent to the agency administrator who submitted the request.
- The agency may then amend and resubmit the record and the data will again be included in the public dashboard, **OR** the agency may retract the record by deleting it in the Reporting Tool.

7. Data Management

7.1 What Happens to Recalled Data

- **Amended records:** Corrected values shown publicly, original values preserved in audit trail.
- **Retracted records:** Removed from statistics and public dashboard.

7.2 Transparency

Public Reports:

- Quarterly summaries of corrections
- Annual data quality report

Agency Reports:

- Quarterly summary of the agency's corrections
- Pattern analysis for training opportunities

8. Support and Resources

8.1 Customer Service

- **General questions:** submit an email to wadeps.general.servicedesk@wsu.edu

9. Effective Date

This policy is effective as of the date at the top and supersedes all previous versions.

Appendix A

Example – For review only, may not be used for submissions.

WADEPS Use-of-Force Record Recall Form

ALL FIELDS ARE REQUIRED

A separate form is required for each use-of-force record.

Section 1: Agency Information

- Agency Name
- Agency ORI Number
- APOC Name
- APOC Title
- Phone
- Email

Section 2: Incident Information

- WADEPS Incident ID
- Agency Case Number
- Incident Date
- Date Submitted to WADEPS

Section 3: Type of Request

- Amendment**
 - Minor correction (see Section 4.1 of policy)
 - Substantive change (see Section 4.2 of policy)
- Retraction** (Complete removal, see Section 4.3 of policy)

Section 4: Specific Reason(s)

For amendments: indicate the specific field(s) and the correction(s) being requested. All elements are required for each record:

- Field name
- Current value
- Correct value
- Reason for correction

For retractions (any or all may apply):

- Does not meet RCW 10.118.030 requirements
- Duplicate submission
- Wrong jurisdiction
- Test/training data
- Significant data errors requiring complete resubmission
- Other

Section 5: Certification and Authorization

By typing my name below, I certify that:

- The information provided is accurate and complete.
- I have administrative privileges in the WADEPS Reporting Tool.
- No known restrictions apply to this use-of-force record (i.e., active litigation, court orders, etc.)
- Appropriate internal review has been completed prior to submitting this request
- For amendments: The agency agrees to edit and resubmit the record within 10 business days.
- For deletions: The agency agrees to remove the record from the WADEPS Reporting Tool within 10 business days.

[End of sample form]