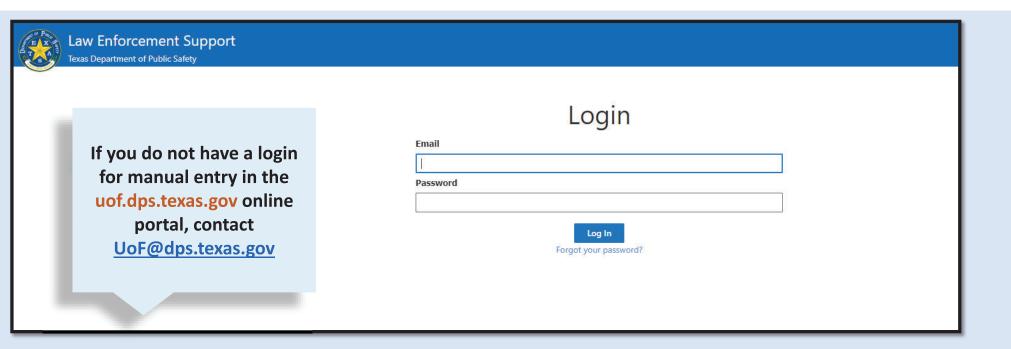
How to Enter Manual Reports in Texas Use of Force (UoF) System

Incident-Based Reporting Bureau (IBR)
Texas Department of Public Safety



Reportable Use of Force Decision Tree & Entry resources can be located at the TxDPS UoF website



Log into the Use of Force App and select 'New', to report either Incident OR monthly zero report.

FBI Errors Report

Field	Error(s)
Case Number	Agency case number is required.
Location Type	Location type is required.
Reason for Initial Co	Initial contact ID is required.
Reason for Initial Co	Initial contact type is invalid.
Total Number of Offi	Total officers involved must be 1-99.
Ambushed	Please indicate whether the officer was ambushed.
Did Officer Approach	Please indicate whether the officer approached the subject.
Senior Officer Present	Please indicate whether a senior officer was present.
Agency Officers Invo	Minimum number of Agency Officers Involved is 1.
Incident Resulted In	Minimum of 1 incident result is required.
Total Number of Sub	At least 1 subject is required.
Subjects	At least 1 subject is required.

* = Minimum required field to Save BLUE = Additionally required to Send (to FBI)



- 'NOT FBI Ready' indicates that there are errors OR data fields that need attention for your record to be sent to FBI UoF.
- Select the Why? to view the field(s) that need to be addressed.
- Reference <u>UoF Tech Specs</u> for appropriate data values and field validations.
- When record(s) have met field requirements, it will automatically be scheduled to send to the FBI UoF.

If you need assistance or have any questions, please contact the Use of Force team at UoF@dps.texas.gov or 512-424-2091.