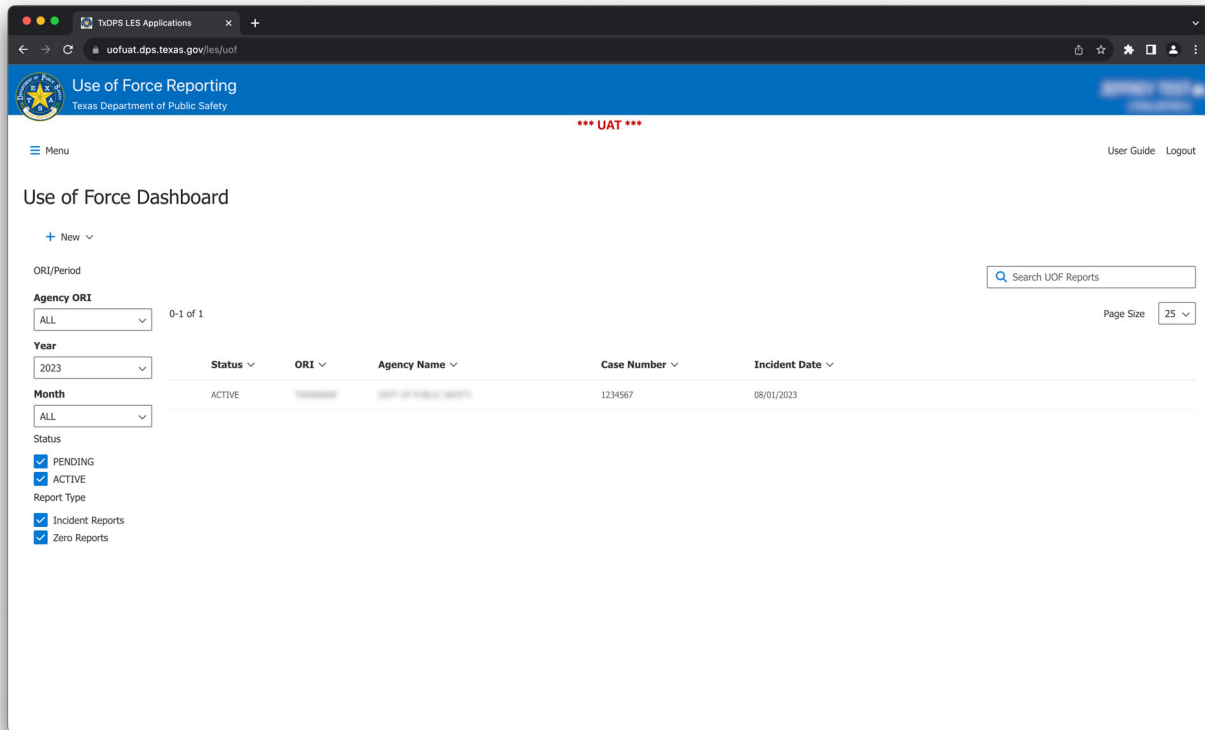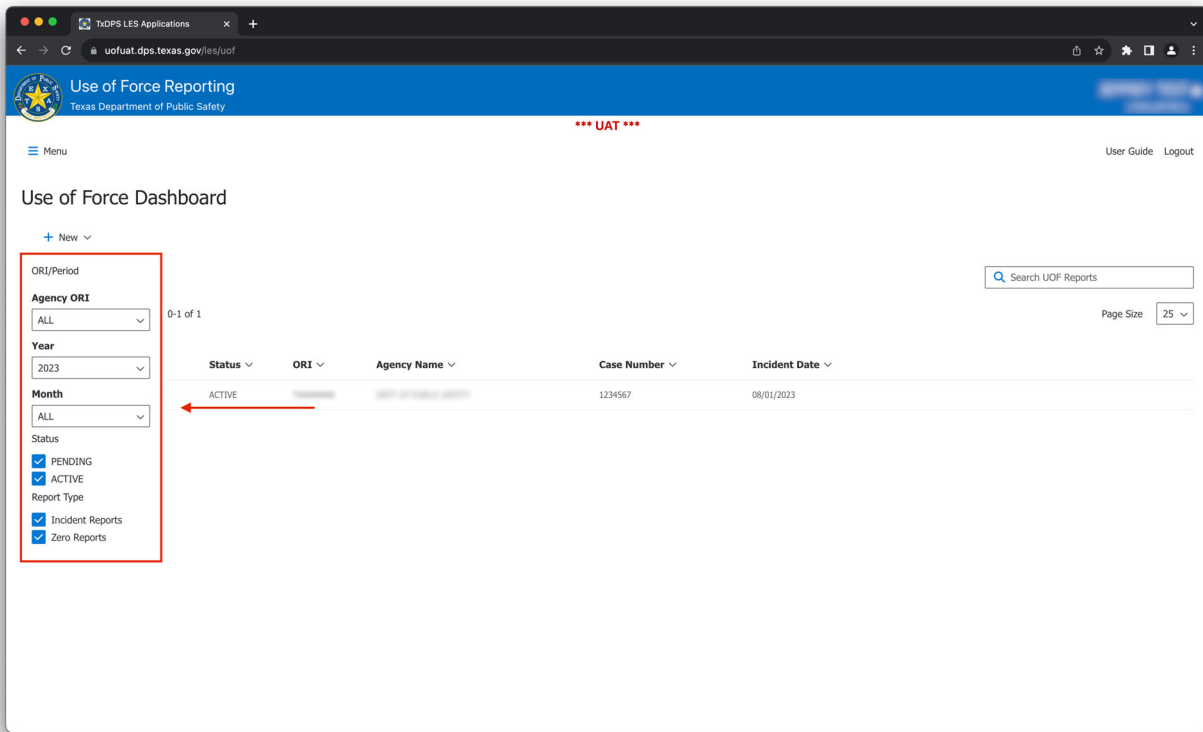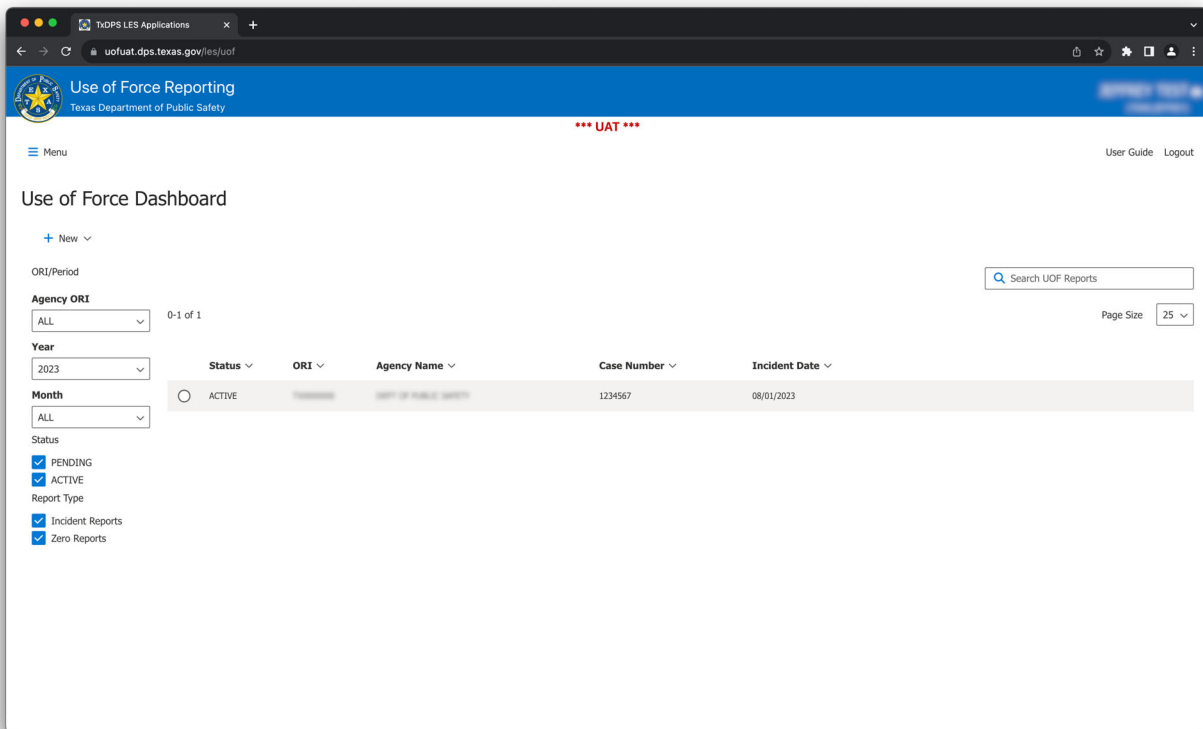# TxDPS Use of Force Portal

Dashboard

The Dashboard lists your relevant Use of Force reports. Reports can be filtered by Month, Year and Agency (if available) and also by status (ACTIVE or PENDING).
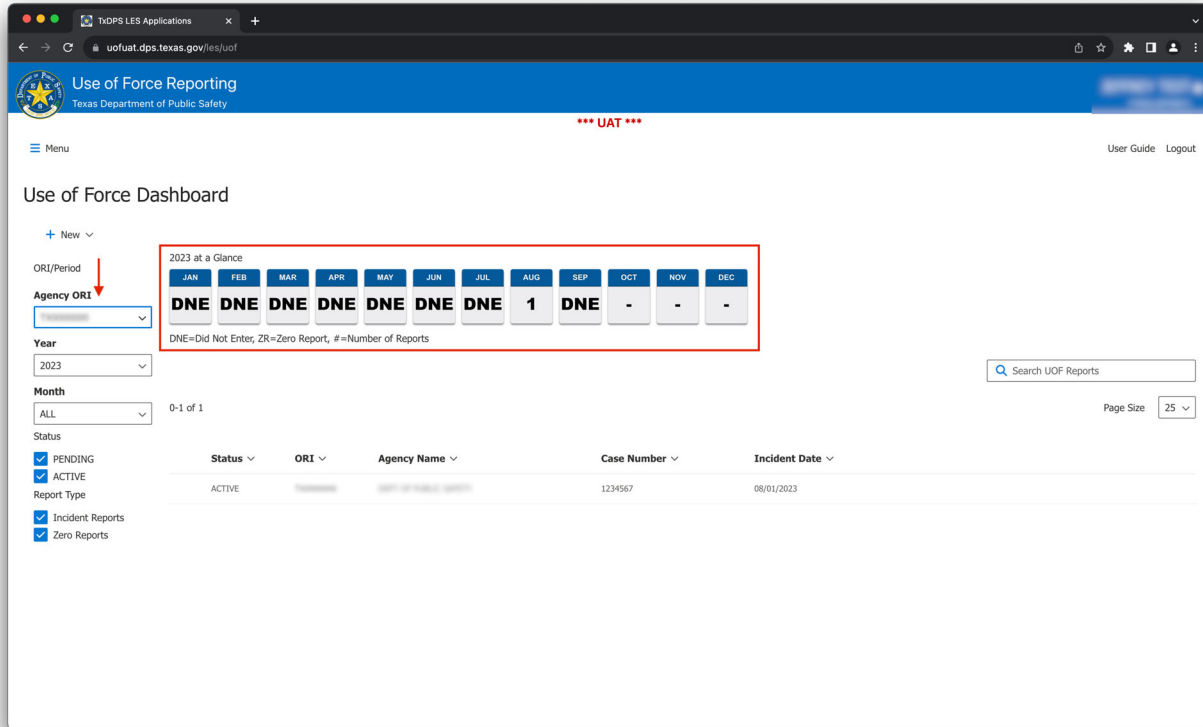
To filter reports, select from the options on the left-hand side of the list.

Double-click on a report from the list to open the report for viewing/modifying.

When an ORI and Year are selected, a "Year at a glance" view is displayed on the Dashboard. This is an overview of the reporting statistics for the selected ORI/Year.
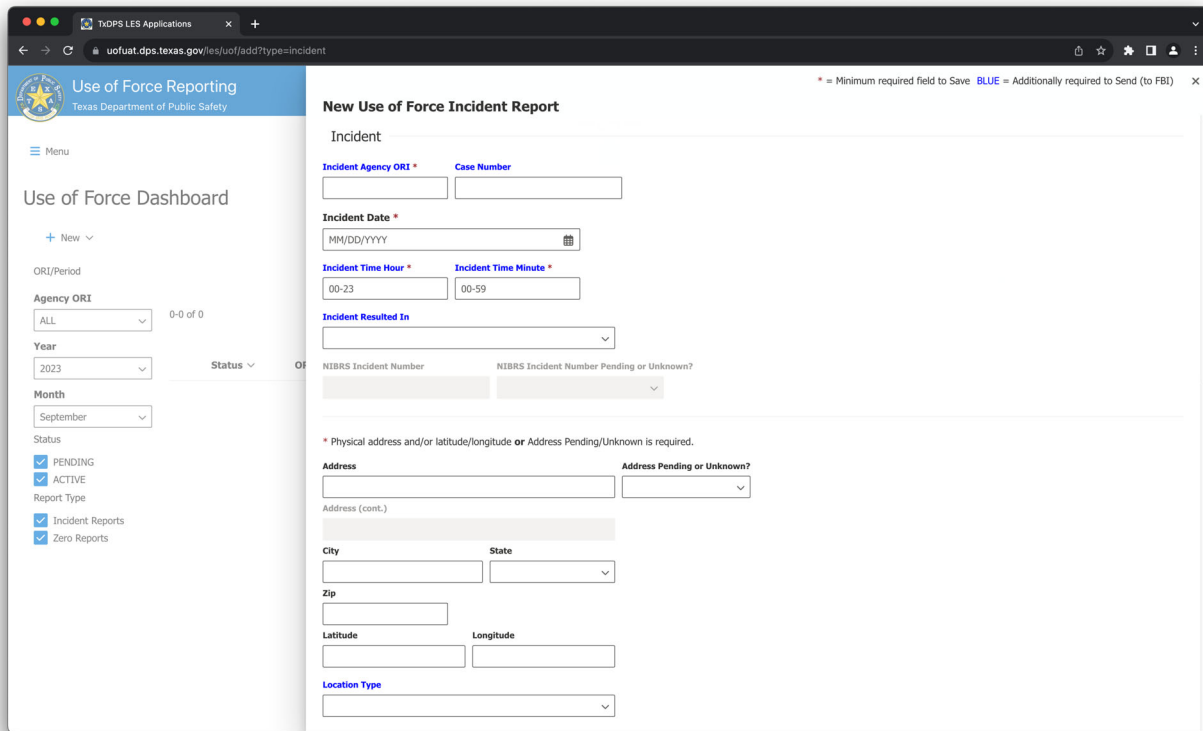
Incident Reporting

The processes of entering and modifying Incident reports are similar, with the only difference being how the report form is opened.
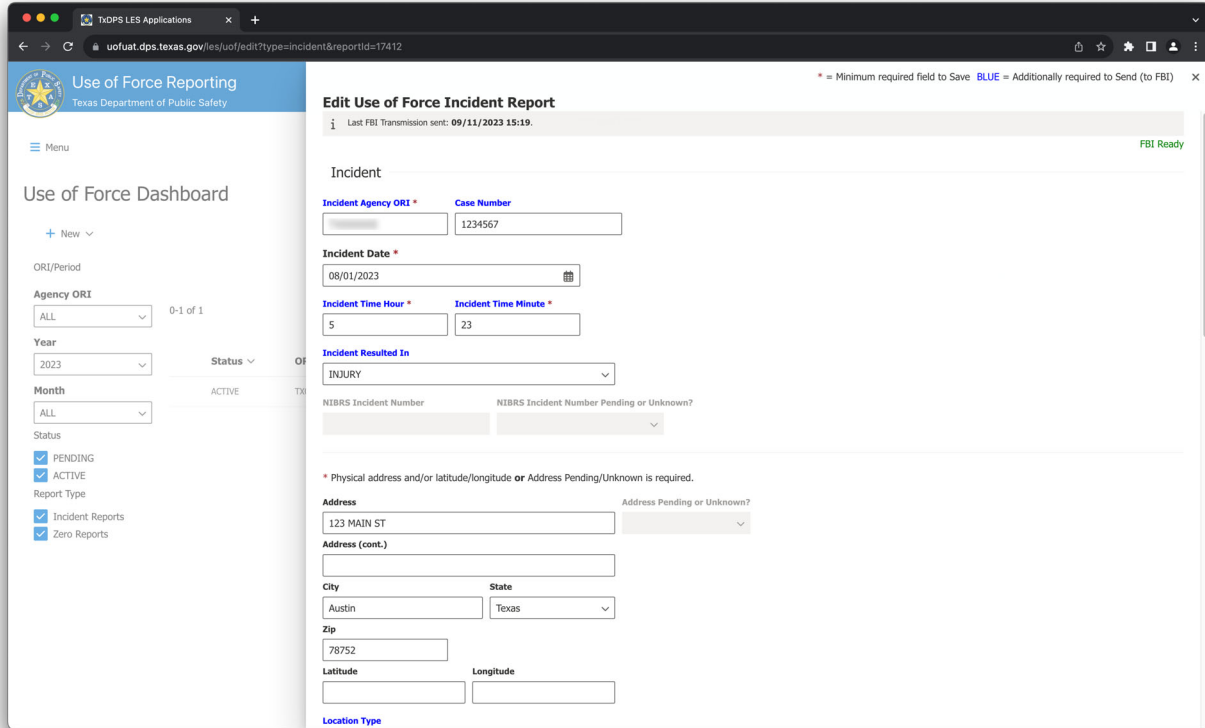
To add a new Incident report

- Navigate to the Dashboard
- Select **New > Incident Report** from the application menu

To open an existing Incident report for modification

- Navigate to the Dashboard
- Filter the reports list to find the report you wish you modify
- Double-click the report to open it for modification

FBI Submission

In order for an Incident report to be submitted to FBI Use of Force, the minimum data required by the FBI must be included in the report. FBI required fields are designated by **blue** labels on the form. Be sure to check Subject, Officer and Agencies Involved sub-forms.

Until all FBI required fields are complete, the report will display "Not FBI Ready" and provide a report on which fields are still required with additional detail to help complete those fields.
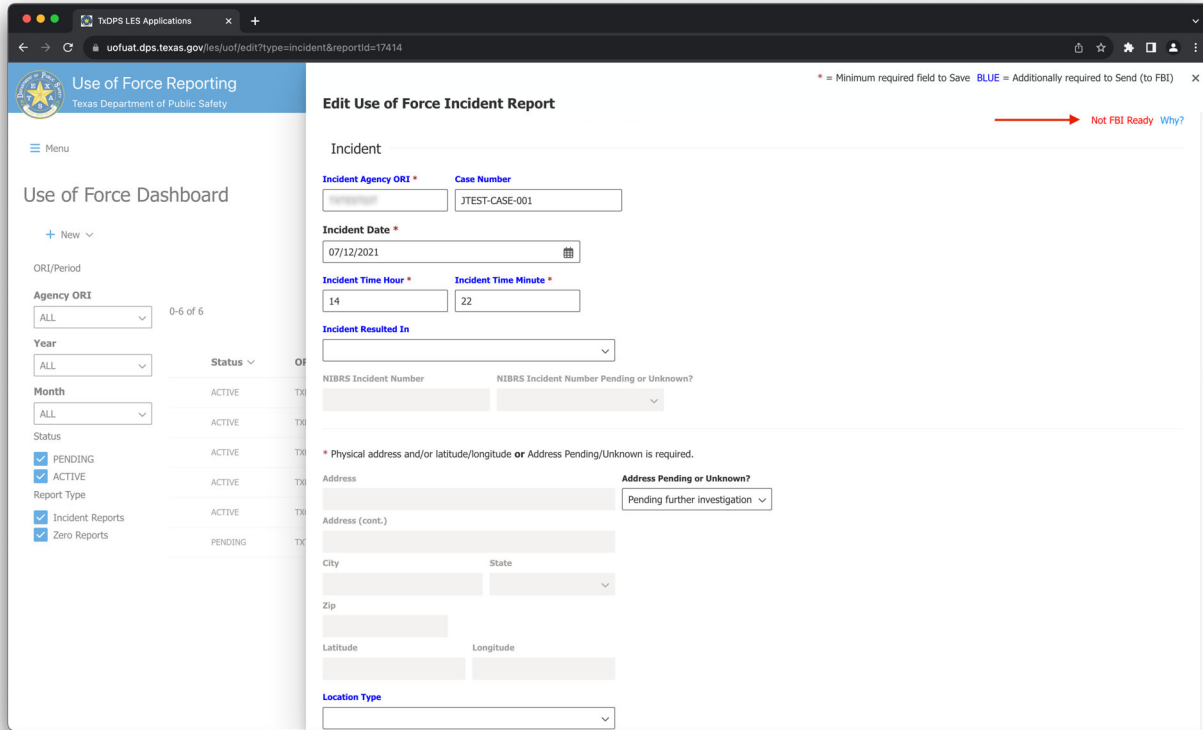
Click on **Why?** to open the FBI field errors report.
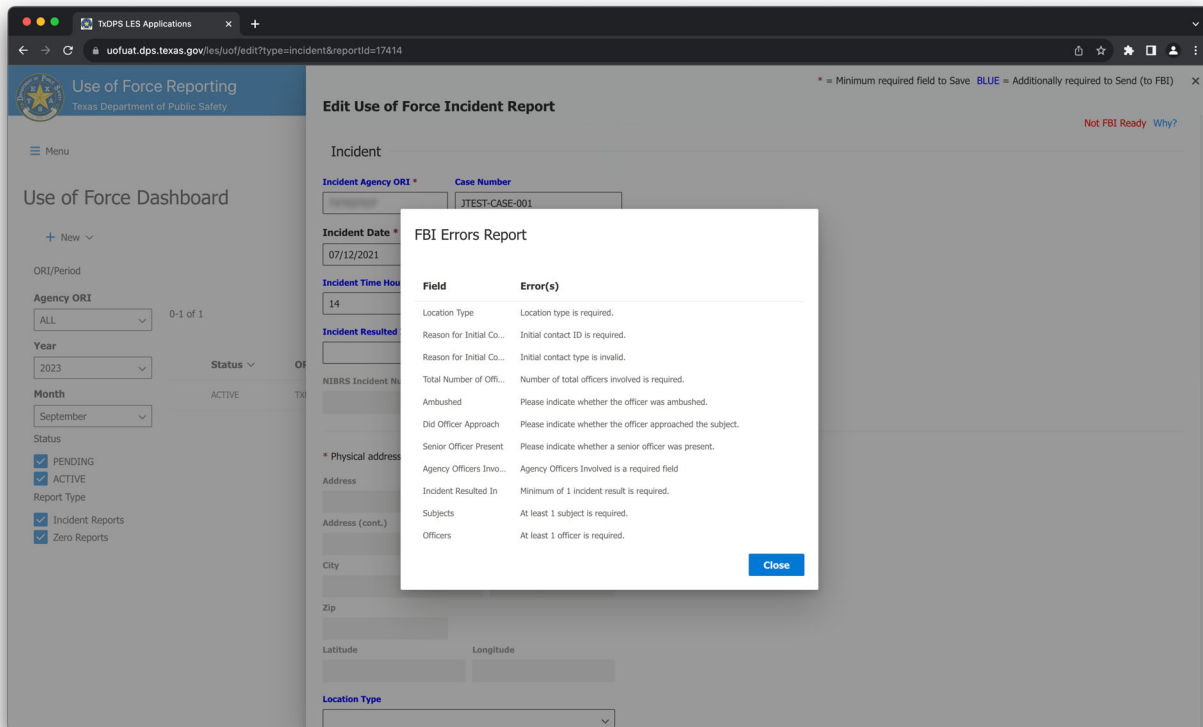
When all FBI required fields have been completed and saved, the report will display "FBI Ready" and it will be queued for submission to FBI Use of Force. This happens automatically and does not require the user to manually send the report.
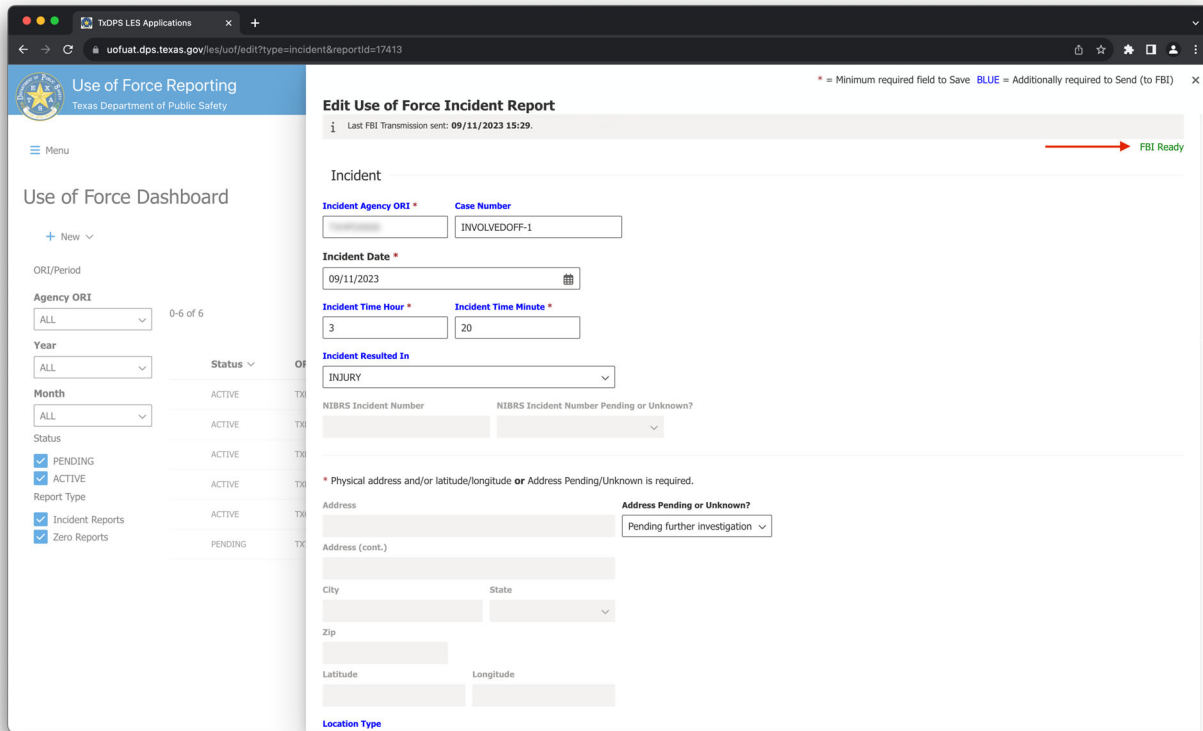
Zero (Incidents) Reporting

The processes of entering and modifying Zero reports are similar, with the only difference being how the report form is opened.
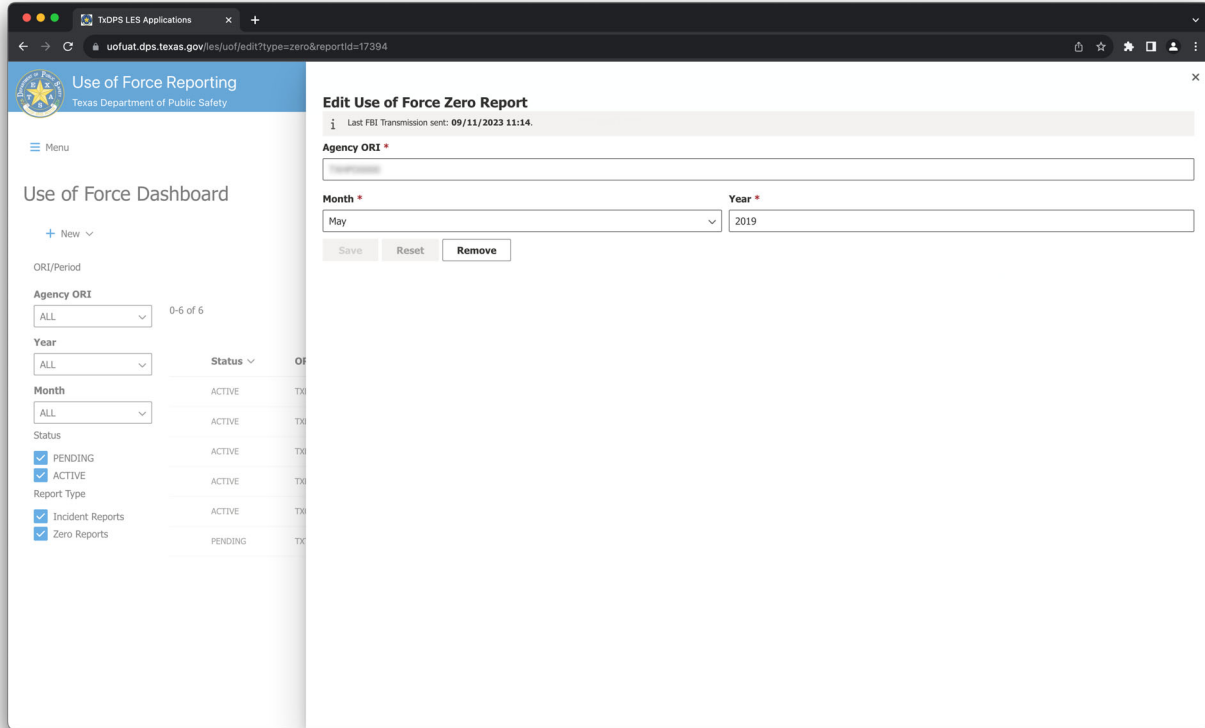
To add a new Zero report

- Navigate to the Dashboard
- Select **New > Zero Report** from the application menu
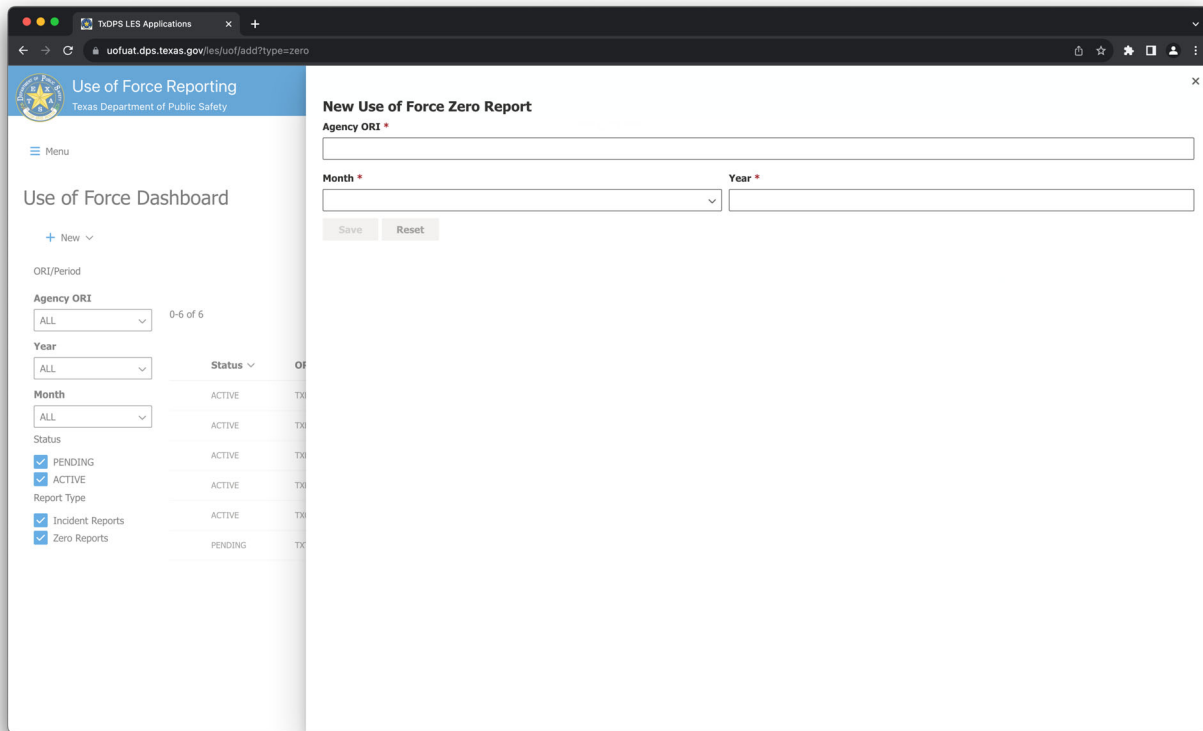
To open an existing Zero report for modification

- Navigate to the Dashboard
- Filter the reports list to find the report you wish you modify
- Double-click the report to open it for modification

Report Statuses

Incident and Zero reports can have the following statuses

PENDING – the report has been entered into the DPS Use of Force system, but has not been sent to FBI Use of Force.

ACTIVE – the report has been entered into the DPS Use of Force system *and* sent to FBI Use of Force.

System Notifications

The Use of Force system will send out the following notifications

OAG Pending Reports Notice – This notification is sent when an Administrator has uploaded OAG Use of Force data for one or more Agencies that you are authorized.

Reports Pre-Deadline Notification – This notification is sent on the 10th of each month to users who have pending Incident reports that need to be completed for submission to FBI Use of Force.

Reports Post-Deadline Notification – This notification is sent on the 20th of each month to users who have not submitted 1) at least one Incident report or 2) a Zero Report to FBI Use of Force for the previous month.