



Uniform Crime Reporting (UCR) Spotlight August 16, 2019

Law Enforcement Officers Killed or Assaulted Program

The purpose of this communication is to advise all State Programs of a new process, which will affect victim officers' law enforcement agencies. This new process automates the submission of detailed Law Enforcement Officers Killed or Assaulted (LEOKA) data to the UCR LEOKA Program in reference to law enforcement officers who are feloniously killed, accidentally killed, or assaulted and seriously injured with firearms or knives/other cutting instruments. The LEOKA Program staff has worked diligently to create a data collection tool, which will be user-friendly for the law enforcement community, streamline and expedite the LEOKA reporting processes, and reduce data collection inconsistencies and incomplete submissions.

Each time an assault with a firearm, knife, or other cutting instrument resulting in serious injury is reported to the UCR Program, a computer-generated email will automatically be sent to the State Program. The email will provide a list of applicable assault incidents that met the criteria.

Below is a preview of the computer-generated email, which will automatically be sent to the State Program.

According to our records, an agency(ies) within your state has submitted to the Uniform Crime Reporting (UCR) Program an incident(s) indicating a law enforcement officer(s) was assaulted and injured with a firearm, knife, or other cutting instrument. In an effort to improve the timeliness of data submissions, an automated process has been deployed.

At this time, we request your State Program to contact each agency listed below to:

1. Validate that an officer was, in fact, seriously injured with a firearm, knife, or other cutting instrument.
2. Inquire if the agency's staff member who will be completing the electronic version of Form 1-701 (Analysis of Officers Feloniously Killed and Assaulted) has an active Law Enforcement Enterprise Portal (LEEP) account. A LEEP account is required to access the Law Enforcement Officers Killed and Assaulted (LEOKA) data collection tool. If the contact person does not have a valid LEEP account, they can apply (or reapply) for one by following the attached instructions.

In addition, a follow-up email(s) will be sent to the State Program from the UCR's LEOKA Program. A separate email will be sent for each agency listed below providing a LEOKA

Reference Number and Reference Key for each incident reported by that specific agency. If there are any questions, please contact LEOKA Program staff at leoka.statistics@fbi.gov.

Sample list of column headings for applicable incidents:

- Year Month ORI Number Agency Name Incident Number

Below is a preview of “Instructions for Obtaining a Law Enforcement Enterprise Portal (LEEP) Account.”

These instructions will be provided to the State Program as an attachment to the computer-generated email. They should be forwarded to each victim officer’s agency to expedite the process of acquiring a LEEP account, if necessary.

**Instructions for Obtaining a
Law Enforcement Enterprise Portal (LEEP) Account**

The FBI’s Uniform Crime Reporting (UCR) Program has been advised of a line-of-duty felonious killing, accidental death, or assault in which serious injury was sustained by a firearm, knife, or other cutting instrument. To provide the UCR Law Enforcement Officers Killed and Assaulted (LEOKA) Program with details in reference to this incident, a data collection tool has been developed. In order to access the data collection tool, a LEEP account will be required. We are asking law enforcement agency personnel to be proactive and acquire the LEEP access as soon as possible. To obtain access to LEEP and its services, a person should take the following steps:

- Complete and submit a membership application, which can be accessed by going to the LEEP www.cjis.gov and selecting the button titled, "Apply for an Account." For clarity and convenience, the application is in a format, which can be completed and submitted electronically.
- The following information is collected when completing the membership application for a LEEP account
 - Last Name
 - First Name
 - Middle Name
 - Social Security Number
 - Title/Position
 - Citizenship
 - Phone/Alt Phone
 - Date of Birth
 - Gender
 - ORI
 - Email Address
 - Sworn Law Enforcement? (Y/N)
 - Intelligence Analyst? (Y/N)
 - Employer

- Employer Address
- Assignment & Assignment Address (if different from employer)
- If there are any questions or additional assistance is needed, contact the Membership Services Office via email at membership@leo.gov or 888-334-4536, Option 7.
- Please direct members of your department (and law enforcement agencies within your jurisdiction) to the LEEP Website and membership application, as we invite them to become members as well.
- In order to expedite your LEEP membership application, notify the staff of the LEOKA Program at leoka.statistics@fbi.gov supplying your full name, name of agency, reason for applying, and the name of your agency's point of contact to verify your employment.

Below is a preview of “Instructions for Completing Form 1-701, Analysis of Officers Feloniously Killed and Assaulted.”

These instructions will be provided to the State Program as an attachment to the follow-up email sent from LEOKA staff. This email will include a LEOKA Reference Number and Reference Key for each incident listed.

**Instructions for Completing Form 1-701
(Analysis of Officers Feloniously Killed and Assaulted)**

The FBI's Uniform Crime Reporting (UCR) Program has been advised of a line-of-duty felonious killing or assault in which serious injury was sustained by a firearm, knife, or other cutting instrument. To provide the UCR Law Enforcement Officers Killed and Assaulted (LEOKA) Program with details in reference to this incident, a data collection tool has been developed. In order to access the data collection tool, a LEEP account is required. If you do not have a LEEP account, please follow the instructions within the attached document, “Instructions for Obtaining a Law Enforcement Enterprise Portal (LEEP) Account.”

The LEOKA Program staff is responsible for collecting and publishing data on law enforcement officers who are killed and assaulted in the line of duty. The information collected is used not only for statistical purposes, but also to supplement law enforcement training programs with the hope of preventing future line-of-duty deaths and assaults. The success of the LEOKA Program depends on the quality of data obtained from victim officers' agencies.

To provide detailed information in reference to the incident via the data collection tool (electronic version of Form 1-701), please follow the below instructions:

- Access LEEP
- Select “LEOKA Program Data Collection”
- Enter the provided “LEOKA Reference #”
- Enter the provided “Reference Key”
- Select Next

- Under Section “A. Victim Information,” select the wizard button (🔮) for the first (or only) victim officer listed.
 - Complete each screen.
 - Select “Prev” or “Next” to navigate through the screens.
 - If data has previously been entered by LEOKA staff, please confirm the accuracy of the information and/or edit it appropriately.
 - At the end of the data collection screens, select “Save & Close” to close the victim portion. If you select “Close without Save,” no answers that have been entered or edited will be saved.
 - If there is more than one victim officer, repeat for each victim officer listed.
 - If there is a victim officer who was feloniously killed or assaulted and seriously injured with a firearm, knife, or other cutting instrument during this incident and who is not already listed, select “Add New Victim Information” and complete appropriately.
- Under Section “B. Offender Information,” select the wizard button (🔮) for the first (or only) offender listed.
 - Complete each screen.
 - Select “Prev” or “Next” to navigate through the screens.
 - If data has previously been entered by LEOKA staff, please confirm the accuracy of the information and/or edit it appropriately.
 - At the end of the data collection screens, select “Save & Close” to close the offender portion. If you select “Close without Save,” no answers that have been entered or edited will be saved.
 - If there is more than one offender, repeat for each offender listed.
 - If there is an offender who is not already listed, select “Add New Offender Information” and complete appropriately.
- Section “C. Narrative of Incident” is a section in which a narrative can be typed; however, you can opt out of completing this section if you provide an attached Incident Report under Section “D. Attachments.”
 - If it is decided to complete Section C, please provide a detailed description of the circumstances surrounding the felonious death/assault of the victim officer(s). Also, if the offender(s) was located or apprehended later, provide additional details, such as, when, where, and by whom was the offender(s) located. The Narrative of Incident should provide pertinent details that may be incorporated into officer training and safety research programs and are often difficult to capture in a “question and answer” format. The success of our endeavors to prevent further line-of-duty deaths/assaults depends largely on the quality of data obtained from the victim officer’s agency.
- Section “D. Attachments” is a section in which a copy of the initial incident report, death certificate, coroner’s report, or any other documentation deemed necessary can be attached.
 - Select “Browse...”
 - Navigate to the appropriate folder where the document is located.
 - Select the document to attach.

- Select “Add File.”
- Review and save the data by selecting the “Download Copy of Incident” button.
 - Select Open.
 - A file for each victim and each offender will appear.
 - Double-click to open each file and verify the data.
 - If edits are necessary, revisit the appropriate victim/offender under Sections A or B in the data collection tool.
- Once it has been confirmed all necessary data has been entered and attached in reference to this incident, select “Finalize and Return to LEOKA.”
 - Once this selection is made, the incident will no longer be available for review by the victim officer’s agency. If your agency needs to access this incident again, please contact LEOKA staff at leoka.statistics@fbi.gov.
 - Notification of the data submission will automatically be emailed to UCR LEOKA staff at leoka.statistics@fbi.gov.

The LEOKA data collected by law enforcement agencies is used to provide a national view in order to prevent further line-of-duty deaths and assaults. It is incorporated into law enforcement training programs and used by law enforcement personnel, nationwide. Below is a list of how LEOKA data is used and distributed by the UCR LEOKA Program.

- Compiled and included in the annual *Law Enforcement Officers Killed and Assaulted* publications, which are available on the FBI’s Website at <https://ucr.fbi.gov/leoka/>.
- Presented on the FBI’s Website at <https://www.fbi.gov/services/cjis/ucr/leoka>.
- Presented on the Crime Data Explorer at <https://crime-data-explorer.fr.cloud.gov/leoka-monthly-report> (using Firefox or Microsoft Edge browsers).
- Presented on the LEEP in the LEOKA’s Community of Interest within the JusticeConnect.
- Utilized by the LEOKA Program staff to conduct research and present on research studies. Since 1992, the LEOKA Program has completed four research studies which can be viewed exclusively by law enforcement personnel on the LEEP in the LEOKA’s Community of Interest within the JusticeConnect:
 - *Killed in the Line of Duty: A Study of Selected Felonious Killings of Law Enforcement Officers* (September 1992).
 - *In the Line of Fire: Violence Against Law Enforcement – A Study of Felonious Assaults on Law Enforcement Officers* (October 1997).
 - *Violent Encounters: A Study of Felonious Assaults on Our Nation’s Law Enforcement Officers* (August 2006).
 - *Ambushes and Unprovoked Attacks: Assaults on Our Nation’s Law Enforcement Officers* (April 2019).
- Incorporated into Officer Safety Awareness Training (OSAT) which is provided, free of charge, to federal, state, local, tribal, and international law enforcement agencies. The goal of the LEOKA Program’s OSAT course is to provide relevant, high quality, potentially lifesaving information to law enforcement agencies focusing on “why” an incident occurred, as opposed to “what” occurred during the incident. Training is offered in a 4- or 8-hour block of instruction. For

information regarding the training, or to request a training session, contact the LEOKA training staff at leoka.training@fbi.gov or 304-625-2939.

If there are any questions regarding the LEOKA data collection and the new processes, which have been implemented, please contact the LEOKA Program staff at leoka.statistics@fbi.gov or 304-625-3521.

Enhancements and Bug Fixes to the Crime Data Explorer

The following identifies the new features and bug fixes deployed on Crime Data Explorer (CDE) as of July 19, 2019. The CDE is a web-based platform solution to query, view, and make crime data submitted to the Federal Bureau of Investigation Uniform Crime Reporting (UCR) program available for download. This new technology significantly changes the value of UCR data contributions through the program's ability to provide a more accurate and timely crime collection to the public.

Features:

- Master File downloads 1985 – 2016
 - Master Files are raw data files that include the collected data for each year of the UCR data collection. Master files are fixed-length, written in an American Standard Code for Information Interchange, referred to as ASCII, text format, compressed with WinZip software.
 - All files are included for download for stated timeframe.
- Master File downloads 1985 – 2017
 - Return A
 - Supplementary Homicide
- Modified the “Explore by Location and Data Set” map so a user can easily navigate to the explorer pages using the United States participation map graphic on the Home page
- Expanded Homicide Data Explorer Page – Expanded homicide data are based on the aggregated data from agencies within each state for which supplemental homicide data (i.e., weapon information) were reported to the FBI. This page also includes a breakdown of the types of firearms used in murders (i.e., handguns, rifles, shotguns, or firearms [type unknown]).
- Supplemental Property Data Explorer Page – Supplemental offense data are details collected on the nature of the offense and the type and value of property stolen and recovered.

CDE is operational and remains stable.

The FBI UCR Program looks forward to providing more information as it comes available. For additional questions or concerns, please feel free to contact us on UCR@fbi.gov.