Use of Force Reporting Portal Guide
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NEW JERSEY ATTORNEY GENERAL OFFICE USE OF FORCE REPORTING PORTAL GUIDE

Through Benchmark Analytics, the New Jersey Office of the Attorney General has created a portal for all law enforcement officers in New Jersey to complete a report on a reportable use of force, submit it to their supervisor(s) for review, and submit it to the Office of the Attorney General. Officers may save a copy of their report for their own records. Command Staff in each agency have access to reporting and analytic features for their department. Each Prosecutor has access to these features for each agency in their jurisdiction.

Questions and Support

Direct technical questions about the use of force form or portal to Benchmark Analytics at:

TECHNICAL QUESTIONS
Support@benchmarkanalytics.com
1-888-40BENCH, option 2

Direct content questions, including when to fill out the use of force report and/or the definition of use of force first to your agency command staff, then your Prosecutor’s Office, and finally the Office of the Attorney General. Questions may be emailed to the OAG at force@njoag.gov.

CONTENT QUESTIONS
Agency Command Staff
Prosecutor’s Office
force@njoag.gov
Use of Force

Use of force should never be considered routine. In determining to use force, the law enforcement officer shall only use the degree of force objectively reasonable and necessary to compel compliance of an unwilling subject. Law enforcement officers should exhaust all other reasonable means before resorting to use of force. For more information, See “Attorney General’s Use of Force Policy”.¹

Agencies must use the following use of force definitions while using Benchmark.

What is a Use of Force?
A use of force incident involves physical force, mechanical force, enhanced mechanical force, deadly force, or any combination of these actions as defined below.

Physical Force
Physical force involves contact with a subject beyond that which is generally utilized to effect an arrest or other law enforcement objective. Physical force is employed when necessary to overcome a subject’s physical resistance to the exertion of the law enforcement officer’s authority, or to protect persons or property.

EXAMPLES: Include wrestling a resisting subject to the ground, using wrist locks or arm locks, bear hugs, striking with the hands or feet, or other similar methods of hand-to-hand confrontation.

Mechanical Force
Mechanical force involves the use of some device or substance, other than a firearm, to overcome a subject’s resistance to the exertion of the law enforcement officer’s authority.

EXAMPLES: Include the use of a baton or other object, canine physical contact with a subject, or chemical or natural agent spraying.

Enhanced Mechanical Force

Enhanced Mechanical force involves the use of a conducted energy device.

EXAMPLES: Include the use of probes or a drive stun.

Deadly Force

Deadly force is force which a law enforcement officer uses with the purpose of causing, or which the officer knows to create a substantial risk of causing, death or serious bodily harm. Purposely firing a firearm in the direction of another person or at a vehicle, building, or structure in which another person is believed to be constitutes deadly force. A threat to cause death or serious bodily harm, by the production of a weapon or otherwise, so long as the officer’s purpose is limited to creating an apprehension that deadly force will be used if necessary, does not constitute deadly force.

Animal Involved Use of Force

Only those incidents where an officer uses force to mitigate the threat or attack of a charging animal are considered a reportable use of force. On its own, the humane destruction of an animal to end its suffering does not constitute a use of force.

REPORTING USE OF FORCE IN BENCHMARK DOES NOT REPLACE REQUIRED REPORTS SPECIFIC TO THE USE OF CED OR DEADLY USE OF FORCE TO THE PROSECUTOR AND/OR THE ATTORNEY GENERAL.
What is Not a Reportable Use of Force?
The following categories of law enforcement officer actions are not considered force under the Attorney General Guidelines or for reporting purposes in completing this form.

Constructive Authority
On its own, constructive authority does not constitute a reportable use of force. Constructive authority may, however, be used in conjunction with force. It does not involve actual physical contact with the subject, but involves the use of the law enforcement officer’s authority to exert control over a subject.

**EXAMPLES:** Include verbal commands, gestures, warnings, and unholstering a weapon. Pointing a firearm at a subject is an element of constructive authority to be used only in appropriate situations.

Physical Contact
Not all physical contact amounts to physical force. Physical contact involves routine or procedural contact with a subject necessary to effectively accomplish a legitimate law enforcement objective. On its own, routine physical contact does not constitute a reportable use of force. In other words, every time you “put hands on” a subject, it is physical contact, but it is not a use of force, unless more is involved. Physical contact may, however, be used in conjunction with other actions that constitute force.

**EXAMPLES:** Include guiding a subject into a police vehicle, holding the subject’s arm while transporting, handcuffing a subject, and maneuvering or securing a subject for a frisk.
Benchmark Analytics

The OAG has partnered with Benchmark Analytics to create a secure portal to collect use of force reports and provide agencies with analytics on their use of force reports.

Using your web browser, go to http://bms.benchmarkonline.app

You will log in using your agency email address. Upon logging into Benchmark for the first time, you will need to create a password.

Portal Layout

Upon logging in, officers have a menu on the left side of the screen containing a link to begin a new report, a link to contact customer support, and a link to each of the following sub-pages:

**Home:** Your home screen that contains your action items and current activities.

**Profile:** Where each user may update their profile including officer information that will pre-populate into use of force reports. Officers should ensure that their profile is up-to-date each time they log in.

**Reports:** Contains a history of the officer’s reports submitted using the reporting portal.

**Admin:** This is Benchmark’s administrative panel, not fully in use in this portal. It includes demographic information including appointment date, unit of assignment, duty status, age, race, height, weight, dominant hand, and county.

**Settings:** Allows the officer to change their password.

**Log Out:** Provides a link to log out of Benchmark.

USE OF FORCE PORTAL ADDRESS
https://bms.benchmarkonline.app
Updating Your Benchmark Profile

To update your profile:
Click on “My Profile” on the menu on the left side and make any necessary changes to your profile.

Any changes to your rank will generate a notification to your agency’s designated representative. Only this designated representative is authorized to change an officer’s access level.

UPDATE YOUR PROFILE EVERY TIME YOU LOG INTO BENCHMARK!
Completing a Use of Force Report

Each officer utilizing force in an incident is required to complete their own use of force report. In instances where an officer is unable or unwilling to complete such a report, a supervisor may complete the report in their place.

Click on “New Report” on the left menu. Select the “NJOAG Use of Force PILOT” button. The form will load.

Overview

The Use of Force Report contains five tabs. These tabs are:
- Incident
- Officers
- Subjects
- Interactions
- Injuries

SAVE OFTEN.

All fields on the form are required. If a field does not apply, choose “Other” or enter “N/A.”

For some fields, only one answer may be selected. An arrow on the right side of the response field indicates only one option may be selected.

In multi-answer fields, select ALL options that apply.

In all fields with pre-defined options, you may choose a response by scrolling the list OR by typing into the box. Typing will filter responses matching typed text. Select your choice.

Navigate from one tab to another by clicking the tab on the top menu bar or clicking “next” or “previous” on the bottom of the screen.
### Incident Tab

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency/Case #/File #/Incident #</td>
<td>Enter the identification number for the incident.</td>
</tr>
<tr>
<td>Date of Incident (MM/DD/YYYY)</td>
<td>Enter the date of the incident.</td>
</tr>
<tr>
<td>Time of Incident (in Military Time)</td>
<td>Enter the time of the incident in military format.</td>
</tr>
<tr>
<td>Location Type</td>
<td>Select the type of location.</td>
</tr>
<tr>
<td>Incident Location</td>
<td>Enter the approximate location.</td>
</tr>
<tr>
<td>Municipality</td>
<td>Select the municipality.</td>
</tr>
<tr>
<td>Did the incident occur indoors or outdoors?</td>
<td>Select whether the incident occurred indoors or outdoors.</td>
</tr>
<tr>
<td>Lighting</td>
<td>Select the lighting conditions.</td>
</tr>
<tr>
<td>Weather</td>
<td>Select the weather conditions.</td>
</tr>
<tr>
<td>Is there video footage?</td>
<td>Select whether there is video footage.</td>
</tr>
<tr>
<td>Origin(s) of Initial Police-Citizen Contact</td>
<td>Enter the contact information for the initial police contact.</td>
</tr>
<tr>
<td>Incident Type</td>
<td>Select the type of incident.</td>
</tr>
</tbody>
</table>
Agency Case #/File #/Incident #
Indicate the unique internal agency case number assigned to the incident.

NOTE: This field will be used to link reports on the same incident. Ensure adherence to your agency case number nomenclature.

Date of Incident
Indicate the date of the incident by typing in the date or using the calendar pop-up.

NOTE: Format the date as MM/DD/YYYY. YOU MUST TYPE THE “/” IN THE DATE.
Example: An incident occurring on December 25, 2019 should be entered as “12/25/2019.”

Time of Incident
Indicate the time of the incident using military time, without punctuation.
EXAMPLE: “1345”

Location Type (select all that apply)
Select applicable categories to describe the use of force incident location. The definitions below are similar to NIBRS location definitions. Select all that apply.

DEFINITIONS
Street: Any open public way for the passage of vehicles, people, and/or animals including minor or major roadways, streets, avenues, highways, parkways, turnpikes, or routes.

If this option is selected, include a mile marker in the follow-up question, where appropriate. See “Mile Marker.”

Residence: Apartments, condominiums, townhouses, nursing homes, residential driveways, residential yards, and extended/continuous care facilities.

School: Institutions for the instructions of children from preschool through 12th grade and institutions for the higher education of individuals, which gives instruction in specialized fields; community colleges; trade schools. Unlike NIBRS, please also use this specification to identify daycare facilities and colleges/universities.

Police Station: The office or headquarters of a police agency. This response prompts a follow-up question. See “Location in Police Station.”

Jail/Prison: Places for the confinement of persons for lawful detention or awaiting trial.

Business: Include commercial and office locations, retail establishments, convenience shops, grocery/supermarkets.

Restaurant: Commercial establishments that serve meals or refreshments; cafeterias.
Alcohol Establishment (bar, club, casino): Establishments primarily for entertainment, dancing, and the consumption of alcoholic beverages. Unlike NIBRS, use this specification to identify casinos or other locations to legally bet on games, contests, and/or races.

Court House: A building used for local, state, or federal court proceedings.

Hospital: Medical institutions including mental health facilities and long-term care facilities.

Other: Should none of the pre-defined options fit the location of the incident, select “Other” and provide further specification.

This response prompts a follow-up question requesting further specification of “Other.”

Location in Police Station (select all that apply)

Selecting “Police Station” in the “Location Type” field requires a specification of where the force occurred within the police station. Select all that apply.

DEFINITIONS

Booking: Area used for processing arrestees.

Holding Cell/Area: Area used to hold arrestee subjects such as a cell or bench.

Interview Room: Area used to interview subjects, witnesses, or other individuals related to case.

Lobby: The main reception area of the station.

Police Vehicle: Within the police vehicle or as the subject is removed from the police vehicle.

Sally Port: The bay or area at a police station where police vehicles transport prisoners.

Parking lot: The parking lot of the police station.

Other: Requires further specification in a free-text field.

This response prompts a follow-up question requesting further specification of “Other.”

Incident Location (approximation is acceptable)

Indicate the address location of the incident.

Use as precise a location as possible, either a street address or latitude and longitude.

While approximate locations are permissible on the form, imprecise locations may not be mapped in Benchmark’s mapping report.

EXAMPLE: “587 Main Street Trenton NJ.” The mapping software cannot map imprecise locations such as “parking lot behind Shoprite.”

Mile Marker (where applicable)

Indicate the mile marker of the roadway where the use of force incident occurred, if applicable.

If there is no mile marker, indicate “N/A.”
Municipality
Indicate the municipality where the incident occurred.

RESPONSE OPTIONS
Includes all municipalities in New Jersey and an option for “Other.”
This response prompts a follow-up question requesting further specification of “Other.”

Did the incident occur indoors or outdoors?
Indicate whether the incident took place indoors or outdoors.

RESPONSE OPTIONS
Indoors
Outdoors

Lighting (select all that apply)
Indicate all lighting circumstances during the use of force incident. Select all that apply.

DEFINITIONS
Dawn/dusk: First appearance of light in the sky before sunrise or the last appearance of light before sunset.
Daylight: Natural light of day, even during cloudy conditions.
Darkness: The absence of light or low level lighting making it difficult to see.
Artificial: Light from an artificial source such as a lamp, flashlight, or light fixture.

Weather
Indicate weather conditions during the use of force incident. Select all that apply.

DEFINITIONS
Clear: Clear weather. No precipitation or clouds impacting visibility.
Cloudy: Clouds present in the sky, overcast.
Rain: Liquid precipitation.
Snow/sleet/ice: Non-liquid precipitation typically occurring when the temperature is around or below freezing.
Fog: Low lying clouds suspended in the atmosphere and restrict visibility.
N/A
**Is there video footage?**

Indicate whether any video footage is available.

**RESPONSE OPTIONS**

**Yes**

Selecting “Yes” prompts a follow-up question. See “Video Footage Type.”

**No**

**Unknown**

**Video footage type (select all that apply)**

Indicate the type of video footage of the incident when “Yes” is indicated on “Is there video footage?” Select all that apply.

**DEFINITIONS**

**Body Worn:** Video footage from a body worn camera worn by any officer(s) or other emergency personnel on scene at the time of the use of force incident.

**Cell Phone:** Video footage from a cell phone, tablet or similar device of any individual at the scene including witnesses or subjects.

**Commercial Building:** Video footage from a commercial location, including either exterior building or interior surveillance cameras.

**Motor Vehicle:** Video footage from a motor vehicle recording system such as an MVR or DIVR and including citizen motor vehicle cameras.

**CED Camera:** Video footage from a CED.

**Residential/Home:** Video footage from a private residential device, such as a Ring or Blink system or any other private recording equipment in the area around the incident, including CCTVs.

**Unknown:** The source of the recording is unknown.

**Other:** Recording from another source.

This response prompts a follow-up question requesting further specification of “Other.”

**Origin(s) of Initial Police-Citizen Contact (select all that apply)**

Indicate the origin of the contact between the police and citizen. Select all that apply.

**DEFINITIONS**

**Officer Dispatched:** Incidents initiated when an officer receives notification of a call from a communication dispatcher or headquarters to a specific location or situation; calls for service.

**Officer Initiated:** Incidents initiated when an officer initiates the situation; on view incidents.

**Citizen Initiated:** Incidents initiated when a citizen initiates contact by directly communicating with an officer.
Pre-planned Contact: Incidents planned prior to contact including search warrant executions, prisoner transports, judicial order service, etc.

This response prompts a follow-up question to specify the pre-planned contact. See “Pre-Planned Contact.”

Pre-planned contact (select all that apply)
Indicate the type of pre-planned contact that initiated the police-citizen contact. Select all that apply.

DEFINITIONS
Search Warrant Execution: Execution of an issued search warrant.
Judicial Order Service (TRO, FRO, etc.): Delivery of a Judicial Order including TRO, FRO, ERPO, DVRO, etc.
Arrest: An arrest of an individual executed at pre-planned time.
Prisoner Transfer: Transport or transfer of a person in custody planned prior to execution.
Processing: Processing of a person in custody planned prior to execution.
Other: Some other type of pre-planned contact.

This response prompts a follow-up question requesting further specification of “Other.”

Incident Type (select all that apply)
Indicate the type of incident during which the use of force occurred. Select all that apply.

DEFINITIONS
Welfare check: Check on the status or well-being of an area or person.
Medical Emergency: Response to aid a potential medical event, crisis, or emergency.
Potential Mental Health Incident: Response to aid a person experiencing a potential mental health incident including persons exhibiting erratic behavior, suicidal ideations, etc.
MV/Traffic Stop: Stopping a motor vehicle (motorcycle, truck, or other vehicle) for an alleged violation of a law or ordinance.
Pedestrian Stop: Stopping an individual (pedestrian) for an alleged violation of a law or ordinance.
Possible Crime in Progress: Response to investigate a possible crime in progress or crime that recently occurred. This is not a selectable option, but a header encompassing the fields below:
    Assault: Physical attack; hit, strike, slap, or smack.
    Burglary: Entry into a structure illegally with the intent to commit a crime, such as theft.
    Distribution of CDS: Action of handing out controlled dangerous substances, including but not limited to cocaine, heroin, PCP, methamphetamines, LSD, marijuana, and ecstasy, to another individual.
Disturbance (drinking, fighting, disorderly): Interruption of peace in any form; including a breakdown from law-abiding behavior or causing an upheaval or riot. Disturbance can include but is not limited to drinking, fighting, rioting, or being disorderly.

Domestic: Altercation among persons of an intimate relationship including friends, spouses or other love interests, or family members.

Eluding: Escape from law enforcement in a motor vehicle during an attempted investigation into a potential crime, arrest of an individual, or application of any other form of criminal justice actions.

Possession of CDS: Controlled dangerous substances, including but not limited to cocaine, heroin, PCP, methamphetamines, LSD, marijuana, and ecstasy on a person or found in their belongings.


Robbery: Unlawfully taking property of another person without permission by force.

Subject with a Gun: Report that an individual has been seen with a firearm.

Subject with other weapon: Report that an individual has been seen with some other weapon.

Suspicious Person: Report of an individual behaving suspiciously.

Terroristic Threats: Threatening statement to commit a crime of violence, to cause bodily injury or harm, or terrorize an area.

Theft/shoplifting: Action of taking something that belongs to another, including goods from a commercial store while pretending to be a customer.

Trespassing: Entering or remaining in an area, land, or establishment without permission.

Wanted Person: Either an accused or convicted individual wanted in connection with a crime for questioning, arrest, or another criminal justice action.

Other: All other incident types not previously defined.

This response prompts a follow-up question requesting further specification of “Other.”

Click “Save Draft” and then click “Next” in the bottom right hand corner to move to the next Tab.
Officer Tab

Officer Info

- Are you filing this on behalf of another officer? [No]
- Is your Profile Information correct? [No]

If you have not updated your profile, please save this draft and navigate to your profile to edit your personal information. You may also proceed by manually providing this information.

- Officer Name: Please Type
- Years of Service
- Age
- In Uniform: [No]
- Total hours on duty prior to force used
- Assignment during incident: Please Select
- Height (Feet)
- Weight (Pounds)
- Hair: [No]
- Race / Ethnicity: Select all that apply
- Gender: Please Select
- Military Service: [No]
- Badge Number: [No]

Other Involved Officers / Supervisors

- Were other officers on scene at time of event? [No]
Are you filling this out on behalf of another officer?

Indicate whether you are completing this form on behalf of another officer. An affirmative response prompts a follow-up question. See “Please specify the reason why you are completing this for another officer?”

Please specify the reason of why you are completing this form for another officer.

Indicate the reason you are completing this form for another officer.

Unwilling to complete: The officer using force is unwilling to complete the form for any reason, including at the advice from union representatives or counsel.

Incapacitated/Injured: The officer using force is unable to complete the form because they are injured and seeking medical attention.

Deceased: The officer using force has died.

No Benchmark Account: The officer does not have an account with Benchmark.

Other: Another reason applies.

This response prompts a follow-up question requesting further specification of “Other.”

If an officer requires a Benchmark account, please notify your agency administrator to request an account. Accounts may only be created with an agency email address.

Is your profile information correct?

You are required to update your profile in Benchmark each time you log in to ensure that your profile reflects your most current information. Indicate whether you have updated your profile in Benchmark.

An affirmative response pre-populates in the Officer Info section from your profile. If your profile is not complete or correct, you should update it now or you must complete the Officer Info section manually.
WHEN COMPLETING THIS REPORT FOR ANOTHER OFFICER, ANSWER THE QUESTIONS BELOW TO DESCRIBE THE OFFICER USING FORCE.

**Officer Name**
Officer’s name.

**Years of Service**
Indicate officer’s total years of service, rounding to the nearest whole number.

**Age**
Indicate officer’s age, rounding to the nearest whole number.

**In Uniform**
Indicate whether officer was in uniform during the force incident.
A response of “No” requires the question “Wearing any identifiers.”

**Wearing any identifiers**
Indicate whether officer was wearing anything identifying them as an officer including a badge, hat, shirt, etc.

**Total hours on duty prior to force used**
Indicate how many hours officer was on duty when force was used. Round to the nearest hour.

**Assignment during incident**
Indicate officer assignment during the incident.

**DEFINITIONS**

- **Patrol:** General duty; responding to calls for service.
- **Extra Duty/Outsourced:** General category for outsourced, overtime, or extra duty work including uniformed and non-uniformed.
- **Off-Duty:** Not on duty.
- **Specialized Unit/Other:** Any other unit not categorized in the options above.

This response prompts a follow-up question requesting further specification of “Other.”

**EXAMPLE:** Community Policing Unit, Fugitive Task Force
**Height**
Indicate officer’s height, specifying both feet and inches. Approximations are acceptable.

**Weight**
Indicate officer’s weight in pounds. Approximations are acceptable.

**Race/Ethnicity (select all that apply)**
Indicate officer’s race and ethnicity. Select all that apply.

RESPONSE OPTIONS
- White
- Black
- Hispanic
- Asian/Pacific Islander
- Am. Indian
- Other

**Gender**
Indicate officer’s gender.

RESPONSE OPTIONS
- Male
- Female
- Gender Non-conforming/X
Rank

Indicate officer’s current rank.

RESPONSE OPTIONS

- Corporal
- Officer
- Trooper
- Detective
- Sergeant
- Detective Sergeant
- Sergeant First Class
- Detective Sergeant First Class
- Lieutenant
- Captain
- Major
- Other

This response prompts a follow-up question requesting further specification of “Other.”

Badge Number

Indicate officer’s badge number.

Were other officers on scene at time of force?

Indicate whether any other officers were on the immediate scene at the time force was used, including witnesses or those not involved in the force.

A response of “Yes” prompts follow-up questions. See “Name,” “On Duty,” and “In Uniform.”

Was this officer from an outside agency?

Indicate whether the officer was from an outside agency.

RESPONSE OPTIONS

- Yes
  
  Selecting “Yes” requires the officer to manually type in the officer’s name and outside agency.

- No
Name
Indicate the name of the other officer on scene.

NOTE: To add an officer outside your agency, select “Other.” Additional fields to specify the officer’s name, badge, and agency will appear.

On Duty
Indicate whether that officer was on or off duty.

In Uniform
Indicate whether that officer was in uniform.

To add additional officers on scene, click “+ Add Other Involved Officer” in bottom right corner. The same prompts will appear.

To remove additional officers, click the “X” to the right of the subsection identifying the other officer.

Click “Save Draft” and then click “Next” in the bottom right hand corner to move to the next Tab.
Subject Tab

Involved Subject 1

- **Subject Type:** Person
- **First Name:** 
- **Last Name:** 
- **Height (feet):** 0
- **Height (inches):** 0
- **Weight (in pounds):** 0
- **Age (estimate if not known):** 
- **Gender (on identification):** Please Select
- **If the subject identifies as transgender, indicate here:** No
- **Perceived limited English language proficiency:** Please Select
- **Perceived condition (SELECT ALL THAT APPLY):** Please Select
- **Was Subject Arrested?:** No
- **Was the Subject Charged?:** No

Specify reason Subject was not arrested (SELECT ALL THAT APPLY): Please Select

[Add More Subjects Involved]
Subject Type
Indicate type of subject.

DEFINITIONS

Person: Human.

Animal: An animal acting aggressively to an officer or other person.

HUMANE DESTRUCTION OF ANIMAL LIFE IS NOT CONSIDERED FORCE.

NOTE: This response limits the subject information questions.

Other: Another type of subject.

This response prompts a follow-up question requesting further specification of “Other.”

NOTE: This response limits the subject information questions.

First Name
Indicate the subject’s first name as it appears on legal documentation.

Last Name
Indicate the subject’s last name as it appears on legal documentation.

M.I.
Indicate the subject’s middle initial as it appears on legal documentation.

Height
Indicate the subject’s height in feet and inches (estimate if not known).

Weight
Indicate the subject’s weight in pounds (estimate if not known).

Age
Indicate the subject’s age in years (estimate if not known).

NOTE: If the subject is a juvenile, indicating “Juvenile” in this field is acceptable.
Race/Ethnicity
Indicate the subject’s race and ethnicity. Select all that apply.

RESPONSE OPTIONS
White
Black
Hispanic
Asian/Pacific Islander
Am. Indian
Other

Gender
Indicate the subject’s gender as it appears on their identification.

RESPONSE OPTIONS
Male
Female
Gender Nonconforming/X

If the subject identifies as transgender, indicate here.
Indicate that the subject identifies as transgender by selecting “Yes.”

Perceived limited English language fluency?
Indicate whether you perceive the subject to have limited fluency with the English language, including subjects who may speak another native language or those with barriers to communication such as being deaf or hard of hearing.

RESPONSE OPTIONS
Yes
No
Other barrier to communication
This response prompts a follow-up question requesting further specification of “Other.”
**Perceived Condition**

Indicate your perception of the subject’s condition. Select all that apply.

**DEFINITIONS**

**Under influence of drugs/alcohol/both:** Subject appears under the influence of drugs, alcohol, or some combination.

**Potential Mental Health Incident:** Subject appears to be experiencing a potential mental health incident.

**Other unusual condition noted:** Subject displays some other unusual condition.

This response prompts a follow-up question requesting further specification of “Other.”

**No unusual condition noted:** Subject does not display any unusual condition.

---

**Was the subject arrested?**

Indicate whether the subject was arrested.

**RESPONSE OPTIONS**

**Yes**

This response prompts a follow-up question requesting whether the subject was charged.

See “Was the subject charged?.”

**No**

This response prompts a follow-up question requesting further specification of the reason the subject was not arrested. See “Specify reason subject was not arrested.”

---

**Specify Reason Subject was not Arrested**

Indicate reasons subject was not arrested. Select all that apply.

**DEFINITIONS**

**Medical/Mental Health Incident:** Subject was transported to hospital or mental health facility following force incident.

**Subject fled:** Subject ran and was not apprehended.

**Deceased:** Subject is deceased.

**Other:** Subject not arrested for a reason not captured above.

This response prompts a follow-up question requesting further specification of “Other.”
Was the subject charged?

Indicate whether the subject was charged.

RESPONSE OPTIONS

Yes

No

This response prompts a follow-up question requesting further specification of the reason the subject was not charged. See “Specify Reason for No Charges Filed.”

Specify Reason for No Charges Filed

Indicate the reasons the subject was not charged. Select all that apply.

DEFINITIONS

Crisis Center Transport: Subject was transported to a crisis center or other mental health facility following the incident.

Hospital Transport: Subject was transported to the hospital following the incident.

Prosecutor Review: The incident is currently under review by the Prosecutor and may or may not result in charges; the charges are pending and have not been finalized.
Charges

Indicate the charges filed against subject. Select all that apply.

Note: This field only appears when the subject is listed both as arrested and charged (both questions are marked “Yes”).

RESPONSE OPTIONS
As defined in Title 2C and Title 39:

- Aggravated Assault
- Assault on a Police Officer
- Simple Assault
- Burglary
- Carjacking
- CDS-Distribution
- CDS-Possession
- Contempt of Court
- Criminal Attempt
- Criminal Mischief
- Disarming Law Enforcement
- Disorderly Conduct
- Eluding/Escape
- Endangering Welfare
- Harassment
- Other

Hindering/Obstruction
Lewdness
Receiving Stolen Property
Resisting Arrest
Riot
Robbery
Tampering with Evidence
Terroristic Threats
Theft
Throwing Bodily Fluids
Title 39 Charges
Unlawful Possession of a Firearm
Unspecified at this time
Violation of TRO/ FRO/ Parole/ Probation

This response prompts a follow-up question requesting further specification of “Other.”

To add an additional subject, click on “+ Add More Subjects Involved” in the lower right corner and then answer the same fields as above.

Click “Save Draft” and then click “Next” in the bottom right hand corner to move to the next Tab.
Interactions Tab

Subject Actions that Led to Force

Subject 1
Specify Type of Resistance for Subject 1 (SELECT ALL THAT APPLY)

Select all actions of Subject 1 that led to force (SELECT ALL THAT APPLY)

Officer Use of Force 1

Save Draft

Add More subjects

Add More Actions

Previous Next
Subject Actions that Led to Force

NOTE: The questions below need to be completed for each subject involved in the incident. Add an “Additional Subject” to specify resistance and actions for Subject 2, Subject 3, etc.

Specify Type of Resistance

Indicate the subject’s type of resistance. Select all that apply.

DEFINITIONS

Verbal: Verbalization of intent to not comply with officer commands.

Passive

Non-responsive: Consciously ignoring officer’s instructions, commands, or orders.

Dead weight tactics: Intentionally going limp.

Active

Resistive tension: Stiffening, tightening muscles.

Attempt to flee: Trying to run, escape, and/or flee the scene.

Aggressive resistance: Physical flailing, attempts to attack, harm self, officer, or others.

Other: Another type of resistance not captured in the above options.

This response prompts a follow-up question requesting further specification of “Other.”

Select all actions of subject and/or reasons for the use of force

Indicate the subject’s actions that elicited a use of force response. Select all that apply.

DEFINITIONS

Resisted arrest/Police officer control: Interfering with police activity.

Attempt to destroy evidence: Subject attempted to destroy evidence including narcotics or paraphernalia.

Attempt to commit crime: Subject attempted to commit a crime.

Attempt to escape from custody: Subject attempted to flee law enforcement custody.

Attempt to self-harm: Subject attempted to harm self.

Prevent harm to another: Force was used to prevent subject from harming another person.

Threat

Indicate the type of imminent threat the subject poses from the following options.

Verbal/Fighting Stance Threat: Subject made verbal threats or took a fighting stance against the officer or another.

Threat with Hands, fists, legs: Subject threatened officer or another using their hands, fists or legs including hits, punches, or kicks.

Threat with Blunt Object: Subject threatened an officer or another with a blunt object such
as a baseball bat, or other non-sharpened item that could inflict blunt force trauma.

**Threat with Edge Weapon:** Subject threatened an officer or another with a sharp edge weapon including a knife, glass shard, broken bottle, or other sharp item.

**Threat with Motor Vehicle:** Subject threatened an officer or another with a motor vehicle, car, truck, motorcycle, ATV, or other motorized vehicle.

**Threat with Bodily fluids:** Subject threatened an officer or another with bodily fluids including spit, vomit, urine, blood, excrement, or other bodily fluids.

**Threat with Gun:** Subject threatened officer or another with a gun.

This response prompts a follow-up specifying the gun threat. See “Select Type of Gun Threat.”

**Threat with Other Weapon:** Subject threatened an officer or another with a weapon not described above.

**Other Threat:** Subject made another threat not specified above.

This response prompts a follow-up question requesting further specification of “Other.”

**Attacks**

**Biting:** Subject bit officer or another.

**Spitting:** Subject spit at officer or another.

**Attack with Hands, fists, legs:** Subject attacked officer or another with hands, fists, or legs, including hitting, punching, or kicking.

**Attack with Blunt Object:** Subject attacked an officer or another with a blunt object such as a baseball bat or other non-sharpened item that could inflict blunt force trauma.

**Attack with Edge Weapon:** Subject attacked an officer or another with a sharp edge weapon including a knife, glass shard, broken bottle, or other item that could puncture skin.

**Attack with Motor Vehicle:** Subject attacked an officer or another with a motor vehicle, car, truck, motorcycle, ATV, or other motorized vehicle.

**Attack with Bodily Fluids:** Subject attacked an officer or another with bodily fluids, including spit, vomit, urine, blood, excrement, or other bodily fluids.

**Fired Gun:** Subject fired gun at officer or another.

**Attack with Other Weapon:** Subject attacked an officer or another with a weapon not described above.

**Other Attack:** Subject made another threat not specified above.

This response prompts a follow-up question requesting further specification of “Other.”
Select Type of Gun Threat

Indicate the type of gun threat. Select all that apply.

RESPONSE OPTIONS

Suspected Gun: Officer or another observed a bulge on the person or in their belongings consistent with a gun or provided information that a person may be armed with a gun.

Observed Gun: Officer or another observed a gun on the person or in their belongings.

Displayed Gun: The subject actively displayed the gun including holding the weapon or lifting shirt to show gun.

Pointed Gun: The subject pointed the gun at the officer or another.

Officer Use of Force 1

The Officer Use of Force contains three fields.

First Field

This field specifies who took the action. For all use of force incidents, this field should be filled with the OFFICER who took the action. Though subject is listed as an option here, that information is captured in previous fields.

ONLY ENTER A POLICE OFFICER IN THE FIRST FIELD, NOT A SUBJECT.

Second Field

The second field specifies the actions that an officer took.

DEFINITIONS

PHYSICAL FORCE ACTIONS

Used pressure points on: Applying pressure to pressure points on the body to control a resisting subject or to mitigate an imminent threat to persons or property.

Used take down on: A move or maneuver which is used to force a resisting standing subject to the ground or to mitigate an imminent threat to persons or property.
**Used arm bar on:** A specialized technique whereby the subject’s arm is grabbed and twisted to restrain or gain control of a resisting subject or to mitigate an imminent threat to persons or property.

**Used fists/punch:** Use fists/punches to restrain or gain control of a resisting subject or to mitigate an imminent threat to persons or property.

**Used legs/kicks:** Use legs/kicks to restrain or gain control of a resisting subject or mitigate imminent threat to persons or property.

**Used arms:** Use of arms to restrain or control a resisting subject or mitigate imminent threat to persons or property.

**Used head:** Use of targeted strike with the head to gain control of a resisting subject or mitigate imminent threat to persons or property.

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**MECHANICAL FORCE ACTIONS**

- **Discharged Chemical at:** Discharging a tactical chemical such as oleoresin capsicum (OC) to gain control of a resisting subject.

- **Struck:** Contact with a resisting subject with a mechanical force.
  
  This response prompts a follow-up specifying the weapon used in the strike. See “Impact Weapon Type.”

- **Deployed canine for takedown at:** Deploying a canine to apprehend or control a resisting subject.

- **Canine bit (apprehension):** Canine bite to apprehend a resisting subject.

- **Canine bit (spontaneous):** Canine bite to apprehend a resisting subject.

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**ENHANCED MECHANICAL ACTIONS**

- **Used CED on:** Deploying a conducted energy device (CED) on a resisting subject or to gain control of a resisting subject.
  
  This response prompts a follow-up specifying the method of CED use. See “Probe Deployment?” and “Was Drive Stun Used?”

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**DEADLY FORCE ACTIONS**

- **Discharged Firearm at:** Discharge of a firearm at a resisting subject to gain compliance.
  
  This response prompts a follow-up specifying the type of firearm used. See “Firearm Type?,” “Make of Firearm?,” “Model of Firearm?,” and “Accidental Discharge?”
OTHER (GENERAL)

This response prompts a follow-up question requesting further specification of “Other.”

Third Field

The third field specifies the subject involved in the action. You may specify any subject in this field.

Follow-Up Action Questions

For all actions, the following questions will appear after selecting the officer’s action:

Body Diagram

Indicate where the action struck the subject by either clicking on the body or typing into the text fields below the diagram. If the action did not strike the subject, you may leave this blank, but indicate a “No” on “Missed attempted contact with subject.”

Missed attempted contact with subject

Indicate whether the action missed the subject. This field defaults to “no.”

RESPONSE OPTIONS

Yes

No
There are additional follow-up questions that do not automatically appear. **You must click “Done with Actions”** on the bottom of the tab to see the follow-up questions. Failing to click this button will flag these questions as incomplete when attempting to submit the form.

**Officer Position when Applying Action**
Indicate officer position when applying the action. Select all that apply.

RESPONSE OPTIONS
- Standing
- Kneeling
- Behind Cover
- Prone
- Other

This response prompts a follow-up question requesting further specification of “Other.”

**Subject Position when Applying Action**
Indicate subject’s position when officer applied the action. Select all that apply.

RESPONSE OPTIONS
- Standing
- Kneeling
- Behind Cover
- Prone
- Other

This response prompts a follow-up question requesting further specification of “Other.”
The following specific actions generate follow-up questions in addition to those above:

**Struck**

This field generates a follow-up question.

*Impact Weapon Type?*

Indicate the type of weapon used during the strike.

RESPONSE OPTIONS
- Baton
- ASP Baton
- Other

**Discharged Chemical At**

This field generates one additional follow-up question.

*Accidental Discharge?*

Indicate whether the chemical discharge was accidental.

RESPONSE OPTIONS
- Yes
- No

**Used CED on**

This field generates multiple follow-up questions.

*Probe Deployment?*

Indicate whether the CED probes were deployed.

RESPONSE OPTIONS
- Yes
- No

*Was drive stun used?*

Indicate whether the drive stun mode of the CED was used.

RESPONSE OPTIONS
- Yes
- No
Discharged Firearm At

This field generates multiple follow-up questions.

Firearm Type
Indicate the type of firearm used

RESPONSE OPTIONS
Revolver
Rifle
Semi Auto Pistol
Shotgun
Other

This response prompts a follow-up question requesting further specification of “Other.”

Make of Firearm
Indicate the make of the firearm.

Model of Firearm
Indicate the model of the firearm.

Accidental Discharge
Indicate whether the firearm discharge was accidental.

RESPONSE OPTIONS
Yes
No

To add an additional action, click on “+ Add More Actions” in the lower right hand corner.

Click “Save Draft” and then click “Next” in the bottom right hand corner to move to the next Tab.
Injuries Tab

Officer Injuries
Are you injured?  
No

Subject
Subject Injured Prior to Incident?  
Please Select

Subject Injured in Incident?  
No
Officer Injuries

Are you injured?
Indicate whether you are injured.

RESPONSE OPTIONS

Yes
This response prompts a follow-up question requesting further specification of the type of injury. See “Type of Injury” and “Medical Treatment.”

No

Type of injury
Indicate the type of injury. Select all that apply.

DEFINITIONS

Complaint of pain: Any level of pain felt during the incident or as a result of the incident.
Contusion/bruise: Any bruising as a result of the interaction.
Abrasion/Laceration/Puncture: Any break in skin sustained during the incident.
Fracture/dislocation: Any fracture or dislocation of bones sustained during the incident.
Concussion: A head injury determined to meet the medical definition of a concussion.
Chest pains/shortness of breath: Any pain in the chest, or shortness of breath during or after the incident.
Gunshot wound: Any physical trauma caused by a gunshot.
Unknown: The injury type is unknown.
Other:
This response prompts a follow-up question requesting further specification of “Other.”

Medical Treatment
Indicate the type of medical treatment you received, if applicable. Select all that apply.

RESPONSE OPTIONS

EMS on scene: Treated by Emergency Medical Services on scene.
Hospital: Officer transported to hospital for care.
This response prompts a follow-up question requesting further specification of the Hospital Treatment. See “Hospital Treatment.”
Officer Administered First Aid: First aid administered by a police officer including cleaning cuts, applying antibiotic cream, bandages, or ice.
Refused: Officer refused medical treatment.
Urgent Care: Treated at an Urgent Care Facility.

Specify Hospital Treatment
Indicate the outcome of the hospital treatment. Select one.

RESPONSE OPTIONS
Treated and released: Officer was treated and released from the hospital.
Admitted: Officer was admitted to the hospital.
Unknown: The officer’s hospital treatment status is unknown.

Subject

NOTE: The questions below will appear for each subject specified on the Subject Tab.

Subject injured prior to incident?
Indicate whether the subject was injured prior to the incident.

RESPONSE OPTIONS
Yes
No
Unknown

Subject injured in incident?
Indicate whether the subject was injured in the incident.

RESPONSE OPTIONS
Yes
This response prompts a follow-up question requesting further specification of the type of injury. See “Type of Injury” and “Medical Treatment.”
No
Unknown
Type of injury

Indicate the type of injury. Select all that apply.

DEFINITIONS

Complaint of pain: Any level of pain felt during the incident or as a result of the incident.
Contusion/bruise: Any bruising as a result of the interaction.
 Abrasion/Laceration/Puncture: Any break in skin sustained during the incident.
 Fracture/dislocation: Any fracture or dislocation of bones sustained during the incident.
 Concussion: A head injury determined to meet the medical definition of a concussion.
 Chest pains/shortness of breath: Any pain in the chest or shortness of breath during or after the incident.
 Gunshot wound: Any physical trauma caused by a gunshot.
 Unknown: The injury type is unknown.
 Other: 
 This response prompts a follow-up question requesting further specification of “Other.”

Medical Treatment

Indicate the type of medical treatment you received, if applicable. Select all that apply.

RESPONSE OPTIONS

EMS on scene: Treated by Emergency Medical Services on scene.
Hospital: Officer transported to hospital for care.
 This response prompts a follow-up question requesting further specification of the Hospital Treatment. See “Hospital Treatment.”
 Officer Administered First Aid: First aid administered by a police officer including cleaning cuts, applying antibiotic cream, bandages, or ice.
 Mental Health Facility: Subject was transported to mental health facility.
 Refused: Officer refused medical treatment.
 Urgent Care: Treated at an Urgent Care Facility.
 Unknown: It was unknown whether medical treatment was given.
Specify Hospital Treatment

Indicate the outcome of the hospital treatment. Select one.

RESPONSE OPTIONS

Treated and released: Subject was treated and released from the hospital.

Admitted: Subject was admitted to the hospital.

Unknown: The subject’s hospital treatment status is unknown.

Click “Save Draft.”
Submitting your Use of Force Report

Click Submit on the top right.

Incomplete Fields

Any incomplete fields will be flagged and highlighted in red. These must be completed prior to submission.

Selecting a Reviewer

Select a reviewer to review your use of force report according to your agency's use of force or review policies.
Printing your Report

To print your completed report (either as a hard copy or to print it as a PDF), click on the print icon on the top right.
Reviewing a Completed Use of Force Report

If you are selected as a reviewer on a use of force report, you will receive a notification upon logging into Benchmark under the heading “Action Items.” If you are not the selected reviewer, you will not be able to review that use of force report.

To review the report, click the blue arrow on the right side of the listed report. The completed report will open. You may review the report by clicking through the tabs.

When you are ready to complete your review, click “Add Review.” The page will scroll to the bottom of the page to complete your review by answering the following fields.

Resolution

Indicate your resolution to the report.

RESPONSE OPTIONS

Use of Force Report Complete

Use of Force Report Not Complete

This response will send the report back to the submitting officer. Specify in the “Notes” field what changes are needed to the report.

Notes

Indicate your notes on the review here, if applicable.