

Peace Officer-Involved Shooting Reporting Format

Reporting Requirements for C.R.S. 24-33.5-517 (Senate Bill 15-217)

This data collection requires any state or local law enforcement agency that employs a peace officer who is involved in an officer-involved shooting that results in a person suspected of criminal activity being shot at by the officer to report the information described below. The statute defines a law enforcement agency as the following: a municipal police department, county sheriff's office, town marshal's office, the Colorado State Patrol, the Colorado Bureau of Investigation, and the state Division of Parks and Wildlife. These agencies must report to the Division of Criminal Justice (DCJ) by September 1, 2015 on all officer-involved shootings that occurred between January 1, 2010 and June 30, 2015. These agencies must also report by September 1, 2016 any officer-involved shootings that occur between July 1, 2015 and June 30, 2016. Agencies must report subsequent fiscal year data to DCJ by September 1 following the end of the fiscal year.

One form should be completed for each officer-involved shooting event. "Shoot Teams" may complete the form on behalf of the agency or agencies involved, however the name(s) of the agency or agencies employing the peace officer(s) must be clear. ***Shoot Teams who report data for other agencies are urged to allow agencies named in the report to review the data prior to submission to DCJ.***

All persons involved in the shooting event who are either shot at or charged with criminal activity are referred to below as "Subjects" in this data collection, and information must be collected on each.

Method of Data Collection

DCJ, in consultation with law enforcement representatives, has developed two reporting methods, a PDF format and an Excel spreadsheet (available at <https://www.colorado.gov/dcj-ors/officer-involved-shooting>). The PDF form can be used to submit one incident at a time; the spreadsheet can be used to submit a single or multiple incidents. Agencies with few incidents may find the PDF format the easier to use, while agencies with multiple incidents may find the spreadsheet more useful.

Data may be submitted to DCJ/ORS via email. If you have any questions please contact either Laurence Lucero at laurence.lucero@state.co.us or Peg Flick at peg.flick@state.co.us. Please send PDF forms and spreadsheets to cdps_dcj_ors_sb217@state.co.us

Spreadsheet Format

A spreadsheet template is available at <https://www.colorado.gov/dcj-ors>. **Please use the template provided. If you create a spreadsheet from scratch please use the format specified below.**

A submitted spreadsheet should contain 3 sheets: **Incident Information**, **Subjects**, and **Peace Officers**, in that order. Each sheet should contain the columns specified below. Some columns require specific values to be used. Please see the **Notes** for the specific values to submit.

Sheet 1 - Incident Information

| Column | Column Name | Notes |
|--------|--|---|
| A | Agency Name | Name of Reporting Agency |
| B | Agency ORI | To track back to Judicial District and County |
| C | Agency Incident number | This number will be used to link Subjects and Peace Officers to this incident |
| D | Incident Date | Format: MM/DD/YYYY |
| E | Incident Time | Format: HH:MM AM/PM |
| F | Incident Location | Address or other location information |
| G | <u>Primary</u> basis for the initial contact | Select one: <ul style="list-style-type: none"> • Call for service • Traffic stop • Citizen flag down • Warrant • Tactical team call • Investigation • Off duty • Other |
| H | <u>Primary</u> basis for the shooting | Select one: <ul style="list-style-type: none"> • Officer shot at • Perception of threat to officer/civilian • Imminent threat to officer/civilian • Conducting an arrest • Preventing an escape • Other |
| I | Peace Officer(s) issued a verbal warning prior to shooting | Yes/No |
| J | Incident Narrative | Optional additional narrative. Maximum of 255 characters. |

Sheet 2 - Subject(s) Shot at/Involved

Any person either shot at or charged with criminal activity must be reported. Each row in this sheet contains information for one Subject. One or more Subjects may be entered on this sheet. The **Agency Incident Number** will link **Subjects** listed on this sheet with the **Incident Information** on Sheet 1.

| Column | Column Name | Notes |
|--------|------------------------|--|
| A | Agency Incident number | Incident Number from Sheet 1 |
| B | Age | Age of subject |
| C | Gender | Select one: <ul style="list-style-type: none"> • M (Male) • F (Female) • T (Transgender) • U (Unknown) |

| Column | Column Name | Notes |
|--------|---------------------------------------|---|
| D | Sexual Orientation | Select one: <ul style="list-style-type: none"> • Lesbian or gay • Straight • Bisexual • Unknown |
| E | Race | Select one: <ul style="list-style-type: none"> • A (Asian) • B (Black or African American) • I (American Indian or Alaska Native) • P (Native Hawaiian or Pacific Islander) • W (White) • U (Unknown) |
| F | Ethnicity | Select one: <ul style="list-style-type: none"> • H (Hispanic) • N (Non-Hispanic) • U (Unknown) |
| G | Physical or Mental Disability | Select one: <ul style="list-style-type: none"> • Physical • Mental • Both • Not Evident |
| H | Explain Physical or Mental Disability | Optional text to explain physical or mental disability |
| I | Subject was armed with | Select one: <ul style="list-style-type: none"> • Unarmed • Firearm • Handgun • Rifle • Shotgun • Other firearm • Lethal cutting instrument • Club/Blackjack/Brass Knuckles • Other |
| J | Subject wounded or killed | Select one: <ul style="list-style-type: none"> • Wounded • Killed • Neither |
| K | Subject was under the influence of | Select one: <ul style="list-style-type: none"> • Drugs • Alcohol • Drugs and alcohol • Unknown • No evidence of intoxication |
| L | Subject was arrested or cited | Yes/No |

| Column | Column Name | Notes |
|--------|---|--|
| M | Subject was charged with | C.R.S. of <u>most serious charge</u> |
| N | Prior to shooting officer(s) conducted a search | Yes/No |
| O | Prior to shooting officer(s) conducted search <u>pursuant to probable cause</u> | Yes/No |
| P | Prior to shooting officer(s) conducted search <u>with consent</u> | Yes/No |
| Q | Prior to shooting officer(s) conducted search <u>pursuant to a warrant</u> | Yes/No |
| R | Contraband found | Yes/No |
| S | Nature of contraband found | Select one: <ul style="list-style-type: none"> • Drugs/Paraphernalia • Weapons • Drugs/Paraphernalia and Weapons • Other |

Sheet 3 - Peace Officer (s)

Each row in this sheet contains information for one **Peace Officer**. One or more Peace Officers may be entered on this sheet. The **Agency Incident Number** will link **Peace Officers** listed on this sheet with the **Incident Information** on Sheet 1.

| Column | Column Name | Notes |
|--------|---------------------------|---|
| A | Agency Incident number | Agency Incident number from Sheet 1. |
| B | Officer Agency | Name of employing agency |
| C | Officer Agency ORI | ORI of employing agency |
| D | Age | Age of officer |
| E | Gender | Select one: <ul style="list-style-type: none"> • M (Male) • F (Female) • U (Unknown) |
| F | Race | Select one: <ul style="list-style-type: none"> • A (Asian) • B (Black or African American) • I (American Indian or Alaska Native) • P (Native Hawaiian or Pacific Islander) • W (White) • U (Unknown) |
| G | Ethnicity | Select one: <ul style="list-style-type: none"> • H (Hispanic) • N (Non-Hispanic) • U (Unknown) |
| H | Officer wounded or killed | Select one: <ul style="list-style-type: none"> • Wounded • Killed • Neither |

PDF Format

The PDF form contains the same information as the spreadsheet above, but is limited to 5 Peace Officers and 5 Subjects in a single incident.