VIRGINIA STATE POLICE

USE OF FORCE

DATA COLLECTION

GUIDELINES AND INSTRUCTIONS

Version 3

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Change Description Table

Revision	Change Description	Date
Original (Version 1)	Initial Release	March 19, 2019
Version 2	Added "Change Description Table"	January 19, 2021
	Annual Use of Force Complaints (SP-335) is a separate data collection	
	Reporting Requirements – clarified	
	Provided examples of "serious bodily injury"	
	"Total Officers Status" – clarified	
	"Subject Status" – clarified	
	"Other Agencies Involved" – clarified	
	"Subjects Involved" – clarified	
	"Agency Officers Involved" – clarified	
	"Subject Details" – clarified	
Version 3	Updated layout of Beyond 2020	May 2, 2022

Background

The 2016 session of the General Assembly passed an amendment to the Code of Virginia by adding § 52-28.2 which specifies the reporting requirement for all Officer Involved Shootings. This statute began the process of collecting data related to fatalities and serious bodily injuries as a result of interaction with law enforcement. At that time, the SP-323 Officer-Involved Shooting form was created.

> **§ 52-28.2. Reporting of officer-involved shootings; inclusion in annual Crime in Virginia report.**
>
> The Department of State Police shall include any officer-involved shooting and whether such shooting was determined to be justified in the annual Crime in Virginia report. Any law-enforcement or public safety officer required to make such report shall receive training concerning such reporting requirement.
>
> For the purposes of this section, "officer-involved shooting" means the discharge of a firearm by a law-enforcement officer, as defined in § 9.1-101, that results in the death or serious bodily injury of another.

As of January 1, 2019, the FBI has established the National Use-Of-Force Data Collection. While our form met the needs of § 52-28.2, it did not meet the requirements for the FBI Use-Of-Force Data Collection.

> The law enforcement community, in partnership with the FBI, is working to improve the way the nation collects, analyzes, and uses crime statistics about law enforcement's use of force.
>
> The National Use-of-Force Data Collection will include incident information, subject information, and officer information. These events include:
>
> - When a fatality to a person occurs connected to use of force by a law enforcement officer
> - When there is serious bodily injury to a person connected to use of force by a law enforcement officer
> - In the absence of either death or serious bodily injury, when a firearm is discharged by law enforcement at or in the direction of a person

As of March 19, 2019 the VSP IBR repository has opened a Use of Force module. Each law enforcement agency in the Commonwealth may select a contact person responsible for entering Use Of Force data. This person may be an IBR Representative or other agency personnel.

The following information will assist agencies in the manual web entry and navigation of the Use-Of-Module in the va.beyond2020.com VSP IBR repository.

NOTE: The annual collection of Use of Force Complaints (SP-335) pursuant to the Community Policing Act is an entirely separate data collection and is required by § 52-30.3.

The Use-Of-Force Data Collection involving incidents is not mandatory; however, Officer-Involved Shooting reporting is required by statute. Because of this overlap some Use-Of-Force module data information is required while others are requested and, therefore, are discretionary.

Statutory:

- When a fatality of a person occurs connected to use of firearm by a law enforcement officer
- When there is serious bodily injury to a person connected to use of firearm by a law enforcement officer
- Whether these incidents are considered justified or not justified

Voluntary:

- When a fatality of a person occurs connected to use of force by a law enforcement officer with a weapon other than firearm
- When there is serious bodily injury to a person connected to use of force by a law enforcement officer with a weapon other than firearm
- In the absence of either death or serious bodily injury, when a firearm is discharged by law enforcement at or in the direction of a person

Reporting Requirements

Responsibility for submitting use-of-force data falls to the agency that employs the officer(s) who used force, rather than the agency that is investigating the case. (For example, if Virginia State Police (VSP) investigates a Newport News officer's use-of-force, Newport News Police Department will be responsible for the data submission).

OIS Investigated by VSP	
Local LEA will:	***VSP will:***
Submit OIS/UOF in Beyond 2020 UoF Portal	Enter case in VSP RMS as primary/lead for officer-involved shooting investigation
Enter case involving subject in local RMS (include offenses committed by offender)	

OIS Investigated by Originating Agency
Local LEA will:
Submit OIS/UOF in Beyond 2020 UoF Portal
Enter case involving subject in local RMS (include offenses committed by offender)
Enter separate officer-involved shooting case in RMS as primary/lead

Definitions

Law Enforcement Officer:

Based on FBI UCR Law Enforcement Officer Assaulted and Killed data collection definition:

All local, county, state, and federal law enforcement officers (such as municipal, county police officers, constables, state police, highway patrol, sheriffs, their deputies, federal law enforcement officers, marshals, special agents, etc.) who are sworn by their respective government authorities to uphold the law and to safeguard the rights, lives, and property of American citizens.

They must have full arrest powers and be members of a public governmental law enforcement agency, paid from government funds set aside specifically for payment to sworn police law enforcement organized for the purposes of keeping order and for preventing and detecting crimes, and apprehending those responsible.

Serious Bodily Injury:

Based in part on Title 18 US Code Section 2246(4), "Serious Bodily Injury" means bodily injury that involves:

- a substantial risk of death,
- unconsciousness,
- protracted and obvious disfigurement, OR
- protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

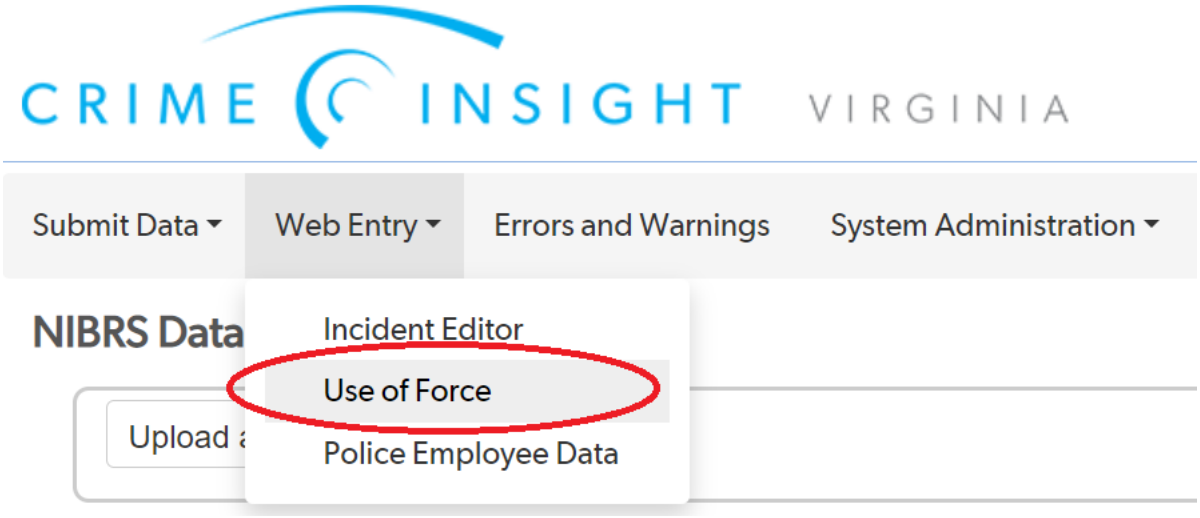
Examples of "Serious Bodily Injury" include, but are not limited to, the following:

- broken/fractured bones
- gunshot wounds (including minor or grazing wounds)
- loss of consciousness (regardless of duration)
- severe lacerations
- internal injury
- life threatening injury
- other serious injury requiring medical intervention or hospitalization

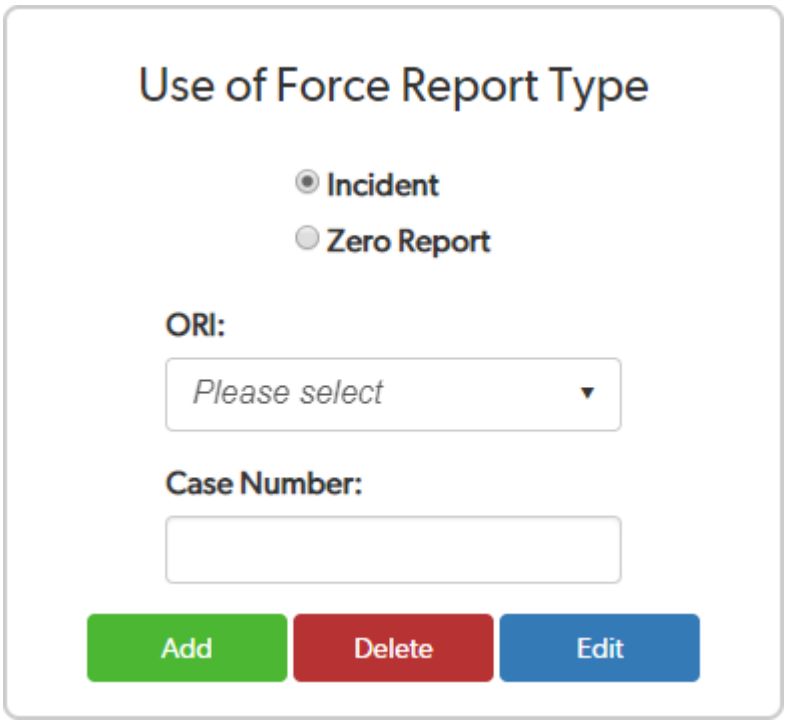
Login

Step 1: Log in to the VSP IBR Repository (va.beyond2020.com)

Step 2: Select 'Web Entry' and the dropdown 'Use of Force'

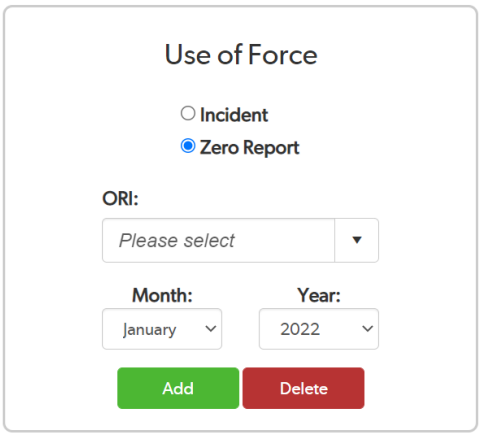


The following screen will appear. Please see next page.



Step 3: Select Report Type – Zero Report vs. Incident Report

- If your agency had **no qualifying use of force incidents** to report in a month; select 'Zero Report'
  - Select ORI, Month & Year of submission; Select 'Add'



- If your agency has a Use-Of-Force incident to report, follow the instructions below

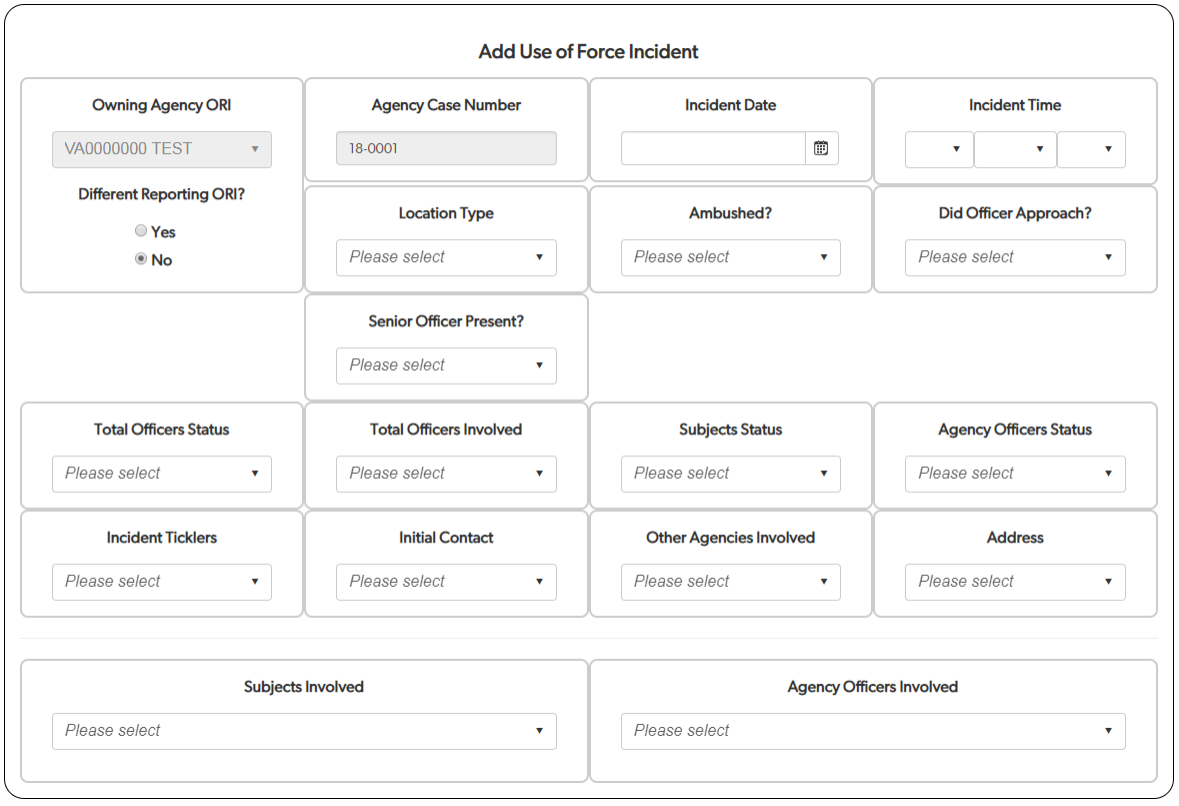
Step 4: Enter Agency ORI

Step 5: Enter Case/Incident Number

Step 6: Select appropriate action.

- Select 'Add' to enter a new Use of Force incident
- Select 'Delete' to remove a previously submitted incident.
- Select 'Edit' to update a previously submitted incident

Follow the information below:



Incident Details

Owning Agency ORI (Data Element I1)

Incident owning agency Originating Agency Identifier. The value is an alphanumeric ORI of nine (9) characters in length.

Different Reporting ORI (Data Element I4)

Indicate the ORI for the agency reporting the Use-of-Force incident to the FBI.

Agency Case Number (Data Element I2)

Indicate the agency's case number for the Use-of-Force incident.

Incident Date (Data Element I3)

Indicate the date the Use-of-Force incident occurred.

Incident Time (Data Element I5 & I6)

Indicate the hour and minute of time reflecting the best estimate of when the interaction between law enforcement and the subject occurred.

Location Type (Data Element I7)

Indicate the type of location/premises where the Use-of-Force incident took place.

Location Values
Air/Bus/Train Terminal (1)
Bank/Savings and Loan (2)
Bar/Nightclub (3)
Church/Synagogue/Temple/Mosque (4)
Commercial/Office Building (5)
Construction Site (6)
Convenience Store (7)
Department/Discount Store (8)
Drug Store/Doctor's Office/Hospital (9)
Field/Woods (10)
Government/Public Building (11)
Grocery/Supermarket (12)
Highway/Road/Alley/Street/Sidewalk (13)
Hotel/Motel/Etc. (14)
Jail/Prison/Penitentiary/Corrections Facility (15)
Lake/Waterway/Beach (16)
Liquor Store (17)
Parking/Drop Lot/Garage (18)
Rental Storage Facility (19)
Residence/Home (20)
Restaurant (21)
Service/Gas Station (23)
Specialty Store (24)
Abandoned/Condemned Structure (37)

Location Values
Abandoned/Condemned Structure (37)
Amusement Park (38)
Arena/Stadium/Fairgrounds/Coliseum (39)
ATM (Automated Teller Machine) Separate from Bank (40)
Auto Dealership New/Used (41)
Camp/Campground (42)
Daycare Facility (44)
Dock/Wharf/Freight/Modal Terminal (45)
Farm Facility (46)
Gambling Facility/Casino/Race Track (47)
Industrial Site (48)
Military Installation (49)
Park/Playground (50)
Rest Area (51)
School–College/University (52)
School–Elementary/Secondary (53)
Shelter–Mission/Homeless (54)
Shopping Mall (55)
Tribal Lands (56)
Community Center (57)
Other
Pending further investigation
Unknown and is unlikely to ever be known

Ambush (Data Element I12)

Indicate if the incident involved an ambush of a law enforcement official. An ambush is defined as the act of attacking a person unexpectedly from a concealed station.

Value	Description
YES	Yes
NO	No
PENDING	Pending further investigation
UNKNOWN	Unknown and is unlikely to ever be known

Officer Approach (Data Element I13)

Indicate if the law enforcement official approached the subject.

Value	Description
YES	Yes
NO	No
PENDING	Pending further investigation
UNKNOWN	Unknown and is unlikely to ever be known

Senior Officer Present (Data Element 14)

Indicate if a supervisor or senior officer acting in a similar capacity was present or consulted prior to when force was used during the incident.

YES	Yes
NO	No
PENDING	Pending further investigation
UNKNOWN	Unknown and is unlikely to ever be known

Total Officers Status (Data Element I28)

Indicate if the number of officers that applied force from all responding agencies is known, unknown, or pending investigation.

Value	Description
PENDING	Pending further investigation
UNKNOWN	Unknown and is unlikely to ever be known
KNOWN	Known

Total Officers Involved (Data Element I9)

Indicate the total number of officers from all responding agencies who used force during the incident. Data value is a numeric with a minimum value of one.

Subject Status (Data Element I29)

Indicate if the number of subjects against whom force was applied is known, unknown, or pending investigation.

Value	Description
PENDING	Pending further investigation
UNKNOWN	Unknown and is unlikely to ever be known
KNOWN	Known

Agency Officers Status (Data Element I30)

Indicate if the number of officers from your agency who actually applied force during the incident is known, unknown, or pending investigation.

Value	Description
PENDING	Pending further investigation
UNKNOWN	Unknown and is unlikely to ever be known
KNOWN	Known

Incident Type (Data Element I32)

Indicate if the incident resulted in the following:

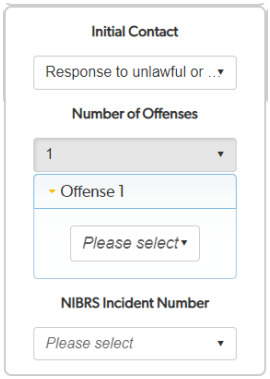
- Death
- Serious bodily injury due to law enforcement use-of-force
    - The definition of serious bodily injury will be based, in part, upon Title 18, United States Code, Section 2246 (4). The term "serious bodily injury" means "bodily injury that involves a substantial risk of death, unconsciousness, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty."
- Discharge of a firearm by a law enforcement officer at or in the direction of a person

Initial Contact (Data Element I8)

Indicate the reason behind the initial contact between the Law Enforcement Officer and the subject.

Contact Type	Contact Type Description
COURT_ORDER	Service of a court order
CRIMINAL_SUSPICIOUS_ACTIVITY*	Response to unlawful or suspicious activity*
DEMONSTRATION	Mass Demonstration
FOLLOWUP	Follow up investigation
MEDICAL	Medical, mental health, or welfare assistance
OTHER	Other
PENDING	Pending further investigation
ROUTINE_PATROL	Routine patrol other than traffic stop
TRAFFIC_STOP	Traffic Stop
UNKNOWN	Unknown and is unlikely to ever be known
WARRANT	Warrant Service

*If initial contact is based on 'criminal suspicious activity' the following fields will appear.



Number of Offenses (Data Elements 15 to 17)

Indicate the number of offenses committed that led to initial contact.

Offense 1, Offense 2, Offense 3 (Data Elements 15 – 17)

If the use-of-force was in response to report or observation of "unlawful or suspicious activity", indicate the most serious observed offense(s) committed by the subject(s) prior to or at the time of the incident. Up to 3 offenses may be listed. The available offenses are listed on the following page. Then, enter the NIBRS Incident Number associated with these offenses.

GROUP A OFFENSE	CODE
Murder & Nonnegligent Manslaughter	09A
Negligent Manslaughter	09B
Justifiable Homicide	09C
Aggravated Assault	13A
Simple Assault	13B
Intimidation	13C
Human Trafficking, Commercial Sex Acts	64A
Human Trafficking, Involuntary Servitude	64B
Kidnapping/Abduction	100
Rape	11A
Sodomy	11B
Sexual Assault With An Object	11C
Fondling	11D
Incest	36A
Statutory Rape	36B
Arson	200
Bribery	510
Burglary/Breaking & Entering	220
Counterfeiting/Forgery	250
Destruction/Damage/Vandalism of Property	290
Embezzlement	270
Extortion/Blackmail	210
False Pretenses/Swindle	26A
Credit Card/Automated Teller Machine Fraud	26B
Impersonation	26C
Welfare Fraud	26D

GROUP A OFFENSE	CODE
Wire Fraud	26E
Identity Theft	26F
Hacking/Computer Invasion	26G
Pocket-picking	23A
Purse-snatching	23B
Shoplifting	23C
Theft from Building	23D
Theft from Coin-Operated Machine or Device	23E
Theft from Motor Vehicle	23F
Theft of Motor Vehicle Parts or Accessories	23G
All Other Larceny	23H
Motor Vehicle Theft	240
Robbery	120
Stolen Property Offenses	280
Drug/Narcotics Violations	35A
Drug Equipment Violations	35B
Betting/Wagering	39A
Operating/Promoting/Assisting Gambling	39B
Gambling Equipment Violations	39C
Sports Tampering	39D
Pornography/Obscene Material	370
Prostitution	40A
Assisting or Promoting Prostitution	40B
Purchasing Prostitution	40C
Weapons Law Violations	520
Animal Cruelty	720

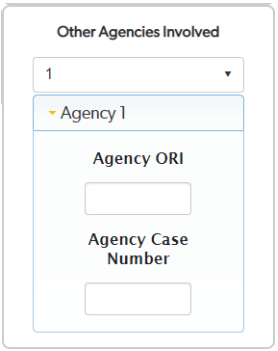
GROUP B OFFENSE	CODE
Bad Checks	90A
Curfew/Loitering	90B
Disorderly Conduct	90C
DUI	90D
Drunkenness (DIP)	90E

GROUP B OFFENSE	CODE
Family Offenses, Nonviolent	90F
Liquor Law Violations	90G
Peeping Tom	90H
Trespass of Real Property	90J
All Other Offenses	90Z

For definitions of each code, please view the Virginia IBR User Manual V2019.1 (updated 2020) at http://www.vsp.virginia.gov/Crime_in_Virginia.shtm

Other Agencies Involved (Data Element I10)

Indicate number of other agencies involved whose officer(s) applied force during the incident. Select '0' if there were no other agencies involved whose officer(s) applied force.



Address (Data Elements I18-I21)

Indicate if the address of the incident is known, unknown or pending.

Value	Description
PENDING	Pending further investigation
UNKNOWN	Unknown and is unlikely to ever be known
KNOWN	Known

If the address of the incident is known, indicate the exact address (street, city, state, zip) or coordinates.

Subjects Involved (Data Element I33)

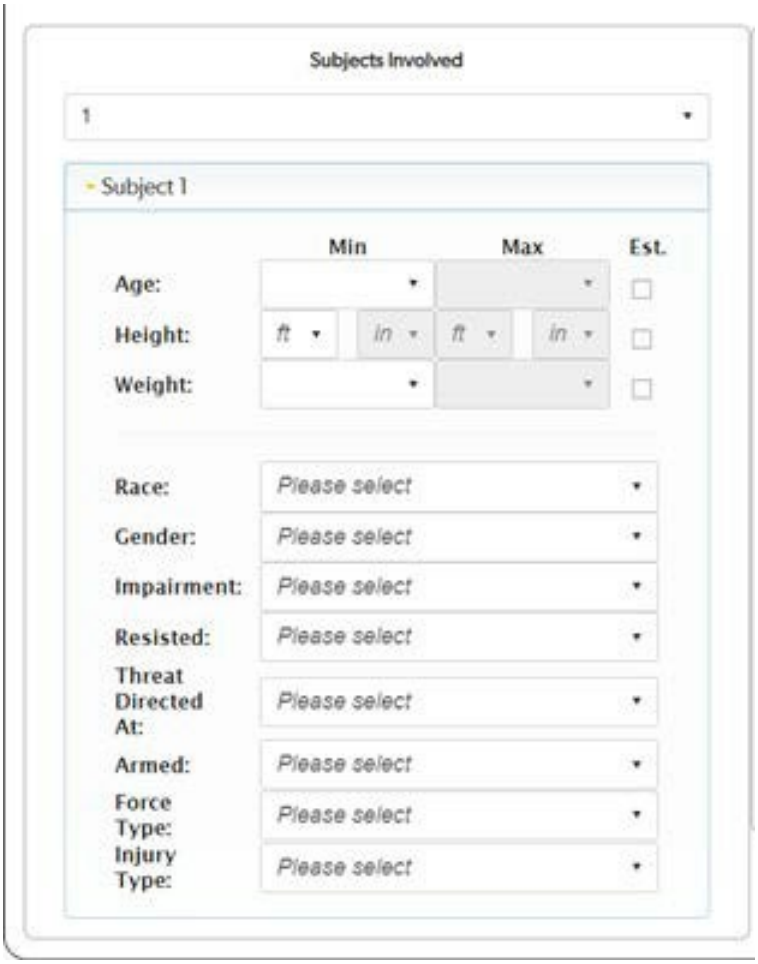
Indicate number of subjects involved in the incident. Include only those against whom force was applied.

Agency Officers Involved (Data Element I30)

Indicate number of officers from your agency who actually applied force in the incident.

Subject Details

Upon selecting the number of subjects involved, the following fields will appear. Please respond to each field for each subject against whom force was applied.



Subject Age (Data Element S4)

Indicate age of subject.

Subject Height (Feet & Inches) (Data Elements S8 & S9)

Indicate subject's height in feet and inches.

Subject Weight (Data Element 14)

Indicate subject's weight in pounds.

Subject Race/Ethnicity (Data Element S2)

Indicate subject's race or ethnicity.

Value	Description
H	Hispanic or Latino
A	Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
B	Black or African-American: A person having origins in any of the black racial groups of Africa.
I	American Indian or Alaskan Native: A person having origins in any of the original peoples of the Americas and maintaining cultural identification through tribal affiliations or community recognition.
P	Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. The term "Native Hawaiian" does not include individuals who are native to the State of Hawaii by virtue of being born there. However, the following Pacific Islander groups are included: Carolinian, Fijian, Kosraean, Melanesian, Micronesian, Northern Mariana Islander, Palauan, Papua New Guinean, Ponapean (Pohnpelan), Polynesian, Solomon Islander, Tahitian, Tarawa Islander, Tokelauan, Tongan, Trukese (Chuukese), and Yapese.
W	White: A person having origins in any of the original peoples of Europe, North Africa, or Middle East.
PENDING	Pending further investigation
UNKNOWN	Unknown/Not Reported

Subject Gender/Sex (Data Element S3)

Indicate subject's gender.

Value	Description
F	Female
M	Male
PENDING	Pending Further Investigation
UNKNOWN	Unknown/Not Reported

Impairment (Data Element S18)

Indicate if the Law Enforcement Officer felt the subject had an apparent or known impairment in mental or physical condition.

Value	Description
YES*	Yes
NO	No
PENDING	Pending further investigation
UNKNOWN	Unknown and is unlikely to ever be known

*If YES; indicate impairment.

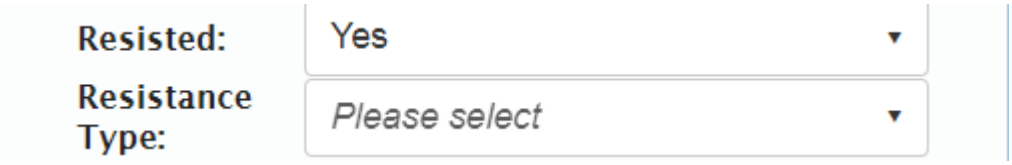
Impairment Type	Description
ALCOHOL	Alcohol impairment
DRUGS	Drug Impairment
MENTAL	Mental health condition
PENDING	Pending further investigation
UNKNOWN	Unknown and is unlikely to ever be known

Resisted (Data Element 20)

Indicate if the subject resisted during the incident.

Value	Description
YES*	Yes
NO	No
PENDING	Pending further investigation
UNKNOWN	Unknown and is unlikely to ever be known

*If YES; indicate resistance.



Resistance Type	Description
BARRICADE	Barricading self
ESCAPE_FLEE	Attempt to escape/flee from custody
FIREARM	Using a firearm against an officer or another
PHYSICAL	Using hands/fists/feet against an officer or another
DISPLAY_WEAPON	Displaying a weapon at an officer or another
BODY_FLUIDS	Intentionally spitting or bleeding on an officer
THROWING	Throwing an article or object at an officer
NONCOMPLIANCE	Failing to comply to verbal commands or other types of passive resistance
OTHER_WEAPON	Using another weapon (such as chemical agent, edged weapons, electronic control weapon, or blunt object) against an officer or another
PENDING	Pending further investigation
RESISTED	Resisted being handcuffed or arrested
UNKNOWN	Unknown and is unlikely to ever be known
VERBAL	Making verbal threats
VEHICLE	Directing a vehicle at an officer or another

Threatened (Data Element 22)

Indicate to whom the subject's threat was directed as perceived by the officer.

Threat Directed At?	Description
ANOTHER	Another party
BOTH	Both the officer and others
OFFICER	Officer
PENDING	Pending further investigation
UNKNOWN	Unknown and is unlikely to ever be known

Armed (Data Element 23)

Indicate if the law enforcement official felt the subject was armed during the incident with a weapon (other than hands, fists, and feet).

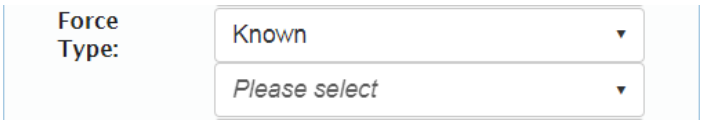
Value	Description
YES	Yes
NO	No
PENDING	Pending further investigation
UNKNOWN	Unknown and is unlikely to ever be known

Force Applied (Data Element 24)

Indicate if the force applied by the officer(s) of the incident is known, unknown or pending.

Value	Description
PENDING	Pending further investigation
UNKNOWN	Unknown and is unlikely to ever be known
KNOWN	Known

If force applied is 'known,' indicate the type of force used by the officer(s) on the subject during the incident. Multiple values can be provided within the data element.



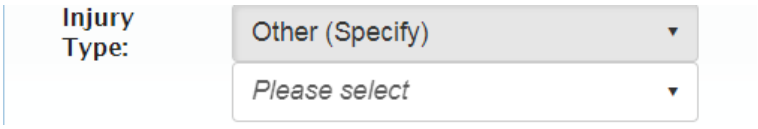
Force Type	Description
BATON	Baton
BLUNT_OBJECT	Blunt instrument/Flashlight
CANINE	Canine
CHEMICAL	Chemical agent/Pepper or OC (oleoresin capsicum) spray
ELECTRONIC	Electronic control weapon (Taser®)
EXPLOSIVE	Explosive device
FIREARM	Firearm
OTHER	Other
PENDING	Pending further investigation
PHYSICAL	Hands-fists-feet
PROJECTILE	Impact projectile
UNKNOWN	Unknown and is unlikely to ever be known

Injury Type (Data Element 25)

Indicate if the subject injury type is known, unknown, or pending investigation.

Value	Description
PENDING	Pending further investigation
UNKNOWN	Unknown and is unlikely to ever be known
NONE	No injury
OTHER*	Other (Specify)

*If Other; indicate type of injury.

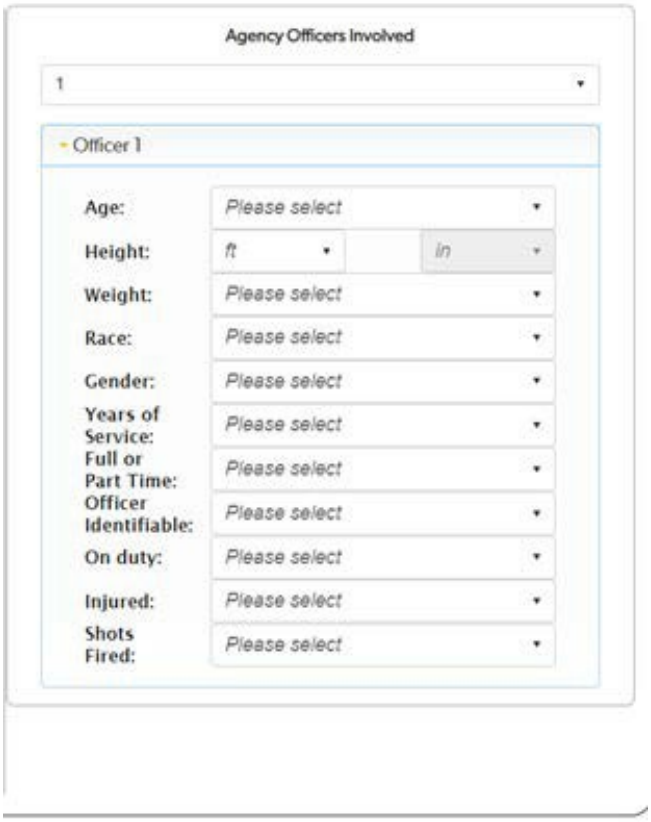


Indicate the type of injuries sustained by the subject. Multiple values can be provided within the data element.

Injury Type	Description
DEATH	Death
GUNSHOT	Gunshot Wound (including minor or grazing wounds)
NONE	None
OTHER_SERIOUS_INJURY	Serious injury requiring medical intervention or hospitalization
PENDING	Pending further investigation
UNCONSCIOUSNESS	Unconsciousness (regardless of duration)
UNKNOWN	Unknown and is unlikely to ever be known

Officer Details

Upon selecting the number of officers that used force in the incident, the following fields will appear. Please respond to each field per officer that applied force.



Officer Age (Data Element 04)

Indicate age of officer.

Officer Height (Feet & Inches) (Data Elements 06 & 07)

Indicate officer's height in feet and inches.

Officer Weight (Data Element 09)

Indicate officer's weight in pounds.

Officer Race/Ethnicity (Data Element O2)

Indicate officer's race or ethnicity.

Value	Description
H	Hispanic or Latino
A	Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
B	Black or African-American: A person having origins in any of the black racial groups of Africa.
I	American Indian or Alaskan Native: A person having origins in any of the original peoples of the Americas and maintaining cultural identification through tribal affiliations or community recognition.
P	Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. The term "Native Hawaiian" does not include individuals who are native to the State of Hawaii by virtue of being born there. However, the following Pacific Islander groups are included: Carolinian, Fijian, Kosraean, Melanesian, Micronesian, Northern Mariana Islander, Palauan, Papua New Guinean, Ponapean (Pohnpelan), Polynesian, Solomon Islander, Tahitian, Tarawa Islander, Tokelauan, Tongan, Trukese (Chuukese), and Yapese.
W	White: A person having origins in any of the original peoples of Europe, North Africa, or Middle East.
PENDING	Pending further investigation
UNKNOWN	Unknown/Not Reported

Officer Gender/Sex (Data Element O3)

Indicate officer's gender.

Value	Description
F	Female
M	Male
PENDING	Pending Further Investigation
UNKNOWN	Unknown/Not Reported

Officer Years of Service (Data Element O11)

Indicate the years of service the officer has as a law enforcement officer.

Full Time (Data Element O13)

Indicate if officer is employed full or part time. Full time is defined as 160 hours or more per month.

Value	Description
YES	Yes
NO	No
PENDING	Pending further investigation
UNKNOWN	Unknown and is unlikely to ever be known

Identifiable (Data Element O14)

Indicate if the officer was readily identifiable as an officer during the incident.

Value	Description
YES	Yes
NO	No
PENDING	Pending further investigation
UNKNOWN	Unknown and is unlikely to ever be known

On Duty (Data Element O15)

Indicate if the officer was on duty at time of incident.

Value	Description
YES	Yes
NO	No
PENDING	Pending further investigation
UNKNOWN	Unknown and is unlikely to ever be known

Injury Type (Data Element O16)

Indicate if the officer was injured (serious or minor) during the incident.

Value	Description
YES	Yes
NO	No
PENDING	Pending further investigation
UNKNOWN	Unknown and is unlikely to ever be known

Injuries incurred by officer during the incident. Multiple values can be provided.

Injury Type	Description
APPARENT_MINOR_INJURY	Other apparent Minor Injuries
DEATH	Death
GUNSHOT	Gunshot Wound (including minor or grazing wounds)
OTHER_SERIOUS_INJURY	Serious injury requiring medical intervention or hospitalization
PENDING	Pending further investigation
UNCONSCIOUSNESS	Unconsciousness
UNKNOWN	Unknown and is unlikely to ever be known

Discharged Weapon (Data Element O20)

Indicate whether the law enforcement officer discharged a firearm during the incident.

Value	Description
YES	Yes
NO	No
PENDING	Pending further investigation
UNKNOWN	Unknown and is unlikely to ever be known

Force Justified (Data Element O21)

Indicate whether the force used on the subject(s) was justified.

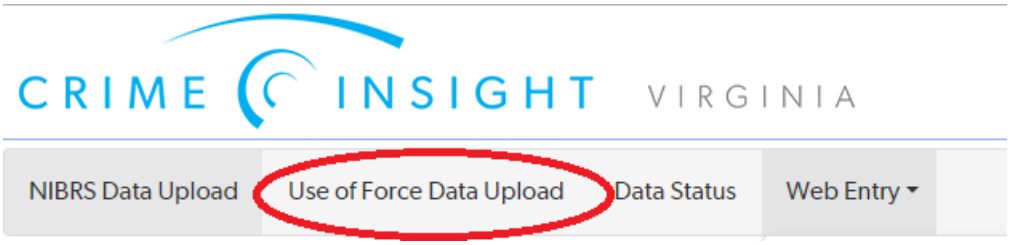
- This data element is only required if the following conditions are met:
    - Data Element 132 (incident tickler) is "DEATH" or "INJURY" and
    - Data Element 020 (shots fired) is "YES"

Submission and Error Correction

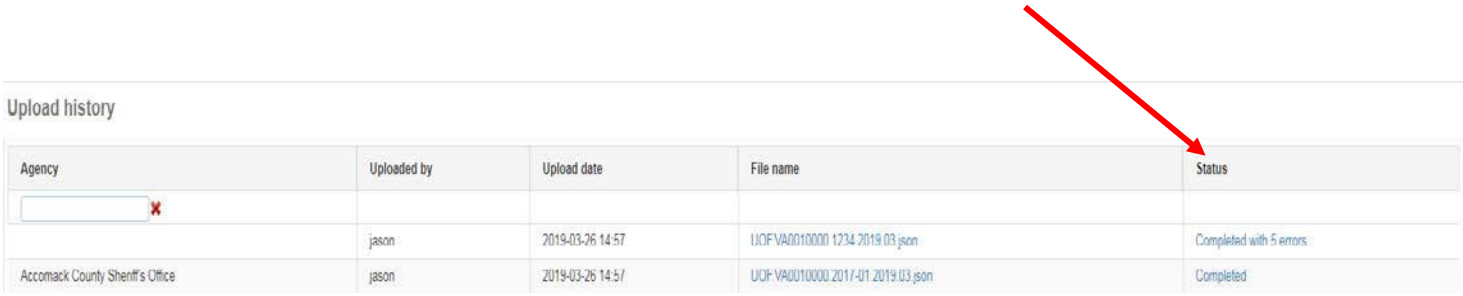
After entering all pertinent information, select 'SUBMIT.' At this point the information will be transferred to VSP IBR.

If the response of the submission indicates an error, please see page 25

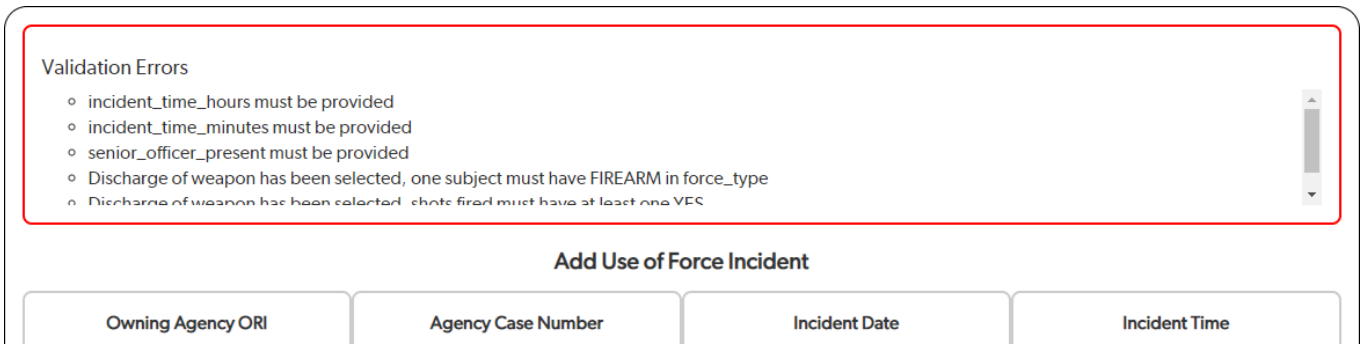
To check the status of the submitted incident, select 'Use of Force Data Upload.'



- If the data was collected without error it will show 'Completed.'
- If the data was collected with error, it will show 'Completed with ### errors.'
    - Please click on the 'status' of the submission to review errors.



The errors are listed; to open the incident for correction, click on the incident number.



Each error will show in a red bold font at the top of the screen.

Based on the error, correct the incorrect information and select submit to resubmit the incident.

This process can be done repeatedly until the status reflects 'Completed.'