

# **GUIDELINES FOR COMPLETING FORM 1-701**

## **Monthly Law Enforcement Officers Killed or Assaulted (LEOKA) data submissions to the Uniform Crime Reporting (UCR) Program:**

Line-of-duty felonious killings, accidental deaths, and assaults on an agency's officers are submitted monthly to the UCR Program utilizing Form 1-705, *Law Enforcement Officers Killed or Assaulted*, or by electronic submission. NOTE: Officer killed statistics should not be included in the assault section. (Please refer to pages 109 and 110 of the *Uniform Crime Reporting Handbook*, 2004.)

## **Form 1-701, "Analysis of Law Enforcement Officers Killed and Assaulted:"**

Completed when the monthly LEOKA data submissions indicate an officer(s) sustained injury with a firearm or a knife or other cutting instrument, and the injury was received directly from the firearm or the knife or other cutting instrument. NOTE: The LEOKA program's staff forwards Form 1-701 to the appropriate state UCR Program/individual agency. (Please refer to page 110 of the *Uniform Crime Reporting Handbook*, 2004.)

## **Criteria for inclusion in the LEOKA program:**

For an assault/death of an officer to be included in the LEOKA program's statistics, each of the following criteria must be met: (Please refer to page 109 of the *Uniform Crime Reporting Handbook*, 2004.)

- Ordinarily wear a badge
- Ordinarily carry a firearm
- Have full arrest powers
- Be paid from government funds set aside specifically for payment of sworn law enforcement representatives
- Assaulted/killed in the line of duty while acting in an official capacity whether on or off duty
- For a line-of-duty death, the death must be directly related to the injuries received from the incident that occurred

## **The LEOKA program does not include assaults/killings of persons that are:**

(Please refer to page 109 of the *Uniform Crime Reporting Handbook*, 2004.)

- Federal judges
- U.S. attorneys
- Probation officers
- Corrections/Correctional officers
- Jailers
- Prison officials
- Military officers

## **Definition of "Firearm" for LEOKA purposes:**

Weapons that fire a shot by the force of an explosion, e.g., all handguns, rifles, shotguns, and other such devices commonly referred as firearms. Notable exceptions to this category are BB, pellet, air, or gas-powered guns. (Please refer to page 88 of the *Uniform Crime Reporting Handbook*, 2004.)

**Definition of "Knife" or "Other cutting instrument" for LEOKA purposes:**

Weapons that are used as cutting or stabbing objects, e.g., knives, razors, hatchets, axes, cleavers, scissors, glass, broken bottles, ice picks, and other such instruments. A ring, key, ball-point pen, etc., should be classified as an "other cutting instrument" only if it was used as a cutting or stabbing object. (Please refer to page 24 of the *Uniform Crime Reporting Handbook*, 2004.)

**Completion of Form 1-701:**

When notification is received indicating an officer(s) sustained injury with a firearm or a knife or other cutting instrument, the LEOKA program's staff will request completion of Form 1-701. Some agencies or state UCR Programs may opt to monitor monthly LEOKA data to identify qualifying assaults prior to notification by the LEOKA program. In these instances, additional copies of Form 1-701 are provided upon request. Upon completion of Form 1-701, please forward to Mrs. Frankie L. Kelley or Mrs. Dorothy "Dottie" E. Kisner, LEOKA program, Crime Statistics Management Unit, CJIS Division, FBI, Module E3, 1000 Custer Hollow Road, Clarksburg, West Virginia 26306-0159; or facsimile 304-625-3566. If there are any questions, please contact the LEOKA program at 304-625-3521.

**When completing Form 1-701, please keep the following in mind:**

- Form 1-701 is to be completed in its entirety. If information is unobtainable, please mark as "Unknown."
- "Agency Identifier" refers to the agency's ORI number.
- Item 56 (Written Summation) requests a narrative concerning the events surrounding the victim officer's assault/death. The narrative should include the following: 1) the events that led to the incident, 2) what occurred during the incident, and 3) details concerning the offender's apprehension. NOTE: If Item 56 is incomplete, the details cannot be cross-referenced with other items on Form 1-701.
- If Form 1-701 is not completed in its entirety, the LEOKA program's staff will correspond with your agency and provide a listing of all incomplete items and/or inconsistencies that exist between the completed items on the document and the details provided within Item 56 (Written Summation).

**Monthly LEOKA data incorrectly reported to the UCR Program:**

Completed Form 1-701 is reviewed by the LEOKA program's staff and is determined that the monthly LEOKA data previously submitted to the UCR Program was incorrectly reported.

(NOTE: In these instances, Form 1-701 did not require completion and the monthly LEOKA data should be amended to reflect the necessary adjustment and forwarded to the state program, if applicable, and to the LEOKA program.)

- LEOKA program's criteria are not met. (The agency should amend the monthly LEOKA data by deleting the victim from the LEOKA submission.)
- The victim was functioning in a law enforcement status that is not included in LEOKA statistics, e.g., jailer, corrections officer, etc. (The agency should amend the monthly LEOKA data by deleting the victim from the LEOKA submission.)
- The weapon used by the offender did not meet UCR definitions of a firearm or a knife or other cutting instrument, and/or the weapon type was incorrectly classified. (The agency should amend the monthly LEOKA data to change the classification of the weapon type.)

**A listing of common scenarios when it is necessary to amend the monthly LEOKA data:**

- Victim was assaulted, but did not receive injury.
- Victim was not assaulted.
- Victim was injured by another officer's gunfire.
- Victim was functioning in a law enforcement status that is not included in LEOKA statistics, e.g., jailer, corrections officer, etc.
- A firearm or a knife or other cutting instrument was not at the scene of the incident.
- A firearm or a knife or other cutting instrument was at the scene, but was not used to threaten the officer, e.g., the officer received injury while searching the subject. (In this instance, the subject did not use the weapon to threaten or injure the victim officer.)
- Weapon was a BB gun or pellet gun. (In this instance, the correct weapon classification would be "Other dangerous weapon.")

**Monthly LEOKA data is reported correctly to the UCR Program; however, Form 1-701 does not require completion:**

A firearm or a knife or other cutting instrument was used at the scene to threaten the officer, but the officer was injured with another type of weapon.