

# How to Enter Manual Reports in Texas Use of Force (UoF) System

Incident-Based Reporting Bureau (IBR)  
Texas Department of Public Safety

SEP 2023



## Law Enforcement Support

Texas Department of Public Safety

If you do not have a login for manual entry in the [uof.dps.texas.gov](https://uof.dps.texas.gov) online portal, contact [UoF@dps.texas.gov](mailto:UoF@dps.texas.gov)

## Login

Email

Password

Log In

[Forgot your password?](#)

Reportable Use of Force Decision Tree & Entry resources can be located at the [TxDPS UoF website](#)

The screenshot shows the 'Use of Force Reporting' dashboard for the Texas Department of Public Safety. At the top left is the state seal. The main header reads 'Use of Force Reporting' and 'Texas Department of Public Safety'. Below this is a 'Menu' icon. The central section is titled 'Use of Force Dashboard' and features a '+ New' button with a blue arrow pointing to a dropdown menu containing 'Incident Report' and 'Zero Report'. To the right of the dashboard are several filter sections: 'ALL' (dropdown), '0-25 of 3114 Next', 'Year' (dropdown), 'Month' (dropdown), 'Status' (checkboxes for PENDING and ACTIVE), and 'Report Type' (checkboxes for Incident Reports and Zero Reports). A table on the right side of the dashboard shows a list of reports, with the first row having a status of 'ACTIVE' and the subsequent rows having a status of 'PENDING'.

Log into the **Use of Force App** and select **'New'**, to report *either* Incident OR monthly zero report.



## FBI Errors Report

Field	Error(s)
Case Number	Agency case number is required.
Location Type	Location type is required.
Reason for Initial Co...	Initial contact ID is required.
Reason for Initial Co...	Initial contact type is invalid.
Total Number of Offi...	Total officers involved must be 1-99.
Ambushed	Please indicate whether the officer was ambushed.
Did Officer Approach	Please indicate whether the officer approached the subject.
Senior Officer Present	Please indicate whether a senior officer was present.
Agency Officers Invo...	Minimum number of Agency Officers Involved is 1.
Incident Resulted In	Minimum of 1 incident result is required.
Total Number of Sub...	At least 1 subject is required.
Subjects	At least 1 subject is required.

\* = Minimum required field to Save BLUE = Additionally required to Send (to FBI)

 Not FBI Ready Why?

- 'NOT FBI Ready' indicates that there are errors OR data fields that need attention for your record to be sent to FBI UoF.
- Select the **Why?** to view the field(s) that need to be addressed.
- Reference [UoF Tech Specs](#) for appropriate data values and field validations.
- When record(s) have met field requirements, it will automatically be scheduled to send to the FBI UoF.

If you need assistance or have any questions, please contact the Use of Force team at [UoF@dps.texas.gov](mailto:UoF@dps.texas.gov) or 512-424-2091.