



MANDATORY REPORTING – 2024

REPORTING GUIDELINES

Serious Officer Involved Incidents & Use of Force Complaints and Disposition

The Maryland Police Training and Standards Commission (MPTSC) has combined these mandated reports into one reporting form. This document outlines what information agencies must submit to MPTSC, referencing each statute as needed. It also provides the questions in advance so agency personnel can be prepared with the appropriate data prior to accessing the form.

Serious Officer Involved Incidents, Public Safety Article 3-207(b)(1)

Every Law enforcement agency must report to the Police Training and Standards Commission each serious officer-involved incident each year, and include for each incident:

- the number of officers involved by race, ethnicity, and sex;
- the number of officers disciplined by race, ethnicity, and sex; and
- the type of discipline administered to each officer, by the officer's race, ethnicity, and sex.

Use of Force Complaints, Public Safety Article 3-514

Every law enforcement agency shall submit to the Police Training and Standards Commission the aggregate data of police officers' use of force for the previous calendar year, aggregated by numbers of complaints administratively charged, not charged, unfounded and exonerated.

(Click Link Below)

[LINK TO 2024 MANDATED REPORTING FORM](#)

Report Submissions Are Due by March 7, 2025

In the outline below, **blue text indicates a field on the report that requires an answer**. Agency personnel should be prepared with **whole numbers** as answers to the questions. If your agency has zero serious officer involved incidents, and zero use of force complaints, your entry will be easy! If you indicate 'no' to either of these sections, you will automatically skip the detailed questions.

After reviewing the guidelines, please contact mpctcmandates.dpscs@maryland.gov with questions regarding this report. Thank you!

2024 SUBMISSION GUIDELINES

(January 1, 2024 – December 31, 2024)

This form has two parts; please review the requirements for each report prior to completing the form to ensure you are submitting the appropriate data.

Part 1: Serious Officer Involved Incidents and Discipline

In accordance with changes to Public Safety Article 3-207 (b), the Commission is collecting data **ONLY** on incidents that fall under the definition of "serious officer-involved incidents" (defined below), to include the race, ethnicity and sex of the officer involved.

In 2018, the Police Training and Standards Commission defined "*serious officer-involved incidents*" as incidents in which:

- Criminal charges were filed against an officer (*for actions committed in the course of the performance of the officer's official duties*); or
- Complaints of criminal misconduct have been investigated and sustained* against an officer; or
- Complaints of excessive force have been investigated and sustained* against an officer where the force resulted in serious injury or death of a person; or
- An officer/person contact directly results in the serious injury or death of a person.

(*If the incident occurred during the calendar year for which you are reporting but has not been adjudicated, do not include it in this report. Report it in the year it is adjudicated.)

The Commission will collect data on the **types** of Serious Officer Involved Incidents (SOII); the number of officers **involved** by race, ethnicity and sex; the number of officers **disciplined** by race, ethnicity and sex; and the **type of discipline** administered to each officer by the officer's race, ethnicity and sex.

The **types** of discipline will be separated into the below three options:

- Discipline relating to Rank/Status (i.e. demotion, dismissal from employment, resignation, etc.)
- Discipline relating to Monetary Loss (i.e. loss of leave, loss of pay, suspension without pay, etc.)
- Other Discipline (such as written reprimand, remedial training, mandated counseling, removal of privilege, etc.)

Part 2: Use of Force Complaints

Public Safety Article 3-514 requires law enforcement agencies to collect data for each use of force incident. This section collects data on ***use of force complaints***, to include complaints charged, not charged, unfounded, and exonerated. This includes aggregated data of **ALL** use of force complaints, and not just those considered serious officer-involved incidents.

ONLINE REPORTING FORM

Name of Person Completing the Report

Agency Name & Code (Drop-Down Menu Provided)

Part 1: Serious Officer Involved Incidents

In accordance with changes to Public Safety Article 3-207 (b), the Commission is collecting data ONLY on incidents that fall under the definition of "serious officer-involved incidents" (defined below), to include the race, ethnicity and sex of the officer involved.

Serious Officer-Involved Incidents (SOII) are incidents in which:

- Criminal charges were filed against an officer; or
- Complaints of criminal misconduct have been investigated and sustained* against an officer; or
- Complaints of excessive force have been investigated and sustained* against an officer where the force resulted in serious injury or death of a person; or
- An officer/person contact directly results in the serious injury or death of a person.

**If the incident occurred during the calendar year for which you are reporting but has not been adjudicated, do not include it in this report. Report it in the year it is adjudicated.*

Does your agency have any serious officer involved incidents to report for the previous calendar year? If yes, you will be prompted to submit data for the incidents. If no, you will move on to part 2.

Yes

No

SOII - Number of Incidents

Agency personnel should be prepared with **whole numbers** as answers to the questions.

Number of incidents of direct officer contact that resulted in serious injury or death of the officer or person:

Number of incidents of complaints of excessive force which were investigated and sustained* against an officer where the force resulted in serious injury or death of a person:

(*If the incident occurred during the calendar year for which you are reporting but has not been adjudicated, do not include it in this report. Report it in the year it is adjudicated.)

Number of incidents of complaints of criminal misconduct that have been investigated and sustained* against an officer:

(*If the incident occurred during the calendar year for which you are reporting but has not been adjudicated, do not include it in this report. Report it in the year it is adjudicated.)

Number of incidents where criminal charges were filed against an officer:

SOII - Officers Involved

Report data ONLY on **officers involved** in incidents that fall under the definition of "serious officer-involved incidents." Agency personnel should be prepared with **whole numbers** as answers to the questions.

Number of Officers Involved by Race

White
Black or African American
American Indian or Alaska Native
Asian
Native Hawaiian or Other Pacific Islander
Other

Number of Officers Involved by Ethnicity

Hispanic
Non-Hispanic

Number of Officers Involved by Sex

Male
Female
Other

SOII - Officers Disciplined

Report data ONLY on those **incidents of discipline** that fall under the definition of "serious officer-involved incidents." Agency personnel should be prepared with **whole numbers** as answers to the questions.

Number of Officers Disciplined by Race

White
Black or African American
American Indian or Alaska Native
Asian
Native Hawaiian or Other Pacific Islander
Other

Number of Officers Disciplined by Ethnicity

Hispanic
Non-Hispanic

Number of Officers Disciplined by Sex

Male
Female
Other

SOII - Types of Discipline Administered

Report data ONLY on those incidents of discipline that fall under the definition of "serious officer-involved incidents." The types of discipline will be separated into the below three options:

- Discipline relating to Rank/Status (i.e. demotion, dismissal from employment, resignation, etc.)
- Discipline relating to Monetary Loss (i.e. loss of leave, loss of pay, suspension without pay, etc.)
- Other Discipline (such as written reprimand, remedial training, mandated counseling, removal of privilege, etc.)

Rank/Status Discipline

i.e. demotion, dismissal from employment, resignation, etc.

Rank/Status Discipline - Administered by Race

- White
- Black or African American
- American Indian or Alaska Native
- Asian
- Native Hawaiian or Other Pacific Islander
- Other

Rank/Status Discipline - Administered by Ethnicity

- Hispanic
- Non-Hispanic

Rank/Status Discipline - Administered by Sex

- Male
- Female
- Other

Monetary Loss Discipline

i.e. loss of leave, loss of pay, suspension without pay, etc.

Monetary Discipline - Administered by Race

- White
- Black or African American
- American Indian or Alaska Native
- Asian
- Native Hawaiian or Other Pacific Islander
- Other

Monetary Discipline - Administered by Ethnicity

- Hispanic
- Non-Hispanic

Monetary Discipline - Administered by Sex

- Male
- Female
- Other

Other Discipline

Such as written reprimand, remedial training, mandated counseling, removal of privilege, etc.

Other Discipline - Administered by Race

- White
- Black or African American
- American Indian or Alaska Native
- Asian
- Native Hawaiian or Other Pacific Islander
- Other

Other Discipline - Administered by Ethnicity

Hispanic

Non-Hispanic

Other Discipline - Administered by Sex

Male

Female

Other

Part 2: Use of Force Complaints

Public Safety Article 3-514 requires law enforcement agencies to collect data for each use of force incident. The below information is required to be reported to the Commission regarding complaints of use of force. This includes aggregated data of ALL use of force complaints, and not just those considered serious officer-involved incidents.

Note: If a law enforcement agency has not submitted the report required under this section by July 1 for the previous calendar year, the Governor’s Office of Crime Prevention, Youth, and Victim Services may make grant funds unavailable to that law enforcement agency.

Does your agency have any use of force complaints to report for the previous calendar year? If yes, you will be prompted to submit data for the complaints. If no, your report will be submitted.

Yes

No

Use of Force Complaints Data

Please report aggregated data of ALL use of force complaints, and not just those considered serious officer-involved incidents. Agency personnel should be prepared with **whole numbers** as answers to the questions.

Number of use of force complaints administratively charged:

Number of complaints NOT charged:

Of those NOT charged, number of complaints unfounded (if determined):

Of those NOT charged, number of complaints exonerated (if determined):

Number of use of force complaints pending: