

Federal Deaths in Custody Reporting Program (FDCRP)

Question Guide

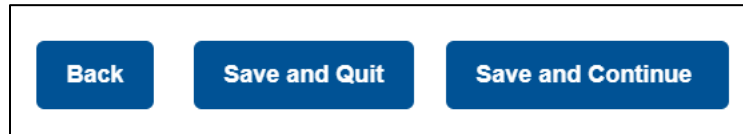
CJ-13 – FDCRP Annual Summary

Please identify any arrest-related, detention, or incarceration deaths that occurred in your jurisdiction. You should complete one (1) FDCRP Annual Summary for fiscal year 2024 (October 1, 2023 – September 30, 2024).

Proceed to [CJ-13A – Arrest –Related Death Incident Report](#), or [CJ-13B – Detention or Incarceration Death Incident Report](#), to complete information about any decedent(s) identified and the circumstances surrounding the death(s).

Navigating the web-based form

You can navigate through the web-based CJ-13 using the buttons on each page.



BACK allows you to return to the previous question. It can be used as often as needed to return to a previous question. To ensure your data are saved properly, we strongly recommend using the **BACK** button within the survey to navigate, instead of your browser's back button. Note that using **BACK** to return to a previous question does not automatically save the response.

Example 1: You have just completed Item 13 but have not clicked **SAVE & CONTINUE**. You realize that you need to edit Item 11. You return to Item 11 by clicking **BACK** two times. You edit Item 11, advance forward in the survey and arrive at Item 13, where your previous response was not saved.

Example 2: You have just completed Item 13 and have clicked **SAVE & CONTINUE** to advance to Item 14. You realize you need to edit Item 11. You return to Item 11 by clicking **BACK** three times. You edit Item 11, advance forward in the survey and arrive at Item 13, where your previous response was saved.

SAVE AND QUIT allows you to save your place in the survey and return later. You can click **SAVE AND QUIT** from any page, and your responses will be saved to previous questions for which you clicked **SAVE AND CONTINUE** will be saved. When you return to the form, you will return to the page on which you selected **SAVE AND QUIT**. Note that using **SAVE AND QUIT** does not automatically save the response on the page on which you select **SAVE AND QUIT**.

Example 1: You have just completed Item 13 but have not clicked **SAVE & CONTINUE**. You need to consult some files in order to answer the remaining survey questions, so you click **SAVE AND QUIT** to save your place in the survey. When you return to the survey, you will pick up where you left off on Item 13, but your responses will not be saved.

Example 2: You have just completed Item 13 and have clicked **SAVE & CONTINUE** to advance to

Item 14. You need to consult some files in order to answer Item 14, so you click **SAVE AND QUIT** to save your place in the survey. When you return to the survey, you will pick up where you left off on Item 14. If you use the **BACK** button to navigate to Item 13, you'll see that your responses have been saved.

SAVE AND CONTINUE allows you to save your answers and navigate forward in the survey. After answering the survey item(s) on a page, you will click **SAVE AND CONTINUE** to advance to the next item. If you select **BACK** to navigate to a previous question before saving the responses on the screen, they will not be saved. If the item is required, you won't be able to advance without a response. Note that clicking **SAVE AND CONTINUE** is strongly recommended to ensure your responses are saved before clicking **BACK** or **SAVE AND QUIT**.

When you have reached the end of the survey, you will be directed to the following page:

You have reached the end of the survey. Your responses have been saved.

If you would like to return to this survey later to revise or complete your answers, you may close this window or click **SAVE & QUIT**. When you re-access this survey, you will return to this page. You can use the **BACK** button below to navigate back through the survey to make edits. If you select this option, please remember to return later to finalize and submit your survey.

If your responses are complete, and you would like to submit this survey, please click **SAVE & CONTINUE** below.

[Back](#) [Save and Quit](#) [Save and Continue](#)

You can save your progress and keep the report open, in case you need to review before submission, or make changes later. To do so, you can close the window when you reach this page or click **SAVE AND QUIT**.

If the form is complete, and you don't need to make any changes, you may submit your responses. Once you submit, you won't be able to revise the form in the system. If you need to edit a previously submitted form, contact us; we'll work with you to make those changes. To submit your responses, click **SAVE AND CONTINUE**. You'll be directed to a confirmation page:

You are about to submit this survey.

Once submitted, you will not be able to revise your answers without contacting us. If you find you need to edit your responses after submission, please contact the FDCRP Help desk toll-free at 1-877-475-7039 or by email at doj-dcra@rti.org. If you are ready to submit your answers, click **SUBMIT** below.

If you aren't ready to submit, you may use the **BACK** button to revise your responses or close this window and return later.

Back

Submit

From here, you can **SUBMIT** the survey, which will lock your answers. If you aren't ready to submit, you can click **BACK** to return to the previous page(s) to make changes or review.

****Note:** Clicking **SAVE AND QUIT** from any page in the survey will allow you to pick up where you left off when you return to the survey later. The only exception is if you have navigated through the entire survey. If you've reached the end of the survey, but don't submit your answers, you will always return to the "You have reached the end..." page- even if you navigate back through the survey and revise your answers.

Example: You have completed the survey and reach the "You have reached the end..." page. You realize that you need to make changes to your responses in Item 15. You use the **BACK** button navigate back through the survey to Item 15, make your changes, and click **SAVE AND QUIT** so that you can return later. When you revisit the survey later, you are directed to the "You have reached the end..." page – because you previously navigated through the survey to the end. You can still use the **BACK** buttons to navigate to previous items and revise your answers and **SAVE AND CONTINUE** to navigate forward.

Section A – Agency authority

Please respond to the following items about your agency's authority during the referenced fiscal year to determine your DCRA reporting requirements. Does your agency...

A1. [Does your agency] Employ any officers with federal arrest authority?*

Are there any law enforcement officers employed by your agency that have federal arrest authority?

We know that agency authority can change. Please respond for the given fiscal year.

A2. [Does your agency] Have the authority to detain or incarcerate individuals for violations of criminal or administrative law?*

Does your federal agency have federal authority to detain or incarcerate an individual?

We know that agency authority can change. Please respond for the given fiscal year.

A3. [Does your agency] Employ any officers who are authorized to carry a firearm?*

Are there any law enforcement officers employed by your agency who are authorized to carry a firearm on behalf of your agency?

We know that agency authority can change. Please respond for the given fiscal year.

Section B – Death reporting

The items in Section B will be asked of agencies depending on their responses to items in Section A.

B1. Did any arrest-related deaths occur in your jurisdiction [in the referenced fiscal year]?*

If you indicated in item A1 that your agency employs any law enforcement officers with federal arrest authority, you will be asked whether any arrest-related deaths occurred in your jurisdiction.

The DCRA defines an **arrest-related** death as "the death of any person who is detained, under arrest, or is in the process of being arrested by any officer of such Federal law enforcement agency (or by any State or local law enforcement officer while participating in and for purposes of a Federal law enforcement operation, task force, or any other Federal law enforcement capacity carried out by such Federal law enforcement agency)."

Arrest-related deaths include any death that occurred:

- While the decedent's freedom to leave was restricted by federal law enforcement prior to, during, or following an arrest.
- As a result of any use of force by federal law enforcement personnel acting in an official capacity (e.g., officer-involved shootings, accidental deaths caused by less-than-lethal weapons or tactics).
- As a result of fatal medical conditions that present during an arrest-process (e.g., cardiac arrest).
- During transport to or from law enforcement, detention, incarceration or medical facilities.
- While the decedent was confined in a lockup or booking center (i.e., facilities designed to hold detainees for no longer than 72 hours).
- During an interaction with federal law enforcement personnel during response to medical or mental health assistance (e.g., response to suicidal persons).

Check the appropriate box. If your agency did not have any **arrest-related** deaths in the time period specified, indicate "No."

If you answered "No" to item A1, you will not be asked this question.

B1a. How many arrest-related deaths occurred in your jurisdiction [in the referenced fiscal year]?*

If you indicated in item B1 that any arrest-related deaths occurred in your jurisdiction, you will be asked to record the number of deaths here. For every **arrest-related** death reported, please fill out one corresponding Form CJ-13A, *Arrest-Related Death Incident Report*.

If you answered "No" to item B1, you will not be asked this question. Likewise, if you

answered “No” to item A1, you will not be asked this question.

B2. Did any detention or incarceration deaths occur in facilities operated by your agency [in the referenced fiscal year]?*

If you indicated in item A2 that your agency has the authority to detain or incarcerate individuals for violations of criminal or administrative law, you will be asked whether any **detention or incarceration** deaths occurred in facilities operated by your agency.

The DCRA defines a **detention or incarceration** death as "the death of any person who is en route to be incarcerated or detained, or is incarcerated or detained at— (A) any facility (including any immigration or juvenile facility) pursuant to a contract with such Federal law enforcement agency; (B) any State or local government facility used by such Federal law enforcement agency; or (C) any Federal correctional facility or Federal pretrial detention facility located within the United States."

Detention or incarceration deaths include any death of persons:

- Confined in correctional facilities operated by the responding federal agency, whether housed under your jurisdiction or that of another agency (federal, state, or local).
- Under your jurisdiction but housed in private correctional facilities.
- Under your jurisdiction but confined in special facilities (e.g., medical/treatment/release centers, halfway houses, police/court lockups, and work farms).
- In transit to or from your facility while under your supervision.

Check the appropriate box. If your agency did not have any **detention or incarceration** deaths in the time period specified, indicate “No.”

If you answered “No” to item A2, you will not be asked this question.

B2a. How many detention or incarceration deaths occurred in facilities operated by your agency [in the referenced fiscal year]?*

If you indicated in item B2 that any **detention or incarceration** deaths occurred in facilities operated by your jurisdiction, you will be asked to record the number of deaths here. For every **detention or incarceration** death reported, please fill out one corresponding Form CJ-13B, *Detention or Incarceration Death Incident Report*.

If you answered “No” to item B2, you will not be asked this question. Likewise, if you answered “No” to item A2, you will not be asked this question.

Section C – Other Federal law enforcement agencies

We would like to understand how federal agencies within the same or related departments work together to report **arrest-related** and **detention or incarceration** deaths.

C1. We would like to understand how federal agencies within the same or related departments work together to report *arrest-related* and *detention or incarceration* deaths.*

Indicate whether your agency would report any **arrest-related** or **detention or incarceration** deaths on behalf of any other Federal agency by checking the appropriate box.

If you indicated that your agency would report any **arrest-related** or **detention or incarceration**

deaths on behalf of any other federal agencies, you will be asked to indicate which agencies. Please review the dropdown menu on the following page and indicate any agencies whose **arrest-related** or **detention or incarceration** deaths would be included in your reporting if you had any deaths to report. You will be able to enter up to 10 agencies, one per page. Once you have indicated the last relevant agency, check the box for “no additional federal agencies that I would report on behalf of” on the page, then click Save & Continue.

C2. Please enter your contact information, in the event that we have questions about your submission. Please provide your name, title, phone number and email address, so that we can contact you in the event that we have questions about your submission.

Section D – Contact Information

Provide your contact information, so

Need more help?

Contact the FDCRP Help Desk toll-free at (877) 475-7039 or by email at doj-dcra@rti.org.