Steps:

1. Adopt a definition of a nonfatal shooting incident
2. Examine and evaluate available data sources
3. Create a data collection plan
4. Collect and analyze the data
5. Report on the data

Step 1: Adopt a definition of nonfatal shootings (NFS)

❑ The incident meets NIBRS and UCR definition of an aggravated assault with a firearm
❑ The victim suffers a penetrating gunshot wound caused by the firing of a weapon with a powder discharge

It is important to adopt a clear definition that your agency can use and report consistently over time.

Exclusions:
❑ Events where someone fired a firearm into the air
❑ Events where someone pointed a firearm at a person, fired, and missed
❑ Events where there was no criminal intent
❑   Accidental shootings
❑   Self-inflicted shootings
❑   Self-defense shootings
❑ Victims with shrapnel wounds (i.e., the wound was not caused by a firearm projectile)
❑ Events or victims where the weapon does not meet the federal definition of a firearm (18 U.S. Code § 921(a)(3)) (e.g., flare gun, airsoft gun)

Graze wounds are caused by the firearm projectile and their inclusion or exclusion should be discussed and decided.

Step 2: Examine and evaluate available data sources

❑ Identify all official data (UCR/NIBRS)
❑ Identify other data sources (e.g. internal investigative documents) that contain information on nonfatal shooting events
  • What event titles or headings might include a nonfatal shooting?
    • Records Management System (incident reports)
    • Calls for Service (Computer Aided Dispatch)
    • Other official data
❑ Determine if the necessary shooting event information is captured in standalone data fields or in narrative form
  • Questions to ask about the data source:
    • Does the data source identify events where a bullet actually hits a person?
    • Determine what a gunshot wound (GSW) includes (i.e. graze wounds, shrapnel wounds)

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Step 3: Create a data collection plan

- ❑ Designate someone (or a team) to be responsible for keeping the "official" NFS count
- ❑ Develop a document on the steps for defining and documenting a NFS
- ❑ Document victim AND incident counts (the numbers will be different)
- ❑ Determine frequency of record review—daily, every couple of days, weekly, etc.
- ❑ Determine how the data will be collected, and where it will be stored
- ❑ Create a review process for events that are not clear
  - Determine a process for clarification/confirmation of events and victims
  - Create a system for "Holds" or incidents that require more information before categorizing
  - Create a process for 'unfounding' an NFS
    - 'Unfounding' in this case means removing it from the NFS total for a specific reason (i.e., a case is ruled self-defense therefore lacks criminal intent, the victim died so event is now a homicide, etc.)

Step 4: Collect data on nonfatal shootings

- ❑ Periodically review the data collection plan
- ❑ Periodically review current and new data sources

Other relevant data fields important for understanding and documenting NFS:
- ❑ Victim or suspect is a gang member or part of a criminal enterprise or group
- ❑ National Integrated Ballistics Information Network (NIBIN) data/hits from the event
- ❑ Address of the event (if not known, any community/location indicator can be used)
- ❑ Motive of the crime (robbery, drug sales, interpersonal conflict)
- ❑ Witness information (race, gender, criminal history, relationship with victim/offender)

Keep in mind data points surrounding gun homicides that are important to your agency.

Step 5: Analyze and report about the data

- ❑ Determine what the report will contain and how the data will be analyzed
- ❑ Determine who/what unit will generate the report
- ❑ Determine how often reports are generated
- ❑ Determine how (i.e. workflow) and to whom the report is distributed and discussed
- ❑ Determine the workflow for responding to media and other public information requests

ADDITIONAL NOTES: