Vehicle Pursuit Reporting Guide

Updated January 2022
NEW JERSEY ATTORNEY GENERAL OFFICE VEHICLE PURSUIT REPORTING PORTAL GUIDE

Through Benchmark Analytics, the New Jersey Office of the Attorney General has created a portal for all law enforcement officers in New Jersey to complete a report on a reportable use of force, show of force, or vehicle pursuit, submit it to their supervisor(s) for review, and submit it to the Office of the Attorney General. Officers may save a copy of their report for their own records. Command Staff in each agency have access to reporting and analytic features for their department. Each Prosecutor has access to these features for each agency in their jurisdiction.

Questions and Support

Direct technical questions about the use of force form or portal to Benchmark Analytics at:

TECHNICAL QUESTIONS
Support@benchmarkanalytics.com
1-888-40BENCH, option 2

Direct content questions, including when to fill out the use of force report and/or the definition of use of force first to your agency command staff, then your Prosecutor’s Office, and finally the Office of the Attorney General. Questions may be emailed to the OAG at force@njoag.gov.

CONTENT QUESTIONS
Agency Command Staff
Prosecutor’s Office
force@njoag.gov
Vehicle Pursuit

Vehicle pursuits should be initiated only in limited circumstances. In determining to pursue a vehicle, the officer's decision to pursue should always be undertaken with an awareness of the degree of risk to which the officer exposes law enforcement and the community by engaging in a vehicular pursuit. The officer must always weigh the need for immediate apprehension against the risk created by the pursuit. For more information, See “Attorney General’s Use of Force Policy: Addendum B Vehicular Pursuit Policy”.¹

Agencies must use the following vehicle pursuit definitions while using Benchmark.

What is a Vehicle Pursuit?
A vehicle pursuit involves pursuit driving which is an active attempt by a law enforcement officer operating a motor vehicle and utilizing emergency warning lights and an audible device to apprehend one or more occupants of another moving vehicle when the officer reasonably believes that the driver of the fleeing vehicle is aware of the officer's attempt to stop the vehicle and is resisting apprehension by increasing vehicle speed, committing traffic violations or otherwise attempting to elude the officer. It shall not constitute pursuit driving if the fleeing vehicle follows all traffic regulations after the officer activates the emergency warning lights and audible device (siren).

¹ See https://www.njoag.gov/force.
Benchmark Analytics

The OAG has partnered with Benchmark Analytics to create a secure portal to collect use of force and vehicle pursuit reports and provide agencies with analytics on these reports.

For information on how to log into Benchmark and the features within the system, please see the Use of Force Reporting Portal Guide.

USE OF FORCE PORTAL ADDRESS
https://bms.benchmarkonline.app
Completing a Vehicle Pursuit Report

Each officer who engages in a pursuit is required to complete their own vehicle pursuit report. In instances where an officer is unable or unwilling to complete such a report, a supervisor may complete the report in their place.

Click on “New Report” on the left menu. Select the “NJOAG Vehicle Pursuit” button. The form will load.

Overview

The Vehicle Pursuit Report contains four tabs. These tabs are:

- Incident
- Police Vehicle
- Pursued Vehicle
- Injuries and Damages

TIPS

SAVE OFTEN.

All fields on the form are required.

For some fields, only one answer may be selected. An arrow on the right side of the response field indicates only one option may be selected.

In multi-answer fields, select ALL options that apply.

In all fields with pre-defined options, you may choose a response by scrolling the list OR by typing into the box. Typing will filter responses matching typed text. Select your choice.

Navigate from one tab to another by clicking the tab on the top menu bar or clicking “next” or “previous” on the bottom of the screen.
### Incident Tab

**Incident Information**

- **Agency Case Number**: 
- **Reason for Pursuit**: Please select all that apply
- **Pursuit Initiated by Other Agency?**: No

- **Incident Date**: [Select Date]
- **Time Pursuit Initiated**: [Select Time]
- **Address (Location of Pursuit Initiated)**: 
- **Municipality by Initiated in**: [Select Municipality]
- **Address (Location of Pursuit Terminated)**: 
- **Municipality Terminated in**: [Select Municipality]
- **Distance Traveled**: [Select Distance]

- **Enter mileage in miles, including any city limit 0**: 
- **Time Pursuit Ended**: [Select Time]

**Conditions for Roadway 1**

- **Types of roadway**: Please select
- **Area Description**: Please select all that apply
- **Surface Conditions**: Please select
- **Weather**: Please select
- **Vehicular Traffic Conditions**: Please select all that apply
- **Pedestrian Traffic Conditions**: Please select all that apply

**Emergency Equipment Activated**: No

- **Number of Involved Vehicles**: 0
- **Number of Uninvolved Vehicles**: 0

- **Was an Outside Agency Involved?**: No

- **Was pursuit authorized by supervisor?**: No

- **Pursuit Outcome**: [Select Outcome]
This tab captures general information about the incident and location(s) of the pursuit. Officers will complete information on mileage, roadway conditions, number of vehicles involved, and the outcome of the pursuit.

**Agency Case #/File #/Incident #**

*NOTE:* This field will be used to link reports on the same incident. Ensure adherence to your agency case number nomenclature.

**Reason for Pursuit (select all that apply)**

Select applicable categories to describe the reason for the pursuit from the list below. Response options shall include an attempt or conspiracy to commit the selected crime.

**DEFINITIONS**

1st Degree Crime
- Manslaughter, N.J.S.A. 2C:11-4
- Aggravated Assault, N.J.S.A. 2C:12-1(b)
- Disarming a Law Enforcement Officer, N.J.S.A. 2C:12-11
- Kidnapping, N.J.S.A. 2C:13-1
- Luring/Enticing a Child, N.J.S.A. 2C:13-6
- Human Trafficking, N.J.S.A. 2C:13-8

Sexual Assault, N.J.S.A. 2C:14-2
- Robbery, N.J.S.A. 2C:15-1
- Arson, N.J.S.A. 2C:17-1
- Burglary, N.J.S.A. 2C:18-2
- Escape, N.J.S.A. 2C:29-5
- Imminent Threat to Public or Other Officers

This response prompts a follow-up question requesting further specification.

Other
Pursuit Initiated by Other Agency

Indicate whether the pursuit was initiated by another agency

RESPONSE OPTIONS

Yes

Selecting “Yes” prompts a follow-up question to specify the other agency

No

Incident Date

Time Pursuit Initiated (military time)

Address/Location of Pursuit Initiated

Municipality Initiated In

Address/Location of Pursuit Terminated

Municipality Terminated In

Distance Travelled

Indicate whether you will be entering mileage information as an **approximate** or **actual** mileage

Enter Mileage

Time Pursuit Ended
Conditions for Roadway 1

**Types of Roadway**
Classify the roadway.

**RESPONSE OPTIONS**
- State highway
- County highway
- Municipal roadway
- Private roadway

**Area Description**
Classify the area of roadway 1- select all that apply.

**RESPONSE OPTIONS**
- Residential
- Commercial
- Divided Highway
- Urban
- Suburban
- Rural
- Other Highway
- Construction

**Surface Conditions**
Classify the surface conditions of roadway 1- select all that apply.

**RESPONSE OPTIONS**
- Wet
- Dry
- Icy/Snowy
- Muddy
- Other

**Weather**
Indicate weather conditions of roadway 1. Select all that apply.

**RESPONSE OPTIONS**
- Clear
- Cloudy
- Rain
- Snow/sleet/ice
- Fog
- Severe Crosswinds
- Other
**Vehicular Traffic Conditions**

Indicate vehicle traffic conditions of roadway 1. Select all that apply.

RESPONSE OPTIONS

None | Light | Medium | Heavy

**Pedestrian Traffic Conditions**

Indicate pedestrian traffic conditions of roadway 1. Select all that apply.

RESPONSE OPTIONS

None | Light | Medium | Heavy

**Emergency Equipment Activated**

RESPONSE OPTIONS

Yes

No

Selecting “No” prompts a follow-up question. See “Why was emergency equipment not activated?”

**Why was emergency equipment not activated?**

RESPONSE OPTIONS

No Sirens | Sirens not functioning properly

No Lights | Lights not functioning properly

**Number of Marked Vehicles**

**Number of Unmarked Vehicles**

**Was an Outside Agency Involved**

**Was continued pursuit authorized by supervisor?**

RESPONSE OPTIONS

Yes

Selecting “Yes” prompts a follow-up question. See “Authorizing Supervisor”

No

Authorizing Supervisor
### Pursuit Outcome

**RESPONSE OPTIONS**

<table>
<thead>
<tr>
<th>Vehicle Stopped</th>
<th>Officer Crashed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject Vehicle Crashed</td>
<td>Pursuit Terminated</td>
</tr>
<tr>
<td>Suspect Escaped</td>
<td></td>
</tr>
</tbody>
</table>

Click “Save Draft” and then click “Next” in the bottom right hand corner to move to the next Tab.
Police Vehicle Tab

![Police Vehicle Information form](image-url)
This tab captures information pertaining to the police vehicle the submitting officer used during the vehicle pursuit.

Initiating Officer or Assisting Police Vehicle?
Indicate whether you are the primary police vehicle or the assisting police vehicle.

Driver Name
Police Vehicle Number
Police Vehicle Type
RESPONSE OPTIONS
   Car
   SUV
   Motorcycle

Police Vehicle Marked
Approximate Top Speed Reached
Officer Recording Available
RESPONSE OPTIONS
   Yes
   No
Selecting “Yes” prompts a follow-up question. See “Specify Type of Recording Available”

Specify Type of Recording Available
RESPONSE OPTIONS
   Dash Cam
   Body Cam

Officer Race
Indicate officer’s race according to the Federal OMB standard. Select all that apply.

Click “Save Draft” and then click “Next” in the bottom right hand corner to move to the next Tab.
Pursued Vehicle Tab

- **Do you know the driver's information?**
  - Yes
  - No

- **Vehicle Type**
  - Please Select

- **Vehicle Make**
  - [Field]

- **Vehicle Year**
  - [Field]

- **Vehicle Model**
  - [Field]

- **Pursued Vehicle Actions During the Pursuit**
  - [Field]

- **Was subject arrested at the end of the pursuit?**
  - Please Select

- **Number of Passengers**
  - [Field]
This tab captures information pertaining to the pursued (or violator’s) vehicle during the vehicle pursuit.

*Driver Identification* if known: name, address, age, gender, race, and ethnicity

*Vehicle Type*

*Vehicle Make*

*Vehicle Model*

*Vehicle Year*

*Pursued Vehicle Actions During the Pursuit*

Specify the actions of the pursued vehicle DURING the pursuit only.

**RESPONSE OPTIONS**

- Disobeyed Stop Sign/Light
- Forced Vehicle Off Road
- Hit and Run
- Speeding
- Weaving
- Drove Wrong Way
- Drove Without Lights
- Other
- None of the above

*Tire Deflation Device Used*

**RESPONSE OPTIONS**

Yes

This response prompts a follow-up question requesting whether the device was successful and the identification of the officer deploying the deflation device. See “Successful?” and “Officer Deploying Deflation Device”.

No

Successful?

**RESPONSE OPTIONS**

Yes

No

*Officer Deploying Deflation Device*
Was the subject arrested at the end of the pursuit?

RESPONSE OPTIONS

Yes
No
Fled

Number of passengers

Click “Save Draft” and then click “Next” in the bottom right hand corner to move to the next Tab.
Injuries and Damages Tab

**Crashes**
Any crashes associated with this pursuit? [No]

**Injuries Information**
Any injuries? [No]

**Damages**
Any damages to property? [No]
This tab captures information pertaining to any crashes, injuries, or damages incurred as the result of the vehicle pursuit, including those to officers, persons in the pursued vehicle, or third parties. For each section, officers may enter information for multiple crashes, injuries, and/or damages by clicking the appropriate add more button.

Crash Information

Number of Crashes

Associated Case Number with the Crash

Address and Municipality of the Crash

Which Vehicles were involved in the Crash

RESPONSE OPTIONS

Police Vehicle

Suspect Vehicle

Third Party Vehicle

Injuries Information

Any Injuries?

Indicate whether you were injured.

RESPONSE OPTIONS

Yes

This response prompts several follow-up questions requesting further information.

No

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2 As defined in NJTR-1 Protocols and Instructions, a crash refers “to caus[ing] a vehicle or aircraft to have a collision, to be involved in a crash.”
Who was Injured?

RESPONSE OPTIONS

Primary Officer
Assisting Officer
Pursued Vehicle driver
Pursued Vehicle passenger

Third Party Driver
Third Party Passenger
Third Party Outside Vehicle
Pedestrian

Which Vehicle Involved in Injury

RESPONSE OPTIONS

Police Vehicle
Suspect Vehicle
Third Party Vehicle

NOTE: Response options for fields capturing information on injuries, medical treatment, and hospital treatment are identical to those used in the use of force form.

Type of injury
Was Person Killed?
Where was person pronounced?
Medical Treatment
Specify Hospital Treatment
Was first aid provided by an officer on scene?
Damages Information

*Any damages to property?*

*What was damaged?*

**RESPONSE OPTIONS**

- Car
- Public/State/County/Municipal Property
- Private Property
- Business Property

*Which vehicle caused the damage?*

**RESPONSE OPTIONS**

- Police Vehicle
- Suspect Vehicle
- Third Party Vehicle

Click “Save Draft.”
Submitting your Vehicle Pursuit Report

Click Submit on the top right.

Incomplete Fields

Any incomplete fields will be flagged and highlighted in red. These must be completed prior to submission.

Selecting a Reviewer

Select a reviewer to review your vehicle pursuit report according to your agency’s vehicle pursuit or review policies.
Changing the Selected Reviewer

Should an officer need to re-designate a reviewer on the vehicle pursuit report, this can be accomplished using the “Form Reassignment Request.” Under the “New Report” button, officers may select “Form Reassignment Request” and complete the required fields. Officers will need the Benchmark Form Number, the name of the new reviewer, and the reason for reassignment. The new reviewer will receive an email notification. Any user in your agency can request a form reassignment, however, once a report has been marked complete by a reviewer, it is final and cannot be reassigned. For further questions on modifying a completed report, please contact support@benchmarkanalytics.com.

Printing your Report

To print your completed report (either as a hard copy or to print it as a PDF), click on the print icon on the top right.
Reviewing a Completed Vehicle Pursuit Report

If you are selected as a reviewer on a vehicle pursuit report, you will receive a notification upon logging into Benchmark under the heading “Action Items.” If you are not the selected reviewer, you will not be able to review that vehicle pursuit report.

To review the report, click the blue arrow on the right side of the listed report. The completed report will open. You may review the report by clicking through the tabs.

When you are ready to complete your review, click “Add Review.” The page will scroll to the bottom of the page to complete your review by answering the following fields.

**Resolution**

Indicate your resolution to the report.

**RESPONSE OPTIONS**

**Vehicle Pursuit Report Complete**

**Vehicle Pursuit Report Not Complete**

This response will send the report back to the submitting officer. Specify in the “Notes” field what changes are needed to the report.

**Notes**

Indicate your notes on the review here, if applicable.