

RADIUS Database User Guide

This document is based on version 2.0.0 deployed July 2024

This information is restricted for law enforcement purposes only. This information cannot be released for public access or to unauthorized personnel per Ala. Code §36-21-55 et. Seq.

RADIUS is the Reporting Application for Disciplinary Incidents, Use of Force, and Separations. This guide is intended to help users of the RADIUS Portal understand how to complete and submit to the database. For any questions about this document please email radius@apostc.alabama.gov or call APOST at 334-242-4045.

WHERE DO I FIND THE RADIUS DATABASE

1. The RADIUS Database is on the website for the Alabama Peace Officers Standards and Training Commission located at: <https://www.apostc.alabama.gov/>. Select RADIUS from the menu bar at the top of the webpage and the database will load.
2. Users will have to sign in with their ALACOP username and password.

Note: You will need the RADIUS-User-Entry privilege assigned to your AlaCop account by your agency's AISO in order to access the Database.

WHAT INFORMATION SHOULD BE INCLUDED IN THE COMPLETED FORM

*Note: Fields listed below denoted with a * are required fields.*

AGENCY REPORTING PERSON

1. First Name* – first name of the reporting person.
2. Middle Name – middle name of the reporting person.
3. Last Name* – Last name of the reporting person.
4. Suffix – standard list of suffixes.
5. Reporting Person Rank/Position* – Rank/Position held of reporting person.
6. Email address* – email address of reporting person.
7. Phone Number* – 10-digit phone number plus extension of reporting person

REPORTING APPLICATION FOR DISCIPLINARY INCIDENTS, USE OF FORCE AND SEPARATIONS (RADIUS)

REPORTING AGENCY

1. Agency Name* – Full name of agency entering officer information.
2. Agency Originating Identification Number (ORI)* – Nine-character ORI number of agency entering officer information.
3. Chief Executive Officer First Name (CEO)* – First name of the chief executive officer of the agency.
4. CEO Middle Name – Middle name of the CEO.
5. CEO Last Name* – Last name of the CEO
6. CEO Suffix – Standard list of suffixes.
7. CEO Title* - Can be a chief, sheriff, or director etc.
8. Agency physical Street* – Street and number of the agency's physical address.
9. Agency Physical City* – City in which agency is located.
10. Agency Physical State – Set to Alabama
11. Physical Zip* – Zip Code of Agency
12. Agency Phone* – Ten-digit agency phone number.
13. Agency Mailing Address* –Mailing PO Box/Drawer of agency. Only provide information if mailing and physical address are not the same.
14. Agency Mailing City* – City in which agency receives mail.
15. Agency Mailing State* – Set to Alabama
16. Agency Mailing Zip* – Zip used for mailing address.

OFFICER INFORMATION

1. ALACOP Username – ALACOP username of law enforcement officer.
2. First Name* – First name of law enforcement officer.
3. Middle Name – Middle name of law enforcement officer. Leave blank if no middle name.
4. Last Name* – Last name of law enforcement officer.
5. Suffix – Standard suffix.
6. Date of Birth (DOB)* – Date of birth of law enforcement officer.
7. Race of Law Enforcement Officer* – Race of law enforcement officer.
8. Sex of Law Enforcement Officer* – Male or Female.
9. Social Security Number (SSN)* – Social Security Number of law enforcement officer.
10. APOSTC Certification Number (APOSTC#) – APOSTC certification number of law enforcement officer.
11. Law Enforcement Officer Certification Status* – Active Certified Law Enforcement Officer; Active State Corrections Officer; Provisional Appointed Law Enforcement/Corrections Officer.
12. Law Enforcement Officer Employment Date* – Date of appointment of law enforcement officer. Should be the month, day, and year of appointment.
13. Is the law enforcement officer still employed with the agency? * – Yes/No
14. Separation Date* – Date of law enforcement officer separation if applicable. Should be month, day, and year of separation if applicable.

REPORTING APPLICATION FOR DISCIPLINARY INCIDENTS, USE OF FORCE AND SEPARATIONS (RADIUS)

15. How did the officer separate?

- a. Resigned in lieu of termination – Officer resigned in lieu of termination.
- b. Resigned in lieu of investigation – Officer resigned after notification of an open investigation into officer's behavior.
- c. Resigned in good standing – Officer resigned in good standing.
- d. Terminated – Officer was terminated for cause by the employing agency.
- e. Retired in lieu of termination – Officer retired in lieu of termination.
- f. Retired in lieu of investigation – Officer retired after notification of an open investigation into officer's behavior.
- g. Retired in good standing – Officer retired in good standing.
- h. Deceased – Officer's death, including non-line of duty death.

EVENT INFORMATION

1. Event Type* – select the event type.
 - a. Complaint of Excessive Force
 - b. Disciplinary Action
 - c. Officer Arrested
 - d. Reassignment for Cause
 - e. Separation for Cause
2. Were there other law enforcement officers involved in this event? * Yes/No.
3. Event County* – County where the event took place.
4. Date of Occurrence* – date the event initiated.
5. Agency Case Number – Agency generated case number if available.
6. Did the event happen while the officer was on duty? – Yes/No. Was the officer acting in their official capacity.
7. Did the event happen within the officer's jurisdiction? Yes/No
8. For Officer Arrested only* - enter investigating agency name, employing agency at time of arrest, date of arrest, statute, and charge name.
9. Determination of Event* - Based on the facts and evidence discovered during the investigation into the event.
 - a. Sustained – The evidence was sufficient to prove the allegation.
 - b. Not Sustained – The evidence was insufficient to either prove or disprove the allegation.
 - c. Unfounded – The allegation was false or devoid of fact.
 - d. Exonerated – The act occurred but was lawful and within policy.
 - e. Pending – Reported arrest of an officer without the charges being adjudicated or any disciplinary action, reassignment for cause or separations resulting in the arrest of an officer.
10. Date of Determination – Date the results of the investigation were completed.

REPORTING APPLICATION FOR DICPLINARY INCIDENTS, USE OF FORCE AND SEPARATIONS (RADIUS)

11. Check box if there is a complainant. (All Excessive Use of Force reports require Complainant Information.)
12. First Name of Complainant* – First name of the complainant against an officer. Only to be used in case of a complaint against the officer.
13. Middle Name of Complainant – Middle name of complainant. Only to be used in case of a complaint against the officer.
14. Last Name of Complainant* – Last name of complainant. Only to be used in case of a complaint against the officer.
15. Complainant Suffix – Standard list of suffixes.
16. Complainant Race – Race of complainant if known. Only to be used in case of a complaint against the officer.
17. Complainant Sex – Sex of the complainant if known. Only to be used in case of a complaint against the officer.
18. Event Details – Provide a brief description of event. Additional pages may be added if needed.
19. Criminal Court Adjudication – Was the case brought to a Grand Jury or any other type of criminal court.
20. Civil Court Adjudication – Was the case brought to any civil court.
21. Criminal Court Name and location – Criminal court name and location.
22. Civil Court Name and location - Civil court name and location.
23. Did agency have a written Use of Force policy at the time of this event? * - Yes/No check box. If this event is related to a complaint of excessive force, then answer this question.
24. Were there any changes to the written Use of Force policy at the time of this event. Yes/No check box. If this event is related to a complaint of excessive force, then answer this question.
25. Was an ALEA CJIS Form 16 submitted to ALEA – Check box for Yes/No check box. This is only applicable for complaints of excessive use of force.

SUPPORTING DOCUMENTATION

1. Add attachments (Are you attaching supporting documentation?)
2. List of attachments - Please describe what you are attaching.
3. RADIUS Form Overview
4. Submit – Confirm Submission
5. Receive Submission Successful notification with submission number.

SUBMITTING A FORM

1. After submission, you will receive a reference/case number.
2. Agencies will be able to view RADIUS forms that have been submitted by that agency.

HOW DO I CHECK THE RADIUS DATABASE WHEN MAKING A HIRING DECISION?

During Phase 2, the chief executive officer or their designees will have to complete APOSTC Form RFI-2 LE and mail or email to apostc@apostc.alabama.gov to request information in RADIUS. This information will be provided to your agency in a PDF format.

Information provided to your agency to assist in hiring decisions will include:

1. Law Enforcement Officer (LEO) full name.
2. The date of the disciplinary action.
3. Type of disciplinary action imposed.
4. A description of the conduct upon which such disciplinary action is based.
5. The name of the person alleging the complaint.
6. Name of Agency submitting RADIUS information.

For additional information on RADIUS contact APOSTC at (334) 242-4045 or radius@apostc.alabama.gov.