



2025

# Idaho DCRA State Implementation Plan



Pass-Through Grants and Research  
IDAHO STATE POLICE

## HISTORY OF DCRA IN IDAHO

The Idaho State Police (ISP) is the State Administering Agency (SAA) for Edward Byrne Memorial Justice Assistance Grant (JAG) funds in Idaho. The Grants Management Team in the Pass-Through Grants and Research (PGR) Department of ISP manages JAG funds, along with a myriad of other Bureau of Justice Assistance (BJA) and Office on Violence Against Women (OVW) formula pass-through grants for the State of Idaho. In addition to the Grants Management Team, PGR also houses the Idaho Statistical Analysis Center (ISAC). When the responsibility for DCRA data collection was transferred to the SAAs in 2019, the Grants Management Team teamed up with the ISAC Director to ensure Idaho was meeting DCRA reporting requirements.

From the first quarter of Federal Fiscal Year (FFY) 2020 through the third quarter of FFY 2025, ISAC solicited DCRA reports from qualifying agencies on a quarterly basis. ISAC developed fillable PDF forms that were sent to each agency via email on a quarterly basis. Agencies were asked to complete the form for each reportable death during the previous quarter (or check a “no” box to indicate they had no reportable deaths) and email the completed forms back to ISAC.

This method saw varying levels of success during the nearly five-year span in which it was active. Reporting rates (including “no” reports) ranged from a low of 9.1% to a high of 64%. ISAC determined that the swings in reporting rates could be attributed to the means used to send reporting reminders to agency contacts. In 2021, ISAC worked with the Idaho Uniform Crime (UCR) Reporting Program Manager, housed in the ISP Bureau of Criminal Identification, to implement automatic reminder emails that would be sent to agencies through the UCR system on a quarterly basis reminding them when and how to report DCRA data. However, those automatic reminders were only sent five times in 2021 and 2022, and the reporting rate peaked at 52.5% while those emails were being sent out. After the automatic reminders stopped, the reporting rate dropped below 17%. In 2023, when the ISAC Director learned that automatic reminders were no longer being sent, ISAC decided to communicate with agencies directly. This increased the reporting rate to about 55%, where it stayed until online reporting was implemented.

In early 2025, ISAC worked with the ISP Application Development (AppDev) Team to implement online DCRA reporting through a web portal. Online reporting went live in July 2025 through ISP Web Forms. To date, two quarters of data have been collected through the new online reporting portal, and the reporting rate for both quarters was 82.5%.

## DATA COLLECTION INFRASTRUCTURE

### State Death-in-Custody Law

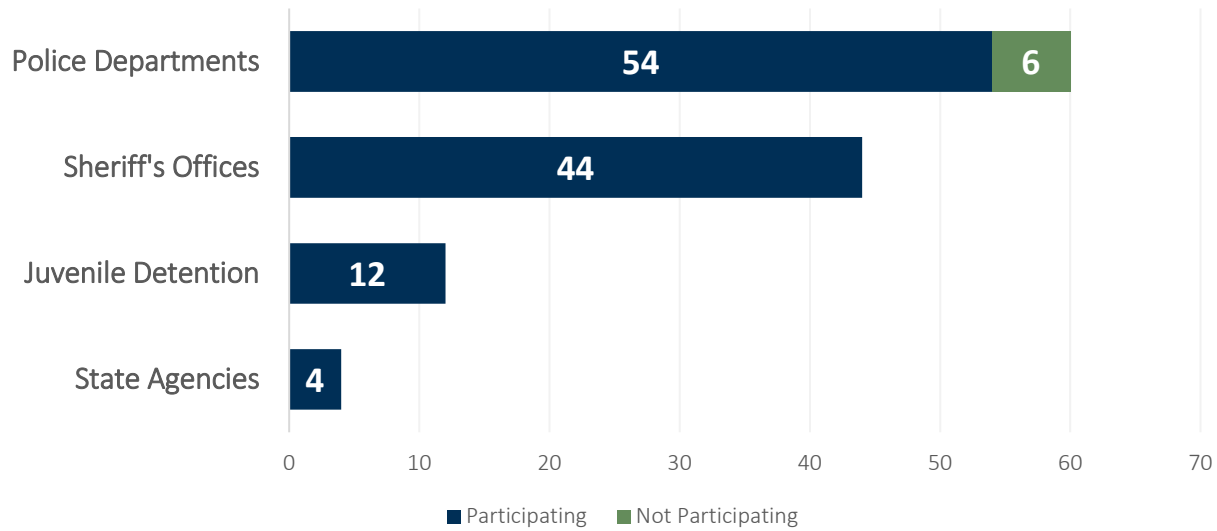
Idaho does not have a death-in-custody law.

### Reporting Universe

ISAC has identified 120 non-federal law enforcement and correctional agencies in Idaho. Those include 60 local police departments, 44 county sheriff’s offices (36 of which also operate jails), 12 juvenile detention agencies (including one unified state agency with three facilities), and four state agencies (including one unified state prison system with 15 in-state facilities and one out-of-state contract facility).

Since PGR began collecting DCRA data in FFY 2020, 114 (95%) of the 120 agencies have submitted at least one DCRA quarterly report to PGR. This includes 100% of juvenile detention centers, state agencies, and county sheriff’s offices, and 90% of local police departments (see Figure 1).

**Figure 1. Idaho DCRA Reporting Universe by Agency Type and Participation Status**



Overall, the average quarterly response rate has been 43%, much lower than the 95% participation noted above based on submission of at least one DCRA report over the last six years. However, participation rates have fluctuated substantially over time and have gradually improved since 2023. Figure 2 shows that total quarterly DCRA participation rates have ranged from a low of 9% (twice) to a high of 82.5% (FFY 2025 Q4 and 2026 Q1). Response rates by agency type have seen similar swings (not shown).

**Figure 2. Idaho DCRA Participation Rates by Quarter**



**Non-Participating Agencies**

A full list of non-participating agencies for the most recent quarter (1<sup>st</sup> quarter of FFY 2026) and a list of agencies that have never submitted DCRA reports to PGR are available in the Appendix.

## Engagement

Since online reporting was implemented in July 2025, the DCRA reporting rate has remained stable at a record high of 82.5%. Additionally, most participating agencies submit their DCRA reports on time and are responsive to ISAC's requests for additional information when necessary.

If an agency does not submit a DCRA report for a known (i.e. from media reports) qualifying incident by the established deadline, ISAC will use publicly available information to submit a report on the agency's behalf. ISAC has only had to submit one report on behalf of a non-participating agency since online reporting was implemented (4% of 23 reportable deaths during that time).

## TTA Provision

Technical assistance is provided to agencies when needed. For example, the ISAC Director hosted a webinar in June 2025 to provide training on the new online reporting system and answer any questions prior to the go-live date. PGR has also created several documents containing details about DCRA that are posted to PGR's DCRA website (<https://isp.idaho.gov/pgr/dicra/>). A link to the site is included in reporting reminder emails, and the documents are updated as needed to ensure they are current, so agencies receive the most up-to-date information regarding DCRA reporting.

The following list of resources is available at PGR's DCRA website:

- DCRA FAQs developed by ISAC
- Link to the DCRA reporting portal inside ISP Web Forms
- Recording of the DCRA webinar hosted by ISAC in June 2025
- Contact information for the ISAC Director
- Idaho DCRA State Implementation Plan
- Link to BJA's DCRA website
- Link to Justice Information Resource Network's DCRA Training and Technical Assistance Center

## TTA Needs

Idaho does not need TTA from BJA.

## DCRA Website

Idaho has a DCRA website (<https://isp.idaho.gov/pgr/dicra/>) that houses the resources listed in the TTA Provision section.

# DATA COLLECTION METHODS

## Data Collection Responsibility

ISAC has been tasked with collecting and compiling DCRA data for PGR. The ISAC Director oversees this process, including monitoring ISP Web Forms during data collection periods, providing technical assistance to reporting agencies, identifying missing reportable deaths and coordinating with agencies to submit missing reports, analyzing and extracting DCRA data from the database, and preparing Excel files for bulk upload into the PMT.

## Data Collection Procedure

On the first day of each quarter (January, April, July, October), an automatic reminder email is generated by ISP Web Forms and sent to all registered users. The email includes a brief recap of the criteria for

reportable deaths and invites users to submit reports for reportable deaths that occurred during the previous quarter or confirm that their agency does not have any deaths to report. Users can click a link in the email to be taken directly to ISP Web Forms, or they can navigate to the portal using their web browser. After logging in, users are asked if their agency has any reportable deaths to report. If the answer is “no”, that is logged in the database. If the answer is “yes”, the user is then presented with the full DCRA reporting form. Upon submission, the data is stored in a database managed by ISP AppDev, where it is available to PGR for federal reporting purposes. Additionally, users from reporting agencies can see all historical data for their agency and are able to update eligible reports (e.g., death was still under investigation when first reported).

Additionally, the ISAC Director sends an email to all known points of contact at reporting agencies that are not registered ISP Web Forms users (currently 16 agencies; 13%) notifying them that ISAC is accepting quarterly reports for the previous quarter. The email includes instructions on how to register for ISP Web Forms and contact information for the ISAC Director if they are having technical problems.

DCRA reports are due by the third Friday of the month in which reporting reminder emails are sent. At the end of that period, the ISAC Director cross-references reports received with local media reports and the Mapping Police Violence database to identify any potentially unreported incidents. If any such incidents are identified, the ISAC Director follows up directly with the point of contact at the relevant agency (or the agency’s director/chief/sheriff or administrative head if ISAC does not have a point of contact). At this point, agencies typically have one week to respond. If the agency remains non-responsive, ISAC gathers as much information as possible from public sources and completes a DCRA report on behalf of the non-responsive agency.

At the close of the reporting period, the ISAC Director cleans the data and generates the Excel file that PGR uses for bulk upload into the PMT.

## **Data Collection Tools**

Data is submitted online via ISP Web Forms. Registered users can log into ISP Web Forms to submit reports, view historical reports for their agency, and edit/update previously submitted reports as needed.

ISP AppDev maintains the database that stores DCRA data submitted through ISP Web Forms. ISAC uses Tableau Desktop to monitor submissions for quality assurance purposes and to establish quarterly reporting rates. After quarterly reporting closes, ISAC uses Tableau Prep Builder to clean and format data for bulk upload. Once the data is cleaned, an Excel file is generated and saved on an internal shared drive that the PGR Manager can access. The PGR Grants/Contracts Management Supervisor then submits data using the bulk upload tool in the PMT.

## **Defining Challenges**

Although the new online reporting process has increased the agency participation rate, there are still 16 agencies not set up to use the new system, and six agencies have never submitted any DCRA reports to PGR. Engaging these agencies has proven challenging, and many have been completely non-responsive to PGR and ISAC’s outreach efforts.

Historically, PGR has also encountered challenges getting more details concerning the circumstances surrounding deaths from a state agency.

## Overcoming Challenges

As discussed in the Data Collection Procedure section, the ISAC Director will continue to send the quarterly emails to agencies not registered in ISP Web Forms with the hopes that more of them will submit quarterly DCRA forms confirming zero deaths. ISAC will also attempt to contact agency heads (e.g. Chief of Police, Sheriff) annually as part of its engagement efforts. The goal is to identify at least one DCRA point of contact at each agency and set up that person's account in ISP Web Forms so that they can take advantage of the streamlined reporting process.

PGR also added DCRA reporting as a special condition for new JAG subgrantees awarded starting December 2023. The special condition states that draws will be held until quarterly DCRA forms are submitted, whether or not a reportable death has occurred. The condition makes it clear that reports confirming zero deaths are required and that the subgrantee must provide additional details as requested by PGR for submitted DCRA forms.

Concerning the challenges with data quality, the online reporting system performs numerous data validation checks, some of which will cause a report to be rejected. Users are required to fix those errors prior to submission. Further, the "brief circumstances" narrative field has been split into five separate questions:

- Why was the deceased in custody or being pursued?
- What specific circumstances led to the individual's death; OR, When and how did law enforcement or correctional officer(s) discover the deceased?
- What specific actions did the officer(s) or facility staff take during the incident?
- Was a weapon present during the incident?
- Additional Details

All these fields (except Additional Details) must be filled out before a user can submit a report, unless the manner of death is listed as "unavailable, pending investigation". ISAC monitors reports to ensure these new form features result in better data quality and will work with ISP AppDev to implement any further changes to the form on an as-needed basis.

## REPORTING TO BJA

### Reporting Data

Idaho DCRA data is imported into the PMT via bulk upload, with manual updates made to previous quarterly data as needed. The data uploads and updates are done by the PGR Grants/Contracts Management Supervisor after receiving notification from the ISAC Director that the quarterly DCRA data is ready to upload or that updates have been made to prior quarters.

### Quality Assurance

Idaho has a small number of reportable deaths each quarter, typically 15 or fewer. This allows ISAC to manually verify that all DCRA reports are complete, and that the data has been exported from the database to Excel correctly.

Prior to report submission, there are numerous data validation checks running behind the scenes of ISP Web Forms that will prevent a user from submitting a report with invalid data, including blank fields. Users must correct these errors before reports can be submitted.

If PGR encounters errors while using the bulk upload feature in the PMT, the errors are logged for ISAC to investigate and correct.

### Records Pending Investigation

ISAC maintains a list of incidents that are under investigation at the time they were reported. Each quarter, while new submissions are being accepted, ISAC also solicits updates to previous reports. Similar to the procedure for new incidents, if an agency is non-responsive at first, the ISAC Director will follow up with the agency point of contact directly. When an update is received, the Excel file used for bulk upload that contains the record in question is updated and PGR uploads the new data into the PMT.

## APPENDIX

### List of Agencies Not Participating in DCRA Reporting – FFY 2026 1<sup>st</sup> Quarter

*Number of Non-participating Agencies = 21 (17.5% of total agencies)*

*Police Departments = 13 (22% of police departments)*

- American Falls PD
- Ashton PD
- Chubbuck PD
- Hagerman PD
- Homedale PD
- Idaho City PD
- Nampa PD
- Orofino PD
- Osburn PD
- Parma PD
- Rexburg PD
- Spirit Lake PD
- Wendell PD

*Sheriff's Offices = 5 (11% of sheriff's offices)*

- Butte County
- Clark County
- Minidoka County
- Power County
- Shoshone County

*Juvenile Detention = 2 (17% of juvenile detention agencies)*

- 5-C Juvenile Detention Center
- Lemhi County Juvenile Detention Center

*State Agencies = 1 (25% of state agencies)*

- Idaho Attorney General

## List of Agencies Not Participating in DCRA Reporting – No Submissions Since Beginning of FFY 2020

*Number of Non-participating Agencies = 6 (5% of total agencies)*

*Police Departments = 6 (10% of police departments)*

- Hagerman PD
- Homedale PD
- Idaho City PD
- Orofino PD
- Rexburg PD
- Wendell PD

*County Sheriffs*

No non-participating agencies

*Juvenile Detention*

No non-participating agencies

*State Agencies*

No non-participating agencies