

	<b>STANDARD OPERATING PROCEDURE</b> State Form 39870(R/S-06)	Reference Number <b>INV-014</b>
	Subject <b>Violent Criminal Apprehension Program</b>	
	Special Instructions Replaces INV-014 dated July 29, 2010	Effective Date <b>March 1, 2015</b>

## **I. PURPOSE**

Establish guidelines and responsibilities of the Criminal Intelligence Unit (CIU) and the district investigative commanders (DIC) in the administration of the Violent Criminal Apprehension Program (ViCAP).

## **II. POLICY**

The Department shall serve as a reception center for data entry information supplied by the ViCAP Crime Report. When criminal patterns or similarities are identified during a query of the ViCAP database, the CIU shall immediately notify the appropriate agency to suggest sharing case information with other agencies with similar cases. Notification shall be confined for each associated case to the: agency's name and telephone number, applicable case number, case investigator's name, and suspect's name if known (or victim's name if the suspect is unknown).

CIU will enter cases fitting ViCAP criteria directly into ViCAP via Law Enforcement On-Line. Upon completion of most queries beyond pro-active searches, the CIU will enter the case into the ViCAP.

## **III. PROCEDURE**

### **A. Criminal Intelligence Unit.**

1. The CIU is designated as the ViCAP Indiana Data Center (IDC), through a memorandum of understanding with the FBI. The Commander of the Special Investigation Command (SIC) shall designate a ViCAP Coordinator. The CIU shall be responsible for collecting, evaluating, analyzing, and disseminating information on individuals known or suspected of being involved in one or more of the following offenses:

- a. All solved or unsolved homicides and attempted homicides, especially those that involve abduction, are of a sexual/predatory nature, apparently random, motiveless, or are known or suspected of being a part of a series;
- b. Solved or unsolved sexual assaults or attempted sexual assaults of a predatory nature, e.g., stranger to stranger, minimal acquaintance (date rape), pedophile, child exploitation, or child solicitation;
- c. Missing persons where the circumstances indicate a strong possibility of foul play and the victim is still missing;
- d. Unidentified bodies where the manner of death is known or suspected to be a homicide; and/or

e. All non-parental abductions and attempted abductions.

2. The CIU shall ensure confidentiality of the information contained in the ViCAP-IDC to be available only to law enforcement agencies with the right to know and need to know. All information unless stipulated as to not be shared will be accessible online to any agency with a MOU (Memorandum Of Understanding) with ViCAP. The CIU can and will mark any specific data in the case for FBI ViCAP personnel only when requested.

3. New entries shall be submitted to the FBI via ViCAP's link on Law Enforcement Online (LEO). Prior to entry, the CIU will conduct a national search of the database for case similarities, linkages, and/or patterns among victims and *modus operandi* through the same link on LEO.

4. The ViCAP Coordinator shall ensure ViCAP Crime Report forms are available electronically to agencies and personnel requiring them. Additionally, the ViCAP Coordinator shall provide direct access to ViCAP information by assisting agencies in obtaining their own Law Enforcement Online Account and MOU with ViCAP.

#### **B. District Investigative Commander.**

1. The DIC shall be the contact person for all routine ViCAP matters at the district.

2. Within the district, the DIC shall make local law enforcement agencies aware of ViCAP and its application and benefit to criminal investigations.

3. The DIC shall ensure that a ViCAP Crime Report is completed for all Department cases meeting the ViCAP criteria. The DIC shall review the completed ViCAP Crime Report and forward it to the CIU for entry into the ViCAP-IDC. The ViCAP Crime Report shall be completed no later than 30 days from the date the investigation was initiated.

4. Within the district, the DIC shall monitor criminal investigations conducted by other agencies, for cases meeting the ViCAP criteria. If an agency has a case that meets the criteria and ISP is working on the case with the agency, the DIC shall provide a ViCAP form to be completed. If the agency has a case that meets criteria and they are the sole investigating agency, then the DIC will put the agency in touch with CIU to assist them in obtaining their own LEO access and ViCAP account to enter the case directly into the system.

#### **C. ViCAP Crime Report: submission, processing, and dissemination.**

1. Once a case has been initiated and meets the ViCAP criteria, a ViCAP Crime Report shall be completed and forwarded to the CIU within 30 days from the date the investigation was initiated. Crime scene pictures should also be submitted to the CIU in order to be attached to a ViCAP entry online.

2. If an already submitted ViCAP Crime Report needs to be supplemented or corrected, a new ViCAP Crime Report shall be submitted with the following information:

- a. Submitting agency's name;
- b. Submitting agency's ORI;
- c. Submitting agency's case number;
- d. VICAP number (if applicable);
- e. Victim's name and date of birth;
- f. Only those items to be corrected, deleted, or added; and
- g. Include a notice to the CIS of supplementary/corrected information.

3. CIU personnel shall review submitted ViCAP Crime Reports to ensure completeness.

4. Copies of the ViCAP Crime Report may be retained by the contributing agency. Per Indiana Code 5-14-3, ViCAP Crime Reports are exempt from public disclosure requirements.

5. ViCAP Crime Reports completed by law enforcement agencies other than the Indiana State Police Department can also be forwarded to the CIU where the information shall be entered into the ViCAP Indiana Data Center and appropriate queries shall be made.

6. ViCAP submissions, meeting the criteria established for VICAP, shall be entered directly into ViCAP via LEO.

7. Dissemination of ViCAP information to any criminal justice agency shall be made when appropriate. Disseminated information shall be limited to the submitting agency's name and telephone number, applicable case number, case investigator's name, and suspect's name for each associated case. Initial dissemination may be made by telephone, but must be followed by a memorandum.

D. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.