

	STANDARD OPERATING PROCEDURE <small>State Form 39870 (R/S-06)</small>	Reference Number INV-014
	Subject Violent Criminal Apprehension Program	
	Special Instructions Replaces INV-014 dated March 1, 2015	Effective Date April 4, 2024

I. PURPOSE

Establish guidelines and responsibilities of the ISP Intelligence Section (IS) 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 ISP IS Analysts 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).

ISP IS will enter cases fitting ViCAP criteria directly into ViCAP. Upon completion of most queries beyond pro-active searches, the ISP IS will enter the case into the ViCAP.

III. PROCEDURE

A. ISP IS

1. The ISP IS 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 ISP IS 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 ISP IS 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 ISP IS 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 ISP IS 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.

5. ViCAP submission, processing, and dissemination shall follow ViCAP guidelines.

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