

Law Enforcement Agency (LEA) Manager Designation/Replacement ViCAP Web



The Violent Criminal Apprehension Program (ViCAP) Web system is a state-of-the-art behavior-based crime analysis tool structured to address the violent crime problems impacting law enforcement agencies today. It enables law enforcement agencies to collect, collate, enter, and analyze their own violent crime information on a local level, and facilitates the identification of similar cases on a regional, state, and national basis. ViCAP Web is available to law enforcement agencies nationwide through secure internet connectivity of the Law Enforcement Online (LEO) Service of the Law Enforcement Enterprise Portal (LEEP) which is administered by the FBI's Criminal Justice Information Services (CJIS) Division.

Each law enforcement agency (LEA) using ViCAP Web must designate an employee of that agency to serve as the ViCAP Web LEA Manager for that agency. This employee hereinafter will be referred to as the LEA Manager. The LEA Manager will be your agency's main point of contact with Federal Bureau of Investigation (FBI) ViCAP.

Your agency's ViCAP Web LEA Manager will be responsible for:

- Establishing user accounts for other individuals in your agency who will be users of ViCAP Web.
- Certifying agency user accounts on a bi-annual basis.
- Serving as the conduit between FBI ViCAP and your agency regarding all policies and procedures to be followed in the use of ViCAP Web.
- Providing leadership, direction, and feedback to all users in your agency.
- Developing and maintaining contact with FBI ViCAP and advising them when their analytical support is needed for a particular case or series of related or potentially related cases.
- Notifying FBI ViCAP when multiple cases appear to be related and may, therefore, be the result of a serial offender.
- Ensuring the following ViCAP criteria cases from your agency are entered into ViCAP:
 - Homicides and Attempts (solved or unsolved) that involve an abduction, are apparently random, motiveless, or sexually oriented, or are known or suspected to be part of a series.
 - Sexual Assaults (solved or unsolved) committed by a stranger, or those known or suspected to be part of a series.
 - Missing Persons where the circumstances indicate a strong possibility of foul play and the victim is still missing.
 - Unidentified Human Remains where the manner of death is known or suspected to be homicide.

Suggested guidelines in selecting a LEA Manager:

- Criminal investigator or analyst
- Demonstrated record of leadership and administrative proficiency
- Demonstrated record of excellence in the investigation or analysis of violent crime

