ViCAP CASE SUBMISSION CHECKLIST

1. Run a name search on the victim and suspect/offender names in ViCAP to identify serial cases or duplicate entries.

2. Describe "Other" responses throughout case entry to determine if item from drop-down list is a better, more accurate response and enter accordingly.

3. For all questions with check boxes, check ALL that apply.

4. For questions with ranges (ex: murder/assault date, victim/offender age, etc), only fill out the second box if different from the first. (ex: Victim age: 30-30 [Delete the second 30]; Victim Age: 30-35 [OK])

5. Ensure this is completed on multiple Victims and Offenders pages.

SPECIFICS TO LOOK FOR

BASIC CASE INFORMATION

Q#1: Case Sharing
- Ensure case is being shared. The value of ViCAP, as a resource to the nation's law enforcement agencies, is directly tied to the sharing of cases.

Q#2: Case Status
- This question pertains to the investigating agencies case file, when it's opened and when it has been closed, not the arrest.
- "Open" Case Status Date: is the date the investigating agency opened the case, this will typically be the incident date.
- "Closed" Case Closure Date: is the date the agency closes its investigation, not the date of the arrest.

Q#5: Investigator
- The most recent Investigator/POC will automatically be selected.

Q#7: Case Type/Victim Name
- For Unidentified Human Remains cases, Jane/John/Unknown Doe should be entered.
- For Sexual Assault and Attempted Homicide cases, the victim's name should be entered, not First Name Unknown Last Name Unknown (FNU LNU). These victims' names, month/day of DOB, and first 5 digits of Social Security Number are masked to all users except those from the entering agency, the Hub agency (if applicable) and ViCAP.

NOTE: Some states/jurisdictions require the use of pseudonyms for sexual assault victims. In these instances, the victim's name should be entered as Nancy (Pseudonym) Kersey (Pseudonym). In addition, the first sentence in Question 9 (Narrative), should read: The victim's name is a pseudonym.

Q#7: Add Alias
- Nicknames (e.g., Thumper) should be entered in the First Name field.
- If only a variation of the victim's given name (e.g., Becky) is entered in the First Name field, be sure the last name is also entered in the Last Name field, if it can be determined. If the last name is unknown use Last Name Unknown (LNU).

BASIC CASE INFORMATION (Cont'd)

Q#8: Offender Status/Offender Name
- Offender - vs. - Suspect
    - Be cognizant of the difference to ensure the correct one is selected.
    - If the offender is unknown, ensure "Unknown – Not Seen" is selected (not left blank)
    - Offender First, Middle, and Last name should be left blank if the name is unknown.
    - If offender status is "Unknown – Not Seen," the dropdown should be "Offender"
    - Ensure "Discharged from Custody" is selected when appropriate (ie: an older case where the offender has already served his/her time)l If selected, the "Status Date" should reflect the date the offender was discharged
- Status
    - Ensure this is the *current* status and that a date is entered, when possible.
- Status Date
    - Remember "Status Date" is asking for the date the current status began for the offender/suspect; not the date the case was submitted.
    - A date will be entered for each "Status" selection except for "Unknown - Not Seen" and "Unknown -Seen" (for Homicides/Attempts and Sexual Assaults).
- Add Alias
    - Nicknames (e.g., Bubba) should be entered in the First Name field. Only if the alias is different from his true name.
    - If only a variation of the offender's given name (e.g., Bobby) is entered in the First Name field, be sure the last name is also entered in the Last Name field, if it can be determined. If the last name is unknown use Last Name Unknown (LNU).

Q#9: Narrative
- This should be *concise* but informative. At a minimum, basic who/what/when/why/where information should be covered. Enter any additional pertinent information as appropriate based on content within the case form (e.g., incident date, unusual trauma).
- If a sexual assault or attempted homicide, delete the victim's name from the Narrative (use "the victim")
- Use spell check so that text searches capture relevant results for words such as "knife," "ligature," "asphyxiation," "condom," etc.
- Ensure specifics are consistent with items marked within case *(for example: if the Narrative says the victim was stabbed 42 times, Q#54 - Number of Stab Wounds should say 42).* Pay special attention to unique M.O. and signature behavior so they are marked appropriately (e.g., bindings, unusual assault).

Q#10: Dates and Locations
- Only add the "To Date" when it crosses over into another day
- Delete duplicate dates and locations
- Last Known Location – ensure this reflects *pre-assault* information
- Initial Contact – ensure this refers to victim's initial contact with *offender*, not police
- Initial Contact – more than one entry may be appropriate, ie: the offender first met the victim at a bar, then attacked her at home the following week. Capturing both contacts helps inform how the offender targeted the victim, and is therefore behaviorally relevant.
- If Murder/Assault Location is marked "Victim's Residence" but no address listed, check Victim Demographics tab. If an address is listed in Q11 (V Residence), copy and pasted into Q10
- Ensure that if "familiar with location" is checked, the agency means the *offender* (not the victim) was familiar with the location.
- Ensure date and location information is accurate and reflects information that is contained in the Narrative.
- Fully describe the location with any/all event sites that apply. Ensure locations are not duplicated

VICTIM INFORMATION

Q#11. Victim's Residence
- List the address where the victim lived at the time of the incident.

Q#12A: NCIC Number
- Ensure the NCIC Number is entered for missing persons and unidentified human remains.
- Ensure information entered into NCIC entry has been added in the ViCAP entry.

Q#12B: NamUs Number
- Ensure the NamUs Number is entered for missing persons and unidentified human remains.
- Ensure information entered into NamUs entry has been added in the ViCAP entry.

Q#16B: Age
- Use the 'Calculate' button to ensure the correct Victim Date of Birth (Q#16A) is entered.

Q#16C: Apparent Age
- Complete this only if there is a significant and relevant difference (e.g., a child is 10 but looks 16).

Q#22: Outstanding Feature(s)
- Enter when the victim/offender wears glasses, a wig, an orthodontic retainer, a leg brace, unique jewelry (on a regular basis), etc.

OFFENDER INFORMATION

Q#33B: Age
- Use the 'Calculate' button to ensure the correct Offender Date of Birth (Q#41) is entered.

Q#38: Outstanding Feature(s)
- Enter when the victim/offender wears glasses, a wig, an orthodontic retainer, a leg brace, unique jewelry (on a regular basis), etc.

Q#42: Group Affiliation
- If offender is/was in the military, specify which branch

Q#43: Offender-Victim Relationships
- Ensure this is answered correctly based on information you glean from the Narrative and from within the report (e.g., the Narrative indicates the offender is a 'Neighbor' but only 'Stranger' is entered).

Q#44: Additional Offenses
- This is intended to capture offenses not already listed in Q#88 Similar/Linked Cases...information or evidence that's been discovered which leads investigators to believe there may be other victims (e.g., personal items, bloody clothing, etc., belonging to an unknown individual recovered in the offender's trunk).

Q#45: Sex-related Paraphernalia/Devices
- Any time a case mentions that the offender wore a condom, used lubricant, bound the victim, or wore a mask, review this question. ONLY select options if the offender *brought* the item(s) to the scene of a sexually motivated crime.
  - This question speaks to pre-planning on the part of the offender. So if the offender brought shoelaces to tie up the victim, then then checking "sexual bondage" would be appropriate. If the offender found duct tape at the victim's house and used it to restrain the victim, then it would NOT be appropriate to check that box.

OFFENDER INFORMATION (Cont'd)

Q#48: Offender Timeline
- As much **factual/substantiated** information as possible should be captured, even if only minimal information is available (e.g., the offender regularly travels to Las Vegas, NV but exact dates are unknown). However, if you have a timeline on the offender you can attach it in the Attachment Section and annotate it is attached by checking the box.

CASE CHARACTERISTICS

Q#49: Offender's Initial Approach
- Check ALL that apply. It may be appropriate to check boxes in every category, depending on the offender's behavior.
  - *Example: An offender initiated a conversation and/or befriend the victim, and then he suddenly brandished a weapon threatening the victim, while he is grabbing her arm physically overpowering the victim.* **Select**: *By Deception or Con - Befriended Victim; Engaged Victim in Conversation; By Surprise – Threatened with Weapon; By Blitz – Physically Overpowered Victim*

Q#50: Victim's Activity
- Only enter relevant responses. This question is intended to capture **what the victim was doing** when the incident occurred **not where the victim was** (that is captured in Q#10 Dates, Times, Locations).
- Verify that a selection of "Other" does not meet criteria for "In Transit" or other options.

Q#55: Trauma Locations
- Ensure there is an associated trauma location (body part) for each type of trauma entered in Q#54A, if the information is given or can be obtained.

Q#59: Unusual Assault/Trauma/Torture:
- Commonly missed options: Burns, post-mortem assault, run over by vehicle).

Q#60: Weapon
- Ensure there is an associated weapon for each "Types of Trauma" entered in Q#54A (e.g., hands/feet or bludgeon/club for blunt force injury, etc.). (Ensure hands/feet selected if appropriate; only when physical force is used, which includes grabbing the victim by the arm or hair and pulling her into the alleyway).

Q#68: Victim Bound
- This question is intended to capture bindings that were used to restrict the victim's movement (i.e., neck should not be selected if a ligature was used strictly to asphyxiate the victim).

Q#72: Investigative/Forensic Countermeasure - Offender cleaned self/victim/scene; used a blindfold; gave a false name; used a condom; wore a mask; wore gloves (Ensure information in the Q#9 Narrative is reflected in this question).

Q#75: Offender Dialogue
- If any dialogue is mentioned in the narrative, it should also be captured here.

Q#78: Other Deliberate, Unique, or Symbolic Act
- Deliberate/Unusual/Symbolic Act is generally a *behavior*; whereas, Q59. Unusual Assault/Trauma/Torture is generally a *physical trauma* to the victim's body.

Q#80/82: End of Contact - Victim Recovery (Respectively) Check ALL that apply:
- Only significant, relevant responses should be entered. Review "Other" responses for applicability. (Often, if "Release" is checked, then "Offender Left Scene" should also be checked (and vice versa)).

CASE CHARACTERISTICS (Cont'd)

Q#86: Vehicle Used
- The vehicle used by the offender during the instant case, as well as any other vehicles to which he/she had access, should be entered. If *factual/substantiated* vehicle information is developed during analysis, it should be added to this question and Q#9 (Narrative) for searching purposes.

SUPPLEMENTAL CASE INFORMATION

Q#87A: Forensic Unknown/Crime Scene Evidence
- Completing at least one entry is required for each case. The only required field is Forensic Unknown/Crime Scene DNA Collected. If the Yes option is selected, Forensic Unknown/Crime Scene DNA Status becomes a required field. If the No or Unknown option is selected, all other fields are disabled for this question, except Forensic Unknown/Crime Scene Fingerprints. Once an entry is filled out, click the Save Forensic Unknown/Crime Scene button at the bottom. The data entered will appear on the right side of the screen.

Q#87B: Suspect/Known Offender Forensic Evidence
- One completed entry is required for each offender or suspect in the case that is not 'unknown – seen' or 'unknown – not seen'. An offender or suspect must be selected from the dropdown. The only required field for each entry is Suspect/Known Offender DNA Collected. If the Yes option is selected, Suspect/Known offender DNA Status becomes a required field. If the No or Unknown option is selected, all other fields are disabled for this question, except Suspect/Known Offender Fingerprints. Once an entry is filled out, click the Save Suspect/Offender button at the bottom. The data entered will appear on the right side of the screen.

Q#87C: Victim Forensic Evidence
- One completed entry is required for each victim. A victim must be selected from the dropdown. The only required field for every entry is Victim DNA Collected. If the Yes option is selected, Victim DNA Status becomes a required field. If the No or Unknown option is selected, Victim DNA Status and Victim DNA Profile are disabled. If the victim has a case type of 'Missing Person', additional fields will appear. In the additional fields that appear, Family Reference Sample is a required field. If the Yes option is selected, Family Reference DNA Status becomes a required field. If the No or Unknown option is selected, all other additional fields are disabled. Once an entry is filled, out click the Save Victim button at the bottom. The data entered will appear on the right side of the screen.

Q#88: Similar/Linked Cases
- If cases (but no ViCAP Numbers) are listed, query victim names and case numbers to determine if the cases have already been submitted. Ensure instant case is not listed as a Similar Case.
- If the cases have been submitted, be sure the ViCAP Number and victim name are entered in the appropriate fields in Q#88 in all cases.
- If the cases have NOT been submitted, be sure the victim name is entered in the appropriate field in Q#88 in all cases (Ensure series are entered as individual incidents, not one case. Ensure offender information is consistent/complete in each case in series).

ATTACHMENTS

- Ensure all attachments have a Keyword and/or a description

HOLDBACK

Q#90: Holdback
- Information added here restricts case from being viewed outside of submitting agency and ViCAP. Contact ViCAP personnel if you have pertinent information you do not want released outside of agency.