

Policy Name:	ViCLAS (VIOLENT CRIME LINKAGE ANALYSIS SYSTEM)		
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Issued By:	COMMUNITY POLICING BUREAU	Approved By:	SURREY POLICE BOARD
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RELATED POLICIES

OP 4.34.10 *Sex Offences*

OP 4.52.5 *Vulnerable Persons – Third Party Reporting*

1. PURPOSE

- 1.1. To guide Surrey Police Service (SPS) Members in the completion and submission of Violent Crime Linkage Analysis System (ViCLAS) reports.
- 1.2. To assist police agencies across Canada in identifying potential suspects involved in serious violent and sexual crimes.

2. SCOPE

- 2.1. This policy applies to all SPS Members.

3. POLICY

- 3.1. ViCLAS links violent crime investigations through the collection and comparison of data to identify serial crimes. All police agencies in Canada can contribute data to ViCLAS.
- 3.2. The RCMP’s Behavioural Science Group operates the Pacific Region ViCLAS Centre (ViCLAS Centre). The ViCLAS Centre provides services related to ViCLAS to all police agencies in British Columbia and Yukon. The ViCLAS Centre uploads/enters all ViCLAS submissions and is responsible for ensuring the integrity of the data.
- 3.3. In an emergency, the ViCLAS Centre should be contacted for assistance using the after-hours number if needed. An example of an emergency could include a recent stranger sexual assault

where a weekend's delay for analysis would pose a significant or immediate risk to public safety. (See Appendix B for contact information.)

- 3.4. An SPS Member will be designated as the SPS ViCLAS Coordinator and will serve as the liaison with the ViCLAS Centre as needed.
- 3.5. SPS Members will complete and submit a ViCLAS report when required to do so. Submission of ViCLAS reports is determined based on the Uniform Crime Reporting (UCR) scoring of every PRIME-BC file, including:
 - i. all offences listed as "mandatory" in Appendix C must have a ViCLAS report;
 - ii. all offences listed "No" (not mandatory) do not require a ViCLAS report; however, if any of the non-mandatory offences have unusual characteristics and/or indicators of significant or serial sexual violence (e.g., criminal harassment with a significant sexual component), a ViCLAS report should be completed and submitted; and
 - iii. regardless of the nature of the investigation or whether an offence is listed in Appendix C, a ViCLAS report may be submitted by the Member for any file if there is reason to believe that the offender involved (known or unknown) may have been responsible for other violent crime or has the potential to offend/re-offend.
- 3.6. ViCLAS reports must be completed and submitted via email to the ViCLAS Centre within 30 days of when the initial incident report is received. Occasional exceptions may be made, with a Supervisor's authorization.
- 3.7. The ViCLAS Centre provides a monthly compliance report to all police agencies which identifies reportable files for which no ViCLAS has been received. The SPS ViCLAS Coordinator will review the compliance report and follow up as needed.

4. PROCEDURE

Reportable Offences

4.1. The following offences are mandatory for ViCLAS submission:

- i. solved or unsolved murder, attempted murder, or conspiracy to commit murder (consult IHIT for homicide files as their investigator will likely complete the ViCLAS);
- ii. manslaughter;
- iii. all sexual assaults, aggravated sexual assaults, and attempted sexual assaults, solved or unsolved, regardless of severity;
- iv. sexual interference, invitation to sexual touching, or sexual exploitation;
- v. human deaths where foul play is suspected;
- vi. missing persons where foul play is suspected;
- vii. non-parental abductions, whether completed or attempted;

Note: if a suspect unsuccessfully attempts to entice a person into a vehicle and it cannot be determined what the motive was, it must be recorded as “sexual” in the ViCLAS report. This also applies if a suspect lures someone into their house or vehicle but releases them unharmed;

- viii. false allegations of sexual assault;
- ix. false allegations of attempted murder;
- x. voyeurism;
- xi. solved or unsolved child luring or attempted child luring; and
- xii. any of the other offences listed in Appendix C of this policy which are indicated as “mandatory” for ViCLAS submission.

Exceptions/Conditions

4.2. If both the offender and the victim of a reportable offence are children under the age of 12, no ViCLAS report is required unless there are unique or significant physical, sexual, or verbal behaviours.

4.3. If the reportable offence is within the context of Intimate Partner Violence or is familial in nature (see Appendix A: Definitions), a ViCLAS submission is only required if there are unique or significant physical, sexual, or verbal behaviours.

4.4. The PRIME-BC UCR codes for “Indecent Act” and “Public Nudity” are mandatory for ViCLAS reporting, and if the behaviour is sexually motivated, a ViCLAS must be completed. However, if the behaviour is clearly not violent or sexually motivated (e.g., an intoxicated person urinating in public), the file should be re-scored to a different UCR code as no ViCLAS is required.

4.5. “Trespass at night” is not a mandatory reportable offence. However, if a sexual motive is established (e.g., a person is peering in windows and masturbating), a ViCLAS report must be submitted.

Investigator

4.6. For all files involving mandatory ViCLAS-reportable offences, the Lead Investigator or File Coordinator will complete and submit the electronic ViCLAS report to their Supervisor or delegate for review within 21 days of when the original complaint was received. This will allow time for review, amendment, and submission of the ViCLAS within the 30-day deadline.

4.7. If the Member has been unable to contact the complainant and obtain a statement or any details of the incident, the Member must add a text page (OR) to the PRIME-BC file titled “ViCLAS” and make note of the reason why the ViCLAS report will not be submitted within 21 days. The Member should continue efforts to contact the complainant and complete the ViCLAS report as soon as possible.

4.8. It is not necessary for the investigation to be complete prior to a Member making an initial ViCLAS submission. A ViCLAS report with preliminary information can be submitted prior to the deadline with an updated version to follow.

ViCLAS Report

4.9. The assigned Member / Investigator completing a ViCLAS report must start a ViCLAS report from a new blank ViCLAS form and not from a saved copy of a previous ViCLAS report. This will prevent the inadvertent inclusion of irrelevant data.

4.10. A blank ViCLAS report (Form 3364e) can be found on the SharePoint site under "Forms".

4.11. The assigned Member / Investigator completing the ViCLAS report must:

- i. complete the report in accordance with the "Instructions" page in the report;
- ii. if available, include photos, video stills, or composite drawings of the offender;
- iii. only add data to the fields where the data is known. It is not necessary to mark each question as "unknown";
- iv. if the investigation contains holdback information, it must be included in the ViCLAS report;
- v. save an electronic copy of the ViCLAS report, including the SPS file number in the file name;
- vi. keep the electronic copy until the conclusion of the investigation, in case an updated version needs to be submitted;
- vii. not attach the ViCLAS report to the PRIME-BC file;
- viii. email the completed ViCLAS report to their supervisor;
- ix. add a text page (OR) to the PRIME-BC file called "ViCLAS"; and
- x. make a note of when the Member emailed the ViCLAS to their Supervisor, including the name of the Supervisor to whom the ViCLAS was sent.

4.12. If additional information about the offence and/or offender is learned during the investigation, the Member must submit an updated ViCLAS report containing only information that has changed or that is new information, as per the directions in the ViCLAS form.

4.13. If the offence was unsolved at the time of the original ViCLAS submission but is later solved, an updated ViCLAS report containing the new information must be submitted by the Member assigned to the file.

Supervisor/Review Unit

4.14. When reviewing a file involving a ViCLAS-reportable offence, the Supervisor must assign a follow-up to the Lead Investigator to complete the ViCLAS with a diary date of no more than 21 days from the date the complaint was received.

4.15. The Lead Investigator will forward the completed ViCLAS report to their Supervisor or delegate. Upon receipt of the completed ViCLAS report, the Supervisor will review the report, ensuring that the ViCLAS report is complete and accurate. In particular, the Supervisor must ensure the "Summary of the Incident" (Section 12) is completed in accordance with the directions.

4.16. Once the Supervisor is satisfied with the completion and accuracy of the ViCLAS report, the assigned Member / Lead Investigator will submit the report [REDACTED]
[REDACTED] The submission must be sent within 30 days from the date that the complaint was received.

ViCLAS Coordinator

4.17. The Superintendent, Investigative Services Bureau, or delegate will identify a person in the Vulnerable Persons Unit or Major Crime Section to serve as the SPS ViCLAS Coordinator.

4.18. The ViCLAS Coordinator will:

- i. be familiar with ViCLAS policy and the submission requirements for ViCLAS reports;
- ii. provide routine guidance to Members and Supervisors about the completion and submission of ViCLAS reports;
- iii. respond to queries from the ViCLAS Centre about SPS ViCLAS reports;
- iv. review the PRIME-BC ViCLAS workflow to ensure that a follow-up has been assigned to the investigator to complete the ViCLAS; and
- v. review the monthly ViCLAS compliance report from the ViCLAS Centre and action any non-compliant files.

4.19. If the ViCLAS Coordinator receives a request for disclosure of a ViCLAS report, the Member must contact the ViCLAS Centre for direction.

APPENDIX A: DEFINITIONS

“Familial” includes persons related by blood or law, living together as a family in the same home or who have regular access to the family, e.g., father of a child or adopted child; divorced person with weekend access to their children.

“Hold-back evidence” means any part of a ViCLAS submission that the contributing investigator has identified as such due to its sensitivity or to the possibility that its disclosure could jeopardize the case.

“Intimate Partner Violence” means violence and/or abuse between persons in an intimate live-in relationship that has some semblance of permanency (e.g., marriage or common law relationship).

“Lead Investigator” means the Member responsible for the file / investigation.

“Member” means a sworn Police Officer appointed by the Surrey Police Board.

“Supervisor” means Sergeant, Staff Sergeant, Inspector, Superintendent, Deputy Chief Constable, Chief Constable, and any other person acting in a Supervisory capacity who is accountable for a particular area or shift on behalf of SPS.

APPENDIX B: REFERENCES

RCMP "E" Division Operational Manual 36.1 - Violent Crime Linkage Analysis System (ViCLAS) - amended 2016-12-02

RCMP National Operational Manual - OM Appendix 36.1.1. - Definitions of Terms Used When Referring to ViCLAS



