



**SOUTH COAST BRITISH COLUMBIA  
TRANSPORTATION AUTHORITY  
POLICE SERVICE**

## **VIOLENT CRIME LINKAGE ANALYSIS SYSTEM (ViCLAS)**

Effective Date: May 9, 2005  
Revised: May 7, 2007

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### **POLICY**

1. The South Coast British Columbia Transportation Authority (SCBCTAPS) supports the Violent Crime Linkage Analysis System (ViCLAS) as an investigational tool for violent crimes.
  1. ViCLAS is a specialized unit tasked with identifying cases of violent crime committed by serial offenders within Canada. The unit is directed at improving the methods available to all police agencies for investigating violent crime.
2. The ViCLAS Crime Analysis Report (Form 3364) will be utilized for reporting all identified cases to ViCLAS in accordance with this policy.

### **REASON FOR POLICY**

3. To provide information sharing with Jurisdictional Police Departments (JPDs) on violent crime, thereby contributing to the identification of violent crime committed by serial offenders.

### **PROCEDURES**

4. Where SCBCTAPS has primary responsibility for the conduct of a file, a ViCLAS Form 3364 will be completed. SCBCTAPS is responsible for the following offence reporting:
  1. All solved and unsolved Sexual Assaults, Attempts, and False Allegations of Sexual Assault,
  2. All solved and unsolved Intimidations Violence/Threats,
  3. All solved and unsolved Indecent Acts and Exposures and Nudity in public,
  4. Public Mischief \* mandatory if in relation to murder or sexual assault,
  5. Suspicious Person/ Vehicle/ Property \* mandatory if in relation to murder or sexual assault, and
  6. Intelligence: Sex Offender.
5. Regardless of the nature of the investigation, a ViCLAS Form 3364 may be submitted by the Member 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.

### **Preliminary Reports**

6. The assigned investigator or a designate will complete and forward a ViCLAS Form 3364 within 30 days of receiving the complaint, including:
  1. a copy of the victim's statement,
  2. a copy of the offender's statement when applicable, and
  3. a photograph of the offender in solved cases and copies of artist sketches or composites of offenders in unsolved cases, and
  4. any biological evidence (DNA).
7. Readers will be responsible to:
  1. identify a ViCLAS reportable offence, updating PRIME to ViCLAS "Yes",
  2. issue a 15-day diary date to the investigating Member for completion of the ViCLAS Form 3364, and
  3. if the 15-day diary date is not adhered to, advise the Member's Supervisor.
8. If the case is unsolved at the time of reporting, the Member will report all names of persons gathered during the investigation via the "Associated Names and Vehicles" portion of the ViCLAS Form. This includes all witnesses, suspects, and persons of interest. Alternatively, if the list of names is extensive, the Member will provide photocopies of persons' reports from the case file.

### **Follow-up Reports**

9. When submitting a supplement or correcting information previously provided, the Member will submit a ViCLAS Form 3364 completing the Agency Name, ORI/CPIC, Incident Number, ViCLAS Identification Number, Victim's Name and Date of Birth, and only those items that the Member needs to correct or add (including, if not yet submitted, copy of the victim's statement, copy of offender statement, photographs and/or drawings of the offender, and any biological evidence). The Member will not need to re-submit unchanged items.

### **Completion and Forwarding ViCLAS Crime Analysis Reports**

10. All ViCLAS Form 3364 will be submitted directly to Readers by the Member completing the report, along with a photocopy of ViCLAS Form 3364 and all attachments.
11. A photocopy of the ViCLAS Form 3364 and original statements will be kept on file by SCBCTAPS.
12. In cases where there is sensitive Key Fact Evidence (hold back evidence) contained within the ViCLAS Form 3364, the original Form 3364 and a photocopy of Form 3364 will be secured in separate, sealed, initialed, and clearly marked envelopes by the Member completing the report, prior to being submitted to the Readers. This envelope may only be opened by either the Member who originally sealed the envelope, or by the primary investigator for that particular case.

13. Readers will ensure that all completed ViCLAS Forms (original ViCLAS Form 3364 and copies of statements) are mailed to the RCMP "E" Division ViCLAS Coordinator in a secure and timely manner:

RCMP "E" Division  
Behavioural Sciences Group, Major Crime Section  
12992 – 76<sup>th</sup> Avenue, Surrey, BC, V3W 2V6

14. When ViCLAS returns to SCBCTAPS the copy of the ViCLAS Form with the issued ViCLAS Identification Number, the Readers will add the ViCLAS Identification Number to PRIME.

### **Disclosure**

15. As the content of the ViCLAS Form is based on investigative information documented or otherwise contained in the investigative file on PRIME, the content of the ViCLAS Form is redundant and need not be disclosed as a matter of routine.
16. If Defence Counsel specifically requests the disclosure of ViCLAS information on a case before the Court, the Member will, via the SCBCTA Police Service ViCLAS Liaison or designate, request a Full Case Report from the Pacific Region ViCLAS office.
17. The Full Case Report to be provided to the SCBCTA Police Service Information and Privacy designate for vetting and then provided to Defence Counsel. The actual ViCLAS booklet is NOT to be disclosed.
  1. The responsibility for vetting the Full Case Report for exemptions to disclosure under s. 37 of the Canada Evidence Act remains with the SCBCTA Police Service as the originating investigating agency, NOT ViCLAS.
  2. Information regarding the accused's participation in offences not before the Court is EXEMPT from disclosure, as the disclosure of information related to ongoing investigations is not in the public interest, per s. 37 of the Canada Evidence Act.
18. In the event that the investigating Member receives a Notice of Motion requiring disclosure of a ViCLAS case that is part of a series (2 or more cases linked) and one of the cases in the series is NOT before the Court, the Member must immediately notify the SCBCTA Police Service ViCLAS Liaison or designate, who will then contact the Pacific Region ViCLAS Coordinator, by phone, and the SCBCTA Police Service Information and Privacy designate.

### **Liaison**

19. The Informatics Manager, or other designate as determined by the Deputy Chief Officer, will be assigned SCBCTAPS liaison to the RCMP Division ViCLAS Coordinator.

## **Review**

20. The Informatics Manager or other SCBCTAPS designate determined by the Deputy Chief Officer will conduct period reviews to ensure SCBCTAPS is complying with ViCLAS submission requirements. The results of the review will be submitted to the Inspector - Operations and Inspector - Support Services for review and appropriate action.