



Woodstock Police Force

Standing Order

Date: March 12 th , 2024	Standing Order: 2024-006
Subject: Violent Crime Linkage Analysis System (ViCLAS) Policy	
Link to Supporting Documentation:	
Good day. The following Violent Crime Linkage Analysis System (ViCLAS) Policy has been updated. <u>Reason for Policy:</u> To provide members with the essential details on the ViCLAS program and the guidelines with respect to ViCLAS booklet preparation and submission. A PDF version has been saved to WPF “TrueNAS U” drive /wpfshare /WPF POLICIES. With thanks,	
Approval – G. Forward, Chief of Police	Date: March 12 th 2024
Signature: <i>G. Forward</i>	

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Subject: Violent Crime Linkage Analysis System (ViCLAS) Policy

Policy Number: 2024-006

Effective Date: March 12th, 2024

Next Review Date: March 12th, 2027

Area(s) This Policy Applies to:

Office Responsible for Review of this Policy:

All Staff

Chief of Police or Designated Agent

Related Instruments:

Policy Sponsors:
Chief of Police

Document Pages (including Title Page):

This document consists of 5 pages

Revision History:

Publication Date: March 12th, 2024

Woodstock Police Force

Date of Passage of Current Framework:

March 12th, 2024

**I certify that this Policy was adopted by Woodstock Police
Force as indicated above.**

Date of Revision:

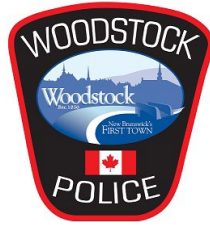
March 12th, 2024

**Woodstock Police Force
Approval Date:**

March 12th, 2024

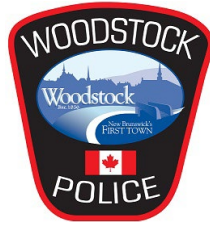
Contact:

Gary Forward, Chief of Police



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REASON FOR POLICY:

To provide members with the essential details on the ViCLAS program and the guidelines with respect to ViCLAS booklet preparation and submission.

POLICY:

1.0 ViCLAS

ViCLAS is a computer program and a national database for the automated case linkage of violent crime through the comparison of forensic, modus operandi (MO) and behavioural information.

The Violent Crime Linkage Analysis System Centre (ViCLAS), RCMP HQ, Ottawa, operates the ViCLAS and is coordinated on a provincial basis. These services are available at no cost to all Canadian law-enforcement agencies.

In New Brunswick, the ViCLAS Provincial Coordinator is located at the RCMP "J" Division, ViCLAS Centre, Fredericton, (Tel: (506) 452-3517; Fax: (506) 452-3399).

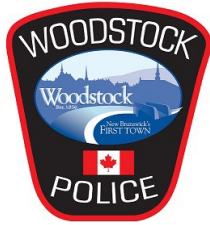
RCMP "J" Division ViCLAS Centre will analyze cases entered on ViCLAS in a comparison to those cases already on the system with a view of identifying similarities for the assistance of the file investigators.

Investigators should ensure that the most current ViCLAS Version is being used and submitted electronically to the ViCLAS Provincial Coordinator.

2.0 ViCLAS Liaison

The Province of New Brunswick recognizes the importance of accurately reporting to ViCLAS in an attempt to solve serious crime and put high risk offenders in jail. The Chief of Police will designate, in writing, a police officer as a ViCLAS liaison that will be responsible for the following:

- a) Reviewing all ViCLAS Booklets;
- b) Ensuring that all cases accepted for entry on ViCLAS meet submission criteria;
- c) Ensuring that all cases that meet the ViCLAS submission criteria have a ViCLAS Booklet submitted;
- d) Ensuring that the ViCLAS field in the Records Management System (RMS) has been checked "Y" (yes);
- e) Liaising with the ViCLAS Provincial Coordinator to ensure currency in ViCLAS submissions and identifying any gaps; and
- f) Verifying that the Readers/Supervisors checklist has been completed prior to submission of ViCLAS Booklet to the ViCLAS Provincial Coordinator.



3.0 Municipal / Regional Police Forces Reporting Requirements

In order to develop an extensive ViCLAS database, all municipal & regional police forces are to submit completed ViCLAS booklets based on the submission criteria listed in paragraph 4.0 below.

All ViCLAS cases must be reported on the ViCLAS Booklet Version 5.0.4 to the ViCLAS Provincial Coordinator within 30 days of the investigation starting. For completion instructions, see the *ViCLAS Field Investigator's Guide*.

4.0 Submission Criteria – ViCLAS

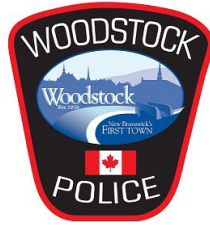
ViCLAS Booklets must meet the following submission selection criteria:

- a) All solved or unsolved homicides and attempts.
- b) All solved or unsolved sexual assaults or attempts except familial/domestic unless there is unique or significant physical, sexual or verbal behaviour.
- c) Missing persons where foul play is suspected.
- d) Unidentified human remains where foul play is suspected.
- e) All non-parental abductions and attempts.
- f) False allegations of sexual assault or attempted murder.
- g) All solved, or unsolved, or attempted child luring.
- h) Regardless of the nature of your investigation, you may submit your case to ViCLAS, using a ViCLAS Booklet, if you have reason to believe that the offender involved (known or unknown) may have been responsible for other violent crimes or has the potential to offend / re-offend.

5.0 Completion of ViCLAS Booklet

When completing the ViCLAS Booklet for submission:

- a) Submit the ViCLAS booklet electronically.
- b) Unless otherwise stated, check as many boxes as possible.
- c) If in doubt about how to respond to a given item, investigators are to be guided by the "Field Investigator's Guide" for the completion of the ViCLAS Booklet, proof beyond a reasonable doubt is not required; however, do not guess either.
- d) If there are details of the case which you feel are important but do not fit well into the summary, describe them in the additional information section (see question 13).
- e) If you wish to supplement or correct information previously provided, submit a new booklet completing the Agency Name, ORI, Case Number, ViCLAS Number, Victim's Name and Date of Birth and only those items you wish corrected or added.
- f) Include copies of all victim and/or offender statements and any available photos.
- g) If the incident has multiple victims, complete a separate ViCLAS booklet for each victim.



- h) Contact the ViCLAS Provincial Coordinator for any questions or guidance on the ViCLAS booklet and/or its completion.

6.0 Dissemination of Information

All information provided on the ViCLAS Booklet or to the Provincial Coordinator is governed by the “Third Party Rule”.

For the purposes of the provisions of the *Privacy Act* and the *Access to Information Act*, all information provided to ViCLAS is done so “in confidence” and is exempt from disclosure requirements.

Note: With the exception of the shaded areas on the booklet, no information will be released without the expressed consent of the originating police agency.

7.0 Quality Review

Pursuant to the *Policing Standards – New Brunswick, ORG 5 – Quality Assurance*, police forces are subject to a quality assurance review by the Department of Justice and Public Safety, which may include ViCLAS as a risk activity to be examined.

8.0 Submission of Booklets

Submission of the completed ViCLAS booklet is done electronically by email to the following email address: ViCLAS_SALVAC_JDIV_HQ@rcmp-grc.gc.ca.

REFERENCES:

- ❖ Policing Standards – New Brunswick:
 - OPS 3 Investigation
- ❖ ViCLAS V5.0 – Field Investigator’s Guide
- ❖ RCMP National Policy – Violent Crime Linkage Analysis System (ViCLAS)
- ❖ *Access to Information Act*
- ❖ *Privacy Act*

FORMS:

- ❖ ViCLAS Booklet Version 5.0.4