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

013.01 Approved: February 19, 2007

013.02 The police agency is to have a written policy and operational procedure that outlines the requirements and procedures for completing and submitting ViCLAS booklets as required by the ViCLAS Regional Coordinator.

013.03 Operational or administrative policy and procedure approved by the police agency is to include and demonstrate:

- (a) the criteria for the submission of the ViCLAS booklet
- (b) the role and responsibility of the investigating officer requirement to prepare and submit a ViCLAS booklet
- (c) the role and responsibility of the police agency Supervisor and/or Case Manager in the validation and submission of the ViCLAS booklets
- (d) inclusion of all solved or unsolved homicides
- (e) inclusion of attempts that are of a sexual or predatory in nature, or suspected of being part of a series
- (f) inclusion of missing persons, where the circumstances indicate a possibility of foul play
- (g) inclusion of unidentified human bodies, where the manner of death is known or suspected to be a homicide
- (h) inclusion of all non parental abductions and attempted abductions

013.04 The police agency is to provide ViCLAS training for investigating officers as required.

013.05 The police agency is to maintain a record of all ViCLAS submissions as required.