

# Law Enforcement Agency (LEA) Manager Designation/Replacement ViCAP Web



The Violent Criminal Apprehension Program (ViCAP) Web system is a state-of-the-art behavior-based crime analysis tool structured to address the violent crime problems impacting law enforcement agencies today. It enables law enforcement agencies to collect, collate, enter, and analyze their own violent crime information on a local level, and facilitates the identification of similar cases on a regional, state, and national basis. ViCAP Web is available to law enforcement agencies nationwide through secure internet connectivity of the FBI's Criminal Justice Information Services (CJIS) Division, Law Enforcement Enterprise Portal (LEEP).

Each law enforcement agency (LEA) using ViCAP Web must designate an employee of that agency to serve as the ViCAP Web LEA Manager for that agency. This employee hereinafter will be referred to as the LEA Manager. The LEA Manager will be your agency's main point of contact with Federal Bureau of Investigation (FBI) ViCAP.

Your agency's ViCAP Web LEA Manager will be responsible for:

- Assessing requests for access and establishing, as appropriate, ViCAP Web user accounts for other individuals in your agency who will be users of ViCAP Web.
- Certifying agency/user accounts each September.
- Serving as the conduit between FBI ViCAP and your agency regarding all policies and procedures to be followed in the use of ViCAP Web.
- Providing leadership, direction, and feedback to all users in your agency.
- Developing and maintaining contact with FBI ViCAP and advising them when their analytical support is needed for a particular case or series of related or potentially related cases.
- Notifying FBI ViCAP when multiple cases appear to be related and may, therefore, be the result of a serial offender.
- Ensuring the following solved or unsolved ViCAP criteria cases from your agency are entered into ViCAP:
  - \* Homicides (and attempts) that are known or suspected to be part of a series and/or are apparently random, motiveless, or sexually oriented.
  - \* Sexual Assaults that are known or suspected to be part of a series and/or are committed by a stranger.
  - \* Missing Persons where the circumstances indicate a strong possibility of foul play and the victim is still missing.
  - \* Unidentified Human Remains where the manner of death is known or suspected to be homicide.

Suggested guidelines in selecting a LEA Manager:

- Criminal investigator or analyst
- Demonstrated record of leadership and administrative proficiency
- Demonstrated record of excellence in the investigation or analysis of violent crime

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Enter LEA Manager info here.  
LEA Manager must be designated  
by the Agency Head/Designee.

Understanding the responsibilities and minimum qualifications for the position of LEA Manager (LEAM), I hereby designate the following individual to be the LEA Manager for my agency:

Title \_\_\_\_\_ Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Individual's Agency Email \_\_\_\_\_ LEO Email \_\_\_\_\_

**IF APPLICABLE:**

**REPLACE our agency's previous LEA Manager (provide title/name)** \_\_\_\_\_

He/she should be 1)  **removed from ViCAP Web as a current user**

- or -

He/she should be 2)  **changed to the role of:**  **Analyst**  **Case Entry**  **Case Reader**  
 **Read-Only Search**  **Missing/Unidentified Persons Only**

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Title and Name: \_\_\_\_\_

NCIC ORI Number of Agency: \_\_\_\_\_

Name of Agency: \_\_\_\_\_

Full Address of Agency: \_\_\_\_\_

Telephone Number of Agency: \_\_\_\_\_

Enter Agency Head/Designee  
information here. LEAM  
CANNOT self-approve, unless  
agency head.

Note: For record keeping purposes, send this form to:

Violent Criminal Apprehension Program (ViCAP)

FBI Academy

CIRG/BAU-4

Quantico, VA 22135

FAX: 703-632-4239 / E-mail: vicap@fbi.gov

**IMPORTANT NOTE: In order to expedite the ViCAP activation process, all LEAMs MUST have a LEEP account. In Texas, accessing LEEP is accomplished using the TDEX portal. If you don't already have a TDEX account, contact your agency's TDEX representative, or the TDEX Help Desk: 512-424-2629.**