



Texas ViCAP User Frequently Asked Questions

(Implemented since September 19, 2019)



Should I update my cases with current information?

- Your agency maintains ownership of the cases.
- You as an employee of the agency have the right to update cases as needed.
 - Suspect(s)/offender(s), identified victim(s), missing persons found (alive and well remove from ViCAP) found deceased change to homicide, closed by arrest, new investigator as point of contact, etc.

Does my new case submission get a second review for quality control?

- Each new case submission is reviewed by the analyst responsible for that state.
- Information entered is compared to the details provided in the narrative.
- If you have limited information in the narrative, it will require an email from ViCAP (*"Entered because of Molly Jane's Law"* IS NOT a good narrative, tell what happened to the victim in detail).
- When in doubt of the correct way to enter the case,
 - First contact the analyst responsible for the state of Texas (if not available)
 - Check the ViCAP manual on the Justice Connect page on LEEP or email ViCAP at vicap@fbi.gov.

How do I enter pseudonyms?

- If your agency is Required to use Pseudonyms for the victim's name,
 - For Question #7 – add the name as First Name (Pseudonym) Last Name (pseudonym)
 - For Question #9 – The first line of the narrative must be "the victim's name in this case is a pseudonym."
- If your agency Does Not Require Pseudonyms for the victim's name,
 - You must answer Question #7 with the victim's proper/given name.
 - If you have already entered pseudonyms into question #7 or #9, please go back and change them.
 - Regardless of Pseudonyms remember that for sexual assault and attempted homicide cases, the victim's names are automatically masked by the system in the name fields and no agency can see your victim's identifiers.
 - Do not use the victim's name in the narrative, instead use "the victim" in place of the victim's name.
- LEA Managers:

- If your agency uses pseudonyms for sexual assault cases, please make sure all ViCAP users are aware of this policy.

Should I use the victim's name in the narrative?

- The system does not mask any text in the Narrative box or free text "describe" fields.
- ViCAP does not mask any data in the attachment section. For sexual assaults and homicide cases please ensure you redact the victim's identifiers.
- Please remove victims name from Question #9- the narrative – if it is listed and required to be masked.
 - Ex: Use "the victim" in place of the victim's name.
- Please go into any cases you have already submitted and check the narrative section for this error.
- The use of a pseudonym in the narrative is acceptable.

What if I have unfounded accusations?

- Molly Jane's Law is intended to track information on offenders, not to track those falsely accused.
- If a case is determined to be unfounded, it must be removed from ViCAP.
- If you feel that a case is possibly unfounded, or questionable, it does not need to be entered immediately.
 - Molly Jane's Law does not stipulate when to enter a case into ViCAP.
- The lack of DNA evidence does not automatically make the case unfounded. Subsequent investigations will determine the validity of the report.
- If unsure whether to enter a case or not, please contact your ViCAP Analyst for Texas.

How do I handle timeout issues?

- ViCAP has no control over the time-out issue. LEEP has a timeout mechanism.
- To mitigate this issue, try the following:
 - Open Justice Connect in a separate tab. If you open a chat session in Justice Connect, the constant polling of the chat status icon should keep LEEP open as long as possible.
 - Open a Case Narrative Page (question #9) of a case within ViCAP. Leave this case open as you are doing other ViCAP business (searches, case entry, etc.). The auto-save feature on this page should keep LEEP open as long as possible.

Is there help with data entry issues and/or questions?

- Please review the ViCAP Case Submission Checklist during the case entry process and prior to submission.
- At the top right section of every page there is a question mark with a help icon in the icon tray. Clicking on this icon brings up the help page specific to that section which may answer your question or provide clarification to the question for entry.

- Always feel free to contact your analyst responsible for Texas, currently Crime Analyst Christine DePoyster, (703) 632-4170 or ctdepoyster@fbi.gov.

How do I address uncooperative victim cases?

- An uncooperative victim is one who reports an assault, but they subsequently refuse to cooperate with the investigation or are refusing to press charges.
 - According to Molly Jane's Law, if your case meets criteria (see section on Molly Jane's Law), this case must be entered into ViCAP. However, this case cannot be treated the same way as it may be unfounded or illegitimate.
- If your victim is uncooperative:
 - Mark Question #1 Case Sharing – NO.
 - The case is still searchable, while providing protection to a possibly unfounded accusation on the suspect.
 - Add a statement at the beginning of the narrative that "the victim in this case is uncooperative".

Should I be deleting draft cases not meeting submission criteria?

- Do not delete draft cases. If a case is identified as a case that should not be entered into ViCAP (unfounded, duplicate, etc.) once entry has started and is still in draft mode, please CLEAR the fields and enter a case that meets submission criteria in its place. No other agency sees the case as long as it's in DRAFT MODE.
- Only delete a case that has been fully entered (has a ViCAP number) and it's determined to be a case that should not be in the system (unfounded, duplicate, etc.), that would be an appropriate time to delete the case.

Where can I find more information about Molly Jane's Law?

- To better understand Molly Jane's Law, please visit the Texas DPS website at <https://www.dps.texas.gov/section/crime-records/vicap-violent-criminal-apprehension-program>. Additional resources listed on the Texas DPS website include how to access LEEP, the Law Enforcement Agency (LEA) Manager Designation Form, Frequently Asked Questions, and the ViCAP brochure.
- Questions related to Molly Jane's Law can be emailed to vicap@dps.texas.gov or call one of the Texas DPS trainers at (512) 424-2091.