

METROPOLITAN POLICE DEPARTMENT
SUPERINTENDENT OF DETECTIVES DIVISION



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COMMANDER



DIVISION MEMORANDUM

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Subject: Operational Policy and Procedures for the Violent Crime Branch Wanted Subjects

GOAL

The goal of the Metropolitan Police Department (MPD), Violent Crime Branch (VCB) is to bring closure to all investigations while ensuring the safety of our members and others during the apprehension of individuals associated with Violent Crimes.

I. OUTLINE

To help facilitate this goal VCB shall:

Coordinate the service of all outstanding warrants for dangerous wanted felons by this department and direct such request to the Metropolitan Police Department District of Columbia Capital Area Regional Fugitive Task Force (DC CARFTF) Warrant Squad lieutenant or his/her designee.

Under no circumstances shall a member of VCB attempt the service of an outstanding dangerous felony warrant without coordinating with the DC CARFTF Warrant Squad lieutenant or his/her designee.

Nor shall a member forward any warrant information to any District Warrant Squads without coordinating with the DC CARFTF Warrant Squad lieutenant or his/her designee.

II. PROCEDURE

In all cases that are being investigated by VCB and a known subject is to be named in a warrant, the member's supervisor shall contact the DC CARFTF Warrant Squad lieutenant or his/her designee and advise him/her of the same for background workups.

All Court Orders for electronic records shall be conducted by the DC CARFTF Warrant Squad.

Once warrants are obtained and they shall be forwarded to the DC CARFTF Warrant Squad for service.

- b. Violent Crime Cold Case Detectives assigned a case that has not been ViCAP'ed will complete a ViCAP Crime Analysis Handbook for the case. The narrative will consist of the same review required as part of a 60-day case review that will either be submitted on disc or e-mailed to the ViCAP Coordinator.
2. When there is a change in the case requiring an update, such as the identification and/or arrest of a suspect, administrative closure of a case, submission of evidence to a forensic database such as CODIS or change in motive, the appropriate portion of the ViCAP Crime Analysis Handbook will be completed by the case detective and forwarded to the ViCAP Coordinator.
- c. Basic "Death Book" and PD 120 information for all homicides from 1968 to 1990 will be entered into ViCAP. This information will be updated when the files become available.
- d. The Domestic Violence Fatality Review Board Case Identification Survey will be completed for all homicide cases and submitted at the same time as the ViCAP form, as described in subsections "a" and "b" above.

C. ViCAP Coordinator

1. Responsibilities

- a. The ViCAP Coordinator will be part of the Violent Crime Case Review Project.
- b. The ViCAP Coordinator will be responsible for:
 1. Reviewing incoming submissions for completeness
 2. Overseeing data entry into the ViCAP database
 3. Transference of data to the National ViCAP database
 4. Performing any requested analysis or searches
 5. Liaison with the National ViCAP Center
 6. Training of personnel on ViCAP, ViCAP submissions and ViCAP searches.