

Supporting Statement for Paperwork Reduction Act Submissions
Renewal of existing collection in use with an OMB control number for the
Violent Criminal Apprehension Program Crime Analysis Report (FD-676)
OMB# 1110-0011
06/04/2010

Part A. Justification

1. Necessity of Information:

Title 28, United States Code, Section 534, allows the FBI to acquire, collect, classify, and preserve identification/information, criminal identification, crime, and other records. The FBI permits such exchange of records and information with, and for the official use of, authorized officials of the Federal Government, including the United States Sentencing Commission; the States and cities; and penal and other institutions. It is essential that a standard reporting be utilized in order for the Violent Criminal Apprehension Program (ViCAP) Unit, Critical Incident Response Group (CIRG), Federal Bureau of Investigation (FBI) provide maximum service to all law enforcement and governmental agencies. The FBI ViCAP provides a centralized repository to collect, classify, analyze, and preserve records on violent crimes, victims, and their offenders.

2. Needs and Uses:

The FBI ViCAP Web serves the nation as a repository for the collection of information related to both solved and unsolved homicides, sexual assaults, missing persons and unidentified human remains. ViCAP Web is the only national database that allows participating law enforcement agencies to make cross jurisdictional matches of significant violent crimes, and ViCAP personnel can assist those agencies in the identification and linkage of similar cases based upon factors detailed in the ViCAP Web submissions. ViCAP can also provide analytical support, which includes, but is not limited to: the creation of maps, matrices and timelines, and the use and/or coordination of other resources and databases. The data collection instrument for use by agencies not activated in ViCAP Web is the Violent Criminal Apprehension Program (ViCAP) Case Submission Form, form FD-676.

3. Use of Technology:

ViCAP Web provides authorized users with direct, real-time access to the ViCAP Web National Crime Database through connectivity of the Law Enforcement Online (LEO) intranet. LEO is administered by the FBI's Criminal Justice Information Services (CJIS) Division. Users have the ability to enter their own case information and retrieve information about other similar cases.

4. Efforts to Identify Duplication:

The FBI is the only federal repository for the data from this information collection.

5. Methods to Minimize Burden on Small Businesses:

This information will have no significant impact on small entities. Small businesses will not be affected by this collection.

6. Consequences of Less Frequent Collection:

Data is collected as the crimes occur. Cases not submitted to the database on a timely basis are cases missed when analysis is performed and comparisons are drawn to other cases resulting in incomplete information available for use by all contributing agencies. The law enforcement community has an ever-increasing need for timely and accurate data. Obtaining this violent crime data is vital to ensuring the most efficient timely services to all authorized entities.

7. Special Circumstances Influencing Collection:

Participation in ViCAP is voluntary.

All ViCAP data are collected and processed from participating agencies, as necessary. Participation is voluntary. All stored violent crime data is inclusive of only that information which has been provided.

8. Public Comments and Consultations:

FBI ViCAP has a mechanism in place to elicit and capture feedback from authorized users within the ViCAP Web database, available at all times. Additionally, FBI ViCAP meets regularly with the ViCAP National Advisory Board which provides for an open forum to discuss matters of mutual concern, including reporting procedures. Additionally, the 30 and 60 day Notices of Information Collection for Renewal were published and no comments were received.

9. Payment of Gift to Claimants:

The FBI does not provide any payment or gift to respondents.

10. Assurance of Confidentiality:

The Attorney General of the United States has exempted the NCAVC system of records from subsections (3), (d), (e) (1), (e) (4), (G) and (H), (F) and (g) of the Privacy Act pursuant to 5 U.S.C.552a (j) (2) and (k) (2).

11. Justification for Sensitive Questions:

The ViCAP Case Submission Form is a victim-driven system. It captures behavioral information concerning the offenses for murder, sexual assault, missing persons, and unidentified human remains. Identifying information is masked for victims of attempted homicide and sexual assault to agencies other than the submitting agency, its hub agency (if applicable) and FBI ViCAP. See above, for assurances of confidentiality concerning a case. Consent of deceased victims is not sought for collection of information concerning their homicide.

12. Estimate of Hour Burden:

It is estimated that approximately 10,000 respondents will submit one response annually. Each response will require less than one hour. This response time estimate is based upon consultations with the ViCAP National Advisory Board and experience with the existing reporting form, the ViCAP Crime Analysis Report. The total burden times, based on voluntary submissions, is approximately 10,000 hours annually.

13. Estimate of Cost Burden:

Respondents will not incur any costs other than their time to respond. Respondents will not incur any capital, start up, or system maintenance costs associated with this information collection.

14. Estimated Annualized Costs to Federal Government:

ViCAP is an evolving program. It is estimated that the annual cost to the federal government is \$976,029 base cost plus the salary of approximately twenty full-time employees. The reporting form will be available electronically to state and local law enforcement through LEO, making printing and distribution costs negligible.

15. Reasons for Change in Burden:

There is no change in burden.

16. Plans for Publication:

There are no plans to publish the information collected.

17. Expiration Date Approval:

ViCAP will display the expiration date for OMB approval of the information collection on the ViCAP Case Submission Form.

18. Exceptions to the Certification Statement:

ViCAP does not request an exception to the certification of this information collection.

Part B. Statistical Methods

Not applicable.