

Agency Name  
Sample Policy: Violent Persons File (VPF)

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**Purpose:** The purpose of this Standard Operating Procedure (SOP) is to outline the policies, procedures, and responsibilities, for the implementation, management, and control of the information and duties described below.

**Procedure:** Violent Persons File

**SOP Organization:** This SOP is divided into 3 parts:

Part A: Overview

Part B: Violent Person File Criteria

Part C: Information needed to be entered into NCIC

Part D: Initial Entry/Supplemental Entry/Modification of Entry/Cancellation of Supplemental Entry/VPF Cancellation

**Part A:** Overview

The Violent Persons File is designed to alert law enforcement officers that the individual they are encountering may have propensity for violence against law enforcement. NOTE: Under no circumstances, should law enforcement personnel notify the individual that they are in the Violent Person file or share the information outside of the law enforcement community.

**Part B:** Violent Person File Criteria

An Entry into VPF in NCIC should be made when at least one of the Violent Person Criteria (VPC) has been met:

1. **The offender has been convicted of assault or murder/homicide of a law enforcement officer, fleeing, resisting arrest, or any such statue which involves violence against law enforcement.**
2. **The offender has been convicted of a violent offense against a person, including homicide and attempted homicide.**
3. **The offender has been convicted of a violent offense against a person in which a firearm or weapon was used.**
4. **A law enforcement agency, based on its official investigatory duties, reasonably believes that the individual has seriously expressed his or her intent to commit an act of unlawful violence against a member of the law enforcement or criminal justice community.**

**Part C:** Information needed to be entered into NCIC

- a. Identify the Entry Criteria (1-4) that justifies the entry of the offender into the NCIC VPF. If using criteria 1, 2, or 3, you must provide a copy(s) of state or federal Computerized Criminal History (CCH) record that identifies the conviction. If using criteria 4, you must provide a copy of the documented incident/police report and any other supporting documents (criminal complaint,

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warrant, summons, citation or other) that provides justification for a criteria 4 entry.

- b. Provide a case number that will be associated with the offender.
- c. Complete the Violent Person Entry Guide.
- d. Authorizing individual (TAC, assistant TAC, Chief, Sheriff, or other individual in a leadership role) for the agency must approve the entry into NCIC.
- e. Complete the Violent Person Worksheet with information identifiers such as known aliases, nicknames (monikers), **vehicular data**, state ID numbers, FBI number, miscellaneous ID numbers, additional dates of birth, social security numbers, and operator's license numbers should be included. Make sure all appropriate queries are made on the individual so that you can pack the record.  
**Be sure to maintain all supporting documentation for the case file.**

**Part D:** Initial Entry/Supplemental Entry/Modification of Record

After an individual is authorized to be entered into the VPF file, the TAC, Assistant TAC or other authorized individual will delegate an entry operator to make the entry into NCIC:

- 1. Go to Violent Person File Entry form in Portal XL.
- 2. Enter all the information available on the individual that was obtained from queries for packing the record. You may need to use the Enter Violent Person Supplement transaction to add alias names, dates of birth, social security card numbers, scars/marks/tattoos/other characteristics, miscellaneous ID numbers (DOC #, DNR customer ID#, other State ID#, if available), CMCs, etc.
- 3. Caution Medical Conditions (CMC) indicators can be added to the VPF record when it is known that a VPF subject is armed and dangerous, has suicidal tendencies, has previously escaped custody, is a drug addict, or whatever is appropriate to the circumstances. The reason for the caution will be listed in the Caution and Medical Conditions (CMC) Field and further described in the Miscellaneous remarks for the entry if necessary.
- 4. Complete the Miscellaneous remarks by adding the description of the violence. Example. (Violent tendencies, workplace violence restraining order placed).
- 5. If you have made an error, go into the Modify Violent Person form and make necessary changes.
- 6. To cancel the VPF Supplemental you will have to go to the Cancel Violent Person Supplemental form OR
- 7. To Cancel both the entry and the supplemental record go to Cancel Violent Person form and cancel using the NCIC Number and Name as it appeared on the entry (character for character match).

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8. Print all transaction pages, place paperwork in the case file. Maintain all supporting documentation within the case file.

**REMINDER: All positive VPF responses will have the following caveat alert:**

**WARNING-A SUBJECT IN THIS RESPONSE HAS BEEN IDENTIFIED AS A VIOLENT OFFENDER OR A SERIOUS THREAT TO LAW ENFORCEMENT OFFICERS. REVIEW THIS RESPONSE IN ITS ENTIRETY TO OBTAIN ADDITIONAL INFORMATION ON THIS SUBJECT. USE EXTREME CAUTION IN APPROACHING THIS INDIVIDUAL.**

**All positive VPF responses will also indicate which criteria the individual met for entry and will have the following caveat alert:**

**DO NOT ARREST OR DETAIN BASED SOLELY UPON THIS INFORMATION.**

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**Agency Name:**

Policy Approval Authority:

X\_\_\_\_\_

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

X\_\_\_\_\_

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