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MAIT GUIDELINES

MULTI-AGENCY

INVESTIGATIVE TEAM

110826

MANUAL

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James K. Stewart

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MULTI-AGENCY INVESTIGATIVE TEAM
MANUAL

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FOREWORD

The sinister figure of the serial murderer exploits gaps in the traditional law enforcement investigative process as he moves through various jurisdictions, avoiding detection and arrest. In recent years, law enforcement has increasingly recognized the need to pool skills and resources to plug these gaps and thereby close off the avenues of escape for this elusive and frightening criminal.

To that end, the National Institute of Justice funded a series of workshops that brought together knowledgeable, experienced, and highly-respected law enforcement managers, investigators, computer analysts and scholars to produce this guide for developing and administering Multi-Agency Investigative Teams (MAIT) to pursue serial offenders. The MAIT manual successfully catalogs lessons learned by those deeply involved in 16 serial murder investigations.

The experience and skills of those professionals shine through in this comprehensive and well-thought-out handbook. We deeply appreciate the dedicated practitioners who contributed to this effort, under the expert guidance of Pierce R. Brooks, Dr. Merlyn D. Moore and Michael J. Devine of Sam Houston State University, Terence J. Green of the FBI Academy and Dr. Barbara L. Hart of the University of Texas at Tyler. By examining actual cases and recurring problems, they devised the Multi-Agency Investigative Team concept and now make it available to police and other law enforcement professionals.

The MAIT concept will work only if it is adopted and the principles used by those with the responsibility for identifying and arresting these furtive predators. As law enforcement professionals, we are accustomed to dealing with crises, but we know that crisis management without a plan can lead to mistakes and wasted effort. This manual gives law enforcement executives, commanders, team leaders, and prosecutors the opportunity to plan ahead for the unusual demands and special requirements of a serial murder investigation--rather than waiting until they are confronted with a crisis.

As the research arm of the U.S. Department of Justice, the National Institute of Justice is pleased to have supported the MAIT research project. The project exemplifies the kind of professionalism and information-sharing that can enhance public confidence in law enforcement's ability to protect us from the most fearful of criminals--the serial murderer.

James K. Stewart

Director

PREFACE

The management and coordination of a Multi-Agency Investigative Team (MAIT) can make or break a serial murder investigation. While the Violent Criminal Apprehension Program (VICAP) of the U.S. Department of Justice was established to help provide the communication link among agencies involved in these major case investigations, the task of managing and coordinating the multi-agency investigative team has gone largely undefined and unassigned.

This manual provides guidelines for managing a multi-agency serial murder investigation. While resource limitations may make it difficult to adopt all of the approaches suggested in this manual, law enforcement agencies are strongly encouraged to follow as many of the recommendations as possible. The guidelines provided in this manual for all task force personnel should expedite the identification and apprehension of the killer. These recommendations may also assist the beleaguered law enforcement executive to justify additional funds if a serial murder occurs in his jurisdiction.

SERIAL MURDER DEFINITION

Serial murder is defined as a series of two or more murders, committed as separate events, usually, but not always, by one offender acting alone. The crimes may occur over a period of time ranging from hours to years. Quite often the motive is psychological, and the offender's behavior and the physical evidence observed at the crime scenes will reflect sadistic, sexual overtones.

PROJECT STAFF

Pierce R. Brooks is the Principal Investigative Consultant for the Multi-Agency Investigative Team Project. Prior to this he was a consultant to the serial murder tracking project and originator of the Violent Criminal Apprehension Program. He is a retired Police Captain of the Los Angeles Police Department where he served as a homicide investigator and supervisor. Mr. Brooks has served as Police Chief in three cities: Springfield, Oregon; Lakewood, Colorado; and Eugene, Oregon.

Michael J. Devine is a Doctoral Fellow at the Criminal Justice Center of Sam Houston State University assisting the Multi-Agency Investigative Team Project. He is currently the Assistant Program Coordinator for the Police Academy at the Center. Mr. Devine is a former Massachusetts police officer and deputy sheriff.

Terence J. Green, Principal Investigator of the Multi-Agency Investigative Team Project, is a Senior Major Case Specialist in the VICAP Unit of the National Center for the Analysis of Violent Crime with the Federal Bureau of Investigation. He was formerly a Lieutenant in charge of the homicide section of the Oakland Police Department, Oakland, California and has over 29 years of local law enforcement experience. Mr. Green has acted in a consulting capacity in over 50 serial murder cases.

Barbara Lane Hart, Ph. D., is the Project Consultant to the Multi-Agency Investigative Team Project. Dr. Hart was also Research Consultant to the serial murder tracking project. She is presently an assistant professor of criminal justice at the University of Texas at Tyler. She was formerly Senior Research Specialist with the Texas Department of Corrections.

Merlyn D. Moore, Ph. D., is the Project Director for the Multi-Agency Investigative Team Project. Dr. Moore was also the Director of the serial murder tracking project. He currently is a professor of criminal justice at the Texas Criminal Justice Center, Sam Houston State University. He was formerly a police commander with the Eugene, Oregon Police Department.

INTRODUCTION

Serial murderers continue to be a serious concern to law enforcement agencies. Past experience in serial murder investigations indicates an absolute requirement for a well managed and coordinated agency response especially in multi-jurisdictional murders. To be sure, there have been a number of major successful serial murder investigations with each investigating agency creating its own unilateral management style. Unfortunately, what has been lacking are guidelines for management and a method for sharing successful procedures in resolving complex problems in similar multi-jurisdictional investigations.

To resolve these shortcomings, a conference with experienced serial murder investigators was held in August, 1986. Participants were selected who could provide transferable information regarding the organization and management of other multi-agency investigative team investigations. Other professions with impact on a multi-agency investigation such as the prosecutor, the medical examiner, written and electronic media personnel and criminalists were also represented at the conference. (For conference methodology and agenda, see Appendix A.)

The work at the conference plus continuing feedback from participants have provided the basis for this manual designed for law enforcement agencies involved in multi-agency serial murder investigations. The guidelines in this manual should improve the administrative and organizational efficiency and effectiveness of these investigations and the apprehension rate of serial murderers.

Finally, it is expected that needs assessment, and other recommendations outlined and discussed in this manual will also apply and be beneficial to law enforcement agencies investigating other multi-jurisdictional serial crimes.

The cases discussed at the conference included:

Salt Lake City Murders (Utah)	Green River (Washington)
Hillside Strangler (California)	BTK (Kansas)
Bellevue Case (Nebraska, Maine)	Zebra (California)
Ted Bundy (Washington, Oregon Utah, Colorado, Florida)	Night Stalker (California)
Vampire Killer (California) (Richard Trenton Chase)	Lake/Ng (California)
John Wayne Gacy (Illinois)	Bobbie Joe Long (Florida)
	Atlanta Child Murders (Georgia)
	Interstate Trucker (Texas, California)
	Gallegos Murder (California, Nevada, Oregon)
	Yorkshire Ripper (Great Britain)

Participants at the conference and the agencies they represented included:

Frank Adamson,
Captain, Green River Task Force, King County, WA

Jim Bell,
Detective, Salt Lake City Police Department, UT

Ray Biondi,
Lieutenant, Sacramento County Sheriff's Department, CA

Sherman Block,
Sheriff, Los Angeles Sheriff's Department, CA

James Boutwell,
Sheriff, Williamson County Sheriff's Office, TX

Jeff Brosch,
Inspector, San Francisco Police Department, CA

Paul Dotson,
Detective, Wichita Police Department, KS

Ed Erdelatz,
Inspector, San Francisco Police Department, CA

Robert Grimm,
Captain, Los Angeles Sheriff's Department, CA

J. Robert Hamrick,
Director, Georgia Bureau of Investigation, GA

Harry Harris,
Oakland Tribune, CA

Modelna Holmes
Sargeant, Special Crimes Unit, Amarillo, TX

Richard Iglehardt,
Assistant District Attorney,
Alameda Co., Oakland, CA

Robert Keppel,
Chief Criminal Investigator,
Office of the Attorney General, Seattle, WA

Joe Kozenczak,
Chief, Des Plaines Police Department, IL

Michael Malone,
Special Agent, FBI Laboratory, Washington, DC

Ron McFall,
Sergeant, Calaveras Co. Sheriff's Office, San Andreas, CA

Hampton Pearson,
CBS News, Washington, DC

Joe Raffa,
Detective, Los Angeles Sheriff's Department, CA

Dr. Don Reay,
Medical Examiner, Seattle, WA

Warren Robinson,
Chief, Bellevue Police Department, NE

Frank Salerno,
Sergeant, Los Angeles Sheriff's Department, CA

Gary Terry,
Captain, Hillsborough County Sheriff's Office, Tampa, FL

CHAPTER ONE

THE MAIT PLANNING PROCESS

Planning for the unexpected is basic to law enforcement's preparedness and effectiveness. Unusual occurrences such as riots, earthquakes, and aircraft disasters can occur anytime, yet law enforcement agencies are expected to respond immediately with an effective, well coordinated plan of action. A serial murder may also take place at any time and again law enforcement must be prepared to respond.

Planning and coordination for a serial murder investigation is complicated by the multi-jurisdictional problems frequently identified with those investigations and by the drain on the resources of the agencies involved. The serial murderer often selects his victim from an urban area but disposes of the body in the privacy of a rural area, crossing jurisdictions in the process. As the number of victims increases, so does the workload of the law enforcement agencies involved.

Planning for a serial murder is complex

Responsibility for MAIT

Prior to a serial murder investigation, the law enforcement executives in a region should meet and discuss the responsibilities of each agency. Paramount to these discussions is establishing direct responsibility for the operation of the task force.

Fix responsibility for the MAIT operation

MAIT Members

The potential membership of the team should be considered when planning for a multi-agency investigation. Considerations should include: (1) which law enforcement agencies are likely to be working together given the geographical and political organization of the area, and, (2) what other criminal justice agencies and specialists such as medical examiners, forensic experts, prosecutors, and public officials, should also be included as vital parts of the effort.

Team members should be (1) identified, (2) informed about the multi-agency investigative process, and (3) committed to the team approach. They should have a thorough understanding, in advance, of the potential for unusual demands in a serial case to help insure the cooperation necessary during the course of the investigation. The degree of past experience and cooperation in working together may determine, in part, the amount of team commitment required to form an effective MAIT team. There are numerous examples where evidence from an autopsy and advice on admissibility of evidence from the prosecutor were key factors in obtaining a conviction.

Advance Planning

*Advance
planning
is essential*

Advance planning is a necessity in a serial murder investigation. Careful planning should expedite the identification and apprehension of the offender; yet it is nearly impossible to stop for planning during a serial murder blitz. Investigators, who must be represented in planning, may not be available once a body is located and it is critical that the investigation not be delayed.

Investigators, who attended the 1986 Conference, recounted their frustrations resulting from the lack of planning, guidelines or advice on what to expect in such an investigation. Problems such as unstandardized forms, incomplete telephone messages, insufficient telephones or telephone lines, and uncoordinated media releases were further evidence of the need for advance planning.

The experience of other agencies that have been involved in the investigation of serial murder cases can be used in the planning process. This experience can benefit agencies by providing guidance, details of organization, opportunities for training, and an information exchange.

*A preliminary
meeting should
be held*

A planning meeting should be held to discuss the advance planning issues in relation to the unique characteristics of the jurisdictions and potential MAIT members involved. Tentative policy and operating procedures should be developed to address those issues. Conference participants strongly recommended such a meeting to alleviate the general lack of readiness for a serial murder investigation.

Planning Issues

Planning should include the development of guidelines for a MAIT operation. These guidelines may include a number of administrative issues and concerns. Some of these issues which may be planned in advance include:

Many issues can be planned in advance

- Training needs
- Funding sources
- Personnel resources
- Investigative coordination
- Consequences of extended investigations
- Facility/space/equipment availability
- Information management
- Media relations

Planning for these administrative concerns assumes prior knowledge of the serial murder phenomenon, the potential drain on agency resources, and the need for jurisdictional coordination. As noted throughout this manual, expertise of other agencies is available.

Potential Objections to a MAIT Approach

Objections to the team approach may be overcome by understanding the benefits of MAIT

Not all agencies or individuals will be enthusiastic in their commitment to a multi-agency task force. Some are reluctant to become involved because they believe they do not have the time, resources or interest to contribute to a serial investigation. There may be instances of territoriality and ego involvement among potential members which defeat the cooperation necessary for a team investigation. It may also be difficult for one jurisdiction to refrain from independently prosecuting its part of the series even though a trial in another jurisdiction may be more likely to present a stronger case. An understanding of the benefits of a multi-agency approach will help eliminate these and other reservations which an agency may have concerning the team approach.

CHAPTER TWO

FORMING THE MAIT TASK FORCE

When a serial murder is recognized, the policies and procedures identified in the MAIT guidelines must be activated and other members of the task force specifically identified.

Identify Other Cases Linked to the Series

Other cases which may be linked to the series must be located and reviewed for possible inclusion in the investigative efforts. The Violent Criminal Apprehension Program (VICAP) of the U.S. Department of Justice will assist in locating these similar pattern homicides (see Appendix B). All personnel must also be continuously alert for other cases which may be related in any manner to the series.

After tentatively identifying those jurisdictions with similar pattern cases, representatives of those agencies, familiar with the cases, must meet to compare details. In previous meetings, lack of standardization for case comparisons has been a major problem. To avoid this problem, it is recommended that investigators for each case complete the "Multi-Agency Case Presentation Booklet" (see Appendix C) for exchange of information. This form is similar to the VICAP Report (see Appendix D) but provides for more detailed case information to facilitate comparisons such as latent fingerprints, trace evidence, and suspect/victimology. Without a structured basis for description, these case comparisons may fail to establish the pattern underlying the homicides. Investigators are encouraged to utilize this booklet for their presentations.

Cases should be systematically compared

Update the MAIT Plan

The MAIT plan developed in preliminary meetings, should be updated to correspond to the circumstances of the investigation and the agencies/jurisdictions involved. Agencies may form a single investigative task force. Other agencies (especially if distance is a factor) may elect to investigate independently and share information on a regular basis with MAIT members. As an alternative to a special task force solely for serial murder investigation, one region has established a permanent unit made up of personnel from the surrounding law enforcement agencies to handle homicides for that area (see Appendix E).

There is more than one way to form a MAIT task force

Command, supervisory, operational, support and interagency coordination functions, not specifically outlined during the MAIT planning stages, must be established. Examples of such functions which must be further defined and activated at this time include:

-Specific identification of MAIT members

- law enforcement
- forensic laboratory
- prosecutor
- medical examiner
- specialists
- others

-Identification of task force management

- Task Force Administrator
- Operations Commander
- Support Commander
- Case Review Coordinator

-Information management system

- information intake and dissemination
- computer operation

-Media relations

-Budget

-Logistics

-VICAP

VICAP serves as a national clearinghouse and resource center

Specifics of MAIT plan must be adapted to each case

In every case each agency or multi-agency task force must implement functions such as these based on the circumstances of the case and the resources available.

Potential Organizational Problems

Several management issues have been recurring problems in serial murder investigations. These issues have included:

- Lack of overall administration
- Lack of overall coordination
- Lack of ongoing case review and analysis
- Lack of information management
- Too many non-investigative responsibilities for case investigators
- Undefined investigative priorities
- Interaction with news media

Planning task force organization can minimize problems

Organizational planning for the task force may anticipate problems such as these and prevent or minimize their effects. Planning should also include an assessment of the current organizational strengths and weaknesses of the agencies involved for a more effective team effort.

Coordination and Continuity of Functions

Law enforcement agencies are generally accustomed to operating as self-contained units and often do not have the organizational structure, personnel or inclination for coordinating with other agencies. The individual functions of a multi-agency investigation must be defined and coordinated throughout the task force. Commitment to the team approach and such coordination should be a priority when organizing and selecting personnel.

Key Organizational Positions

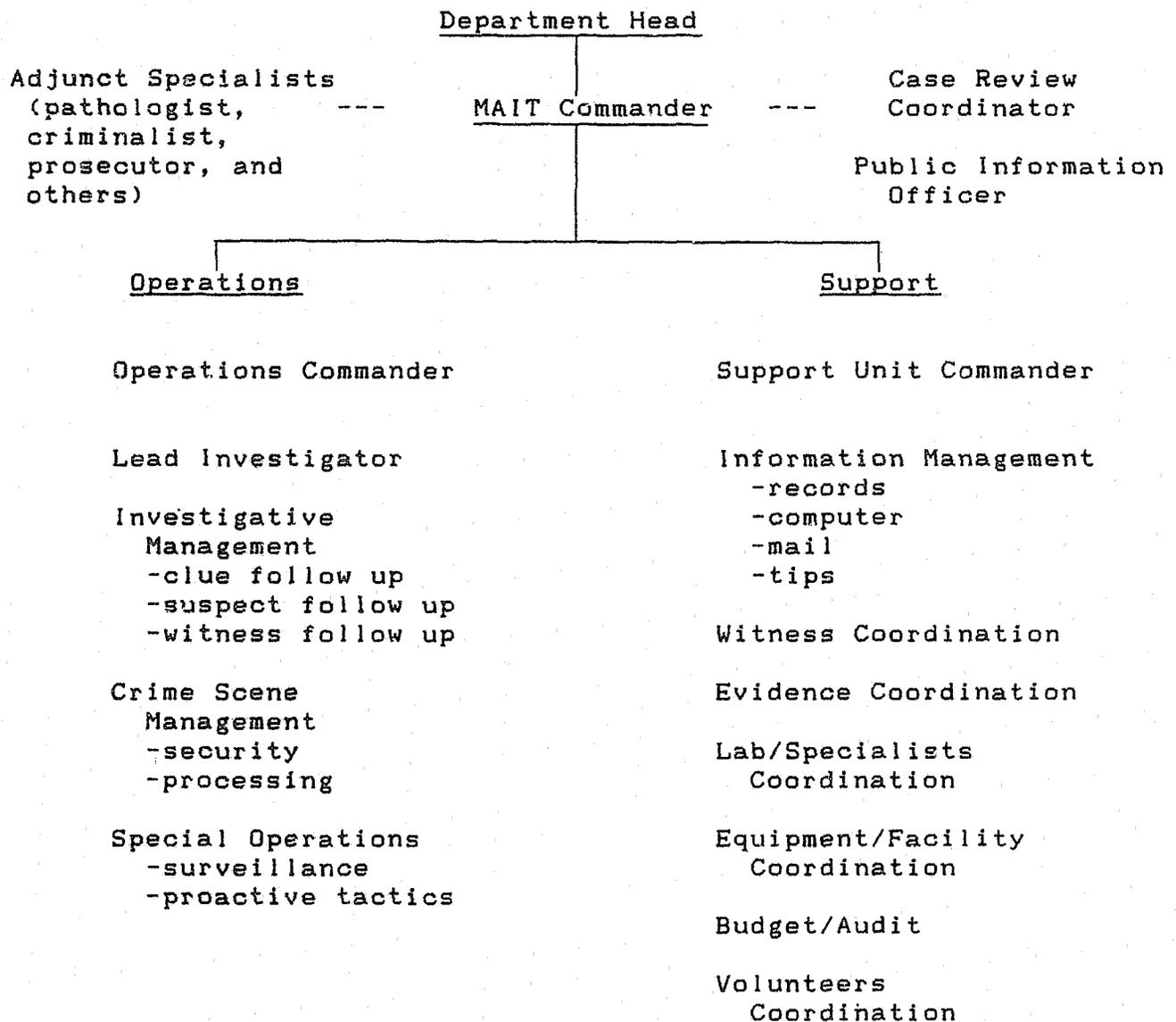
Circumstances of the cases govern key position assignments

The organizational chart in Figure 1 identifies key MAIT positions and functions. The responsibilities of these positions are basic to a successful and efficient investigation regardless of the size of the investigation or the resources available. However, the operation of each function,

the number of personnel assigned, and other specific implementation decisions must be made according to the details of the case and the circumstances of the investigation. For example, in a small task force, one person could be designated as the Support Unit Commander, Volunteer Coordinator and Information Management Coordinator. In a larger task force, three individuals may assume these positions.

Figure 1

Model Task Force Organizational Chart of a Police Agency Involved in a MAIT Operation



CHAPTER THREE

MAIT PERSONNEL ORGANIZATION AND MANAGEMENT

Personnel management in a MAIT operation extends from investigators, through support personnel and case review analysts to specialists and volunteers. Personnel functions include selection, assignment, training and coordination. The scope of these responsibilities requires continual attention by task force managers.

Personnel Selection

Team commitment and individual experience are major selection criteria

Selection criteria for all personnel should include a commitment to the team concept plus training and experience in the assigned function. Several key positions require well-trained investigators experienced in homicide investigation. Therefore, the selection of experienced task force members who can train and supervise less experienced officers is extremely important. Time and resource constraints make personnel selection extremely frustrating and difficult for MAIT organization and management.

The MAIT approach provides broader access to qualified personnel

Most agencies will not have resources to provide enough well qualified personnel for the task force and still maintain day to day operations. However, the MAIT approach provides broader access to qualified personnel from other agencies.

Personnel Assignment

Case investigators are often diverted by other assignments

Investigators, in a serial murder case, are too often required to perform additional duties (i.e. evidence officer, public information officer, or a liaison officer). These roles should be assumed by persons with an understanding of homicide investigation but not by investigators assigned to the case. Those investigators must be allowed to focus their skills and attention on the investigation.

Continuity in duty assignment, when possible, enhances coordination and knowledge of the case. For example, the same crime scene technician (or team) should work each crime scene in the series. The same officers should serve as evidence coordinators. Such continuity may help the officers detect similarities which might otherwise go unnoticed by rotating personnel. Permanent assignments, however, may lead to burnout, jealousy, an entrenchment mentality, and be counterproductive to the team.

Tentative assignments in advance such as a suspect interview team or liaison officer for witnesses allow the designated officers time to acquire additional expertise and to plan strategies. However, these assignments should be flexible in the event that another officer with a different style promises to be more effective. Assigning a team of officers to these functions provides mutual assistance and personnel back up.

Personnel Scheduling and Burn Out

*Emphasize
good work
not just
results to
maintain
motivation*

The pace is intense in a serial murder investigation. Sixteen hour days, seven days a week are not uncommon in the initial stages of the investigation. Fatigued personnel may become frustrated when the case is not resolved or when successful results are slow in coming. To minimize discouragement in a long term case, administrators should continue to emphasize the positive aspects of doing a good job during the process of the investigation and not rely solely on final results. A psychologist trained in stress management may also be made available to MAIT members.

Other scheduling considerations include the problem of overtime pay for some personnel and not to others, and the extra coordination required for shift assignments. These concerns should be addressed to minimize personnel problems.

Key MAIT Positions

Department Head - Final responsibility for MAIT decisions and liaison with other agency heads involved in MAIT. Responsibilities include:

- The protection of the public
- Budget considerations
- Personnel resources/limitations

MAIT Task Force Commander - Chief administrator and director of the task force. Responsibilities include:

- Administration and coordination of the investigative, support, case review and analysis functions
- Budget preparation and administration
- Liaison to chief or sheriff, VICAP and other non-task force agencies and officials

Operations Commander - Manages and oversees the investigative operations of the task force. Maintains liaison with other unit commanders.

Lead Investigator - Directs and coordinates the case investigation including assisting the prosecutor in case preparation. Responsible for the supervision of:

- Investigative teams
- Crime scene technicians
- Special operation teams

Support Unit Commander - Directs and coordinates the task force support functions. Responsible for:

- Information management
- Evidence coordination
- Lab and other specialists coordination
- Facility and equipment
- Budget/Audit
- Volunteer coordination

Case Review Coordinator - Reviews and analyzes all information regarding suspects, victims, witnesses, and relevant physical evidence to detect unconnected leads or indications of change in suspect method of operation. This position or unit may be staffed permanently or periodically depending on the complexity and magnitude of the case. If the task force work load permits, the officer may be temporarily assigned to another unit in the task force. In that event, it is imperative that the case review function be reactivated on a regularly scheduled basis. Periodic review may also be conducted by investigators with serial murder experience who are external to this MAIT operation. Responsibilities include:

- Review, analyze and compare (on a priority basis) all information and reports regarding suspects, victims and evidence
- Provide feedback to investigators regarding analysis and any necessary reexamination and investigative follow up
- Coordinate investigative follow up
- Monitor progress of all reexaminations

- Supervise tracking and graphic representation of case progress (Inquiries about Visual Investigative Analysis may be directed to the California Department of Justice.)
- Provide case review and critique

Investigators seldom have time to make a comparative analysis of their work

It is imperative that review and analysis be an integral part of task force functions. Investigators are often precluded from taking time to make an in-depth comparative analysis of their work with that of other investigative teams or to scrutinize the information that continues to flow into the task force. Critical links between leads may be overlooked without this review. Persons assigned to this function must be experienced investigators knowledgeable in murder investigations.

Personnel Training

Personnel should already be familiar with serial murder characteristics and with the unique features of a serial investigation. Training for specialized functions and the general MAIT operation should be reviewed and updated regularly. Periodic training also provides replacement and back up for officers and teams.

MAIT managers should be aware of training and conference opportunities which enhance professional development. Sources of such training include:

Take advantage of training opportunities

- Homicide Investigator Associations such as exist in California, Florida, Texas
- Continuing education courses sponsored by universities
- Professional seminars and conferences offered by law enforcement agencies

The task force will also benefit from continued contact with other agencies experienced in serial murder investigations and with VICAP. The knowledge of techniques developed by other experienced investigators can benefit the task force.

Obtaining Additional Personnel

A serial murder task force frequently demands more personnel than law enforcement agencies can supply. Data entry, word processing, filing tips and reports, large scale searches and other support functions quickly drain departments of officers and staff. Volunteers are often placed in those positions which do not require sworn officers.

Disabled and retired officers or police recruits may be excellent sources for additional personnel. Other groups which may assist, depending on the task, include military units, police explorers, conservation corps and civil air patrol.

Volunteers may get tired and bored, and may not stay. Do not plan on using them for long term jobs or duties critical to the investigation. Greater success may result in the use of groups which already exhibit internal organization and discipline such as those examples mentioned above.

Some volunteers may not be familiar with the need for information security. Therefore, precautions may be necessary in what information is available to them. Because volunteers may have access to sensitive information, a thorough background investigation, including a polygraph, is strongly recommended.

*Volunteers
should be
carefully
screened*

Staffing and managing volunteer personnel may be difficult in a MAIT operation and may even hinder the investigation. To minimize this problem, one MAIT position should have the responsibility of coordinating the volunteers.

Specialists in a MAIT Operation

The use of specialists as adjunct members in criminal investigations is not a new idea. Everyone from a forensic anthropologist to a zoologist has contributed to the successful solution of an investigation. In a very small department a homicide detective borrowed from a neighboring agency is a specialist.

In a serial murder case the potential exists for communication and coordination problems with specialists. Advance planning is essential to facilitate and speed assistance from specialists and yet keep their work coordinated with that of the task force. If several specialists are involved, a specialist coordinator should be designated.

*Evaluate
specialists'
expertise and
experience
with criminal
investigations*

A specialist's knowledge and experience with criminal investigations and possible legal constraints should be evaluated when considering a specialist's assistance. A medically qualified pathologist can still lose a case if he is not familiar with legal requirements. In those cases where these individuals are not qualified or are inexperienced in a homicide investigation, law enforcement officials must be very well informed themselves, and, if possible, obtain other professional assistance.

*Specialists
can be
an asset
at the scene*

Agencies should maintain a current list of available specialists commonly used in homicide investigations. A list which includes an evaluation of their work, address, telephone number, and fees will be beneficial both for planning purposes and quick reference. Some specialists can contribute more if they are involved at the scene with the investigator. Hence, it is important to be well acquainted with these professionals before the homicide and be able to contact them immediately. Periodic contact with specialists and feedback to them regarding previous services may also help cultivate a good working relationship. Including the specialist in planning is more likely to result in a better understanding of the specialist's role and responsibilities in a serial murder investigation for both the specialist and the task force.

VICAP can also assist the task force in locating particular specialists.

Medical Examiner

An indispensable member of any homicide investigation team, the medical examiner is particularly important in a serial murder case. Since there may be no apparent motive in the killing to assist police in solving the case, the investigation may depend solely on evidence from the body. To maintain continuity, the same forensic pathologist should examine each of the bodies in a jurisdiction's serial case. Further, the National Association of Medical Examiners has adopted standards for inspection and accreditation of a modern medico-legal investigative system. In that manual, the forensic autopsy procedure is outlined. Medical examiners should follow these recommendations.

*Qualifications
of the medical
examiner are
critical*

Qualifications of the medical examiner or coroner are critical to the success of the investigation. Several investigators reported that their biggest problem was with a coroner who was unqualified to perform a detailed forensic examination. The medical examiner should be a forensic pathologist but often is not. In many areas, the coroner is an elected position and may not even be a medical doctor. In these situations the coroner should obtain the services of a qualified forensic pathologist.

A forensic pathologist is a valuable asset at the crime scene and may be able to identify evidence which would otherwise deteriorate or be mislabeled by other technicians. He should maintain direct control of the body at the scene and during transportation. The pathologist may obtain information from investigators and from the scene itself which can contribute to a more comprehensive autopsy.

*An investigator
must be
present at
the autopsy*

The pathologist should be encouraged to tape-record his observations during the examination. An investigator must be present to exchange information with the pathologist. Photographs should thoroughly record the examination for later review. Ligatures, knots or other unusual clues connected with the body should also be photographed.

Forensic Psychiatrist or Psychologist

A forensic psychiatrist or psychologist may be used to evaluate suspects, witnesses, and surviving victims for courtroom and investigative purposes.

Criminal Personality Profiler

A criminal personality profiler may develop a suspect profile indicating such characteristics as age, sex, race, life-style, occupation, residential location, and prior criminal history. The profiler may also be used for apprehension, suspect interview, and prosecution strategies. This service, provided at no cost, is available by contacting the Criminal Profile Coordinator located at each Regional FBI Office.

Psychologist

A psychologist may be able to assist traumatized families, witnesses and victims. A psychologist may also be available to help team members relieve stress and burnout. The psychologist should be familiar with police routine and requirements.

Criminalists/Crime Laboratory Specialists

The same laboratory personnel should process all evidence in the series

The same specialists should process all evidence from a serial murder investigation to detect similarities and patterns. The identification of cases linked to a series has been delayed because evidence went to another specialist within the same laboratory.

If possible, involve the specialist with the crime scene technician immediately, perhaps even at the scene. Trace elements, enzymes, and body fluids dissipate rapidly. Laboratory personnel can advise law enforcement on the collection, packaging and transporting of fragile or otherwise special pieces of evidence. For more detailed information, refer to the Handbook of Forensic Science, Federal Bureau of Investigation.

The FBI laboratory has offered to inter-compare findings for serial murder cases. To utilize this service a request must be made through VICAP.

Prosecutor

The prosecutor should be included at the beginning of the investigation for advice and consultation regarding legal issues involved with the case. If the case involves more than one state or the federal government, it is likely that the rules of evidence for one jurisdiction may not meet the conditions and limitations for admissibility in another.

The prosecutor should also be aware of evidence or testimony which, while not admissible at the guilt or innocence phase of the trial, may be entered for the penalty phase. The prosecutor is better able to present a coherent and coordinated case in court if involved with all of the case developments. However, MAIT should be aware that an active role by the prosecutor in the investigation may jeopardize his position by making him a witness.

The demands on the prosecutor's time, stamina, and objectivity in face of possible political pressure and the need for continuity throughout the investigation require a commitment that not every prosecutor can make. If possible, the agency or MAIT should brief the prosecutor on the potential complications of the case and request his membership on the team.

In a multi-jurisdictional investigation several prosecutors may become involved. Each one should stay current with the case because it is difficult to predict which case will be the strongest to take to court.

The Violent Criminal Apprehension Program (VICAP)

VICAP can serve as a primary resource to those agencies conducting serial murder investigations. The VICAP unit offers:

- Crime analysis to link cases
- Coordinate meetings of investigators in VICAP linked cases
- Assistance in identifying specialists, equipment or other resources which may be required.

VICAP serves as a resource to serial murder investigations

VICAP's toll-free number is 1-800-634-4097

CHAPTER FOUR

FUNDING THE MAIT TASK FORCE

The special needs of a serial murder investigation can devastate an agency's budget. The Atlanta Child Murders investigation eventually cost \$5.8 million and required city, state, and federal assistance. Expenditures in other investigations have exceeded 1 million dollars and have depleted agency budgets. Budgeting is a necessary part of the planning process even though neither the murders nor the time required for the investigation can be predicted.

Anticipated Expenses

In addition to salary and fringe benefits, other costs of an investigation include overtime for the task force, extra support services and equipment, additional or specialized investigative equipment, computer equipment, transportation and telephone service. Long distance telephone charges can quickly become a significant budget item yet are inherent problems in multi-agency investigations.

Notify funding sources of potential costs as soon as practical

Other costs may be more unusual. One agency had to provide a safe house and security for an informant. To prepare for these and other expenses it is strongly recommended that contingency plans be developed for funding a serial murder investigation. Agencies with serial murder investigative experience are good resources for budget estimates.

Post Arrest Financing

Plan for expenses through the appeals process

Budget planning should not stop with the identification and apprehension of the suspect. Serial murder cases require extensive litigation which almost always includes a long appeals process. Money which may be available during the pressure of the case investigation may not be there when the case goes to court; nevertheless, personnel time in court must be paid, records must be maintained and evidence stored.

Follow up all leads to clear other cases

Post conviction funds should also be identified. There may be leads that were not followed up or considered central to the case under investigation. These leads should be reviewed because in all likelihood the suspect has killed before and other cases may be cleared.

Criminal justice interests and funds seem to diminish after a conviction is obtained even though evidence in some cases has indicated additional victims. Serious consideration should be given to the families of victims and others who deserve closure on a life trauma. One surviving victim, brutally attacked and left for dead, identified her attacker several years later through a VICAP Alert, (FBI Law Enforcement Bulletin, December, 1986).

Funding Agreements

Too often whoever controls the source of funding believes they should also control the investigation. To prevent a potential conflict, it is important to develop and establish agreements ahead of time with funding sources.

The agreement should also plan for long-term funding. It may be difficult to maintain funding for extended investigations. The Green River Murders investigation in Washington State is an example of how long, frustrating and expensive a case can become.

Potential Resources

Advance planning should include services which may be available without cost to police agencies (i.e. state or FBI laboratories, consulting expertise, volunteers, and retired officers).

*MAIT members
can share
investigation
expenses*

A financial advantage to the MAIT approach is the potential for cost sharing across the MAIT membership. Law enforcement agencies, medical examiners and district attorneys all have budgets which may help absorb some of the investigation costs.

*Access to
state funds
may require
special
legislation*

Additional sources of financial assistance such as mutual aid pacts or legislative emergency funds should be identified. Legislation may be required to enable states to provide emergency assistance for criminal investigations. (An example of such legislation can be found in Appendix F.)

CHAPTER FIVE

MAIT FACILITY AND EQUIPMENT

Locating additional space and equipment for a serial murder task force often requires quick and creative support management. Generalized requirements may be planned in advance but many specific support needs develop on a daily basis as the investigation proceeds.

Facility Considerations

*Task force
space is
frequently
inadequate*

A common complaint with regard to facilities has been inadequate space for the task force. The need for office space was too often underestimated and, as the scope of the investigation expanded, the work area became cramped and noisy. Poor working conditions adversely affected personnel already strained by the serial murder investigation. Errors in estimating space requirements can have a serious impact on the investigation. Selecting a small space may mean moving the task force to larger quarters later and interrupting the investigation. Choosing a very large facility may be an unnecessary expense.

It is recommended that the task force acquire office space that can be enlarged if necessary. For example, rent offices where other space is also available. Other MAIT operations have used a vacant car dealership and space in a county building. Public buildings offer the opportunity of sharing some of the cost.

The pros and cons of a separate location for the task force versus space within the law enforcement agency must be considered. Management feasibility, communications, morale, cost, and cooperation with other agency personnel, are important factors. One task force, formed primarily from a sheriff's office, was relocated to the city police department building to facilitate coordination between the two agencies.

Other site selection criteria may include: easy and private access, parking, telephone lines in place, internal flexibility in office arrangement, meeting/conference rooms, media and visitor control area, security for other areas, and an evidence room. These and other potential criteria should be addressed when selecting a facility.

Equipment Considerations

Due to rapid technological advances, equipment which may assist in an investigation is limited only by the investigator's awareness of it and its availability. The investigator should be current on equipment technology to take advantage of the possibilities for investigative assistance.

Know the limitations of equipment as well as its availability

In addition to literature, conferences, and seminars, communication with other agencies is an excellent source for information on equipment technology and applications. Contact with these other agencies not only stimulates ideas on equipment applications and availability but also the advantages and disadvantages of their use.

Remember extra office equipment

Additional equipment needs for day-to-day operations of an investigation should not be ignored. Most serial investigations involve additional investigative and support personnel. Extra personnel require additional telephones, desks, tables, word processing equipment, typewriters, copiers, and vehicles.

Equipment Accountability

Extra equipment may be available from other departments. Borrowed equipment must be clearly identified and logged. This will ensure proper equipment accountability and return.

CHAPTER SIX

INFORMATION MANAGEMENT

Information management is critical to the success of a MAIT operation and must be a high priority concern.

Information Volume

The volume of information in a serial murder investigation can inundate a department

The volume of tips, witness and victim statements, and lists of evidence received can be staggering for even the best equipped police department. For police agencies involved in a multiple murder investigation it is not unusual for suspect lists to grow by the hundreds and tips to multiply by the thousands. In August, 1986, the Green River Task Force reported, "it is estimated that there are over 12,000 suspect names associated with this (four year old) investigation."

Add to this volume, the need to transmit information among jurisdictions and the problem is magnified. Usually the management of serial murder information is considerably more complex than for a single homicide investigation.

Need for Information Management

Coordination is a key element in all aspects of a multi-agency investigation but the overall success of the investigation may depend upon the proper management of information.

The ability to manage and coordinate information is critical

Historically, the Achilles' heel of most prolonged serial murder investigations has not been that of the investigation function per se, but the inability of the law enforcement agencies involved to:

- Manage the massive amounts of information received and generated
- Effectively communicate internally or externally with other involved agencies

Organizing for Information Management

*Coordinate
information
flow through
one position*

The key to successful information management is the appointment of one person or a special team to serve as the focus of information intake for the task force. This position or unit collects, collates, prioritizes and disseminates information received to appropriate sections of the task force. In previous cases, these units were called tip rooms, major incident rooms, crime information centers, or crime analysis units. Messages to other agencies, specialists, media representatives, and others originate in this office and are thus coordinated and controlled for efficiency and security. There have been examples of suspect interviews duplicated by different investigators, with each interview and the resulting information unknown to the others. Appropriate information management through one position or office should enhance coordination of information flow.

Interviews and contacts with witnesses, surviving victims, families and others also require tracking and coordination in the information system. In a multi-agency serial case, the different agencies should coordinate their lists of the many persons involved to prevent duplicate contacts or omissions and to avoid alienating witnesses.

Telephone Answering System

*The task
force must
maintain
24-hour
telephone
coverage*

Inadequate numbers of telephone lines, telephones and answering machines are common equipment deficiencies in multi-agency investigations. Recording equipment with a queuing system for taking calls should supplement the telephone answering system if personnel are not available on a twenty-four hour basis or if the number of calls exceeds answering capacity. Availability of resources is a factor when weighing the advantages and disadvantages of direct telephone access to investigators versus a centralized answering pool for normal operations. However, during serial murder investigations, it is imperative to have separate phone lines for investigators and for personnel assigned to hot lines receiving tip information.

Tip Sheets

Special standardized tip sheets for serial murder investigations should be designed before the murder occurs. Detectives have written on everything from note pads, to agency stationery and desk blotters. With a standardized format, information collected will be more complete and will be in a form which is more easily compared to others and more readily converted for electronic data processing. (See Appendix G for examples of tip sheets used by the Green River Task Force and the Michigan Child Murders Task Force.)

A commonly used tip sheet form is three pages. The first page is the original investigation file copy. The second page is the detective assigned work sheet. The last page, a hard copy, is used for cross indexing the information source with the information content.

Tip sheet attributes include: a cross indexing system, reduced duplication of effort, standardized tip information recording procedures, and a method for prioritizing suspects and information.

Computerized Information Systems

The importance of a computer should not be overstated nor overlooked

Processing the volume of information generated during a serial murder investigation may be greatly improved with a computerized information system. However, a computer is more than just a filing system. With computer capability, the investigator can perform crime analysis and data comparisons that previously were not feasible or even considered. Administrators and investigators may need to evaluate the investigative process in new terms given the electronic data manipulations possible. MAIT managers and investigators must choose the best information in anticipation of data manipulations necessary. They must critically evaluate what data will be stored, mixed, and retrieved. This becomes a difficult decision point, as computer resources diminish over time. Priorities regarding suspect information and identification, victim information, evidence information, and missing person information must be established. In addition, computer programming changes may be necessary considering the flexibility of the investigative process.

*Include
investigators
when planning
computerized
information
systems*

To take full advantage of this enhanced capability, the use of a computer in an investigation should be planned well in advance of the murder. Investigators must be involved in this planning to insure a more comprehensive computerized information system. Outside consultants and technicians may assist in the planning, implementation and operation phases of the computerized system, but they cannot supplant the administrator and investigator in identifying critical information and methods of analyses.

The agency and task force must not only be well aware of the potential benefits of a successful automated information system but the prerequisites and limitations of the system as well. In several cases, vast amounts of data were stored on a computer, but then were not accessible in a manner which allowed comparisons, collating, or other manipulations. System managers must plan for an information system that is especially user friendly. A system that offers easy access after minimal training is critical. Few investigators are particularly knowledgeable in computerized information systems, and, usage of the computer is reduced if the system is too complex. Data security and backup computer records are routine procedures for a knowledgeable operator, but nonetheless, are issues which must be addressed when planning.

Other agencies with computer experience in serial murder investigations are prime resources for MAIT managers learning the applications and limitations of a computerized information system. (i.e. Green River Task Force, King County, Washington; Office of the Attorney General, Seattle, Washington; Los Angeles Sheriff's Department; Los Angeles Police Department; and Salt Lake City Police Department).

**Problems to Consider Before Becoming Involved in
Computer Operations**

Several problems, such as those listed below, should be considered before becoming involved in computer operations for a serial murder investigation.

- High cost (i.e. hardware, software, programming, data entry, computer time, training, and storage)
- Lack of existing computer expertise

- Lack of appropriate facilities for the computer system
- Lack of capability for converting present records to computerized format
- Data security

In spite of these concerns every effort should be made to address these problems and develop an effective and efficient computerized information system.

Advantages of a Computerized Information System

The primary advantages of the computer for a serial murder investigation lie in its capacity for storing vast amounts of information and its speed in processing. With most serial murder investigations, the amount of information and the rate of accumulation far exceeds human capabilities for management.

A summary of advantages for a computerized information system includes the following:

- Rapid identification of linked information (i.e. suspects, license numbers, reporting persons)
- Elimination of duplicate investigations. Identifies and provides current status of all activities for better management
- Reduces lost leads. Provides filing and tracking capabilities for monitoring leads and tips
- Rapid data response. Information is available within moments, eliminating time consuming and sometimes inaccurate manual searches
- System adaptable to specific task force needs. Criteria may be added or deleted, parameters for data searches or comparisons widened or narrowed
- Planning and management capabilities. Computer can be used as a management tool for budgets, personnel scheduling and assignment, volunteers and specialists lists

-Crime analysis and comparisons. Computer aids in detecting similar patterns in the series or links to other crimes

-Data prioritized. Leads, tips and other information can be prioritized and then accessed according to that priority ranking. Ranking can be changed at any time and the data immediately reevaluated

Computer Compatibility

Computerized information sharing among MAIT members is a powerful tool for investigators

Ideally the computer information systems of the MAIT member agencies should be compatible to maximize the benefits of the team approach for the investigation. Mutual comparisons and cross-references of suspects, car descriptions, licenses or other records are powerful tools for investigators. To accomplish such information sharing requires much forethought and planning. The computer equipment, programming, and format for each agency's information should be compatible so that information is useable by other agencies. When information sharing is limited to that which can only be transmitted manually, its effectiveness is severely limited.

Non-MAIT members and other criminal justice agencies may also have computerized records which may assist in the investigation. Computer compatibility with those agencies should also be considered. Records of parolees, sex offenders and others which may be helpful are often computerized. Regional computerized information networks are resources available in most areas and may also provide computer assistance for the investigation.

Long Term Record Storage

Records must be available for months and years after the investigation

Regardless of the type of record storage system, plan for the availability of these records months and years later. A wise course of action is to plan for a retrieval even if the offender is found guilty. Do not dispose of any records that were or could have been used as evidence in the trial. The classification of body fluids for example, may not be admissible today, but could, in the future, be more accurately classified and thus admissible in a retrieval.

Inadequate records or those which can only be interpreted by the person who wrote them or designed the filing system can seriously hinder or even preclude a secondary investigation or retrieval. Taking the time to organize the filing system and writing detailed records may save the task force much time and effort later.

The data storage design should be as flexible as possible to allow for later revisions, additions and manipulation capability. Even experienced investigators cannot specify the record requirements for each case. The storage of computerized information should be included in budget preparations as well as storage of other forms of information. Funds must be allocated for computer hardware, programming, computer time, data entry, and adequate facilities for computer hardware (i.e. an air conditioned room).

CHAPTER SEVEN COMMUNICATIONS

Information coordination for a serial murder investigation not only involves communication flow within the task force but communications to agencies and officials outside MAIT. Effective communications will enhance the success of a MAIT operation by precluding closed communications, information leaks, and incomplete or missed information.

Internal and External Communication

All personnel should understand the importance of communication

Lines of communication must be developed and maintained (1) individually within each MAIT task force, (2) between MAIT task forces, and, (3) when necessary, to other agencies or individuals not directly involved with the investigation. Responsibilities for coordinating all aspects of communications (internal and external to MAIT) should be designated to specific positions and all personnel should understand the essential purpose of communication in the investigation.

Open Communication

With the exception of any information which would negatively affect the investigation communication channels should remain open. A lack of communication or a perceived lack of communication can disrupt information flow during the investigation. When there is no information or progress to report, personnel may believe that information is being withheld and lose faith in the effort further reducing communication. Briefings for personnel, including uniformed officers, will assist in improving morale and information needs.

Information Leaks

Information security is a serious concern

MAIT personnel must consider the "need to know" versus the risk of information leaks. Leaks of critical information may jeopardize the investigation. Teletypes and bulletins have been sources of inadvertent leaks due to media accessibility. There have been other instances of media representatives picking up information as they walked through

investigators' offices. In addition, task force personnel and others in the agency have disclosed sensitive information in conversation when discussing a case.

Each MAIT operation will have different circumstances, personnel and information policy and should, therefore, assess its own information security needs when planning for communications.

Access to Information

The "need to know" rule is absolute

Access to information must be on a "need to know" basis. Decisions on who to inform and how fully to inform are critical and MAIT managers must consider the responsibilities of the position and the needs of the investigation.

The task force commander in a serial murder case needs immediate and direct access to the department head. Serial murder investigations develop rapidly and they must be redirected as conditions demand. To facilitate rapid investigative responses and avoid later confusion and problems, the investigation requires special support and immediate feedback. The department head in turn, should keep his superior and other appropriate officials informed on the overall progress of the investigation.

Danger of Partial or Incomplete Information

Partial or incomplete information may also cause security problems. MAIT personnel or other officials who are partially informed may be unaware of the underlying priorities of the case. Their actions or decisions based on incomplete information may undermine the investigation and threaten the security of the case. Also, statements made to the media based on incomplete information may create a false impression of the case for the public.

Communication Briefings

Meetings can seriously detract from investigative time

Briefings can become extremely time consuming as the investigation expands and the number of personnel increases. Investigators may find their work days monopolized with meetings designed to share information. Impatience with such meetings may be aggravated by the intensity of a serial murder investigation and possible personnel fatigue.

Briefings and meetings must be very well organized to insure that a maximum of information is disseminated in a minimum time period.

Communication Between Task Force and Other Agency Personnel

Non-task force personnel may contribute to the task force investigation

Although information leaks may constitute a serious threat, the investigative team may also miss valuable ideas and information if others in the agency are excluded from the investigation. Additionally, the morale of non-task force personnel may suffer, and in fact, the investigation can be hindered if others feel excluded from a major effort.

Time constraints may preclude investigators from personally discussing critical aspects of the case with field officers. Yet, many serial murderers have been arrested by patrol officers. It is imperative that lines of communications be kept open between investigators and uniformed personnel.

To facilitate communication in these situations, the task force may wish to develop a series of recorded briefings. These tapes may help motivate and reinforce personnel as well as keep them informed of the current status of the investigation. Taped briefings, accompanied with occasional personal presentations by task force representatives, will enhance the communication and cooperation between the task force and other personnel. There have been instances of important information lost or delayed because it was received by personnel not familiar with the serial murder case under investigation by the task force.

Communication Impact of a Separate Location for Task Force

Separating the task force from the agency has positive and negative consequences

Moving a task force to a separate facility involves more than just a need for larger space. Separating the team from the remainder of the agency can impact positively and negatively on the communication flow and on the cooperation from other personnel in the agency. Positively, the team can operate as a cohesive unit; communication can be improved in quality and speed; and the risk of information leaks is reduced. Negatively, incomplete information, the potential loss of assistance from other personnel and a perception of favoritism can reduce cooperation and communication within the agency.

Coordination Problems with External Communications

Communications between agencies may not reach the investigator

Cross-jurisdictional information sharing remains a problem for law enforcement agencies. There have been many instances of serial murder investigations delayed or hindered by a lack of information from agencies external to the MAIT operation. One example was a three-page letter to over one hundred law enforcement agencies requesting assistance in a serial case. There were few responses.

A follow up to the line detectives in those agencies revealed that few of them had seen the original request. It is strongly recommended that this information be sent directly to the investigating officers to avoid such a situation.

Follow Up Information Requests

The information coordinator should track information requests and provide follow up requests when necessary. Requests to other agencies may be misdirected or the response be otherwise delayed. While the task force has no direct control over these responses from others, it can monitor and document the request process and perhaps then receive some assistance.

Information Requests by Outside Agencies

Information released to agencies and individuals external to the task force greatly increases the risk of leaks and legal ramifications. Personnel outside the task force are less likely to be aware of the critical nature of some information and the potential consequences to the investigation if the information is released. As a cautionary note, each agency should consult with legal counsel to develop policy for the release of information in compliance with federal, state, and local laws.

Pressure to Release Information

Have non-sensitive case material prepared to satisfy the demand for news

During the course of a major case investigation, administrators and investigators have been pressured from all sides to release information regarding the facts and progress of the investigation. The effort to cooperate with the public, the media and other interested parties and yet protect the security of the investigation places the task force commander in a difficult position. A recommendation is to have non-sensitive material related to the case prepared to satisfy the demand for news. The department head, task force commander or public information officer should make clear the positive benefits of withholding information with those individuals requesting all the facts.

Demands for news about the case most often come from the media but elected officials, administrators of the agency, and others do succumb to the pressure or to the publicity value of a public statement. Elected officials need votes. Chiefs or sheriffs may need to convince public officials that the job is being done. The medical examiner may need some visibility for future funding. Even members of the task force need to feel important. Bits and pieces of investigative information, which by themselves may be harmless, can be assembled into a serious threat to the investigation. There have been examples of serial cases seriously jeopardized by individuals making statements without first consulting the Task Force Commander.

Coordinate news releases with MAIT member agencies

To prevent or to control such situations, MAIT operations should establish policy for releasing information. The policy should define who has a need for information and who has the authority to make such releases. Obviously, this policy is more difficult to develop and coordinate when several agencies are involved in an investigation. Each agency may choose to release its own information but this requires extensive coordination with other MAIT agencies if the integrity of the investigation is to be protected. Agencies should exchange drafts of press releases with each other before dissemination to the media.

Suspect Information to Other Law Enforcement Agencies

A suspect itinerary may help screen cases from other jurisdictions

When an arrest is made, other agencies external to MAIT, may have cases which they believe are linked to the suspect. Comparing case information and interviewing the suspect has proved difficult to coordinate and control. A suspect itinerary can serve as an initial screening and reduce the expense and logistical problems of comparing case details or interviewing the suspect. This task would be the responsibility of the case review coordinator.

Unofficial Offers of Assistance

MAIT members must also deal with well meaning efforts of the public or the victim's family to assist in the investigation. The family may request a psychic, or a reward may be offered. At times investigators are put in the difficult position of appearing indifferent or permitting the family to develop false hopes.

Coordinate rewards through MAIT

An ill-timed or poorly conceived reward can stimulate so many calls to the agency that the staff may be diverted from the investigation to answer, sort and analyze those tips. Unfortunately, there have been examples of media offering a reward coincidentally with the rating period for their network, or psychics advertising their assistance as they advertise their newly published book. Each law enforcement agency should be aware of these problems and anticipate its response. Rewards that are well planned and released in a timely manner have been useful in rekindling interest in serial murder investigations. Rewards should be coordinated through MAIT.

Nuisance calls take an inordinate amount of investigative time. Once these callers are identified, a method of control should be developed. Requesting information from them in writing or requiring that a resume be on file may help reduce the number and length of these types of calls.

VICAP as an Information Source

Agencies involved in a serial murder investigation can use VICAP as a resource for many aspects of the case. The homicide specialists at VICAP can help determine linkage to other series and help locate other appropriate experts or equipment for an investigation.

CHAPTER EIGHT

MAIT OPERATIONAL CONCERNS

In a serial murder investigation, control and coordination of specific operational concerns from several homicides are particularly difficult and must be well planned. Problems involving surviving victims, witnesses, suspects, tangent investigations, crime scenes, and evidence are compounded when several agencies are each interviewing multiple witnesses and handling volumes of evidence in their own individual manner.

Surviving Victims

Locating surviving victims is vital

In most serial murder cases, there is at least one surviving victim. Survivors have been left for dead or have escaped from the killer. These incidents may have occurred prior to the first recognized murder. A survivor can provide vital suspect information that may not be present in previously linked serial murder cases. Survivors are key witnesses to such cases but require special consideration by law enforcement. The trauma involved with the event and the fear resulting from the attack often inhibits their willingness or ability to cooperate. This problem can be very frustrating for investigators when the survivor's testimony provides the only firsthand evidentiary link to the suspect.

Witnesses

Develop a structured format for interviewing witnesses

Traditionally, serial murder cases have many witnesses that are contacted by investigators from multiple agencies. In order to coordinate and standardize witness interviews, a structured format should be developed. This format insures complete information in comparable form, and standardizes information gathering so that all investigators are working from the same frame of reference.

Friends and relatives of victims and suspects may not have witnessed the crime but nevertheless are important witnesses. These individuals are often overlooked as information sources. Such witnesses must be contacted as soon as possible to obtain vital information before it is lost or destroyed.

Corroborate the last date and time the victim was seen

Crucial information which must be obtained and corroborated includes the exact date and time that the victim was last seen. This information allows investigators to adequately confront suspect alibis and places victims in the appropriate chronology in the series.

Witness Coordinator

A witness coordinator position must be established in a serial murder investigation because of the many witnesses which are involved with the case. This coordinator tracks all witnesses and surviving victims to assure that each has an investigator as a personal contact.

Suspects

Develop a priority system for investigating suspects

A standardized priority system for rating suspects must be developed. In serial murder investigations many suspects are identified from the investigation and other sources. The actual hierarchy of the priority system is developed and determined by the characteristics of that particular investigation.

The elimination of suspects cannot be based on inconclusive factors. Statements by suspects' friends, polygraph results, work records, time sheets, confinement records, bank records, and class attendance rosters, are all examples of elimination factors which at times have proved to be inadequate, erroneous, or deliberately misleading. Suspects must be eliminated by a thoroughly corroborated investigation

Plan strategies in advance for interrogating suspects

Preparation is important for suspect interrogations. Advance strategies can include possible interview settings, methods of recording the information, background information, and advice for external agencies in the event they have primary contact with the suspect.

Tangent Investigations

Unprioritized investigative activities can occur in any case but in a serial murder investigation, the many leads, tips and possible suspects increase the likelihood of these tangent investigations. An investigator may pursue his own theory or may follow up a tip without checking on other priorities of the case. These activities may lead to the identification of the suspect but more often they prove to be a waste of vital task force resources. Hence, costs to the investigation must be controlled and balanced between maintaining the continuity of the primary investigation, and allowing for the individual expertise of the investigator.

Other spurious tangent investigations are the follow ups to false confessions and unsupported speculation. Even if the case is not resolved, tangent investigations with other agencies may foster positive working relationships.

Crime Scene

More often than not there will be multiple crime scenes in a serial murder investigation. The location where the victim was last seen, where there was initial contact between the victim and the suspect, murder site, body disposal site and body recovery site must be considered separate crime scenes. These various locations associated with the victim compound the problems of crime scene management. Sensationalism of these crimes stimulate intense crime scene interest from the media, public officials and various other onlookers. MAIT personnel must recognize that some body disposal sites may be used repeatedly and should, therefore, be carefully searched for additional victims. Each body recovery site should be examined by a forensic pathologist. A forensic anthropologist and other forensic specialists may be involved at the scene as needed.

Evidence Control

*Control and
coordinate
all evidence
through one
MAIT position*

One position or team should control and coordinate all evidence collection. The evidence coordination function assures that proper collection and recording procedures are used. Photographs in a serial murder must be precisely identified to avoid later confusion. Other controls include the chain of custody, the inter-comparison of items with other homicides, and the storage and preservation of all other items. This process reduces the chance of the inadmissibility of evidence at trial. To maintain evidence control when volunteers are assisting, the evidence coordinator should thoroughly brief them on collection procedures and be present at the crime scene to supervise.

Special Training for Evidence Handling

The collection of skeletal remains, hair and fibers, rapidly disintegrating trace evidence, and unusual bindings are examples of evidence which may require specialized knowledge. Evidence officers are expected to be acquainted with prerequisites for laboratory analysis and capabilities of various laboratories. Therefore, the evidence coordinator or team should receive advanced training in evidence collection procedures to preclude contamination or loss. As a result of such training, the officer will be more aware of evidence potential and the conditions for proper preservation and analysis.

Coordinating External Evidence Specialists

The evidence officer may be the logical MAIT member to coordinate the work of specialists involved in evidence collection and analysis. That officer should, therefore, be acquainted with the specialists' procedures and conditions necessary to maximize their contributions to the investigation.

Evidence Storage

*Know all
legal
requirements
for evidence
storage*

Responsibilities and control of evidence storage are issues which can be anticipated and planned. The evidence coordinator should be aware of the legal requirements for evidence storage such as the time period required to keep evidence, the proper procedures and notification to the defense for any testing or for the destruction of evidence. For example, one state requires that if any testing process will destroy evidence, one-half of it must be saved for the defense. In other instances, the prosecution may not be obligated to hold evidence. With proper notification to the defense, some storage problems can be eliminated. There are other requirements regarding the conditions of storage so that perishable evidence will be preserved. Temperature control and air circulation then become issues in addition to the space required.

CHAPTER NINE

MEDIA RELATIONS

The media and law enforcement do not have to be adversaries

The competition for news and the need for information security in a criminal investigation often appear to place the media and law enforcement in adversarial positions. Law enforcement agencies have heard about or directly suffered interference in a case investigation due to the media's aggressive search for news; however, the media's positive contributions to an investigation must not be overlooked. Planning for the needs of both law enforcement and media can enhance cooperation between them and prevent damaging consequences to the investigation.

Media's Contribution to an Investigation

Media releases can generate needed public support for the investigation

The role of the media in a criminal investigation is very important and can be useful toward the resolution of the case. Although law enforcement officials have expressed frustration with the media's intensive pursuit of news, they admit that the media has also assisted the efforts of law enforcement. Many cases are solved through public interest, cooperation and information tips generated by media releases. Media personnel and their communication links with other locations have helped to locate witnesses, identify victims and establish the suspect's itinerary. Planning and communication between law enforcement and media representatives can enhance these positive aspects of mutual interest in the investigation.

Media's contributions to investigations have been highlighted by cooperation and good rapport. An example of that kind of rapport occurred in the Zodiac serial murder investigation in California. In that case the members of the media agreed not to print details of crime scenes and portions of letters from Zodiac, even though he mailed them directly to reporters.

Public Information Requirements

Obtain expert advice regarding public information laws

The law in each state regarding open records or public information is different. MAIT members must be especially knowledgeable about their state laws because the public's right to know and open records legislation are frequent reasons given by the media for the right to information. It is recommended that each agency consult an attorney experienced with public information laws when developing the policy for information dissemination. The District Attorney may not be the best source for civil law advice on public information.

Protecting Case Information

Reports peripheral to the investigation may be subject to open records requirements

The common legal protections for keeping information private are "ongoing investigation" clauses. In most public record laws, these clauses exempt information releases which impede or interfere with the investigation from the requirements of public records. A precautionary note--other adjunct records, such as medical examiner reports and search warrant affidavits, may not be included in the "ongoing investigation" protection clause and may be classified as public records. The investigator should also check the legal status of other reports such as those from hospital records, crime laboratories, and others which may be peripherally involved in the investigation.

Media Interference in an Investigation

The media's competition for news and deadlines for broadcasts or publication appear to many law enforcement officials to result in insensitive demands and disregard for the consequences of the investigation. There have been examples of media personnel trampling a crime scene, a media helicopter's blades churning the dirt at the crime scene while police technicians were attempting to gather evidence, and photographs published exposing police surveillance of a body recovery in the area. In other cases rumor has been reported as fact by some media representatives in an effort to remain competitive.

Media's Investigation

*Media often
conducts
its own
investigation*

The media's concurrent investigation of the crime frequently interferes with that of law enforcement. In some instances witnesses, victims and others were interviewed by the media before the case investigators. On occasion this has contaminated or alienated good sources of information for the police. Conversely, stories and broadcasts should be closely monitored to determine if the media has uncovered facts previously unknown to investigators that can be pursued as leads.

Information Leaks to the Media

Leaks of sensitive information to the media are major threats to the security of an investigation. MAIT personnel, who are not well trained in press interviews, may find themselves trapped in their statements and unintentionally giving away critical information. Another potential leak can result from a lack of information coordination among law enforcement agencies. The media can obtain information from separate sources and accumulate enough to endanger the investigation. In an address to an audience of homicide investigators, a nationally recognized television investigative reporter said,

There are other reasons that multi-agency cooperation is needed. For years, reporters, myself included, have thrived on you people not talking and sometimes not cooperating with each other. Police at the scene saying one thing, the coroner something else, if a county agency is involved, there's different spin. The rule of thumb, the more agencies involved, the more sources for information...what some call leaks....and in the end the more leverage to get the story.

Unfortunately, some leaks are intentional. Intentional leaks cannot all be prevented but some may be deterred if policy for information dissemination is established. The consequences of leaks to the investigation must be clearly understood by all concerned. When media representatives fail to respect investigation policies and procedures for accessing information the best appeal may be to that person's superior, editor or publisher.

The best prevention for inadvertent breaches in information security with the media is careful planning and well trained press officers.

Media Considerations

- Have a trained press information officer, who is not an investigator on the case, give all interviews from a written statement. The press officer should also coordinate news releases. The MAIT spokesperson should be available to accommodate broadcast times and deadlines. Interviews by the lead investigator or department head may be necessary but should only be conducted on special occasions.
- Post and distribute MAIT policy and procedures governing news gathering methods for serial murder investigations to all media representatives. Do not assume that each media representative is aware of investigative requirements for crime scene and evidence control. Make clear the need for cooperation.
- If media personnel are allowed to tour the crime scene, have the touring area clearly marked and controlled. Access to the crime scene may be restricted to a limited number of media personnel. Control of the crime scene may also include the air space. The same principles apply to touring the MAIT facility--control the area and limit the number of media representatives to maintain control.
- The Press Information Officer should arrange conference space. He should keep the media in one location rather than attempt to move large numbers of newsmen. These conferences should be recorded or videotaped to control for later comments or releases taken out-of-context.
- Monitor and file all news coverage related to the case for the permanent file.
- For greater accuracy in reporting, law enforcement officials must communicate with both reporters and editors. Media representatives should understand why information is being withheld and why publishing it could be detrimental.

- Prepare to deal with a flood of calls if a news release panics the public or if a reward is offered. These calls can overload the communication and personnel capacities of MAIT.
- Work with the media and their need for news. The media is not going to go away during a serial murder investigation. Expressing anger or stonewalling will not help law enforcement but probably will make the situation worse. Every effort should be made to keep lines of communication open.
- In giving news releases, law enforcement must be aware of the potential effect of news stories on the killer at large or the suspect in custody. The killer may increase or change his activities. The suspect may change his story.
- Law enforcement or public officials should not commit themselves to a time for the solution of the case. Media often wants a dramatic deadline for the investigation which increases pressure, may force errors and later create bad publicity.
- MAIT personnel, especially those dealing with the media, should be able to differentiate between reporters who are sensitive to the situation and cooperative and those who are not. Investigators may then deal differently with the reporters more sympathetic to them.

CHAPTER TEN

CASE COORDINATION, REVIEW AND CRITIQUE

An ongoing review of case information, policies and procedures is an essential function of a serial murder investigation. Too often, however, these critical functions are overlooked due to the other efforts of the investigation.

Need for Case Coordination and Review

Critical information is often scattered throughout the files

Complex, long-term investigations need continuous case coordination and review so that details are not overlooked. There have been many examples of tip connections missed, and evidence or information gaps which were later discovered during a structured review. Invariably, the killer's name is buried in task force files or stored in a computer. Critical information that might connect the suspect with the murders is scattered throughout the files.

Case investigators often do not have time to review and compare all information

Investigators working the case do not always have time to step back from that work to analyze and compare the numerous pieces of information which can accumulate. This review may be ongoing or periodic but it is essential. For example, in the Ted Bundy case a review was completed after one year of investigation. This review identified Bundy as one of the major suspects from a field of 3500.

Case Review Functions

Case coordination, review and analysis provides an opportunity to examine all investigative information and activities so that leads are not overlooked or links between them missed. The primary function of the unit is a careful examination, on a priority basis, of all information related to suspects, victims, witnesses and evidence. Work assigned to case investigators is also reviewed for completeness and linkage. Any necessary follow up is coordinated with the appropriate investigator or supervisor and monitored by the case review coordinator to ensure that the information flow does not falter.

Investigative Pattern Analysis Charts (IPAC) or Visual Investigative Analysis (VIA) are tools which can facilitate both the investigation and the case review process. These charts graphically depict the time and location of critical events in the case with the movement and observations of witnesses, victims and suspects. Physical evidence recovered can also be noted on the charts. These graphic displays can greatly benefit investigators and crime analysts in a complex case and assist in the overall review and coordination process. The charts can also be used by the prosecutor during a trial to aid the court and jury in following the interaction of the principals involved in the case.

Case Review

Case review must be conducted by experienced officers knowledgeable in serial murder investigations. The process should be conducted in a cooperative spirit with a team goal of improving the investigation and not be perceived as a threat or criticism of the investigators' efforts. Responsibility for preparing case review is with the Case Review Coordinator.

Post Investigation Critique

The case critique covers all aspects of the investigation

An investigative critique is both a critical analysis and an evaluation. The critique must be constructive or it will be worthless. Any work assignment, function, system, or the task force as a whole may be the subject of a critique during the course of the investigation.

Standards and expectations of a post investigative follow up and critique should be identified. If performed correctly and objectively, the critique will provide some of the best education and training for future investigations. However, some case critiques are politically motivated and generally not instructive. Unfortunately, these reviewers often have a predetermined opinion about the results of the review.

Critique Functions

The focus of the post investigative critique may include:

- Overall management of the task force
- Management of the information systems
- Computer operation
- Communications within the task force and with other agencies, police, prosecutor, medical examiner, and laboratory
- Security, all phases
- Personnel selection, assignment, control for burn out, use of volunteers, consultants, and other professionals
- Investigative operations, techniques and tactics
- Support unit operations
- Special project units
- Crime scene processing, evidence search, recovery and storage
- Training related to serial murder investigations
- Legal issues
- Interaction with victims, witnesses, news media, political representatives
- Financial expenditures
- Logistics, storage space, equipment

If a major case investigation has been cleared by arrest, the critique must consider the task force and offender relationship with regard to the following: identification, apprehension, arrestee behavior, statements made, witness credibility, evidence recovered and related legal issues.

Final phase of critique

*The critique
may be
subject to
discovery by
defense counsel*

The final phase of a post investigative critique is to plan for future task force operations and the possibility of a retrial of the case just concluded. The educational value of a critique cannot be overstated; however, critique information may be subject to discovery by defense counsel so the agency should consult with the prosecutor prior to critique discussion.

APPENDICES

APPENDIX A

MAIT CONFERENCE METHODOLOGY AND AGENDA

MULTI-AGENCY INVESTIGATION TEAM (MAIT)

Conference Methodology
Phoenix, Arizona
August 17-29, 1986

Considering what is known today of serial murderers and serial murder it is reasonable to assume that VICAP, as early as 1987 might identify a set of similar patterns in a series of murders that range from coast to coast. For example, VICAP might notify law enforcement agencies in WA, CA, TX, KS, NE, GA, IL, and FL, that a unique set of similar patterns has occurred in each jurisdiction and that there is a strong possibility that a single individual is responsible for the murders. Guidelines for law enforcement agencies involved in a serial murder MAIT operation must be established before this problem becomes a reality--actually, as we all know, before this problem reoccurs.

In order to establish meaningful guidelines, questions must be asked and answered and solutions discussed:

- How is a serial murder task force formed?
 - personnel selection?
 - team assignments?
 - supervisors, management, chain of command?
- How is a multi-agency serial murder investigation managed?
- The problem of communicating; internally and externally?
- Who coordinates the operation (not the same as manages) when several law enforcement agencies are hundreds or even thousands of miles apart, and are obviously investigating crimes committed by the same killer?
- The problem of the "reluctant" law enforcement agencies?
- How do departments with limited budget funds and resources participate?
How are grants and special funds obtained?
- What is VICAP's role?
- What is the FBI's role?
- What is the prosecutor's role?
 - who prosecutes?
 - problems in granting immunity?
- What is the pathologist's role?

- What is the lab's role; local, state, FBI?
- The use of specialists; consultants, support staff, volunteers, profilers, (psychics).
- How are news media releases managed?
- "Political" interference?
- Procedures must be established for managing and coordinating;
 - suspect leads, elimination, identification, arrest, interrogation, prosecution.
 - witness interviews.
 - evidence collection, control and examination.
 - data processing.
 - forms control, design of special pre-printed forms related to a serial murder investigation.
 - tips and incoming calls.

During the next two weeks we will listen to the presentations of police officers from throughout the country who have been involved in one or more serial murder investigations. The presentations will include a synopsis of the case, with primary focus on the major problems listed above (and, problems not yet listed) and solutions to those problems that occurred during the investigation.

The last three days of our workshop will be set aside to discuss two hypothetical serial murder investigations; one interstate--cross country, and one within a single major metropolitan area involving several suburban police agencies.

Your comments regarding problems and solutions in these two hypothetical cases, including comments made during the presentations will form the basis for MAIT guidelines that, when published, will greatly assist law enforcement officers to expedite the identification, apprehension, and prosecution of the most vicious killer in our society, the serial murderer.

MULTI-AGENCY INVESTIGATIVE TEAM

WORKSHOP AGENDA

Point Resort
Phoenix, Arizona
August 17-29, 1986

MONDAY, August 18

- 0800 - 1000 INTRODUCTION AND WELCOME
- o Merlyn D. Moore, Project Director
 - o James K. Stewart, Director NIJ
 - o Pierce R. Brooks and Terry J. Green, MAIT Consultants
- 1000 - 1030 BREAK
- 1030 - 1230 "THE ONGOING SALT LAKE CITY CASE"
- o Jim Bell
Salt Lake City PD
- 1230 - 1400 LUNCH
- 1400 - 1600 "THE HILLSIDE STRANGLER CASE"
- o Sgt. Frank Salerno
Los Angeles Sheriff's Dept.

TUESDAY, August 19

- 0800 - 1000 "THE LAKE/NG CASE"
- o Inspector Ed Erdelatz
San Francisco PD
- 1000 - 1030 BREAK
- 1030 - 1230 "THE LAKE/NG CASE"
- o Sgt. Ron McFall
Calaveras County Sheriff's Office
- 1230 - 1400 LUNCH
- 1400 - 1600 "THE NIGHT STALKER CASE"
- o Capt. Robert Grimm
Los Angeles Sheriff's Dept.
-

WEDNESDAY, August 20

- 0800 - 1000 "THE GREEN RIVER CASE"
⊙ Capt. Frank Adamson
Green River Task Force
- 1000 - 1030 BREAK
- 1030 - 1230 "THE ZEBRA CASE"
⊙ Inspector Jeff Brosch
San Francisco PD
- 1230 - 1400 LUNCH
- 1400 - 1600 "THE ROLE OF AUTOMATED SYSTEMS IN SERIAL MURDER
INVESTIGATIONS"
⊙ Det. Joseph Raffa
Los Angeles Sheriff's Dept.
- 1915 - 2115 "THE BELLEVUE CASE"
⊙ Chief Warren Robinson
Bellevue PD
-

THURSDAY, August 21

- 0800 - 1000 "THE TRUCKER CASE"
⊙ Sgt Modeina Holmes
Amarillo PD
- 1000 - 1030 BREAK
- 1030 - 1230 "THE GACY CASE"
⊙ Chief Joseph Kozenczak
Des Plaines Police Dept.
- 1230 - 1400 LUNCH
- 1400 - 1600 "THE ATLANTA CHILD MURDER CASE"
⊙ J. Robert Hamrick, Director
Georgia Bureau of Investigation
- 1915 - 2115 "THE BTK CASE"
⊙ Det. Paul Dotson
Wichita Police Dept.
-

FRIDAY, August 22

- 0800 - 1000 "THE HENRY LEE LUCAS CASE"
● Sheriff James Boutwell
Williamson County Sheriff's Dept.
- 1000 - 1030 BREAK
- 1030 - 1230 "MANAGEMENT IMPLICATIONS OF SERIAL MURDER
INVESTIGATIONS"
● Sheriff Sherman Block
Los Angeles PD
- 1230 - 1400 LUNCH
- 1400 - 1600 "THE TED BUNDY CASE"
● Robert Keppel
Chief Criminal Investigator
Criminal Division of the Attorney General
-

MONDAY, August 25

- 0800 - 1000 "THE ROLE OF THE PROSECUTOR IN SERIAL MURDER
INVESTIGATIONS"
● Richard Iglehardt
Assistant District Attorney
Alameda County
- 1000 - 1030 BREAK
- 1030 - 1230 "THE ROLE OF THE MEDIA IN SERIAL MURDER INVESTIGATIONS"
● Harry Harris
Oakland Tribune
● Hampton Pearson
CBS News
- 1230 - 1400 LUNCH
- 1400 - 1600 "THE ROLE OF THE PATHOLOGIST IN HOMICIDE INVESTIGATIONS"
● Dr. Don Reay
Medical Examiner
Seattle, Washington
-

TUESDAY, August 26

0800 - 1000 "THE GALLEGO CASE"
● Lt. Ray Biondi
Sacramento County Sheriff's Dept.

1000 - 1030 BREAK

1030 - 1230 "THE BOBBY JOE LONG CASE/FORENSIC LAB"
● Capt. Gary Terry
Hillsborough County
● Michael Malone
FBI

1230 - 1400 LUNCH

1400 - 1600 BEGIN PROBLEM AND SOLUTION SESSIONS

1915 - 2115 TENTATIVE SESSION

WEDNESDAY, August 27

0800 - 1000 PROBLEMS AND SOLUTIONS (Continued)

1000 - 1030 BREAK

1030 - 1230 PROBLEMS AND SOLUTIONS (Continued)

1230 - 1400 LUNCH

1400 - 1600 PROBLEMS AND SOLUTIONS (Continued)

1915 - 2115 TENTATIVE SESSION

THURSDAY, August 28

0800 - 1000 PROBLEMS AND SOLUTIONS (Continued)

1000 - 1030 BREAK

1030 - 1230 PROBLEMS AND SOLUTIONS (Continued)

1230 - 1400 LUNCH

1400 - 1600 PROBLEMS AND SOLUTIONS (Continued)

1915 - 2115 TENTATIVE SESSION

FRIDAY, August 29

0800 - 1200 PROBLEMS AND SOLUTIONS (Continued)

APPENDIX B

VICAP DESCRIPTION

THE VIOLENT CRIMINAL APPREHENSION PROGRAM (VICAP)

VICAP is a national data center designed to collect, collate, and analyze information regarding the following:

- (1) Solved or unsolved homicides or attempts, especially those that involve an abduction; are apparently random, motiveless, or sexually oriented; or are known or suspected to be part of a series.
- (2) Missing persons, where the circumstances indicate a strong possibility of foul play and the victim is still missing.
- (3) Unidentified dead bodies, where the manner of death is known or suspected to be homicide.

Cases in which the offender has been arrested or identified should be submitted to permit unsolved cases in the VICAP system to be evaluated for possible linkages to the known offender.

The VICAP staff determines if similarities exist among the individual cases reported and in the VICAP data base. The identification of similar patterns is made by analyzing modus operandi (MO), victimology, physical evidence, suspect description, and suspect behavior exhibited before, during, and after the crime.

It is the objective of VICAP to provide all law enforcement agencies reporting similar pattern violent crimes with the information necessary to initiate a coordinated multi-agency investigation so that they may expeditiously identify and apprehend the offender(s) responsible for the crimes.

Submission of "Old Cases"

Cases which occurred prior to the implementation of VICAP (June 1, 1985) which meet the submission criteria may be submitted for entry into the VICAP system.

VICAP Security

VICAP is authorized by 28 USC 534 to collect, classify, analyze and preserve records on violent crimes and their offenders. The National Center for the Analysis of Violent Crime (NCAVC) is specifically authorized to maintain a computer-assisted national clearinghouse for the analysis of violent crimes with specific interest in murder, rape, child sexual abuse, arson and bombings. Based upon Privacy Act guidelines, the substance of each case remains within the purview of the FBI and will not be disseminated without prior approval of the submitting agency.

VICAP CRIME ANALYSIS REPORT

The purpose of the VICAP Crime Analysis Report is to collect data for analyses which will lead to the identification of patterns of violent crime throughout the country. Although the completion of the Report and the submission of cases is voluntary, the importance of doing so cannot be over emphasized. A single report received and analyzed by the VICAP staff could initiate a coordinated effort among law enforcement agencies hundreds or even thousands of miles apart and expedite the apprehension of a violent serial offender.

The VICAP Crime Analysis Report form is designed to be quickly and easily completed. The form consists primarily of check-box responses, with some fill-ins, and a short narrative summary of the case.

VICAP Crime Analysis Report Form Availability

It is the intention of the FBI to have the VICAP Report form distributed to and stocked by every law enforcement agency in the country. If, however, you need a copy or copies of the form and your department has not yet received them, contact either the nearest FBI Field Office or Resident Agency. Alternatively, you may contact VICAP directly with your request at:

VICAP
NCAVC
FBI Academy
Quantico, VA 22135

Or call (703) 640-6131 and ask to be connected with VICAP.

THE OPERATIONAL PROCESS

The completed VICAP Crime Analysis Report should be mailed directly to:

VICAP
NCAVC
FBI Academy
Quantico, VA 22135

When the report is received by VICAP, an acknowledgment letter is prepared for the submitting investigator. A similar letter is sent to the Criminal Profile Coordinator in the FBI Field Division which serves your agency.

After the Report is reviewed by the assigned VICAP staff member, it is entered into the computer and compared with all other cases in the VICAP data base and generates a list of potentially similar cases for the assigned Analyst to review.

An in-depth analysis is then accomplished by the VICAP staff to determine if a relationship between two or more cases appears likely. If cases appear to be related, each of the submitting investigators will be contacted and advised that a possible relationship exists between his case and another. The name of the investigator, his/her telephone number, the submitting agency, and the submitting agency's case number will be provided.

APPENDIX C

MULTI-AGENCY CASE PRESENTATION BOOKLET

MULTI-AGENCY

CASE PRESENTATION

BOOKLET

The National Center for the Analysis of Violent Crime (NCAVC)
Violent Criminal Apprehension Program (VI-CAP)
FBI Academy
Quantico, Virginia 22135
(703) 640- 6131

PREFACE

The intent of the Homicide Investigative Check Sheet is to provide a list of issues addressed by investigators and detectives while processing a homicide crime scene and conducting follow-up investigation. There is no suggestion that this check sheet is all inclusive or that it provides all the questions that should be answered throughout the course of the investigation; it simply acts as a prompt for the investigator and/or provides a place to note responses to routine questions and some not so routine, often omitted, issues. Normally, some issues listed will not apply to your investigation.

The Homicide Investigative Check Sheet is not intended to be a step by step guide to the investigation of homicide. Since each homicide investigation is unique, the mechanics of the investigation is best directed by the investigators handling the case.

To assist in organizing the investigative information, the Homicide Investigative Check Sheet is divided into logical divisions: Case Administration, The Victim, The Suspect, The Condition of the Body When it Was Found, The Body Discovery Site, The Cause of Death and Trauma, Offender Modus Operandi (MO), Weapons, and Evidence. This organization of information should be helpful to the investigator when preparing police reports and can be used to standardize case presentations at multi-agency investigative meetings.

C A S E A D M I N I S T R A T I O N

GENERAL ADMINISTRATION

Reporting Agency: _____

Mailing Address: _____
(Address, City, State, ZIP)

ORI Number: _____

Assigned Investigator(s): _____

Phone Number(s): _____

Primary Crime Laboratory: _____

Mailing Address: _____
(Address, City, State, ZIP)

Lab Case Number(s): _____

Lab Contact Person: _____

Phone Number(s): _____

Medical Examiner/Coroner Name, Title: _____

Mailing Address: _____
(Address, City, State, ZIP)

M.E. Case Number(s): _____

Pathologist Name: _____

Phone Number(s): _____

CRIME CLASSIFICATION

Crime Classification: _____
(i.e., sexual murder, robbery-murder, assassination, drug related, etc.)

Apparent Motive: _____
(i.e., the murder itself, robbery, burglary, destruction of property, etc.)

IMPORTANT DATES AND TIMES

Police Initially Notified: _____ / _____
(date) , (time)

First Officer Arrived at Scene: _____ / _____
(date) , (time)

Investigator Arrived at Scene: _____ / _____
(date) , (time)

Victim Last Seen Alive: _____ / _____
(date) , (time)

Initial Suspect/Victim Contact: _____ / _____
(date) , (time)

Initial Non-fatal Assault: _____ / _____
(date) , (time)

Victim Held by Suspect: From: _____ / _____
(date) , (time)

To: _____ / _____
(date) , (time)

Death of Victim: _____ / _____
(date) , (time)

Body Left at Body Disposal Site: _____ / _____
(date) , (time)

Body Discovered: _____ / _____
(date) , (time)

Arrest of Suspect: _____ / _____
(date) , (time)

Other: _____ / _____
(date) , (time)

T H E V I C T I M

IDENTITY

Identity Confirmed: (yes/no)

Current Status: (dead, survivor) _____

Name: _____

Alias(es): _____

Maiden Name: _____

Prior Married Name(s): _____

Mailing Address: _____
(Address, City, State, ZIP)

Phone Number(s): _____ (home) _____ (work)

Social Security Number: _____

FBI Number: _____

State ID Number: _____

Fingerprint Classification: _____

Citizenship: _____

Occupation: _____

Place of Employment: _____

Mailing Address: _____
(Address, City, State, ZIP)

How Long at Present Employment: _____

Prior Occupation: _____

Prior Employment: _____

Mailing Address: _____
(Address, City, State, ZIP)

How Long at Prior Employment: _____

PHYSICAL DESCRIPTION

Sex: _____ Race: _____ Date of Birth: _____

Place of Birth: _____ Age at Time of Incident: _____

Height: _____ Weight: _____ Build: _____

Hair Color: _____ Hair Length: _____

Hair Style: _____ Facial Hair: _____

Eye Color: _____ Nose: _____

Teeth: _____ Ears: _____

Complexion: _____ Face: _____

Speech Pattern: _____
(i.e., lisp, accent, stutter, etc.)

Languages Spoken: _____

Handicaps: _____

Most Noticeable Physical Idiosyncrasy: _____
(i.e., nervous tic, twitching, etc.)

Eye Glasses: (yes/no) Type: _____

Hand Use: (left handed, right handed, ambidextrous)

Noticeable Scars/Birthmarks: _____

Tattoos: _____

BACKGROUND

Marital Status: _____

Number of Children: _____ Ages: _____

Cities & States Lived In Within Past 5 Years: _____

Foreign Countries Lived In: _____

Hobbies: _____

Type Residence: _____
(i.e., house, apartment, vehicle, etc.)

Who Lives With Victim and Relationship(s): _____

Life Style: _____
(i.e., crime figure, drug user, gambler, transient, etc.)

Drug Use & Frequency: _____

Member of Group Involved in Violent Crime? (yes/no)

Identify: _____

Criminal History: _____

Victim of Prior Crime? (yes/no) What? _____ When? _____

Sexual History: _____

Character Traits: _____
(i.e., introvert, shy, aggressive, egotistic, etc.)

Recent Life Experiences: _____
(i.e., divorce, job loss, money problems, etc.)

Life Insurance? (yes/no) Amount: \$ _____

Company: _____

Beneficiary: _____

Mailing Address: _____
(Address, City, State, ZIP)

Relationship: _____

VICTIM'S OPERATOR'S LICENSE

State: _____ Number: _____ Expiration: _____

VICTIM'S VEHICLE

Vehicle Missing? (yes/no) Was It Stolen & Recovered? (yes/no)

Location: _____

Distance from Crime Scene: _____

Distance from Body Recovery Site: _____

License Number: _____ State: _____

Year: _____ Make: _____ Model: _____

Body Style: _____ Color: _____

Distinguishing Characteristics: _____

VICTIM WHEN LAST SEEN

Location Victim Last Observed Alive: _____

Last Known Method of Travel: _____

Victim's Planned Destination: _____

Person Who Last Saw Victim Alive: _____

Relationship to Victim: _____

Mailing Address: _____

(Address, City, State, ZIP)

Phone Number(s): _____

(home)

(work)

Victim's Clothing Description: _____

A Uniform? (yes/no) Describe: _____

General Appearance: _____

Carrying When Last Seen: _____

T H E S U S P E C T

IDENTITY

Name: _____

Alias(es): _____

Maiden Name: _____

Prior Married Name(s): _____

Mailing Address: _____
(Address, City, State, ZIP)

Phone Number(s): _____ (home) _____ (work)

Social Security Number: _____

FBI Number: _____

State ID Number: _____

Fingerprint Classification: _____

Citizenship: _____

Occupation: _____

Place of Employment: _____

Mailing Address: _____
(Address, City, State, ZIP)

How Long at Present Employment: _____

Prior Occupation: _____

Prior Employment: _____

Mailing Address: _____
(Address, City, State, ZIP)

How Long at Prior Employment: _____

PHYSICAL DESCRIPTION

Sex: _____ Race: _____ Date of Birth: _____

Place of Birth: _____ Age at Time of Incident: _____

Height: _____ Weight: _____ Build: _____

Hair Color: _____ Hair Length: _____

Hair Style: _____ Facial Hair: _____

Eye Color: _____ Nose: _____

Teeth: _____ Ears: _____

Complexion: _____ Face: _____

Speech Pattern: _____
(i.e., lisp, accent, stutter, etc.)

Languages Spoken: _____

Handicaps: _____

Most Noticeable Physical Idiosyncrasy: _____
(i.e., nervous tic, twitching, etc.)

Eye Glasses: (yes/no) Type: _____

Hand Use: (left handed, right handed, ambidextrous)

Noticeable Scars/Birthmarks: _____

Tattoos: _____

BACKGROUND

Number of Children: _____

Number Living With Suspect: _____ Ages: _____

Cities & States Lived In Within Past 5 Years: _____

Foreign Countries Lived In: _____

Hobbies: _____

History of Being a "Volunteer"? (yes/no)

What? _____
(i.e., police reserve, youth leader, search & rescue, etc.)

Type Residence: _____
(i.e., house, apartment, vehicle, etc.)

Who Lives With Suspect and Relationship(s): _____

Life Style: _____
(i.e., crime figure, drug user, gambler, transient, etc.)

Drug Use & Frequency: _____

Member of Group Involved in Violent Crime? (yes/no)

Identify: _____

Criminal History: _____

Victim of Prior Crime? (yes/no) What? _____ When? _____

Sexual History: _____

Character Traits: _____
(i.e., introvert, shy, aggressive, egotistic, etc.)

Recent Life Experiences: _____
(i.e., divorce, job loss, money problems, etc.)

SUSPECT'S OPERATOR'S LICENSE

State: _____ Number: _____ Expiration: _____

SUSPECT'S VEHICLE

Used in the Crime? (yes/no)

License Number: _____ State: _____

Year: _____ Make: _____ Model: _____

Body Style: _____ Color: _____

Distinguishing Characteristics: _____

Modified to Contain Victim: _____
(handles off doors, restraints built in, etc.)

ARRESTED SUSPECT

Others' Property In Possession of Suspect: _____

Suspect's Disposition of Other Stolen Property: _____

CONDITION OF THE BODY WHEN FOUND

PHYSICAL STATE

Stage of Decomposition: _____

Body Temperature: _____ Method Used to Determine: _____

Rigor and Locations: _____

Was Rigor Consistent With the Position of Body When Found? (yes/no)

Was Post Mortem Lividity Consistent With the Position of Body When Found?
(yes/no)

Estimate of How Long Victim Dead When Body Found: _____

Person Estimating Time Since Death: _____

Title/Position: _____

Mailing Address: _____
(Address, City, State, ZIP)

Phone Number(s): _____

DISCOVERY OF BODY

Person Who Discovered the Body: _____

Relationship to Victim: _____

Mailing Address: _____
(Address, City, State, ZIP)

Phone Number(s): _____
(home) (work)

Is This Person a Potential Suspect: (yes/no)

Body Position: _____

Extent of Concealment: _____
(buried, covered with branches, in open, etc.)

Was Body In a Body of Water? (yes/no) Identify: _____

Was it Weighted? (yes/no) With What? _____

Is the Body Recovery Site the Death Site? (yes/no)

If No, Who or What Moved the Body? _____

Things Around the Body Discovery Site That Suggest Staging by the Suspect:

(cult artifacts, evidence of ritual, props, etc.)

Have Bodies of Previous Murder Victims Been Discovered Near This Victim Recovery Site? (yes/no)

How Many? _____ How Far Away? _____

BINDINGS ON THE BODY

Was the Body Bound? (yes/no) With What? _____

Did the Article(s) Used To Bind Belong to the Victim? (yes/no)

Parts of the Body Bound: _____

Was the Body Tied to Another Object? (yes/no) What? _____

Was the Body Gagged? (yes/no) With What? _____

Did the Gag Used Belong to the Victim? (yes/no)

Was the Body Blindfolded: (yes/no) With What? _____

Did the Blindfold Belong to the Victim? (yes/no)

Was the Face Covered? (yes/no) With What? _____

Did the Covering Belong to the Victim? (yes/no)

CLOTHING OF THE VICTIM AT THE BODY DISCOVERY SITE

Describe the Clothing on the Body: _____

Did this Clothing Belong to the Victim? (yes/no)

Describe the Clothing Recovered at the Site That Was NOT on the Body:

Did this Clothing Belong to the Victim? (yes/no)

Describe the Condition of the Clothing On and Off the Body: _____

Describe Articles of the Victim's Clothing That Are Missing: _____

OTHER PROPERTY AT THE BODY DISCOVERY SITE

Other Property Discovered at the Body Discovery Site: _____

Did this Property Belong to the Victim? (yes/no)

THE BODY DISCOVERY SITE

Who Owns the Property? _____

Relationship to Victim: _____

Description of the Body Discovery Site: _____

_____ (urban vs. suburban, commercial vs. residential, ethnic composition,

_____ type business or residence; the general and specific description)

How Far the Body Recovery Site is From...

An Interstate Highway: _____

Another Highway: _____

A City Street: _____

An Alley: _____

Is the Site Easily Accessible to the General Public? (yes/no)

Writings/Drawings/Graffiti At the Site (exclude writing, etc. on the body):

_____ Instrument Used: _____

(pen, blood, lipstick, etc.)

C A U S E O F D E A T H A N D T R A U M A

Cause of Death: _____

Locations of Trauma: _____

Number of Blunt Force/Bludgeon Wounds: _____

Extent of Blunt Force Trauma: _____
(minimal, moderate, severe, overkill, etc.)

Number of Stab Wounds: _____ Number of Cutting/Incise Wounds: _____

Number of Entry Gunshot Wounds: _____

Range of Gunfire: _____ How Determined: _____

Weapon Imprints/Patterns Discernible On the Wound(s): _____

Defense Wounds on the Victim: _____

Attempts To Disfigure or Depersonalize the Victim: _____

Were Body Parts Removed by the Suspect? (yes/no)

Body Parts Removed: _____

Dismemberment Method: _____

Were There Bite Marks on the Body? (yes/no)

Locations of Bite Marks: _____

Were the Bites ... Bruising? ... Sucking? ...Ripping/Tearing?

Was There Carving or Writing On the Body? (carving/writing)

Describe: _____

Instrument Used: _____

Is There Evidence or Suspicion of Sexual Assault? (yes/no)

Describe: _____

Were Foreign Objects Discovered in Body Cavities of the Victim? (yes/no)

Describe: _____

Is There Evidence of Suspect Ejaculation: (yes/no)

Where? (in body? ...on body? ... at murder site?
... at discovery site? ... elsewhere?) _____

Is There Evidence of Sexual Dysfunction by the Suspect? (yes/no)

Describe: _____

ACTIONS OF THE SUSPECT

Any Indications of Torture or Unusual Injury: (yes/no)

Describe: _____

Suspect's Disposition of the Body After Death: _____

O F F E N S E M . O .

INITIAL ACTIONS OF THE SUSPECT

Suspect's Actions Prior To Approach & Contact With Victim: _____

Suspect's Method of Initial Approach to Victim: _____

Did the Victim Go with the Suspect Voluntarily? (yes/No)

If No, How Did the Suspect Get the Victim to Go With Him/Her? _____

Relationship of Suspect and Victim: _____

LOCATIONS

Description of the Location of the Initial Suspect-Victim Contact: _____

_____ (urban vs. suburban, commercial vs. residential, ethnic composition,

_____ type business or residence; the general and specific description)

Description of the Location of the Initial Assault: _____

_____ (urban vs. suburban, commercial vs. residential, ethnic composition,

_____ type business or residence; the general and specific description)

Description of the location of Where Victim Held by the Suspect: _____

_____ (urban vs. suburban, commercial vs. residential, ethnic composition,

_____ type business or residence; the general and specific description)

Description of the Location of the Death Site: _____

_____ (urban vs. suburban, commercial vs. residential, ethnic composition,

_____ type business or residence; the general and specific description)

SUSPECT ENTRY INTO A BUILDING

Did the Suspect Enter A Building to Contact the Victim? (yes/no)

How? _____

Instrument Used: _____

Others Present During Assault: _____

Are There Indications the Suspect Covered Hands? (yes/no)

With What? _____

Are There Indications the Suspect Wiped Prints? (yes/no)

VICTIM RESISTANCE

Is There Evidence of Physical Struggle/Resistance By the Victim? (yes/no)

Describe: _____

Suspect's Reaction to Victim Resistance: _____

Is There Evidence of Injury to the Suspect: (yes/no)

Describe: _____

SUSPECT'S DOCUMENTATION OF CRIME

Is There Evidence That the Suspect Recorded the Crime? (yes/no)

Describe: _____

(photos, video tape, audio tape, etc.)

MATERIAL LOSS

What Did the Suspect Take From the Victim? _____

Value: _____ Why? _____

What Did the Suspect Take From the Scene? _____

Value: _____ Why? _____

SUSPECT INITIATED CONTACTS BEFORE OR AFTER THE CRIME

Did the Suspect Contact the Victim Prior to the Crime? (yes/no)

Describe: _____
(anonymous calls, letters, poems, drawings, etc.)

Has the Suspect Made Contact Since the Crime? (yes/no)

Describe: _____
(news media, police, surviving family members, etc.)

Form of Communication: _____
(telephone, typed letter, words cut from newspaper, etc.)

How Certain is it That The Contact Was In Fact From the Suspect?

Describe: _____
(suspect presented information not commonly known, etc.)

DISTANCES

Distance Between Victim's Last Known Location and ...

Point of Initial Contact With Suspect: _____

Location of Assault: _____

Location Where Victim Held By Suspect: _____

Death Site: _____

Body Recovery Site: _____

Distance Between Point of Initial Contact With Suspect and ...

Location of Assault: _____

Location Where Victim Held By Suspect: _____

Death Site: _____

Body Recovery Site: _____

Distance Between Location of Assault and ...

Location Where Victim Held By Suspect: _____

Death Site: _____

Body Recovery Site: _____

Distance Between Location Where Victim Held by the Suspect and ...

Death Site: _____

Body Recovery Site: _____

Distance Between Death Site and ...

Body Recovery Site: _____

W E A P O N S

Type Weapon Used: _____
(firearm, knife, bludgeon, ligature, etc.)

Describe: _____

Was the Weapon Brought to the Scene By the Suspect? (yes/no)

Was the Weapon Found at the Scene By the Suspect? (yes/no)

Did the Weapon Belong to the Victim? (yes/no)

Was the Weapon Recovered? (yes/no) Where? _____

E V I D E N C E

EVIDENCE COLLECTED

Person Who Collected the Evidence: _____

Evidence Collected: _____

Are Any Collected Latent Prints Comparable? (yes, no)

Are They Suitable For Single-Print Search? (yes/no)

PHOTOS/COMPOSITES/DIAGRAMS/MAPS

Person Who Took Crime Scene Photos: _____

Person Who Took Autopsy Photos: _____

Recent Photo of Victim: (yes/no) Composite or Photo of Suspect? (yes/no)

Maps of Area of the Crime Scene? (yes/no)

Person Who Drew Crime Scene Diagrams: _____

Victim's Dental Records Available? (yes/no)

Suspect's Dental Records Available? (yes/no)

HAIRS/FIBERS

Samples of Victim's Hair Taken? (yes/no) Color: _____

Foreign Hair Collected? (yes/no) Source: _____
(i.e., human, cat, dog, etc.)

Where Foreign Hair Found: _____
(i.e., on body, at scene, in vehicle, etc.)

Color: _____

Foreign Animal Fibers Collected: _____
(i.e., wool, angora, silk, etc.)

Color: _____ Possible Source: _____
(i.e., clothing, etc.)

Foreign Vegetable Fibers Collected: _____
(i.e., cotton, hemp, sisal, etc.)

Color: _____ Possible Source: _____
(i.e., rope, etc.)

Foreign Mineral Fibers Collected: _____
(i.e., asbestos)

Color: _____ Possible Source: _____
(i.e., insulation, etc.)

Foreign Manmade Fibers Collected: _____
(i.e., acetate, rayon, nylon, etc.)

Color: _____ Possible Source: _____
(i.e., carpet, etc.)

FIREARM EVIDENCE

Spent Bullet(s) Recovered? (yes/no)

Caliber: _____ Condition: _____

Lands & Grooves: _____ Direction of Twist: _____

Empty Shell Casing(s) Recovered? (yes/no)

Describe: _____

Live Ammunition Recovered: (yes/no)

Describe: _____

Firearm Recovered: (yes/no)

Describe: _____

SEROLOGY

Blood Known to be the Victim's:

Blood Type: _____ Secretor Status: _____

PGM: _____ EAP: _____ HP: _____

Blood Known to be the Suspect's:

Blood Type: _____ Secretor Status: _____

PGM: _____ EAP: _____ HP: _____

Blood of Unknown Origin:

Blood Type: _____ Secretor Status: _____

PGM: _____ EAP: _____ HP: _____

Typology of Saliva Known to be the Victim's: _____

Typology of Saliva Known to be the Suspect's: _____

Typology of Saliva of Unknown Origin: _____

Spermatozoa Identified In Semen Collected? (yes/no)

Semen Breakdown Type: _____ PGM: _____

TOXICOLOGY

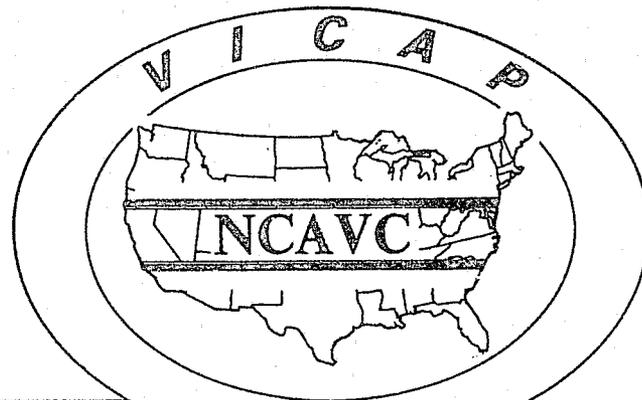
Blood Alcohol Level of Victim: _____

Other Drugs Identified in Blood or Urine of Victim: _____

Other Foreign Substances Found in Blood or Urine of Victim: _____

APPENDIX D

VICAP CRIME REPORT



VIOLENT CRIMINAL APPREHENSION PROGRAM

VICAP

Crime Analysis Report



HOW TO COMPLETE THE VICAP CRIME ANALYSIS REPORT FORM

VICAP SUBMISSION CRITERIA

The VICAP Crime Analysis Report form has been designed to collect information regarding the following types of crimes whether or not the offender has been arrested or identified:

- (1) Solved or unsolved homicides or attempts, especially those that involve an abduction; are apparently random, motiveless, or sexually oriented; or are known or suspected to be part of a series.
- (2) Missing person, where the circumstances indicate a strong possibility of foul play and the victim is still missing.
- (3) Unidentified dead bodies, where the manner of death is known or suspected to be homicide.

Cases where the offender has been arrested or identified should be submitted so unsolved cases in the VICAP system can be linked to known offenders.

INSTRUCTIONS

- Use black ink or pencil. Legibly print all written responses.
- Unless stated otherwise, check as many boxes as apply for each item.
- If in doubt about how to respond to a given item, be guided by your experience and good judgment. Proof beyond a reasonable doubt is not required, but do not guess either.
- If there are details of the case that you feel are important but that do not fit well into the items provided in the VICAP Crime Analysis Report, describe them in the narrative.
- If you wish to supplement or correct information previously reported to VICAP, submit a new VICAP Crime Analysis Report but complete only Items 1 through 18, 27 and 36 plus the Item(s) you wish to supplement or correct. You need not resubmit unchanged items.
- For advice or assistance regarding this report or its completion, call VICAP at (703) 640-6131.
- If you are submitting this VICAP Crime Analysis Report in conjunction with a request for a criminal personality profile evaluation, you *must* contact the **CRIMINAL PROFILE COORDINATOR** assigned to the FBI Field Division in your area. The **CRIMINAL PROFILE COORDINATOR** is charged with the responsibility of assisting you with your request for a criminal personality profile and will advise you of additional materials that must be submitted in order to evaluate your case properly. He/she will review the materials and will submit the entire profile package to the National Center for the Analysis of Violent Crime on your behalf. *Do not submit Criminal Personality Profiling case materials directly to VICAP.* Only the VICAP Crime Analysis Report should be submitted directly to VICAP.
- Multiple victims & multiple offenders

If your incident has **MULTIPLE VICTIMS**, you must complete a separate VICAP Crime Analysis Report form for each victim. Offender information need not be duplicated.

If your incident has **MULTIPLE OFFENDERS**, submit only one complete VICAP Crime Analysis Report per victim; xerox and attach additional offender page(s) (Items 55 through 84) to each Report as needed.

Examples:

- 1) For two (2) victims and one (1) offender, you must complete two (2) VICAP Crime Analysis Report forms (one for each victim). Do not duplicate the Offender information (Items 55 through 84) in the second Report.
- 2) For two (2) victims and two (2) offenders, you must complete two (2) VICAP Crime Analysis Report forms. Victim #1 and offender #1 would go on the first Report form and victim #2 and offender #2 would go on the second Report form.
- 3) For one (1) victim and two (2) offenders, you must complete one (1) VICAP Crime Analysis Report form. The victim and offender #1 would be reported in the body of the VICAP Crime Analysis Report form, and offender #2 would be reported by copying an additional offender page (Items 55 through 84), completing it, and attaching it to the VICAP Crime Analysis Report.

- Before submitting the VICAP Crime Analysis Report, make a copy for your records.
- Mail all VICAP Crime Analysis Reports, Supplements, and/or Corrections to:
VICAP
National Center for the Analysis of Violent Crime
FBI Academy
Quantico, VA 22135.
- Enclosing Crime Scene Photographs with the VICAP Crime Analysis Report will assist the VICAP staff in the evaluation of the case.
- A VICAP Case Number will be assigned to your case when it is processed and will be provided to you as soon as possible. The VICAP Case Number should be referenced in any subsequent correspondence or telephone communications with VICAP regarding the case.
- The Narrative Summary is intended to provide VICAP Analysts with a general overview of the case. Minute details of the investigation need not be provided here; the VICAP Crime Analysis Report will capture most of the detail necessary to complete the analysis. A person unfamiliar with your case, however, should have at least a general idea of what happened after reading your brief narrative.

Examples:

- 1) The partially decomposed body of an adult female was discovered in a wooded area of a state park, one-quarter mile from a major state highway. There are indications of sexual assault. Victim died of gunshot wounds. It appears that the victim was not killed at the body recovery site. The victim's whereabouts prior to her death have not been established.
- 2) Female juvenile was last seen at school. Investigation indicates that she was possibly abducted at or near the school while en route home. The victim has not returned nor has her body been recovered. Investigation indicates that it is unlikely that the victim is a runaway or that she disappeared of her own accord. This case is strikingly similar to one that occurred approximately 8 months ago in the same vicinity.
- 3) The reported offender entered a locked single-family residence occupied by a man, his wife, and 2 infant children. While the offender was gathering property in the residence, the husband confronted the offender. The husband was shot immediately and died. The wife responded after hearing the gunshot and was physically restrained by the offender. The offender hit her repeatedly with his fists, forced her to commit oral sex, and raped her repeatedly. The wife survived the attack. The children were not assaulted. The offender left the residence, and a vehicle was heard to leave the area. Offender arrested during the commission of a burglary in the same neighborhood one week later.

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DO NOT COMPLETE THIS REPORT WITHOUT FIRST READING INSTRUCTIONS

I. ADMINISTRATION

CASE ADMINISTRATION

FOR VICAP USE ONLY

- 1. VICAP Case Number: _____ 2. FBI Case Number: _____
- 3. FBI OO: _____ 4. VICAP Assignment: _____
- 5. Reporting Agency: _____
- 6. Address: _____ 7. City: _____
- 8. County: _____ 9. State: _____ 10. ZIP: _____
- 11. Reporting Agency's ORI Number: _____
- 12. Reporting Agency's Case Number: _____
- 13. NCIC Number If Victim Is 1) Missing or 2) an Unidentified Dead Body: _____
- 14. Investigator's Name: _____
- 15. Investigator's Phone Number: _____
- 16. VICAP Crime Analysis Report Type:
 - 1 Original Submission of This Case
 - 2 Supplement to Previously Submitted Information
 - 3 Correction of Previously Submitted Information
- 17. Investigating Agency's Case Status:
 - 1 Open (active investigation) 4 Cleared by Arrest
 - 2 Suspended (inactive investigation) 5 Exceptionally Cleared (by UCR definition)
 - 3 Open — Arrest Warrant Issued

CRIME CLASSIFICATION

- 18. This VICAP Crime Analysis Report Pertains to the Following Type Case (check one only):
 - 1 Murder or Attempted Murder — Victim Identified (go to Item 19)
 - 2 Unidentified Dead Body Where Manner of Death Is Known or Suspected to Be Homicide (go to Item 19)
 - 3 Kidnapping or Missing Person with Evidence of Foul Play (victim still missing) (go to Item 20)
- 19. Based on Your Experience and the Results of the Investigation of This Case, Do You Believe This Offender Has Killed Before?
 - 1 Yes (explain in Narrative Summary) 99 Unable to Determine
 - 2 No
- 20. There Is an Indication That This Case Is Related to Organized Drug Trafficking:
 - 1 Yes 2 No 99 Unable to Determine

DATE AND TIME PARAMETERS

- 21. Today's Date: _____ / _____ / _____
 (mo) (da) (yr)
- 22. Victim Last Seen: _____ / _____ / _____
 (mo) (da) (yr) Date Military Time Exact Approximate
- 23. Death or Major Assault: _____ / _____ / _____
 (mo) (da) (yr) _____ _____
- 24. Victim or Body Found _____ / _____ / _____
 (mo) (da) (yr) _____ _____

If your victim is either a missing person or an unidentified dead body, respond to Items 44 through 48. Otherwise, go to Item 49.

44. Abnormalities of Teeth:

- | | | |
|----------------------------------------------|------------------------------------------------|----------------------------------------------------|
| 1 <input type="checkbox"/> None | 5 <input type="checkbox"/> Decayed | 9 <input type="checkbox"/> Other (describe): _____ |
| 2 <input type="checkbox"/> Braces | 6 <input type="checkbox"/> Noticeable Gaps | _____ |
| 3 <input type="checkbox"/> Broken or Chipped | 7 <input type="checkbox"/> Some or All Missing | 99 <input type="checkbox"/> Unknown |
| 4 <input type="checkbox"/> Crooked | 8 <input type="checkbox"/> Stained | |

45. Glasses or Corrective Lenses Normally Worn by or Associated with Victim:

- | | |
|------------------------------------------|----------------------------------------------------|
| 1 <input type="checkbox"/> None | 6 <input type="checkbox"/> Metal Frame |
| 2 <input type="checkbox"/> Prescription | 7 <input type="checkbox"/> Rimless |
| 3 <input type="checkbox"/> Contacts | 8 <input type="checkbox"/> Other (describe): _____ |
| 4 <input type="checkbox"/> Bifocals | _____ |
| 5 <input type="checkbox"/> Plastic Frame | 99 <input type="checkbox"/> Unknown |

SCARS AND/OR BIRTHMARKS

46. Location of Noticeable Scars or Birthmarks (not tattoos):

- | | | |
|------------------------------------------------|-------------------------------------------|----------------------------------------------------|
| 1 <input type="checkbox"/> None | 4 <input type="checkbox"/> Torso | 7 <input type="checkbox"/> Other (describe): _____ |
| 2 <input type="checkbox"/> Face, Head, or Neck | 5 <input type="checkbox"/> Buttocks | _____ |
| 3 <input type="checkbox"/> Arm(s) or Hand(s) | 6 <input type="checkbox"/> Feet or Leg(s) | 99 <input type="checkbox"/> Unknown |

TATTOOS

47. Tattoo Locations:

- | | | |
|------------------------------------------------|-------------------------------------------|----------------------------------------------------|
| 1 <input type="checkbox"/> None | 4 <input type="checkbox"/> Torso | 7 <input type="checkbox"/> Other (describe): _____ |
| 2 <input type="checkbox"/> Face, Head, or Neck | 5 <input type="checkbox"/> Buttocks | _____ |
| 3 <input type="checkbox"/> Arm(s) or Hand(s) | 6 <input type="checkbox"/> Feet or Leg(s) | 99 <input type="checkbox"/> Unknown |

48. Tattoo Designs:

- | | |
|----------------------------------------------------|---------------------------------------------------|
| 1 <input type="checkbox"/> Initials or Words | 4 <input type="checkbox"/> Other (specify): _____ |
| 2 <input type="checkbox"/> Number(s) | _____ |
| 3 <input type="checkbox"/> Picture(s) or Design(s) | 99 <input type="checkbox"/> Unknown |

OUTSTANDING PHYSICAL FEATURES

49. Did the Victim Have Outstanding Physical Features (crossed eyes, noticeable limp, physical deformity, etc.)? (Do not repeat information reported in Items 44 through 48, above.)

- | |
|--------------------------------------------------|
| 1 <input type="checkbox"/> Yes (describe): _____ |
| 2 <input type="checkbox"/> No |
| 99 <input type="checkbox"/> Unknown |

CLOTHING OF VICTIM

50. Generally Preferred Clothing Style (this item deals with general style of dress typically preferred by the victim, not a detailed clothing description):

- | | |
|----------------------------------------------|-----------------------------------------------------|
| 1 <input type="checkbox"/> Business Suit | 6 <input type="checkbox"/> Work Clothes or Uniform |
| 2 <input type="checkbox"/> Casual | 88 <input type="checkbox"/> Other (describe): _____ |
| 3 <input type="checkbox"/> Gaudy or Garish | _____ |
| 4 <input type="checkbox"/> Sport or Athletic | 99 <input type="checkbox"/> Unknown |
| 5 <input type="checkbox"/> Western Wear | |

51. Generally Preferred Predominant Color Tone of Clothing

(check one only):

- | | | |
|------------------------------------|--------------------------------------------|-----------------------------------------|
| 1 <input type="checkbox"/> Whites | 4 <input type="checkbox"/> Blues | 7 <input type="checkbox"/> Browns/Tans |
| 2 <input type="checkbox"/> Yellows | 5 <input type="checkbox"/> Purples/Violets | 8 <input type="checkbox"/> Grays/Blacks |
| 3 <input type="checkbox"/> Greens | 6 <input type="checkbox"/> Reds/Oranges | |

52. If This Victim Is a Missing Person or Unidentified Dead, Give a Detailed Description of Clothing:

MISCELLANEOUS

53. Victim's Residence (check one only):

- | | |
|-----------------------------------------------------------|------------------------------------------|
| 1 <input type="checkbox"/> Single-Family Dwelling | 4 <input type="checkbox"/> Motor Vehicle |
| 2 <input type="checkbox"/> Multi-Family Dwelling | 5 <input type="checkbox"/> Street |
| 3 <input type="checkbox"/> Temporary or Transient Housing | 99 <input type="checkbox"/> Unknown |

54. Current Occupation(s): 1) _____

2) _____

III. OFFENDER INFORMATION

OFFENDER DEFINED. As used in this VICAP Crime Analysis Report, "offender" includes arrestees, perpetrators, or persons the investigator has reasonable cause to believe are responsible for the commission of the crime.

OFFENDER STATUS

55. This Is Offender _____ of _____ Offender(s) in This Incident.
(number) (total)

56. The Offender Is (check one only):
- 1 Unknown—Not Seen (go to Item 85)
 - 2 Unknown—Seen
 - 3 Identified (named)—Not in Custody
 - 4 In Custody
 - 5 Deceased

OFFENDER IDENTIFICATION

57. Name: _____
(last, first, middle)

58. Alias(es) (including maiden name and prior married names):

59. Resident City: _____ 60. State: _____ 61. ZIP: _____

62. Social Security Number: _____ 63. FBI Number: _____

PHYSICAL DESCRIPTION

64. Sex:

1 <input type="checkbox"/> Male	2 <input type="checkbox"/> Female	99 <input type="checkbox"/> Unknown
---------------------------------	-----------------------------------	-------------------------------------

65. Race:

1 <input type="checkbox"/> Black	3 <input type="checkbox"/> Hispanic	5 <input type="checkbox"/> Other
2 <input type="checkbox"/> Caucasian	4 <input type="checkbox"/> Oriental/Asian	99 <input type="checkbox"/> Unknown

66. Date of Birth: ____/____/____
(mo) / (da) / (yr)

99 Unknown

67. Age (or best estimate) at Time of Incident: _____
99 Unknown (years)

68. Height (or best estimate): _____ feet _____ inches (to _____ feet _____ inches)
99 Unknown

69. Build (check one only):

1 <input type="checkbox"/> Small (thin)	3 <input type="checkbox"/> Large (stocky)
2 <input type="checkbox"/> Medium (average)	99 <input type="checkbox"/> Unknown

70. Hair Length (check one only):

1 <input type="checkbox"/> Bald or Shaved	4 <input type="checkbox"/> Shoulder Length
2 <input type="checkbox"/> Shorter Than Collar Length	5 <input type="checkbox"/> Longer Than Shoulder Length
3 <input type="checkbox"/> Collar Length	99 <input type="checkbox"/> Unknown

71. Hair Shade (check one only):

1 <input type="checkbox"/> Light	3 <input type="checkbox"/> Neither 1 or 2 Above
2 <input type="checkbox"/> Dark	99 <input type="checkbox"/> Unknown

72. Predominant Hair Color (check one only):

1 <input type="checkbox"/> Gray and/or White	5 <input type="checkbox"/> Black
2 <input type="checkbox"/> Blond	6 <input type="checkbox"/> Other
3 <input type="checkbox"/> Red	99 <input type="checkbox"/> Unknown
4 <input type="checkbox"/> Brown	

99. If the Offender Initiated Contact with the Victim by Direct and Immediate Physical Assault, Indicate the Type of Direct and Immediate Physical Assault Below:

- | | |
|-----------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| 1 <input type="checkbox"/> Immediately and Physically Over-powered Victim (picked up, carried away, etc.) | 3 <input type="checkbox"/> Choked Victim |
| 2 <input type="checkbox"/> Hit Victim with Hand, Fist, or Clubbing Weapon | 4 <input type="checkbox"/> Stabbed Victim |
| | 5 <input type="checkbox"/> Shot Victim |
| | 6 <input type="checkbox"/> Other Direct Assault |

EXACT GEOGRAPHIC LOCATION

100. Last Known Location of Identified Victim or Location of Unidentified Dead Body Recovery Site:

- a. City of (if within incorporated city, town, etc.)

- b. County of (if not within incorporated city, town, etc.)

- c. State: _____ d. ZIP: _____

LOCATION OF EVENTS

BODY RECOVERY SITE

101. Description of General Area of the Body Recovery Site (check one only):

- | | |
|-------------------------------------|-------------------------------------|
| 1 <input type="checkbox"/> Rural | 3 <input type="checkbox"/> Urban |
| 2 <input type="checkbox"/> Suburban | 99 <input type="checkbox"/> Unknown |

102. The Neighborhood of the Body Recovery Site Is Predominantly (check one only):

- | | |
|----------------------------------------------------------------|------------------------------------------------------|
| 1 <input type="checkbox"/> Business, Industrial, or Commercial | 4 <input type="checkbox"/> Uninhabited or Wilderness |
| 2 <input type="checkbox"/> Farm or Agricultural | 99 <input type="checkbox"/> Unknown |
| 3 <input type="checkbox"/> Residential | |

103. The Body Recovery Site Was (check as many as apply):

- | | |
|--------------------------------------------------------------|-----------------------------------------------------|
| 1 <input type="checkbox"/> Any Residence | 7 <input type="checkbox"/> In an Open Field |
| 2 <input type="checkbox"/> At or Near a School or Playground | 8 <input type="checkbox"/> In a Vehicle |
| 3 <input type="checkbox"/> In a Retail Shopping District | 9 <input type="checkbox"/> On Public Transportation |
| 4 <input type="checkbox"/> On a Public Street | 88 <input type="checkbox"/> Other (specify): _____ |
| 5 <input type="checkbox"/> In a Vice Area | 99 <input type="checkbox"/> Unknown |
| 6 <input type="checkbox"/> A Densely Wooded Area | |

104. The Body Recovery Site Was Victim's Residence:

- | | | |
|--------------------------------|-------------------------------|-------------------------------------|
| 1 <input type="checkbox"/> Yes | 2 <input type="checkbox"/> No | 99 <input type="checkbox"/> Unknown |
|--------------------------------|-------------------------------|-------------------------------------|

105. The Body Recovery Site Was Victim's Work Place:

- | | | |
|--------------------------------|-------------------------------|-------------------------------------|
| 1 <input type="checkbox"/> Yes | 2 <input type="checkbox"/> No | 99 <input type="checkbox"/> Unknown |
|--------------------------------|-------------------------------|-------------------------------------|

106. Potential Witnesses at the Time the Offender Left the Body at the Body Recovery Site:

- | | |
|----------------------------------------------------------------------------|----------------------------------------------------------|
| 1 <input type="checkbox"/> Other People Were Present in the Immediate Area | 2 <input type="checkbox"/> Area Was Essentially Deserted |
| | 99 <input type="checkbox"/> Unknown |

MURDER OR MAJOR ASSAULT SITE

107. Was the Murder or Major Assault Site the Same as the Body Recovery Site?

- | | |
|-------------------------------------------------|------------------------------------------|
| 1 <input type="checkbox"/> Yes (go to Item 113) | 2 <input type="checkbox"/> No or Unknown |
|-------------------------------------------------|------------------------------------------|

108. Description of General Area of Murder or Major Assault Site (check one only):

- | | |
|-------------------------------------|-------------------------------------|
| 1 <input type="checkbox"/> Rural | 3 <input type="checkbox"/> Urban |
| 2 <input type="checkbox"/> Suburban | 99 <input type="checkbox"/> Unknown |

109. The Neighborhood of Murder or Major Assault Site Is Predominantly (check one only):

- | | |
|----------------------------------------------------------------|------------------------------------------------------|
| 1 <input type="checkbox"/> Business, Industrial, or Commercial | 4 <input type="checkbox"/> Uninhabited or Wilderness |
| 2 <input type="checkbox"/> Farm or Agricultural | 99 <input type="checkbox"/> Unknown |
| 3 <input type="checkbox"/> Residential | |

110. The Murder or Major Assault Site Was (check as many as apply):

- | | |
|--------------------------------------------------------------|-----------------------------------------------------|
| 1 <input type="checkbox"/> Any Residence | 7 <input type="checkbox"/> In an Open Field |
| 2 <input type="checkbox"/> At or Near a School or Playground | 8 <input type="checkbox"/> In a Vehicle |
| 3 <input type="checkbox"/> In a Retail Shopping District | 9 <input type="checkbox"/> On Public Transportation |
| 4 <input type="checkbox"/> On a Public Street | 88 <input type="checkbox"/> Other (specify): _____ |
| 5 <input type="checkbox"/> In a Vice Area | 99 <input type="checkbox"/> Unknown |
| 6 <input type="checkbox"/> A Densely Wooded Area | |

CLOTHING AND PROPERTY OF VICTIM

150. Clothing on Victim When Found:
 1 Fully Dressed
 2 Partially Undressed
 3 Nude
 88 Other (specify): _____
151. There is Evidence the Victim Was Re-dressed by Offender:
 1 Yes
 2 No
 3 Unable to Determine
152. There Is Evidence to Suggest That Any or All of the Victim's Clothing had been Ripped or Torn:
 1 Yes
 2 No
 3 Unable to Determine
153. There Is Evidence to Suggest That Any or All of the Victim's Clothing had been Cut from the Body:
 1 Yes
 2 No
 3 Unable to Determine
154. Items of the Victim's Clothing Were Missing from the Body Recovery Site:
 1 Yes (identify): _____
 2 No
 99 Unknown
155. Victim's Clothing (not on the body) Recovered at the Body Recovery Site Was:
 1 Piled Neatly
 2 Scattered
 3 Hidden
 4 Not Applicable
156. Based on the Investigation, There Is Evidence to Suggest That the Offender Took Small Personal Items (other than clothing) From the Victim (these items may or may not be valuable, e.g., photos, driver's license, real or costume jewelry, etc.):
 1 Yes (specify): _____
 2 No
 99 Unknown

VIII. CAUSE OF DEATH AND/OR TRAUMA

CAUSE OF DEATH

If victim is a survivor, go to Item 158.

157. Medical Examiner's or Coroner's Officially Listed Cause of Death:
- | | |
|---------------------------------------------------------------------------------------------|---------------------------------------------------------|
| 1 <input type="checkbox"/> Gunshot Wound(s) | 11 <input type="checkbox"/> Burns --- Fire |
| 2 <input type="checkbox"/> Stab Wound(s) | 12 <input type="checkbox"/> Burns --- Chemical |
| 3 <input type="checkbox"/> Cutting or Incise Wound(s) | 13 <input type="checkbox"/> Burns --- Scalding |
| 4 <input type="checkbox"/> Blunt Force Injury | 14 <input type="checkbox"/> Hypothermia or Exposure |
| 5 <input type="checkbox"/> Strangulation --- Manual, Ligature,
Undetermined (circle one) | 15 <input type="checkbox"/> Malnutrition or Dehydration |
| 6 <input type="checkbox"/> Smothering | 16 <input type="checkbox"/> Electrocution |
| 7 <input type="checkbox"/> Airway Occlusion --- Internal | 17 <input type="checkbox"/> Crushing Injury |
| 8 <input type="checkbox"/> Torso Compression | 18 <input type="checkbox"/> Explosive Trauma |
| 9 <input type="checkbox"/> Hanging | 19 <input type="checkbox"/> Undetermined |
| 10 <input type="checkbox"/> Drowning | 88 <input type="checkbox"/> Other (specify): _____ |

TRAUMA

158. Major Trauma Location(s) (check as many as apply):
- | | |
|-----------------------------------------------|----------------------------------------------------|
| 1 <input type="checkbox"/> Head / Face / Neck | 7 <input type="checkbox"/> Genitalia |
| 2 <input type="checkbox"/> Arm(s) / Hand(s) | 8 <input type="checkbox"/> Anus |
| 3 <input type="checkbox"/> Torso | 88 <input type="checkbox"/> Other (specify): _____ |
| 4 <input type="checkbox"/> Leg(s) / Feet | |
| 5 <input type="checkbox"/> Breast(s) | 99 <input type="checkbox"/> Unable to Determine |
| 6 <input type="checkbox"/> Buttocks | |
159. Extent of Blunt Force Injury:
- 1 None
 - 2 Minimal (minor bruising only, possibly caused by offender's slapping to control the victim)
 - 3 Moderate (injury inflicted which in itself could not have caused death)
 - 4 Severe (injury which in itself could have caused death, whether it was the cause of death or not)
 - 5 Extreme (injury inflicted beyond that necessary for death. Overkill)

VIII. CAUSE OF DEATH AND/OR TRAUMA (cont.)

160. Estimated Number of Stab Wounds: _____
161. Estimated Number of Cutting Wounds: _____
162. Number of Entry Gunshot Wounds: _____
163. Range of Gunfire:
- | | |
|-----------------------------------------------------------------|---------------------------------------------------------------|
| 1 <input type="checkbox"/> Not Applicable | 4 <input type="checkbox"/> Close (powder residue / tattooing) |
| 2 <input type="checkbox"/> Distant (no stippling / tattooing) | 5 <input type="checkbox"/> Contact |
| 3 <input type="checkbox"/> Intermediate (stippling / tattooing) | |

BITE MARKS ON VICTIM

164. Bite Marks Were Identified on the Victim's Body:
- | | |
|--------------------------------|------------------------------------------------|
| 1 <input type="checkbox"/> Yes | 2 <input type="checkbox"/> No (go to Item 166) |
|--------------------------------|------------------------------------------------|
165. Location of Bite Marks:
- | | |
|--------------------------------------|----------------------------------------------------|
| 1 <input type="checkbox"/> Face | 6 <input type="checkbox"/> Groin |
| 2 <input type="checkbox"/> Neck | 7 <input type="checkbox"/> Genitalia |
| 3 <input type="checkbox"/> Abdomen | 8 <input type="checkbox"/> Thigh(s) |
| 4 <input type="checkbox"/> Breast(s) | 88 <input type="checkbox"/> Other (specify): _____ |
| 5 <input type="checkbox"/> Buttocks | _____ |

ELEMENTS OF TORTURE OR UNUSUAL ASSAULT

166. There Is Evidence to Suggest That the Offender Disfigured the Body of the Victim in Order to Delay or Hinder Identification of the Victim (burned body; removed and took hands, feet, head; etc.):
- | | |
|--------------------------------|-------------------------------|
| 1 <input type="checkbox"/> Yes | 2 <input type="checkbox"/> No |
|--------------------------------|-------------------------------|
167. Elements of Unusual or Additional Assault upon Victim:
- | | |
|----------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| 1 <input type="checkbox"/> None | 6 <input type="checkbox"/> Offender Explored, Probed, or Mutilated Cavities or Wounds of Victim |
| 2 <input type="checkbox"/> Victim Whipped | 88 <input type="checkbox"/> Other (specify): _____ |
| 3 <input type="checkbox"/> Burns on Victim | _____ |
| 4 <input type="checkbox"/> Victim Run Over by Vehicle | |
| 5 <input type="checkbox"/> Evidence of Cannibalism / Vampirism | |
168. Body Parts Removed by Offender:
- | | |
|--------------------------------------------------|----------------------------------------------------|
| 1 <input type="checkbox"/> None (go to Item 170) | 10 <input type="checkbox"/> Arm(s) |
| 2 <input type="checkbox"/> Head | 11 <input type="checkbox"/> Leg(s) |
| 3 <input type="checkbox"/> Scalp | 12 <input type="checkbox"/> Breast(s) |
| 4 <input type="checkbox"/> Face | 13 <input type="checkbox"/> Nipple(s) |
| 5 <input type="checkbox"/> Teeth | 14 <input type="checkbox"/> Anus |
| 6 <input type="checkbox"/> Eye(s) | 15 <input type="checkbox"/> Genitalia |
| 7 <input type="checkbox"/> Ear(s) | 16 <input type="checkbox"/> Internal Organs |
| 8 <input type="checkbox"/> Nose | 88 <input type="checkbox"/> Other (specify): _____ |
| 9 <input type="checkbox"/> Hand(s) | _____ |
169. Dismemberment Method:
- | | |
|------------------------------------------------------|----------------------------------------------------|
| 1 <input type="checkbox"/> Bitten Off | 5 <input type="checkbox"/> Sawed Off |
| 2 <input type="checkbox"/> Cut — Skilled/Surgical | 88 <input type="checkbox"/> Other (specify): _____ |
| 3 <input type="checkbox"/> Cut — Unskilled/Rough-Cut | _____ |
| 4 <input type="checkbox"/> Hacked / Chopped Off | |

SEXUAL ASSAULT

170. Is There Evidence of an Assault on Any of the Victim's Sexual Organs or Body Cavities?
- | | | |
|--------------------------------|------------------------------------------------|------------------------------------------------|
| 1 <input type="checkbox"/> Yes | 2 <input type="checkbox"/> No (go to Item 178) | 3 <input type="checkbox"/> Unable to Determine |
|--------------------------------|------------------------------------------------|------------------------------------------------|
171. Type Sexual Assault, or Attempt (check all that apply):
- | | |
|------------------------------------------------------------------|-----------------------------------------------------|
| 1 <input type="checkbox"/> Vaginal | 88 <input type="checkbox"/> Other (describe): _____ |
| 2 <input type="checkbox"/> Anal | _____ |
| 3 <input type="checkbox"/> Victim Performed Oral Sex on Offender | 99 <input type="checkbox"/> Unable to Determine |
| 4 <input type="checkbox"/> Offender Performed Oral Sex on Victim | |

APPENDIX E

SPECIAL CRIME UNIT BY-LAWS

BY-LAWS OF THE AMARILLO-
POTTER-RANDALL SPECIAL CRIMES UNIT

The Special Crimes Unit of the City of Amarillo, Potter County and Randall County has been created to facilitate the expertise of highly skilled law enforcement officers from those political subdivisions of Texas for crimes that occur in Potter or Randall Counties, Texas, with the least possible duplication of effort and with a maximum of focus of crime detection abilities from all of the member entities upon commission of any crime or crimes of special gravity within its area of authority. Because of the increasing expense of producing skilled law enforcement officers possessed with the technologies needed in today's crime detection, a pooling and concentration of efforts available from law enforcement agencies in the participating entities will provide the most effective use of public funds required to be spent upon law enforcement and crime detection. The Unit hereinabove described shall, henceforth, be called THE SPECIAL CRIMES UNIT, and to establish all-inclusive guidelines for the conduct of all of its operations in the most effective manner reasonably possible, all of the political subdivisions and the members involved in that Unit do hereby adopt and put into practice all of the following BY-LAWS AND ARTICLES OF OPERATION which shall become, be and remain in full force and effect throughout the entire existence of this Organization or until amended and/or supplemented in the manner hereinafter expressed.

ARTICLE I

MEMBERSHIP

The following agencies are members of the Special Crimes Unit:

- (1) Randall County Sheriff's Office
- (2) Randall County Criminal District Attorney's Office
- (3) Potter County Sheriff's Office
- (4) 47th District Attorney's Office
- (5) Amarillo City Police Department

ARTICLE II

BOARD OF DIRECTORS

All activities of the Unit shall be governed and controlled by a Board of Directors who shall have complete power over all aspects of the unit.

The membership of the Board of Directors shall consist of and shall be limited to a total of five persons who shall be the following:

- (1) Sheriff of Randall County, Texas;
- (2) Criminal District Attorney of Randall County, Texas;
- (3) Sheriff of Potter County, Texas;
- (4) 47th District Attorney of Potter County, Texas; and
- (5) Chief of Police, Amarillo, Texas.

ARTICLE III

MEANS OF AMENDMENT

These By-laws and Articles of Operation may be effectively amended and/or supplemented at any regular or special called meeting called for that purpose, but any such amendment shall require a 2/3 majority vote of Board of Directors then in office.

A copy of these By-laws and Articles of Operation must be maintained at all times at the main office of the Unit.

ARTICLE IV

COMMANDER OF THE UNIT--CHAIRMAN OF THE BOARD

All executive duties incumbent upon the Unit shall be carried out by a Commander, who shall have the title "Commander of the Special Crimes Unit" and who shall be appointed annually by a majority vote of the Board of Directors of the Unit in a meeting called for that purpose in the month of January of each calendar year.

The "Chairman of the Board of Directors" shall be appointed annually from among the membership of the Board of Directors by a majority vote of that Board, and shall preside over all meetings of the Board of Directors.

ARTICLE V

LOCATION OF UNIT

The Special Crimes Unit shall be located in a neutral location. It shall not be housed in any building occupied by a member agency.

ARTICLE VI

JURISDICTION

A. GENERAL PROVISIONS:

The Jurisdiction of the Unit shall include all criminal offenses involving a homicide or questionable death occurring in Randall and Potter Counties and any other criminal offenses where jurisdiction is invoked according to the provisions herein.

B. HOW INVOKED:

(1) BY UNIT COMMANDER: The Unit Commander, or his appointed Second in Command, may invoke jurisdiction of the Unit for offenses that do not involve a homicide or questionable death occurring within Potter County only with the consent, in writing or by telephone, of at least three Board Members. The Unit Commander, or his appointed Second in Command, must make a good faith effort to contact each Board Member when seeking consent.

(2) BY BOARD MEMBER: A Board Member may request jurisdiction of the Unit be invoked in an offense occurring within his jurisdiction that does not involve a homicide or questionable death by contacting the Unit Commander, or his appointed Second in Command. Jurisdiction shall be invoked only as provided in subparagraph B(1).

(3) OFFENSES OCCURRING OUTSIDE THE JURISDICTION OF POTTER OR RANDALL COUNTIES: Jurisdiction may not be invoked for the Unit unless the unanimous approval of all Board Members is given in writing or by telephone. Consent of Board Members that are absent from Potter or Randall Counties and cannot be located by the Unit Commander is not required for these limited purposes.

ARTICLE VII

CRIMINAL INVESTIGATIONS

A. NOTICE AND REQUEST FOR ASSISTANCE:

Any time a homicide or questionable death occurs within the boundaries of Potter or Randall Counties, Texas, the ranking law enforcement officer on duty in the jurisdiction at which such offense occurs or is discovered shall call and fully inform the Commander of the Special Crimes Unit who shall consider the circumstances pertinent to the duties of the Unit in such matters and shall decide if the unit should become involved in the investigation of that crime. In the event neither the Unit Commander or the Directors determine (as herein provided) that jurisdiction should be assumed, then the Unit Commander shall inform the law enforcement agency or agencies in which such crime occurred that the Unit will not assume jurisdiction.

B. REPORTS:

In every case in which jurisdiction is assumed by the Unit, a report of the case shall be prepared and delivered in writing to each member of the Board of Directors for its consideration regarding assignment or local retention of jurisdiction. In every case, if the Board of Directors, by majority vote, should elect to do so, it shall have the power to override the decision of the Commander of the Unit and elect to activate the Unit in the investigation of such a crime, or in the alternative to return the investigation of the crime to the law enforcement agency or agencies in which same occurred.

C. UNIT IN CHARGE OF INVESTIGATION:

Each member agrees that once the Unit assumes jurisdiction, the Unit shall be in absolute control of the investigation of the offense.

ARTICLE VIII

FORMATION OF UNIT LAW ENFORCEMENT PERSONNEL

Crimes over which the Unit shall hereafter invoke jurisdiction shall be investigated by the law enforcement members of the Unit only, and they shall be selected and made members of the Unit in the following manner:

1. Each member agency that is a party hereto shall select and furnish written notice of at least one prospective member for the SPECIAL CRIMES UNIT to the COMMANDER of the SPECIAL CRIMES UNIT.

2. Upon receipt of such notice so furnished, the Commander of the Unit shall examine the list of recommendees and shall make any and all investigations he deems appropriate or necessary in determining the relative qualifications of those named, including access to the personnel file of all candidates and recommendees. The Commander shall then select a minimum of at least one member or alternate member of the Unit from each of the participating member agencies.

3. Appointments of members shall be first made with the advice and consent of the Board of Directors, and only after a majority of the Board of Directors has confirmed the Unit Commander's appointment shall such appointment be official.

4. Each member appointed to the Unit will be assigned full time by the member agency unless his appointment is as an alternate. Permission for leave from full time assignment must be given by the Unit Commander.

5. Each member assigned to the Unit shall be provided an automobile and radio by the member law enforcement agency at the time of his assignment.

ARTICLE IX

WITHDRAWAL OF MEMBERS OF UNIT

Agencies may not withdraw a member or alternate member assigned to the Special Crimes Unit without given written notice to each Board Member at least 30 days prior to the time the member is withdrawn. Names of recommended replacements must be provided in this same notice letter.

ARTICLE X

CHAIN OF COMMAND

The Unit Commander shall be directly responsible to the Board of Directors.

Every member of the Unit shall be subject to the orders and commands of and the direction of the Unit Commander.

In order to permit continuity of proper chain of command, the Board of Directors shall appoint a member of the Unit who shall be Second in Command.

ARTICLE XI

DISPUTES NOT COVERED BY THE BY-LAWS

In the event that a dispute should arise that is not covered by any provision of these By-laws, the person in command under the provisions hereof shall forthwith contact in person or by phone all available members of the Board of Directors and obtain a consensus or a majority determination from them which shall govern in the decision as to what action should be taken, and he shall, thereupon, take the action thus determined.

ARTICLE XII

PREPARATION AND ADOPTION OF ANNUAL BUDGETS

Every year during existence of this Unit it shall be one of the specific duties of the Commander to prepare the proposed budget for the next ensuing fiscal or calendar year (depending upon the measurement adopted by the Board of Directors for the year).

The Commander shall prepare the proposed budget and submit same to the Chairman of the Board of Directors for presentation to the Board. The budget shall be so submitted by the Unit Commander by March 1.

The fiscal year is hereby adopted.

The fiscal year shall commence October 1, 1982 and annually thereafter.

ARTICLE XIII

PRESS RELEASES

No release of any nature of any crime under investigation shall be given by the Unit except in the following manner and sequence:

The Unit Commander or his Second in Command above shall be the only source of any press release regarding any progress in the efforts of the Unit toward the solution of any crime. He shall be entitled to give no release affecting the efforts of the Unit in the solution of the crime.

ARTICLE XIV

UNIT MEETINGS

A regular meeting of all members of the Unit shall be held on the second Tuesday of every alternate month.

A special called meeting may be held by order of a majority of the Board of Directors at any time and place in any of the territory covered by the Unit on 24 hours prior oral notice.

ARTICLE XV

REPORTS OF INVESTIGATIONS

The Commander shall furnish to every Board of Director of the jurisdiction where the offense occurred detailed, written reports on every investigation conducted by the Unit, but shall not be required to furnish such reports to the Sheriff, Chief of Police, or Attorney in whose territory the crime did not occur or cannot be prosecuted. The Unit Commander shall provide general progress reports that show the nature of the offense and the status of the case to members outside the jurisdiction where the offense occurred. All reports shall be maintained in a confidential manner and are only to be used in law enforcement.

The Commander shall prepare a year-end report of the Unit each January and shall present the report in writing to each Board member.

ARTICLE XVI

PROPERTY OWNERSHIP AND ACQUISITION

The necessary equipment, property, supplies, and furnishings shall be furnished by the respective agencies in order to commence business and functioning in the proper manner. Every item of furniture or furnishings furnished by any member agency shall be, and remain, the property of the furnishing agency.

The Unit Commander shall keep a list and file a yearly report with the Board of Directors concerning the description, location and ownership of such property. This list should be maintained by the Unit Commander in the Unit's main office at all times.

CONSIDERED, PASSED, AND APPROVED by the Board of Directors this
the _____ day of _____, 1984, to evidence which the members
of the Board and the Commander of the Unit have hereunto affixed
their signatures.

Criminal District Attorney of Randall County

47th District Attorney

Sheriff of Randall County

Sheriff of Potter County

Chief of Police, City of Amarillo

APPENDIX F

EMERGENCY FUNDING LEGISLATION

Chapter 3

ADMINISTRATION OF JUSTICE

Sec.

15200. Legislative intention.
 15201. Costs incurred by county defined.
 15202. Homicide trial; reimbursement for expenses; duration of section.
 15202. Homicide trial; reimbursement for expenses.
 15203. Determination by director of finance; payment.
 15203. Determination by state controller; payment.
 15204. Rules and regulations.

Chapter 3 added by Stats.1961, c. 2115, p. 4375, § 1.

§ 15200. Legislative intention

The Legislature hereby declares that: (1) The uniform administration of justice throughout the State is a matter of statewide interest; (2) The prosecution and conduct of trials of persons accused of homicide should not be hampered or delayed by any lack of funds available to the counties for such purposes; (3) A county should not be required to bear the entire costs of a trial involving a homicide if such costs will seriously impair the finances of the county; and (4) It is the intention of the Legislature in enacting this chapter to provide for state assistance to counties in such emergency situations.

(Added by Stats.1961, c. 2115, p. 4375, § 1.)

Library References

Costs ⇨ 295, 306.

C.J.S. Costs § 441.

§ 15201. Costs incurred by county defined

As used in this chapter, "costs incurred by the county" mean all cost, except normal salaries and expenses, incurred by the county in bringing to trial or trials, including the trial or trials of, a person or persons for the offense of homicide, including costs, except normal salaries and expenses, incurred by the district attorney in investigation and prosecution, by the sheriff in investigation, by the public defender or court-appointed attorney or attorneys in investigation and defense, and all other costs, except normal salaries and expenses, incurred by the county in connection with bringing the person or persons to trial including the trial itself including extraordinary expenses for such services as witness fees and expenses, court-appointed expert witnesses, reporter fees, and costs in preparing transcripts.

Trial cost shall also include all pretrials, hearings, and postconviction proceedings, if any.

(Added by Stats.1961, c. 2115, p. 4376, § 1. Amended by Stats.1971, c. 1689, p. 3625, § 1, eff. Dec. 10, 1971.)

Historical Note

As added in 1961, the section read: "As used in this chapter, 'costs incurred by the county' mean all costs incurred by the county in the trial or trials of a person for the offense of homicide, including costs incurred by the district attorney in investigation and prosecution, by the sheriff in investigation, and all other costs incurred by the county in connection with the trial including witness fees and expenses, reporter fees, and costs in preparing transcripts."
 The 1971 amendment rewrote the section to read as it now appears.

Cross References

Homicide, see Penal Code § 187 et seq.

Library References

Costs ⇨ 295, 306.

C.J.S. Costs § 441.

§ 15202. Homicide trial; reimbursement for expenses; duration of section

Text of section operative until July 1, 1981.

A county which is responsible for the cost of a trial or trials or any hearing of a person for the offense of homicide may apply to the State Controller for reimbursement of the costs incurred by the county in excess of the amount of money derived by the county from a tax of five cents (\$0.05) on each one hundred dollars (\$100) on the property assessed for purposes of taxation within the county.

This section shall remain in effect only until July 1, 1981, and on such date is repealed.

(Added by Stats.1961, c. 2115, p. 4376, § 1. Amended by Stats.1971, c. 1476, p. 2915, § 1.5; Stats.1971, c. 1689, p. 3626, § 2, eff. Dec. 10, 1971; Stats.1980, c. 690, § 1.)

Repeal

Section 15202 is repealed by force of its own terms on July 1, 1981.

For text of section operative July 1, 1981, see § 15202, post.

Historical Note

The 1971 amendments substituted "county which is responsible for the cost of a trial or trials or any hearing" for "county in which is conducted a trial or trials" and reduced the tax to five cents from ten cents and deleted a former second paragraph which had read: "No reimbursement shall be made pursuant to this section if the county, in the opinion of the Director of Finance, has sufficient

funds in its treasury, not allocated or committed for other purposes, which could be used to pay such costs."

Amendment of this section by § 1 of Stats.1971, c. 1476, p. 2915, failed to take effect under the terms of § 0 of that Act.

The 1980 amendment substituted the "State Controller" for the "Director of Finance" and provided for the repeal of the section on July 1, 1981.

§ 15202. Homicide trial; reimbursement for expenses

Text of section operative July 1, 1981.

A county which is responsible for the cost of a trial or trials or any hearing of a person for the offense of homicide may apply to the State Controller for reimbursement of the costs incurred by the county in excess of the amount of money derived by the county from a tax of 0.0125 of 1 percent of the full value of property assessed for purposes of taxation within the county.

(Added by Stats.1980, c. 690, § 2, operative July 1, 1981.)

For text of section operative until July 1, 1981, see § 15202, ante.

Historical Note

Section 5 of Stats.1980, c. 690, provides: "Section 2 of this act, which adds Section 15202 to the Government Code, shall become operative on July 1, 1981."

Cross References

Homicide, see Penal Code § 187 et seq.

Library References

Costs ⇨204.

C.J.S. Costs § 442.

Notes of Decisions

1. In general

Where this section provides for reimbursement to counties for costs of homicide trials, such reimbursable costs of

homicide trials include costs of determining the sanity of the defendant. 58 Ops. Atty.Gen. 911, 12-19-75.

§ 15203. Determination by state controller; payment

If the county meets the conditions described in Section 15202 and applies to the State Controller for reimbursement pursuant to that section, and the State Controller determines that the reimbursement meets the provisions of Section 15201, the State Controller shall request the Director of Finance to include any amounts necessary to fulfill the purposes of Section 15202 annually in a request for deficiency appropriation in augmentation of the emergency fund.

(Added by Stats.1961, c. 2115, p. 4376, § 1. Amended by Stats.1971, c. 1689, p. 3626, § 3, eff. Dec. 10, 1971; Stats.1980, c. 690, § 3.)

Historical Note

As added in 1961, the section read: "If the county meets the conditions described in Section 15202 and applies to the Director of Finance for reimbursement pursuant to that section, the Director of Finance, out of any funds appropriated for the purpose of this chapter, may grant to such county funds sufficient to reimburse the county for such costs in excess of the amount derived by the tax described in Section 15202. The Director of Finance, in determining whether funds shall be granted to a county under this chapter shall consider the amount of state funds available for this purpose, the financial position of the county applying for a grant, and whether applications by other counties have been made or are expected to be made."

The 1971 amendment rewrote the section to read as it now appears except as amended in 1980.

The 1980 amendment substituted the "State Controller" for the "Director of Finance" throughout the section and substituted the requirement that "the State Controller shall request the Director of Finance to include any amounts necessary to fulfill the purposes of Section 15202 annually in a request for deficiency appropriation in augmentation of the emergency fund" for the requirement that "he shall include any amounts necessary to fulfill the purposes of Section 15202 annually in a request for deficiency appropriation in augmentation of the emergency fund".

Library References

Costs ⇨324.

C.J.S. Costs §§ 460, 480.

§ 15204. Rules and regulations

The State Controller may establish rules and regulations to carry out the purposes of this chapter.

(Added by Stats.1961, c. 2115, p. 4376, § 1. Amended by Stats.1980, c. 690, § 4.)

Historical Note

The 1980 amendment substituted "State Controller" for "Director of Finance".

Library References

Costs ⇨294.

C.J.S. Costs § 442.

TRIALS—HOMICIDES—REIMBURSEMENT OF COSTS

Assembly Bill No. 1813

CHAPTER 1469

An act to amend and repeal Section 15202 of the Government Code, relating to trials.

[Approved by Governor September 25, 1984. Filed with Secretary of State September 26, 1984.]

LEGISLATIVE COUNSEL'S DIGEST

AB 1813, Condit. Homicide trials.

Under existing law, counties may receive reimbursements in excess of a specified amount for costs of homicide trials.

This bill would authorize additional reimbursement, as specified, with the amount depending upon whether or not the county has a specified population.

This bill would direct the Office of Planning and Research to undertake a study, in cooperation with, among others, the Legislative Analyst and the defense bar, concerning this provision for reimbursement, and to report to the Governor and the Legislature no later than July 1, 1987.

This bill would be repealed on January 1, 1989, unless a later statute, enacted before that date, deletes or extends that date.

The people of the State of California do enact as follows:

SECTION 1. Section 15202 of the Government Code is amended to read:

15202. (a) A county with a population of 300,000 or less, at the time of the 1980 decennial census, which is responsible for the cost of a trial or trials or any hearing of a person for the offense of homicide may apply to the Controller for reimbursement of 90 percent of the costs incurred by the county for each such trial or hearing, without regard to fiscal year, in excess of the amount of

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Changes or additions in text are indicated by underline

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money derived by the county from a tax of 0.00625 of 1 percent of the full value of property assessed for purposes of taxation within the county.

(b) A county with a population exceeding 300,000 at the time of the 1980 decennial census which is responsible for the cost of a trial or trials or any hearing of a person for the offense of homicide may apply to the Controller for reimbursement of 80 percent of the costs incurred by the county in excess of the amount of money derived by the county from a tax of 0.00625 of 1 percent, and not in excess of the amount of money derived from a tax of 0.0125 of 1 percent, and for reimbursement of 100 percent of the costs incurred in excess of the amount of money derived from a tax of 0.0125 percent, of the full value of property assessed for purposes of taxation within the county.

(c) The Controller shall not reimburse any county for costs that exceed the standards for travel and per diem expenses set forth in Sections 700 to 715, and 718, of Title 2 of the California Administrative Code. The Controller may reimburse extraordinary costs in unusual cases if the county provides sufficient justification of the need for such expenditures.

(d) The Legislature recognizes that the conduct of trials for persons accused of homicide should not be hampered or delayed because of a lack of funds available to the counties for that purpose. While this section is intended to provide an equitable basis for determining the allocation to the state of the costs of homicide trials in any particular county, the rising costs of those trials necessitate an objective study to assure reasonable financial restraints and incentives for cost-effectiveness that do not place an unreasonable burden on the treasury of the smaller counties.

In order to assist the Governor and the Legislature in making that determination, the Office of Planning and Research, in cooperation with the Legislative Analyst, state and local agencies, representatives of law enforcement and the defense bar, and other public officials, shall undertake a study of the effectiveness of this section with regard to those concerns, and, no later than July 1, 1987, shall submit a report to the Governor and to the Legislature with its findings and any recommendations for amendment of this section.

SEC. 2. Section 1 of this act applies to any case in which a final judgment was not entered prior to January 1, 1985. Section 1 shall remain in effect only until January 1, 1989, and as of that date is repealed, unless a later enacted statute, which is enacted before January 1, 1989, deletes or extends that date. If that date is not deleted or extended, then, on and after January 1, 1989, pursuant to Section 9611 of the Government Code, Section 15202 of the Government Code, as amended by Section 46 of Chapter 323 the Statutes of 1983, shall have the same force and effect as if this temporary provision had not been enacted.

CHAPTER 3. ADMINISTRATION OF JUSTICE

Section

15202. Homicide trial; reimbursement for expenses; excessive expenses; study; report.

§ 15202. Homicide trial; reimbursement for expenses; excessive expenses; study; report

Text of section operative until Jan. 1, 1988

(a) A county with a population of 300,000 or less, at the time of the 1980 decennial census, which is responsible for the cost of a trial or trials or any hearing of a person for the offense of homicide may apply to the Controller for reimbursement of 90 percent of the costs incurred by the county for each such trial or hearing, without regard to fiscal year, in excess of the amount of money derived by the county from a tax of 0.00625 of 1 percent of the full value of property assessed for purposes of taxation within the county.

(b) (1) A county with a population of 150,000 or less, at the time of the 1980 decennial census, which is responsible for the cost of two or more trials or hearings within a fiscal year of a person or persons for the offense of homicide may apply to the Controller for reimbursement of 90 percent of the costs incurred in a fiscal year by the county for the conduct of the first trial within a fiscal year and 85 percent of the costs incurred in a fiscal year by the county for the conduct of any and all subsequent trials or hearings, in excess of the amount of money derived by the county from a tax of 0.00625 of 1 percent of the full value of property assessed for purposes of taxation within the county.

(2) A county with a population of 150,000 or less, at the time of the 1980 decennial census, which within a fiscal year, is reimbursed for costs incurred by the county for the conduct of only one trial or hearing pursuant to subdivision (a) shall be reimbursed for that one trial or hearing in subsequent fiscal years for costs incurred in those subsequent fiscal years without again being required to expend county funds equal to 0.00625 of 1 percent of assessed valuation of property within the county so long as all reimbursements to the county under this paragraph are for only that one trial or hearing.

For purposes of this subdivision, in determining the costs of a homicide trial, trials, hearing, or hearings, the costs shall include, all pretrial, trial, and posttrial costs incurred in connection with the investigation, prosecution, and defense of a homicide case or cases within a fiscal year, including, but not limited to, the costs incurred by the district attorney, sheriff, public defender, and witnesses, which were reasonably required by the court and participants in the case or cases, and other extraordinary costs associated with the investigation in homicide cases.

(c) A county with a population exceeding 300,000 at the time of the 1980 decennial census which is responsible for the cost of a trial or trials or any hearing of a person for the offense of homicide may apply to the Controller for reimbursement of 80 percent of the costs incurred by the county in excess of the amount of money derived by the county from a tax of 0.00625 of 1 percent, and not in excess of the amount of money derived from a tax of 0.0125 of 1 percent, and for reimbursement of 100 percent of the costs incurred in excess of the amount of money derived from a tax of 0.0125 percent, of the full value of property assessed for purposes of taxation within the county.

(d) The Controller shall not reimburse any county for costs that exceed the standards for travel and per diem expenses set forth in Sections 700 to 715, and 718, of Title 2 of the California Administrative Code. The Controller may reimburse extraordinary costs in unusual cases if the county provides sufficient justification of the need for such expenditures.

(e) The Legislature recognizes that the conduct of trials for persons accused of homicide should not be hampered or delayed because of a lack of funds available to the counties for that purpose. While this section is intended to provide an equitable basis for determining the allocation to the state of the costs of homicide trials in any particular county, the rising costs of those trials necessitate an objective study to assure reasonable financial restraints and incentives for cost-effectiveness that do not place an unreasonable burden on the treasury of the smaller counties.

In order to assist the Governor and the Legislature in making that determination, the Office of Planning and Research, in cooperation with the Legislative Analyst, state and local agencies, representatives of law enforcement and the defense bar, and other public officials, shall undertake a study of the effectiveness of this section with regard to those concerns, and, no later than July 1, 1987, shall submit a report to the Governor and to the Legislature with its findings and any recommendations for amendment of this section.

(Amended by Stats.1983, c. 323, p. —, § 46, urgency, eff. July 21, 1983; Stats.1984, c. 1469, p. —, § 1; Stats.1986, c. 32, § 2, urgency, eff. March 21, 1986.)

For text of section operative Jan. 1, 1988, see § 15202, post

§ 15202. Homicide trial; reimbursement for expenses; excessive expenses; extraordinary costs

Text of section operative Jan. 1, 1988

A county which is responsible for the cost of a trial or trials or any hearing of a person for the offense of homicide may apply to the Controller for reimbursement of the costs incurred by the county in excess of the amount of money derived by the county from a tax of 0.0125 of 1 percent of the full value of property assessed for purposes of taxation within the county.

Asterisks * * * indicate deletions by amendment

Underline indicates changes or additions by amendment

§ 15202

GOVERNMENT CODE

The Controller shall not reimburse any county for costs that exceed the State Board of Control's standards for travel and per diem expenses. The Controller may reimburse extraordinary costs in unusual cases if the county provides sufficient justification of the need for such expenditures.

(Amended by Stats.1983, c. 323, p. —, § 46, urgency, eff. July 21, 1983.)

For text of section operative until Jan. 1, 1988, see § 15202, ante

1983 Legislation.

Stats.1983, c. 323 operative on July 21, 1983 and deemed to have become effective on July 1, 1983, unless otherwise provided, see note under C.C.P. § 1531:

1986 Legislation.

Section 2 of Stats.1984, c. 1469, amended by Stats.1986, c. 32, § 4, provides:

"Section 1 of this act applies to any case in which a final judgment was not entered prior to January 1, 1983. Section 1 shall remain in effect only until January 1, 1988, and as of that date is repealed, unless a later enacted statute, which is enacted before January 1, 1988, deletes or extends that date. If that date is not deleted or extended, then, on and after January 1, 1988, pursuant to Section 9611 of the Government Code, Section 15202 of the Government Code, as amended by Section 46 of Chapter 323 of the Statutes of 1983, shall have the same force and effect as if this temporary provision had not been enacted."

Section 5 of Stats.1986, c. 32, as amended by Stats.1986, c. 288, § 2, provides:

"Sec. 5. With respect to the amendments set forth in Sections 2 and 4 of this act, the Legislature finds and declares the following:

"(a) That Chapter 1469 of the Statutes of 1984 enacted provisions intended to accomplish each of the following objectives:

"(1) Authorized, until January 1, 1989, a new procedure for additional state reimbursement for costs of homicide trials in counties with a population of 300,000 or less

"(2) Directed the Office of Planning and Research to undertake a study, in cooperation with specified public agencies, concerning this provision for reimbursement and to report to the Governor and the Legislature no later than July 1, 1987.

"(b) That pending the study outcome there is an immediate need to provide further interim state assistance to small rural counties, with a population of 150,000 or less, that are

facing worsening fiscal crises and serious cash flow problems due to extraordinary costs of the investigation and prosecution of a rash of multiple homicides.

"(c) That authorization, for an interim period, be provided by this act establishing a revised procedure for small rural counties allowing them to be eligible for additional reimbursement, payable on a regularly scheduled basis, to help relieve the onerous financial burdens suddenly encountered by excessive costs of homicide cases over which the small counties have virtually no control.

"(d) That the short-term fiscal relief provided by subdivision (b) of Section 15202 of the Government Code, as amended by Section 2 of this act, recognizes and is consistent with the fiscal and programmatic relationships and responsibilities between the state and small rural counties as they involve funding and criminal justice program delivery of partnership programs of local and statewide significance.

"(e) That the short-term fiscal relief provided by subdivision (b) of Section 15202 of the Government Code, as amended by Section 2 of this act, shall only be made available to the applicable counties for the costs incurred by them as set forth in that section involving activities undertaken following the filing, in the superior court, of an indictment or information."

Library References

States — 111.
C.J.S. States §§ 194, 195.

Notes of Decisions

I. In general

State reimbursements to counties, pursuant to this section, for that part of the cost of homicide trials which exceeds the amount of money derived by the county from a tax of 5 cents per \$100 of assessed value are to be determined by the total amount of money a 5 cent tax would raise in the county. 63 Ops.Atty.Gen. 390, 3-9-80.

APPENDIX G

TIP SHEETS

SUBJECT INFORMATION MAKE NO MARKS IN THIS AREA

LAST NAME		FIRST NAME		MIDDLE NAME		CCN		B/A				
NICKNAME OR ALIAS						SOC. SEC. #		FILE NUMBER				
HOME ADDRESS				CITY	STATE	ZIP	HOME PHONE		FBI #			
OLD ADDRESS(ES)						GLASSES		FACIAL HAIR				
EMPLOYER/ADDRESS				CITY	STATE	WORK PHONE	OCCUPATION		PHOTO ORDER DATE			
RACE	SEX	D.O.B.		PLACE OF BIRTH		AGE	HEIGHT	WEIGHT	HAIR	EYES	BUILD	COMPL
DR. LIC. #		STATE	VEH. YR.	MAKE	MODEL	COLOR(S)		BODY STYLE				
VEH. LIC. #		STATE	CONDITION/EQUIP.			OTHER VEH/PLATE(S)						
CONCISE TIP INFORMATION						SOURCE NAME						

DO NOT CONTINUE BELOW! If additional space is needed, use Form C-102 (Additional Information Sheet)

SOURCE INFORMATION MAKE NO MARKS IN THIS AREA

LAST NAME		FIRST NAME		MIDDLE NAME		A.K.A.s					
RACE	SEX	D.O.B.		HEIGHT	WEIGHT	HAIR	EYES	OCCUPATION/EMPLOYER			
ADDRESS					CITY			STATE	ZIP		
HOME PHONE			WORK PHONE			CCN		B/A			

ADDITIONAL INFORMATION								SUSPECT NAME	

RECEIVED BY			DATE	TIME	COMPUTER CHECK BY		DATE	TIME	
ASSIGNED TO				DATE	SEAKING _____		SKIT _____		
				SUSPENSE DATE	WACIC _____				
					NCIC _____				

White -MASTER
 Yellow-WORKSHEET
 Card -FILE

PRIORITY EVALUATION

-Low Medium High

SUBJECT				TIP NO. _____		INFORMANT				TIP NO. _____	
Name: Last		First		Middle		Name: Last		First		Middle	
Address						City					
Direction to Locate (Hangouts, girlfriends, etc.)						Can be Contacted At					
Born		Ht.	Wt.	Eyes		Hair					
Veh. Make		Style	Color	Yr.	Lic. No.		Home Phone		Office Phone		
Works				City		Occupation		Informant was Contacted At			
Home Phone				Other Phone							
Associates											

INFORMATION REFERENCE SUBJECT		Yes	No			Yes	No			Yes	No
Criminal Record Obtained (IB)	..	<input type="checkbox"/>	<input type="checkbox"/>	Sex Motivated Crime File Check		<input type="checkbox"/>	<input type="checkbox"/>	Handwriting Specimen Obtained		<input type="checkbox"/>	<input type="checkbox"/>
Record Section Checked	<input type="checkbox"/>	<input type="checkbox"/>	Intelligence Check	<input type="checkbox"/>	<input type="checkbox"/>	Hair Specimen Obtained	<input type="checkbox"/>	<input type="checkbox"/>
Photo Available	<input type="checkbox"/>	<input type="checkbox"/>	Operator's License Check	<input type="checkbox"/>	<input type="checkbox"/>	Written Statement Obtained	..	<input type="checkbox"/>	<input type="checkbox"/>
LEIN Checked	<input type="checkbox"/>	<input type="checkbox"/>	Fingerprints Obtained	<input type="checkbox"/>	<input type="checkbox"/>	Recorded Statement Obtained	.	<input type="checkbox"/>	<input type="checkbox"/>
Gun File Check	<input type="checkbox"/>	<input type="checkbox"/>	Palprints Obtained	<input type="checkbox"/>	<input type="checkbox"/>	Updated Photo Obtained	<input type="checkbox"/>	<input type="checkbox"/>

DETAILS OF TIP

REPORT

Received by	Date	Time	<input type="checkbox"/> Subject Not Cleared Subject Cleared by: <input type="checkbox"/> Witnesses <input type="checkbox"/> Was Working <input type="checkbox"/> Polygraph
Assigned to	Date	Time	
Analyzed/Closed by	Date		

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