



Kansas Bureau of Investigation

Kirk Thompson
Director

Derek Schmidt
Attorney General

Kansas Sexual Assault Kit Initiative
Template CODIS Hit Packet for Law Enforcement Case Evaluation
August 4, 2017

As a statewide SAKI project, the Kansas Bureau of Investigation (KBI) depends on the local agencies to reinvestigate SAKI related cases. To assist with the initial reinvestigation of a SAKI case, when a CODIS hit occurs the KBI Research Analyst compiles a packet of material to send to law enforcement to assist in evaluating the case for reinvestigation. This packet, known as the CODIS Hit Packet, includes the laboratory reports, CODIS hit notification, an in-depth suspect criminal background, suspect's last known location and contact information, and victim's last known location and contact information. Providing this resource to our local partners has proven to be of great assistance as they reexamine CODIS hit cases, and allows the SAKI project to collect important project specific data for ongoing analysis.

In addition to providing the CODIS Hit Packet to law enforcement, the SAKI Research Analyst also provides a CODIS Hit notification and associated laboratory report to the corresponding county/district attorney's office. The KBI is mindful that the forensic analysis results of SAKI related cases are considered discoverable evidence and attempts to ensure prosecution offices are provided the necessary notification of results.

The information listed below describes the various components of the KBI's CODIS Hit Packet provided to law enforcement agencies by our SAKI Research Analyst. A template for each component is included as an attachment. An example of a completed CODIS Hit Packet is also provided for reference (Attachment 6).

Contents of the CODIS Hit Packet for Law Enforcement:

- *CODIS Hit Packet Cover Letter* (Attachment 1)
This cover letter notifies the designated point of contact within the law enforcement agency that a CODIS hit has occurred. The letter clearly identifies the agency's case number and outlines the contents of all documents included in the packet.
- *Approved Laboratory CODIS Hit Report*
This report is generated from the KBI Forensic Laboratory notifying the law enforcement agency of the CODIS hit. The report includes identification of the offender and the

specimen identification to which the DNA profile matched. A copy of this letter is also sent to the corresponding prosecution office (see Attachment 2).

- *Quarterly Law Enforcement Report for CODIS Hit Cases* (Attachment 3)
To assist with tracking case progress and grant reporting, the KBI developed a quarterly report for law enforcement agencies to complete for all CODIS hit cases. The KBI Research Analyst conducts quarterly follow-ups with each agency to ensure updates to this report are completed and submitted to the KBI.

- *Suspect Criminal Background Information Packet* (Attachment 4)
The intention of this document is to assist law enforcement in their efforts to locate the identified offender associated with the CODIS hit case and identify other sexual and/or violent offenses committed by the offender. Information is collected from the Kansas Incident Based Reporting System (KIBRS), the National Crime Information Center (NCIC) and the Interstate Identification Index (III). The report includes the following pieces of information:
 - Photo of suspect, including origin and date of photo taken
 - Personally identifying information – suspect name, physical description, DOB, SSN and other associated names
 - Driver’s license information and history
 - Registered vehicles
 - Recent addresses
 - Wants/warrants
 - Kansas Adult Supervised Population Electronic Repository (KASPER) inmate search through the Department of Corrections for current status, location and associated convictions of the identified offender
 - Registered offender status, if applicable
 - Criminal history as identified in NCIC, III and KIBRS, which includes:
 - NCIC/III full reports
 - List of KIBRS offense reports in which any sexual, violent, or threatening offenses against a victim is highlighted in red
 - Corresponding KIBRS offense report of any sexual, violent, or threatening offenses against a victim

- *Victim Background Information Packet* (Attachment 5)
The intention of this document is to assist law enforcement in their efforts to locate and contact the victim in the case. Information is collected from KIBRS and the CLEAR software system to identify the following pieces of information:
 - Photo of victim, including origin and date of photo taken

- Personally identifying information – victim name, physical description, DOB, SSN and other associated names
 - Driver’s licenses and status
 - Possible contact information – phone numbers and email addresses
 - Registered vehicles
 - Recent addresses
- *Victim Resource Packet*

This packet of information was designed specifically for victims impacted by the Kansas SAKI project. The information provided is intended to assist law enforcement and victim advocates in identifying local resources available to victims. It also provides specific information regarding the SAKI project and delayed testing of sexual assault kits. This resource packet has been made available for other SAKI sites through the TTA online discussion forum: <https://collaborate.sakitta.org/t/saki-victim-resource-packet-kansas-example/147>

Attachment 1



Kansas Bureau of Investigation

Kirk Thompson
Director

Derek Schmidt
Attorney General

DATE

<Law Enforcement Contact>
<Law Enforcement Agency>
<Agency Address>
<City>, KS <Zip Code>

Dear <Law Enforcement Contact>,

RE: Kansas Sexual Assault Kit Initiative – <Law Enforcement Agency> Case No. XX-XX-XXXX

Enclosed you will find several documents intended to aid your agency in evaluating the above referenced case for further investigation and referral to your County Attorney. *This information is provided for use by your agency and should not be further disseminated.* Also enclosed are other additional pieces critical to tracking the outcome of SAKI related cases.

This packet includes the following items:

Approved Laboratory CODIS-Hit Report

- Please take appropriate action to follow-up and submit requested reference standards for confirmation or elimination as indicated by the KBI Forensic Science Laboratory.
- If this lead is of no investigative significance and the forensic link between the subject and the evidence can be otherwise explained, please contact the forensic examiner to briefly discuss whether or not the profile qualifies to remain in CODIS.
- A copy of this laboratory report has also been forwarded to your District Attorney.

Quarterly Law Enforcement Report for CODIS-Hit Cases

- Completion of the Quarterly Law Enforcement Report for CODIS-Hit Cases is REQUIRED. This is critical to tracking the outcome of SAKI related cases.
- This form is to be filled out according to the instructions on the back of the form.
- This form will be collected quarterly. You will receive an email reminder from KBI staff one week prior to the due date.

Suspect Criminal Background Information Packet

- This packet contains information about the suspect's background, criminal history, and last known whereabouts.
- It is intended to aid your agency in conducting an offender focused investigation.
- It has been derived from information available from various public and law enforcement sources.
- This is **not** intended to be a comprehensive subject history and should not be used as primary source in prosecution of a crime.
- The information provided is for use by your agency and should be verified independently through primary sources.

Victim Information Packet

- This packet contains information about the victim's last known whereabouts and contact information when available.
- It is intended to aid your agency in locating the victim.
- It has been derived from information available from various public and law enforcement sources.

If you need additional assistance in attempting to determine the current whereabouts of the suspect or victim, or have questions about the Quarterly Law Enforcement Report for CODIS-Hit Cases, please don't hesitate to contact me at [REDACTED] or (785) [REDACTED]. Your continued cooperation and support is greatly appreciated.

Sincerely,

[REDACTED]
Research Analyst II

Attachment 2



Kansas Bureau of Investigation

Kirk Thompson
Director

Derek Schmidt
Attorney General

<Date>

<Prosecution Contact>
<Prosecution Office>
<Prosecution Address>
<City>, KS <Zip>

Dear <Prosecution Contact>,

RE: Kansas Sexual Assault Kit Initiative
CODIS-Hit Laboratory Report - <Agency> Police Department Case XX-XX-XXXX

Enclosed you will find the approved KBI Forensic Science Center laboratory report for the sexual assault kit associated with the case listed above that was submitted to the laboratory for analysis on MM/DD/YYYY. A copy of this report has also been sent to the local law enforcement agency for review.

As part of the Kansas SAKI, we are sending approved CODIS hit laboratory reports directly to you and your local law enforcement agency. This is done in addition to the standard dissemination by the laboratory to ensure prosecutors and investigators are aware of the testing results.

Let me again express my gratitude for your continued participation in the Kansas Sexual Assault Kit Initiative. It has been a huge endeavor for everyone and your support has been crucial.

Sincerely,


Research Analyst II

Attachment 3

Kansas Sexual Assault Kit Initiative (SAKI) Quarterly Law Enforcement Report for CODIS-Hit Cases

Agency: _____

Law Enforcement Case Number: _____

For the *identified reporting period* and case, please answer each of the following questions:

| | | |
|------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| 1. Was the victim located <u>subsequent</u> to your agency receiving notification of the CODIS hit? | <input type="checkbox"/> Yes <input type="checkbox"/> No ----- If no, is the case still active? | If yes, date: ----- <div style="text-align: center;">Yes No</div> |
| 2. Was the victim contacted about this case <u>subsequent</u> to your agency receiving notification of the CODIS hit? | <input type="checkbox"/> Yes <input type="checkbox"/> No ----- If no, is the case still active? | If yes, date: ----- <div style="text-align: center;">Yes No</div> |
| 3. Was the victim referred to a Community Based Advocate and/or System Based Advocate for services? | <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, date: |
| 4. Did the victim agree to actively participate in the investigation <u>subsequent</u> to your agency receiving notification of the CODIS hit? | <input type="checkbox"/> Yes <input type="checkbox"/> No ----- If no, is the case still active? | If yes, date: ----- <div style="text-align: center;">Yes No</div> |
| 5. Was the case forwarded to the prosecutor for review <u>subsequent</u> to your agency receiving notification of the CODIS hit? | <input type="checkbox"/> Yes <input type="checkbox"/> No ----- If no, is the case still active? | If yes, date: ----- <div style="text-align: center;">Yes No</div> |
| 6. During this reporting period, did the victim choose to no longer participate? | <input type="checkbox"/> Yes <input type="checkbox"/> No ----- If no, is the case still active? | If yes, date: ----- <div style="text-align: center;">Yes No</div> |

If you have questions regarding this request, please contact:

Megan Roberts
SAKI Site Coordinator
Kansas Bureau of Investigation
785-296-7135
megan.roberts@kbi.state.ks.us

INSTRUCTIONS FOR GATHERING AND REPORTING REQUIRED INFORMATION

- **Send a copy of the form to the KBI Site Coordinator by the 7th of the month following the end of a calendar quarter. You will receive a reminder one week prior to the due date.**
- As an action occurs, mark the corresponding question with a “yes” or “no” answer.
- Provide a date for the action taken in the corresponding box.
- We understand an investigation may span multiple quarters.
 - This form will be returned to you for quarterly updates until the case “concludes.”
- A case will be considered concluded when it has either been forwarded to prosecution for review or considered closed by your agency.

| | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Question 1: “Was the victim located <u>subsequent</u> to your agency receiving notification of the CODIS hit?”</p> | <p>Question 4: “Did the victim agree to actively participate in the investigation <u>subsequent</u> to your agency receiving notification of the CODIS hit?”</p> |
| <ul style="list-style-type: none"> - “Located” is defined as having identified where the victim resides. | <ul style="list-style-type: none"> - “Actively participate” is defined as the victim electing to engage in the criminal justice process. |
| <p>Question 2: “Was the victim contacted about this case <u>subsequent</u> to your agency receiving notification of the CODIS hit?”</p> | <p>Question 5: “Was the case forwarded to the prosecutor for review <u>subsequent</u> to your agency receiving notification of the CODIS hit?”</p> |
| <ul style="list-style-type: none"> - “Contacted” is defined as verbal, written, or in-person communication with the victim. - It is possible to locate a victim in one reporting period and contact them in a different reporting period. | <ul style="list-style-type: none"> - This question pertains to CODIS-hit sexual assault cases that have been sent to the prosecution office for review <u>during</u> the reporting period. |
| <p>Question 3: “Was the victim referred to a Community Based Advocate and/or System Based Advocate for services?”</p> | <p>Question 6: “During this reporting period, did the victim choose to no longer participate?”</p> |
| <ul style="list-style-type: none"> - A Community Based Advocate is also referred to as a Domestic Violence Advocate and is usually employed through a human services agency. - A System Based Advocate is also referred to as a Justice Advocate and is usually embedded in a law enforcement or prosecutorial agency. | <ul style="list-style-type: none"> - A victim that has been contacted regarding a CODIS-hit sexual assault case may initially agree to participate in the investigation/prosecution. The victim may later decide to stop participating for a variety of reasons. In these instances, please report if this victim, <u>during</u> the reporting period, has chosen to no longer participate in the case. |

Attachment 4

Kansas Bureau of Investigation Suspect Criminal Background Information Packet *Related to the Kansas Sexual Assault Kit Initiative*



Last Name, First Name

Local Agency Case #:

KBI Lab Case #:

KBI Hit Verification #:



Photo Origin/Date: KS DL/ 0

Identifying Information

NAME/

SEX/ EYE/ HAIR/

HGT/ WGT/

DOB/

SSN/

FBI UCN/

KS SID/

OLN/

DOC#/

ALIAS/

DL Information

NAME

DOB/

ROR IND/

Vehicles

Recent Addresses

Warrants

Kansas Bureau of Investigation
Suspect Criminal Background Information Packet
Related to the Kansas Sexual Assault Kit Initiative



KASPER

**DOC#/
Current Status/
Current Location/
Convictions/
#of, Charge, Date, County/Location**

Registered Offender Status

NCIC/III

Full report of criminal history record

KIBRS

Incident date:
List of all incidences

Charge:

Suspect/Victim/Arrested:

**Violent/Threatening offenses against females are flagged in red with full KIBRS reports attached*

Attachment 5

Kansas Bureau of Investigation Victim Background Information Packet Related to the Kansas Sexual Assault Kit Initiative



Last Name, First Name

Local Agency Case #:
KBI Lab Case #:



Photo Origin/Date KS DL/

Vehicles

Vehicles registered to subject/

YEAR/
MAKE/
MODEL/
COLOR/
REG/
OWNRS/

Possible Phone Numbers

Identifying Information

NAME/
SEX/ EYE/ HAIR/
HGT/ WGT/
DOB/
SSN/
OLN/
ALIAS/

Recent Addresses