

# OVERLAND PARK POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



**NUMBER:** 3340  
**TOPIC:** SEXUAL ASSAULT INVESTIGATIONS  
**EFFECTIVE DATE:** 04/14/2026  
**SUPERCEDES:** 02/01/2023

/s/ Doreen Jokerst  
Chief of Police

/s/ Ryan Miller  
Deputy Chief

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Public Safety Attorney

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CALEA References: None

- I. PURPOSE**
  - A. The purpose of this written directive is to standardize the process for investigating sexual assault for victims 16 years of age and older to provide a trauma-informed approach to serving victims.
- II. POLICY**
  - A. Officers must be sensitive to the emotional, psychological, and possible physical trauma experienced by sexual assault victims. Aside from the normal steps associated with the initial and follow-up investigations, additional protocols and services are detailed in this policy to assist in investigating sexual assaults and caring for sexual assault victims.
- III. PROCEDURE**
  - A. The initial responding officer(s) will immediately assess the victim's medical needs and, if appropriate, summon emergency medical personnel. If emergency medical personnel are not needed, the officer will explain the necessity of seeking medical care for the victim's health and collecting potential evidence.
  - B. The reporting officer should assess the victim's ability to give a complete statement at the time of the initial report. If the victim is exhibiting signs of stress or trauma, for example, if the victim is withdrawn, nervous, or unwilling to speak with officers, officers should consider conducting a minimal-fact interview only. A minimal-facts interview should include basic questions about the incident (i.e., time and location of occurrence, suspect identity, potential evidence and offenses, etc.), but be complete enough to assess the need for immediate follow-up. Immediate follow-up may

include: determining the urgency to make an arrest, obtaining a search warrant for evidence collection, and/or the need to process a suspect to collect evidence.

- C. Officers should consider calling a Victim Services Advocate as soon as practical to assist the victim through the investigative process. Ultimately, officers or Victim Services personnel must provide the victim with a *Victim's Rights Sheet* and point out contact information for MOCSA and/or any other applicable resources.

B. SEXUAL ASSAULT EXAMINATION AT A MEDICAL FACILITY

1. The responding officer(s) will encourage the victim to be seen at one of the below listed hospitals because they are staffed with Sexual Assault Nurse Examiners (SANE) and Sexual Assault Response Team (SART) personnel.
2. **Victims under 18 years of age or older should be referred to:**
  - a) Children's Mercy Hospital, Kansas  
913-696-8000  
5801 W. 110th Street  
Overland Park, Kansas 66211
  - b) NOTE: For victims of sexual assault under 16 years of age, refer to SOP 3040, Child Abuse Investigations.
3. **Victims 18 years of age or older should be referred to:**
  - a) AdventHealth Shawnee Mission  
(913) 676-7500  
9100 W. 74<sup>th</sup> Street  
Merriam, KS.  
(Emergency Room (913) 676-2218)
4. The examination should be performed promptly to prevent the loss of potential evidence. Before going to the hospital, the officer should notify the facility regarding their impending arrival. Officers will instruct the victim to refrain from douching, bathing or showering, wiping the vaginal, (genital) or anal area, changing clothing, or disturbing the scene before the medical examination.
5. Officers should suggest and help the victim arrange to take a change of clothing with them to the hospital. If the victim agrees to be examined at one of the above-listed facilities, a SANE will perform the examination and collect evidence. The evidence will be provided to the investigating agency after all SANE procedures have been completed.
6. While undergoing the exam, the victim will be asked several questions by the SANE. Officers should avoid interviewing or asking the victim follow-up questions at this time.
7. If the victim is unwilling to go to one of the above-listed facilities and chooses to go elsewhere, they may do so. The officer will coordinate with the staff at the treating facility to collect the evidence and turn it over to the officer. KSA 65-448 requires a doctor or a specially trained nurse at any hospital to collect sexual assault evidence.

## C. COLLECTION AND PROCESSING OF SEXUAL ASSAULT KITS

1. The KBI is responsible for providing Sexual Assault Evidence Collection Kits to the treatment facilities.
2. In accordance with K.S.A. 22-4621, all sexual assault kits that correspond to a law enforcement report of sexual assault must be submitted to the Johnson County Sheriff's Office criminalistics laboratory or the Kansas Bureau of Investigation for examination within 30 business days from the collection of the kit. Examination results for all sexual assault kits will be attached to the Records Management System by Records personnel and forwarded to the designated Investigations Division Sergeant.
3. When a sexual assault kit is collected by an officer, the sexual assault kit will be placed into property in accordance with SOP 3250, Property. The reporting officer shall notify the Special Victims Unit that a sexual assault kit or related sexual assault evidence has been collected and submitted as evidence. The Special Victims Unit (SVU) will ensure sexual assault kits are sent to the Johnson County Crime Lab for processing in accordance with statutory regulations.

## D. COLLECTION OF EVIDENCE

1. All items recovered as evidence will be handled and processed in accordance with SOP 3250, Property.
2. Biological evidence and clothing of evidentiary value will be placed into Property. The Special Victims Unit (SVU) will review biological and clothing evidence to determine what is sent to the Johnson County Lab for processing.
3. As soon as possible, electronic communication pertinent to the investigation should be collected and/or preserved. Electronic communication may include text messages, direct messages, photographs, videos, social media postings, dating application content, etc. Best Practice for collecting electronic evidence is through a forensic extraction of data from the identified source. Consider contacting a CID Detective to facilitate forensic extractions of evidentiary data. If this is not an option at the time of initial investigation, officers should take measures to preserve the evidence by capturing photographs and/or video. Please refer to SOP 3250 (Property) for specific details related to collecting and storing electronic devices.
4. In cases of suspected drug-facilitated sexual assault, the blood and/or urine collected from the victim during the SANE exam will be submitted to the Overland Park Police property room and placed in the provided refrigerator. Officers shall complete the KBI evidence form and/or Johnson County Toxicology Submission form. The Johnson County Crime Lab will manage the transfer of evidence to the Kansas Bureau of Investigation (KBI) Crime Lab if necessary.

## E. MANDATORY SUPERVISORY NOTIFICATION

1. Officers will notify a field supervisor of all reports involving sexual assault. A CID supervisor will be consulted on all reports of sexual assault to determine if a detective should respond to assist with the investigation.

F. SUSPECT PROCESSING AND INTERVIEW

1. Suspect processing and interviewing should be considered in all sexual assault cases.
2. Processing will preferably be completed by a crime scene investigator, forensic scientist, or detective/investigator who has specifically been trained. When circumstances dictate (i.e., exigency, perishable evidence), processing may also be completed by a patrol officer.
3. The current interpretation of case law dictates that sensitive area (i.e., genital area) processing be conducted only by members of the same sex as the person being processed.
4. A CID supervisor shall be contacted to determine the immediate need for a suspect interview.

G. FOLLOW UP BY CRIMINAL INVESTIGATIONS DIVISION

1. The Criminal Investigations Division will be responsible for investigating all sexual assault incidents. Detectives within the Criminal Investigations Division will receive *Trauma-Informed* interview training.
2. Follow-up interviews will be conducted by assigned CID personnel as needed. Investigative details will be presented for review and potential prosecution at the Johnson County District Attorney's Office.

Origin Date: 02/10/2023

Revision Date: 04/14/2026

Reviewed by: Deputy Chief Ryan Miller