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**ADMINISTRATIVE DIRECTIVE – 112.004**  
**SEXUAL ASSAULT INVESTIGATION**

**EFFECTIVE DATE: July 30, 1986**  
**AFFECTS: Sworn Personnel**

**REVISION DATE: October 21, 2025**

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**I. PURPOSE**

This Administrative Directive provides general guidelines for officers responding to sexual assault complaints regarding interview techniques and evidence preservation and collection.

**II. POLICY**

A sexual assault is a serious offense which is physically and emotionally traumatic to the victim. The victim should always be treated with consideration, understanding, and patience. Our goal is the identification and successful prosecution of the offender; and the proper care for the physical and emotional well-being of the victim.

**III. DEFINITIONS**

- A. Name – The legal name of a person
- B. Pseudonym – A fictitious name to designate the victim in all public files and records concerning sexual assault, stalking, family violence, human trafficking, indecent assault, or invasive visual recording offenses, including police summary reports, press releases, and records of judicial proceedings.

**IV. PROCEDURES**

A. Preliminary Investigation

1. The primary officer who responds to a sexual assault complaint will be responsible for the preliminary investigation and shall ensure the Special Victims Unit (SVU) is notified.

Note: Immediate notification shall be made if there is an active crime scene by contacting the on-call SVU detective by phone. The responding officer shall consider the circumstances of the investigation and the need for immediate response by an investigator. It may be sufficient to notify SVU by emailing PD\_CISD\_SVU@plano.gov.

2. If the victim requires immediate medical attention, the officer shall request emergency medical services at the location.
3. If the victim specifically requests to speak to an officer of a different sex, the assigned officer shall make every reasonable effort to accommodate the victim's request.
4. After explaining the importance of preserving evidence, the officer shall advise the victim not to bathe, shower, douche, or take any measures which might destroy evidence.
5. It is recommended only one officer conduct the preliminary interview with the victim. The interview shall take place in private (away from other officers, witnesses, relatives, or onlookers). Officers must conduct the interview with the understanding the trauma experienced by victims of sexual assaults may manifest itself in many ways and may affect the victim's ability to assist with the investigation, such as the ability to recollect the event in a clear or consistent order.
6. The initial officer shall not question the victim in detail about the incident, but shall briefly interview the victim to:
  - a. Determine the type of offense that has occurred, the jurisdiction of occurrence, and the presence of an active crime scene.
  - b. If a crime scene is present, officers shall request processing by the Crime Scene Investigation Unit and/or collect evidence after a briefing/guidance by a SVU detective. If applicable, officers shall attempt to locate possible surveillance video and contact a

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digital media specialist for collection.

- c. Obtain a description or any other identifying information of the suspect(s) for broadcast (if appropriate).
  - d. Obtain basic information for beginning the investigation and completion of the incident report.
  - e. The officer shall make reasonable efforts to ensure the victim is as comfortable as possible during the initial investigation. This includes permitting a person of the victim's choosing to accompany the victim if requested.
7. Officers shall refrain from interviewing juvenile victims unless directed to do so by a SVU detective.
  8. Officers shall refrain from collecting written statements from victims unless the victim requests or provides one.
  9. By state law, an adult or juvenile sexual assault victim may choose a pseudonym to be used in place of their name on all public files and records regarding the incident. At the victim's request, the responding officer will complete the Pseudonym Form FM620.018. This form is also used for family violence, stalking, human trafficking, indecent assault, and invasive visual recording victims.
    - a. Upon the victim's request for a pseudonym, the officer shall complete the form, and pseudonyms will be formatted as: LAST NAME: *Pseudonym*, FIRST NAME: *Jane or John*, MIDDLE NAME: *incident number*. This name will be used in the report, along with the victim's race, sex, and age. No other identifying information shall be included in the original report. Officers will ensure the victim's true name and contact information are on the form, which will be submitted to the Records Division by the end of their shift.

**B. Medical Examination**

1. If the sexual assault is reported within 120 hours of the assault, as soon as practical the officer shall ask the victim if they are willing to undergo a forensic medical examination (formerly known as a SANE exam). The officer shall explain to the victim the examination often yields important evidence that may help identify and convict the assailant. The victim may also require medical treatment for possible pregnancy, disease, or injury.

If the forensic medical examination is completed within 120 hours of the assault, the victim will not be responsible for expenses related to the examination. However, any additional medical treatment is the responsibility of the victim. Expenses related to treatment may be recovered by the victim through the crime victim's compensation fund.

2. The victim should be encouraged to receive a forensic medical examination even when the victim believes that a medical examination is unnecessary or when the circumstances surrounding the offense indicate an examination would yield no evidence.
3. The primary officer will contact Turning Point Rape Crisis Center of Collin County to coordinate the examination of the victim. An officer or a person of the victim's choosing may accompany the victim to the medical examination. The officer will make reasonable efforts to ensure the victim has access to transportation to and from the exam and will inform the victim a change of clothing may be needed.
4. The officer shall advise the victim there are local agencies that offer assistance and counseling to victims of sexual assault. They include Turning Point Rape Crisis Center of Collin County, Hope's Door, Peaceful Oasis, and Mosaic Family Services. Refer to form

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FM620.018 for further information.

5. After the examination has been completed, the officer will obtain the evidence packet from the examining physician or nurse and transport it to the police station where it is to be logged in as evidence. The packet must be refrigerated until it is taken to the forensic laboratory for testing and analysis. A small refrigerator has been provided for this purpose and is in the property and evidence intake area. It is imperative the chain of custody be maintained and the packet be refrigerated as soon as possible after its receipt.

**C. Follow-Up Investigation**

1. The follow up investigation will be conducted by a SVU detective. The assigned detective shall, from time to time during the investigation, inform the victim of the progress of the case. New SVU detectives will investigate incidents with the oversight of a tenured detective and will complete the New Detective Checklist as well as training in the investigation of sexual assaults to include trauma informed training. SVU detectives will also continue to attend regular training relevant to their assigned position.
2. When conducting investigative interviews, the detective shall offer the victim the opportunity to have an advocate present during the interview. If the victim would like an advocate present, the detective will:
  - a. Contact Turning Point to arrange a time and date for the follow-up investigative interview.
  - b. If there is not a sexual assault program advocate available, the detective will contact the department's Victim Services Unit if the victim agrees to having them present.
  - c. If neither the Turning Point or department victim advocate are available, a law enforcement officer who has completed the SASP training from Turning Point can be requested to be in the interview or a victim advocate counselor from a state or local agency may be used.
3. If the investigating detective believes the victim's cellular telephone may contain evidence, the detective will work with the victim to document the evidence in the least invasive manner available.
4. Under no circumstances will a victim of sexual assault be asked to submit to a polygraph examination.

**D. Confidentiality of Files and Records**

1. Release of Information
  - a. All inquiries regarding the public release of information pertaining to sexual assault records and reports shall be forwarded to the public information officer (PIO), who will consult with the SVU sergeant and/or the assigned detective before the release of any information.
  - b. Upon receipt of the Pseudonym Form, Records Division personnel or the SVU coordinator will be responsible for:
    - 1) Photocopying all original arrest affidavits and deleting all references to the victim by name or identifier. The photocopy will be conspicuously stamped "Sexual Assault Victim". The marked copy will be attached to the original to be filed with the court. A duplicate of the marked copy will be used for public release.
  - c. The Open Records Unit will be responsible for the deletion of all sexual assault victim's

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names and other identifiers including addresses and phone numbers, prior to the public release of any incident or related reports.

2. Use of a Pseudonym Follow-Up
  - a. If the victim requests a pseudonym during the investigation, the assigned detective will be responsible for ensuring the Pseudonym Form is completed correctly and submitted to the Records Division or SVU coordinator.
  - b. Upon receipt of the form, Records Division personnel or the SVU coordinator shall:
    - 1) Substitute the provided pseudonym for the victim's name on all reports, files and records in the possession of the department,
    - 2) Notify the attorney for the state of the pseudonym the victim has elected to be designated by the pseudonym, and
    - 3) Maintain the confidentiality of the pseudonym form and the information it contains. Any requests for information regarding a specific form or its contents shall be referred to the PIO.

**E. DNA Match Notification Requirements**

1. Upon receiving notice of a match between biological evidence contained in an evidence collection kit and a DNA profile with respect to a sexual assault or other sex offense, a SVU detective will notify the victim no later than the fifth business day after receiving notification. This notification, as applicable, will include:
  - a. The match; or
  - b. If disclosing the match interferes with the investigation or prosecution, the estimated date in which the match is expected to be disclosed.
  - c. Detectives will continue to make reasonable attempts to contact the victim if the initial notice was unsuccessful. The attempts will be documented in the incident report case notes.
2. No later than the 30<sup>th</sup> business day after receiving a notification of a verified match from a crime laboratory, the SVU detective assigned to the case shall attempt to collect a DNA sample from the identified person and submit the sample to the laboratory for analysis. The attempts will be documented in the incident report case notes.

**F. Violent Criminal Apprehension Program (ViCAP)**

1. HB3106, also known as Molly Jane's Law, requires all Texas law enforcement agencies enter their sexual assault incidents into the ViCAP database via the Law Enforcement Enterprise Portal (LEEP).
  - a. SVU detectives will complete ViCAP training as classes become available.
  - b. Detectives will be responsible for making the ViCAP entry before clearing the case and will document it in their case notes. Detectives shall stay informed on changes and updates to these requirements