

## Kansas Cold Case Cards Case Submission Guidelines

Case submission is open for the first edition deck of Kansas Cold Case Cards. A selection committee will narrow submitted cases to the 52 cold cases with the greatest chance of being solved. This document will outline the information that is requested in the initial submission survey and provide additional context for the case selection process. The end result of this selection process will be a very brief case narrative with a picture to identify the victim/case. Here are samples from the Connecticut Cold Case Cards project:



\*each of these cases were solved\*

To submit a case for consideration, visit the following link:

<https://forms.office.com/g/7pCYSPDQpF>. Case information will be collected via Microsoft Office Forms and all information will be kept confidential within the case selection committee. The committee is made up of staff from the Kansas Department of Corrections, Kansas Bureau of Investigation, Kansas Office of the Attorney General, and other Kansas law enforcement agencies. Only public information should be included on the submission form, though you are welcome to share as much as is helpful for the selection committee to make a determination on case inclusion.

The submission form asks for basic information regarding the case and contact information for the agency/officer handling the case. If a case is selected, the agency will be contacted for additional information.

Various cold cases will be considered:

- ☐ Unsolved homicide
- ☐ Missing person
- ☐ Unidentified remains
- ☐ Serial violent crime

Cases with the highest probability of being solved will be prioritized. The following factors will be used in considering and prioritizing cases:

- ☐ The pertinent evidence is available and has been sufficiently maintained so that it could be readily reviewed and/or examined utilizing the latest forensic technology;
- ☐ New information has emerged;
- ☐ The pertinent witnesses, victims, and law enforcement officers are available;
- ☐ The case file(s) contains existing leads that have not been followed completely;
- ☐ There is a significant change of status for pertinent suspects, victims, witnesses, or other subjects named or identified in the investigation;
- ☐ If a death investigation, the death was ruled a homicide;
- ☐ A suspect(s) has been previously identified and is presently living; and
- ☐ The prosecutor is willing to prosecute and assist with investigative efforts.

The form will ask for a narrative description or summary of the case. Please include the information you feel is relevant to the selection committee.

Project partners will be working closely with media to publicize the project. If there is additional case information that can be used to provide a more in depth overview of the case, that will be helpful. Additionally, if surviving family members are willing to speak to media or to speak on camera, that would be helpful as well.

You will not need to submit a picture or a concise narrative at this time. If the case is selected, the committee will reach out for a picture and to finalize the language for the brief narrative that will be used on the card. Efforts will be made to have the agency and surviving family members sign off on the final picture and narrative.

You are welcome to submit multiple cases. Please use a separate form for each case.

Cases will be reviewed as they are received. Please submit all cases by January 5<sup>th</sup>.

If you have any questions, please email [KDOC\\_Cold\\_Case\\_Cards@ks.gov](mailto:KDOC_Cold_Case_Cards@ks.gov) for assistance.