

**Barbour County**  
**Sexual Assault Forensic Examination (SAFE) Commission**  
**Service Plan Template**

Andrew Phillips, Prosecuting Attorney - 304-288-2947

**Local Board/SART Overview**

To meet SAFE Commission standards, Barbour County has formalized a coordinated response by creating a Sexual Assault Response Team (SART) serving as the local board, convened specifically to meet the SAFE Commission's guidelines. Members of this local coordinated response collaboration include:

- Prosecuting Attorney
- Centers Against Violence
- Philippi Police Department
- West Virginia State Police
- Broaddus Hospital
- Family Resource Network
- Barbour County Sheriff's Department
- Barbour County Health Department
- Barbour County EMS

The local board/SART meets/plans to meet on even numbered months immediately following the Multi-Disciplinary Investigative Team meeting, which is set for the third Friday of the month at 10:00 a.m. at the Jury Room in the Barbour County Courthouse, with the intent to:

- ☒ Share information and resources
- ☒ Identify gaps in the service delivery system
- ☒ Increase awareness of issues of sexual assault and stalking in the community
- ☒ Increase victim and community safety
- ☒ Develop professional relationships and an understanding of varying roles and responsibilities of first responders
- ☒ Develop, implement, and review county protocol to meet legislative requirements of the SAFE Commission

## ADVOCACY PROTOCOL

### OVERVIEW

**A victim advocate is a professional who offers free, confidential, and non-judgmental emotional support, information, social service referrals, and guidance to victims of sexual assault. The advocate's involvement begins when the victim reports the sexual assault and continues beyond the point when other agencies have terminated their involvement. A victim advocate provides the necessary support to help victims understand their situation and make informed decisions.**

The following seven advocacy services meet core service standards. The following services exist in our county:

- ☒ 24/7 advocacy, support, and accompaniment during the medical forensic exam, law enforcement investigations, and court proceedings
- ☒ Information for victims about reporting/not reporting to law enforcement
- ☒ Crisis intervention and/or emotional support to victims and their families
- ☒ Referrals and coordinated services with other agencies
- ☒ Support for victims through the criminal justice system
- ☒ Replacement clothing for victims after medical forensic exams, if needed
- ☒ Protection of victim privacy and confidentiality

Services for adolescent/adult victims are provided by Centers Against Violence (CAV)

- Law enforcement, hospitals, or agencies should contact Centers Against Violence immediately if a victim requests a SANE exam.
- Centers Against Violence have a 24/7 crisis line: 1-800-339-1185. A CAV advocate will arrive within an hour of receiving the call.
- Assault cases reported to Law Enforcement will call the Prosecuting Attorney Daytime/Nighttime – Andrew Phillips, Prosecuting Attorney - 304-288-2947

First responders will be informed of this Advocacy Protocol by:

First responders will be informed of this Protocol through a variety of methods. Members of the team and identified first responding agencies will receive copies (print and electronic) and incorporate the protocol into their new staff/officer orientation practices. The team will review the protocol at every annual April meeting. Our County facilitates a monthly Law Enforcement Board Meeting that includes the Prosecuting Attorney's Office, representatives from all county law enforcement agencies, and EMS and 911 Center personnel. Their liaisons will be briefed on the Protocol, and copies of the Protocol will be provided to their respective employees. The Prosecuting Attorney's Office will also hold a training for all first responders, during which representatives from key coordinating agencies will co-present the various sections of the Protocol.

**Phone number of Rape Crisis Center to Activate Advocacy Protocol:**

Centers Against Violence 1-800-339-1185 (24/7 hotline). The main office is in Randolph County, and they have a satellite office in Barbour County (M-F 8 am-4 pm) 304-457-5020.

## MEDICAL FORENSIC PROTOCOL

### **OVERVIEW**

Services are not provided at Broaddus Hospital.

Services are provided at:

United Hospital Center  
327 Medical Park Drive  
Bridgeport, WV 26003  
1-681-345-1100

WVU Hospital – Ruby Memorial  
1 Medical Center Drive  
Morgantown, WV 26505  
1-304-598-4000

Services are provided 24/7 by on-call SANEs and physicians.

First responders will be informed of this Protocol through a variety of methods. Members of the team and identified first responding agencies will receive copies (print and electronic) and incorporate the protocol into their new staff/officer orientation practices. The team will review the protocol at every annual April meeting. Our County facilitates a monthly Law Enforcement Board Meeting that includes the Prosecuting Attorney's Office, representatives from all county law enforcement agencies, and EMS and 911 Center personnel. Their liaisons will be briefed on the Protocol, and copies of the Protocol will be provided to their respective employees. The Prosecuting Attorney's Office will also hold a training for all first responders, during which representatives from key coordinating agencies will co-present the various sections of the Protocol.

#### **Phone number to Activate Medical Forensic Protocol:**

**1-681-342-1100 – United Hospital Center  
327 Medical Park Drive, Bridgeport, WV, 26330  
ER Dept. Sane Nurse**

**1-304-598-4000 – J. W. Ruby Memorial Hospital  
1 Medical Center Drive, Morgantown, WV, 26506  
Child Victims Can be seen at the Children's ER Dept.**

## TRANSPORTATION PROTOCOL

### OVERVIEW

This Transportation Protocol will be activated when a victim of a sexual assault requires a medical forensic exam and cannot transport themselves to a facility that provides the exam. Barbour County has adopted a responsive service system with trained service providers who will provide transportation services to victims of sexual assault as per the state SAFE Commission, whether or not the victim is reporting to law enforcement. This plan addresses victims' confidentiality and outlines a process to return the victim to their point of origin or a safe location after the medical forensic exam.

All victim information will be CONFIDENTIAL and only be used for medical treatment and/or law enforcement investigation if reported.

**Protocol.** When a sexual assault victim in Barbour County requires a medical forensic exam and has no transportation to a facility providing such services, the following procedure will be activated when a sexual assault is reported.

**1.911 Calls with injuries.** If a sexual assault victim calls 911 needing emergency medical care, EMS and the appropriate law enforcement agency will both respond.

- **EMS** will transport the victim (at no cost to the victim) to the appropriate medical facility: **United Hospital Center at 527 Medical Park Dr, Bridgeport, WV, 26330 (1-681-342-1000). J.W. Ruby Memorial Hospital 1 Medical Center Drive, Morgantown, WV 26506 (1-304-598-4000).**
- If the victim initiates a police investigation, the responding Law Enforcement Officer will document and report the incident. Law Enforcement (LE) will stay at the medical facility, if necessary, for the safety of the victim or return when the medical forensic exam is completed to transport the victim to, if necessary, for the safety of the victim to a safe location.
- If the victim chooses NOT to initiate a police investigation, LE will determine the victim's immediate safety and security, provide contact information should the victim decide to make a report at a later date and transport the victim to a safe location if needed following the medical forensic exam.

- Victims with disabilities will be transported to a safe location by EMS Barbour County Emergency Squad or Belington EMS; Barbour County Office of Emergency Management/E911 will initiate the appropriate EMS to the location **at NO cost to the victim.**

**2. 911 call with no injuries.** Suppose a sexual assault victim calls 911 or contacts a Law Enforcement agency to report a sexual assault, is safe, and does NOT need emergent medical care. In that case, the appropriate law enforcement agency will be contacted and proceed to the identified location. The Law Enforcement officer will inform the victim of the medical forensic exam and Law Enforcement report/non-report options.

- If the victim chooses to have a medical forensic exam and initiate a police investigation and does not have transportation, Law Enforcement will provide transportation to the appropriate medical facility: **United Hospital Center at 527 Medical Park Dr, Bridgeport, WV, 26330 (1-681-342-1000), or J.W. Ruby Memorial Hospital 1 Medical Center Drive, Morgantown, WV 26506 (1-304-598-4000).** The responding Law Enforcement Officer will document and report the incident. Law Enforcement (LE) will stay at the medical facility, if necessary, for the victim's safety or return when the medical forensic exam is complete to transport the victim to a safe location.
- If the victim chooses NOT to initiate a police investigation and does not have transportation for the medical forensic exam, LE will respond and provide transportation to the appropriate medical facility, **United Hospital Center at 527 Medical Park Dr, Bridgeport, WV, 26330 (1-681-342-1000). J.W. Ruby Memorial Hospital 1 Medical Center Drive, Morgantown, WV 26506 (1-304-598-4000).** The responding Law Enforcement Officer will determine the immediate safety and security of the victim and provide contact information should the victim decide to make a report at a later date. LE will return when the medical forensic exam is complete to transport the victim to a safe location.
- Victims with disabilities will be transported to a safe location by EMS Barbour County Emergency Squad or Belington EMS; Barbour County Office of Emergency Management/E911 will initiate the appropriate EMS to the location **at NO cost to the victim.**

**3. Call to Centers Against Violence.** If a sexual assault victim contacts Centers Against Violence after a recent assault, the advocate will inform them of the medical forensic exam and Law Enforcement report/non-report options. If the victim has emergent medical needs and/or requests a medical forensic exam without transportation, the advocate will guide the victim to call 911. This will activate one of the protocols outlined in Numbers 1 and 2 above.

First responders will be informed of this Protocol through a variety of methods. Members of the team and identified first responding agencies will receive copies (print and electronic) and incorporate the protocol into their new staff/officer orientation practices. The team will review the protocol at every annual April meeting. Our County facilitates a monthly Law Enforcement Board Meeting that includes the Prosecuting Attorney's Office, representatives from all county law enforcement agencies, and EMS and 911 Center personnel. Their liaisons will be briefed on the Protocol, and copies of the Protocol will be provided to their respective employees. The Prosecuting Attorney's Office will also hold a training for all first responders, during which representatives from key coordinating agencies will co-present the various sections of the Protocol.

**Phone number to Activate Transportation Protocol:**

911 (if called directly)

1-800-339-1185 (Centers Against Violence 24/7 hotline, which will direct the caller to call 911)