

Hampshire County
Sexual Assault Forensic Examination (SAFE) Commission Service Plan
For Adolescent and Adult Victims

Local Board/SART Overview

To meet SAFE Commission standards, Hampshire County has formalized a coordinated response through the creation of a local board convened specifically to meet the SAFE Commission's guidelines.

Members of this local coordinated response collaboration include:

Prosecutor

Assistant Prosecuting Attorney

West Virginia State Police

Hampshire County Sheriff's Office

Romney Police Department

Chief of Operations — E-911

Family Crisis Center Sexual Assault Advocate

Winchester Medical Center SANE-A/SANE-P Forensic Nurse

Hampshire County Lead School Nurse

The local board plans to meet once a year or as needed with the intent to:

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

ADVOCACY PROTOCOL

OVERVIEW

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

1. 24/7 advocacy, support, and accompaniment during the medical forensic exam, law enforcement investigations, and court proceedings
2. Information for victims about reporting/not reporting to law enforcement
3. Crisis intervention and/or emotional support to victims and their families
4. Referrals and coordinated services with other agencies
5. Support for victims through the criminal justice system
6. Replacement clothing for victims after medical forensic exams, if needed
7. Protection of victim privacy and confidentiality

Advocacy services for adolescent/adult victims are provided by the Family Crisis Center, Inc. which will be providing services to our county.

According to the Family Crisis Center, Inc., the crisis center cannot begin to provide services until services are requested by the victim unless in an emergency situation and the victim requests hospital accommodation by an advocate at the hospital.

The Family Crisis Center, Inc. has a worker on-call twenty-four hours a day. A worker is available in the office during normal business hours. After hours, the on-call worker is reached through an answering service that takes phone calls. The Family Crisis Center, Inc. can be reached at: 1-800-698-1240 and 304-788-6061 twenty-four hours a day.

If law enforcement has the first contact with the victim, the law enforcement officer will contact the Family Crisis Center, Inc. within the first sixty (60) minutes of making contact with the victim, at the victim's request, and the victim must be available to speak with the advocate. The law enforcement officer will make this referral wherever contact is being made, including at the hospital, agency office, or any other location in which the officer is responding.

If the hospital/medical facility has first contact with the victim, the emergency room personnel or FNE/SANE will contact the Family Crisis Center, Inc. within the first sixty (60) minutes of making contact with the victim, at the victim's request, to make a referral and/or request the on-call advocate's presence in the hospital.

The Family Crisis Center's on-call advocate will respond to the hospital within ninety (90) minutes of the initial hotline phone call.

First responders will be informed of this Advocacy Protocol by the head of their departments. The Prosecuting Attorney's Office will provide the plan to first responders who need

to have access to this plan, which includes: Romney Police Department, Capon Bridge Police Department, Hampshire County Sheriff's Office, West Virginia State Police-Romney Detachment, Winchester Medical Center, UPMC Western Maryland, 911 Dispatch, Hampshire County Schools, Family Crisis Center, Inc., Sarah's House Child Advocacy Center, City & County Emergency Medical Services, and the Health Department.

Name and phone number of Rape Crisis Center to activate protocol: Family Crisis Center, Inc. can be reached at 1-800-698-1240 and 304-788-6061

MEDICAL FORENSIC PROTOCOL

OVERVIEW

For medical forensic services for adolescent/adult victims within our county no medical provider is available. For adolescent/adult victims needing a medical forensic exam within our county services are provided by a medical facility from another county:

UPMC Western Maryland
12500 Willowbrook Road
Cumberland, Maryland 21502
(240) 964-7000 UPMC Switchboard (ask to have the on-call FNE paged)

Medical forensic exams are provided by UPMC Western Maryland by:
Physicians, FNEs and Registered Nurses.

Physicians are available on-call 24/7.

FNEs are not available on-call 24/7.

Registered Nurses are available on-call 24/7.

UPMC Western Maryland has agreed to provide medical forensic exams. A Memorandum of Understanding is attached to this Plan.

Winchester Medical Center
1840 Amherst Street
Winchester, Virginia 22601
(540) 536-8000 WMC Switchboard (ask to have the on-call FNE paged)
(540) 536-2361 WMC Emergency Department

Medical forensic exams are provided by the Forensic Nurse Examiner Program of Winchester Medical Center (a Valley Health facility) by: SANEs/FNEs, APRNs and Registered Nurses.

SANEs/FNEs are available on-call 24/7.

APRNs are available on-call 24/7.

Registered Nurses are available on-call 24/7.

Winchester Medical Center has agreed to provide medical forensic exams. A Memorandum of Understanding is attached to this Plan.

Currently victims are transported by law enforcement or EMS to the appropriate medical facility that conducts forensic exams, either Winchester Medical Center in Winchester, Virginia or UPMC Western Maryland in Cumberland, Maryland. Cynthia Leahy, a certified Sexual Assault Nurse Examiner (SANE) at Winchester Medical Center or the on-call forensic nurse examiner (FNE) currently performs the forensic exams. Her office phone number is (540) 536-4147. Debi Wolford, a certified FNE at UPMC Western Maryland or the on-call FNE currently performs the forensic exams. Her office phone number is (240) 964-1333. Both Winchester Medical Center and UPMC Western Maryland have cooperated with Hampshire County.

Law enforcement or EMS is directed to call Winchester Medical Center at (540) 536-8000 and ask for the on-call FNE BEFORE transporting the patient to Winchester Medical Center or having the victim self-report. The operator will transfer Law Enforcement or EMS's call directly to the on-call nurse. If the SANE/FNE is unable to answer, the switchboard operator will then send the caller's information to the on-call SANE/FNE and the FNE will return the call within twenty (20) minutes. If the SANE/FNE does not return the call within the allotted time, Law enforcement or EMS is directed to then contact the on-call charge nurse in the Emergency Room Department.

Law enforcement or EMS is directed to call UPMC Western Maryland at (240) 964-7000 and ask for the on-call Forensic Nurse BEFORE transporting the patient to UPMC Western Maryland or having the victim self-report. The operator will transfer law enforcement or EMS's call directly to the on-call nurse. The on-call nurse is available every day from 7:00 a.m. until 11:00 p.m. If the FNE is unable to answer, please leave a name, phone number, and reason for call with the switchboard operator and the switchboard operator will then send the caller's information to the on-call FNE and the FNE will return the call immediately. All calls after 11:00 p.m. will be returned the next business day.

First responders will be informed of this Medical Forensic Protocol by: the head of their department. The Prosecuting Attorney's Office will provide the plan to first responders who need to have access to this plan, which includes: Romney Police Department, Capon Bridge Police Department, Hampshire County Sheriff's Office, West Virginia State Police-Romney Detachment, Winchester Medical Center, UPMC Western Maryland, 911 Dispatch, Hampshire County Schools, Family Crisis Center, Inc., Sarah's House Child Advocacy Center, City & County Emergency Medical Services, and the Health Department.

Phone number to activate Medical Forensic Protocol: 911.

TRANSPORTATION PROTOCOL

OVERVIEW

For transportation of adolescent/adult victims outside of the county for medical care and/or forensic exam:

This protocol will be activated when a cooperating victim of sexual assault requires a medical forensic exam and cannot transport himself/herself to and from a facility that provides that care.

Transportation will be provided by EMS or by law enforcement for a cooperating Victim.

If a sexual assault victim contacts 911, law enforcement, or the Family Crisis Center, Inc., and needs immediate medical attention, the victim should be taken to the nearest medical facility and the emergency room personnel can coordinate with the on-call FNE from that location.

If a sexual assault victim contacts 911, law enforcement, or the Family Crisis Center, Inc., and needs medical attention, EMS will be contacted and EMS will transport the victim to the appropriate medical facility that conducts forensic exams, either Winchester Medical Center in Winchester, Virginia or UPMC Western Maryland in Cumberland, Maryland for medical care and/or forensic exam.

If a sexual assault victim contacts 911, law enforcement, or the Family Crisis Center, Inc. but has no emergent medical needs, law enforcement will provide or facilitate transportation for the victim to the appropriate medical facility that conducts forensic exams, either Winchester Medical Center in Winchester, Virginia or UPMC Western Maryland in Cumberland, Maryland for medical care and/or forensic exam.

Prior to transporting the sexual assault victim to the appropriate medical facility, either by law enforcement or EMS, law enforcement or EMS shall contact the appropriate medical facility to alert the on-call FNE. See Medical Forensic Protocol for contact information.

The victim's confidentiality will be protected since the transport will be provided by law enforcement or EMS.

If the victim chooses not to initiate a police investigation, law enforcement 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 a safe location, if needed.

Once the victim has received medical care and/or a forensic exam, law enforcement shall further determine the immediate safety and security of the victim, 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.

Transportation will be provided by law enforcement or EMS regardless of the victim's ability to pay.

First responders will be informed of this Transportation Protocol by: the head of their department. The Prosecuting Attorney's Office will provide the plan to first responders who need to have access to this plan, which includes: Romney Police Department, Capon Bridge Police Department, Hampshire County Sheriff's Office, West Virginia State Police-Romney Detachment, Winchester Medical Center, UPMC Western Maryland, 911 Dispatch, Hampshire County Schools, Family Crisis Center, Inc., Sarah's House Child Advocacy Center, City & County Emergency Medical Services, and the Health Department.

Phone number to activate Transportation Protocol: 911.

MOU attached with UPMC Western Maryland dated October 17, 2022

MOU attached with Winchester Medical Center dated October 17, 2022

8/24/2022 SART sign in sheet attached

