

Sexual Assault Forensic Examination (SAFE) Commission

Jackson County Service Plan

Local Board/SART Overview

To meet SAFE Commission standards, Jackson 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:

- Jackson County Prosecuting Attorney
- REACH Rape Crisis Center
- Jackson County Sheriff's Department
- Ravenswood Police Department
- West Virginia Department of Health and Human Resources
- West Virginia State Police
- Jackson County EMS
- Ripley Police Department
- Jackson County 911
- Jackson General Hospital
- Charleston Area Medical Center

The local board/SART meets/plans to meet quarterly with the intent to:

- ☒ Share information and resources
- ☒ Identify gaps in the service delivery system
- ☒ Increase awareness on 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

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
- ☒ Advocacy services in our county are for adolescent/adult victims are provided by REACH, which will be providing services to our county.

When an adult or adolescent (14 and over) victim of sexual violence presents to CAMC, the advocate will be immediately contacted by the primary nurse or the social worker. The advocate will arrive at the medical facility within one hour. The nurse or social worker will advise the advocate of the medical facility where the victim has presented, the victim's room number, the name of the attending nurse, the victim's age and clothing size for clothing kits, if applicable. For safety purposes, the victim will not be identified by name.

First responders will be informed of this Advocacy Protocol by the head of their agency/local board SART member for their agency.

The Jackson County SAFE team will meet every year in April, Sexual Assault Awareness Month, to review the SAFE plan with all first responder agencies in Jackson County. The Prosecuting Attorney's Office will send out an email to all first responder supervisors to invite them to the meeting/information session along with a copy of the SAFE plan for them to review. Supervisors will confirm their agency received the SAFE plan with a return email. Additional in-person conversations with first responders will be held as needed to ensure they understand the plan and are sharing it with the rest of their staff. The SAFE team will work with supervisors to add the plan to all onboarding procedures. The first responders who need to have access to this plan are the Ripley Police Dept., Ravenswood Police Dept., Jackson County Sheriff's Department, West Virginia State Police - Ripley Detachment, Jackson General Hospital, Charleston Area Medical Center, 911 Dispatch, REACH, West Virginia Department of Health and Human Resources, and Jackson County EMS.

Phone number of Rape Crisis Center to Activate Protocol: 304-340-3676

MEDICAL FORENSIC PROTOCOL

OVERVIEW

Medical forensic services ARE NOT provided at Jackson General Hospital. Services are provided via a letter of agreement with a medical facility from another county:

CAMC Women's and Children's
800 Pennsylvania Avenue North
Charleston, WV 25302
304-388-5432

Medical forensic services for adolescent/adult victims ARE provided by SANEs or physicians who are available 24/7.

First responders will be informed of this Medical Forensic Protocol by the head of their agency/local board SART member for their agency.

The Jackson County SAFE team will meet every year in April, Sexual Assault Awareness Month, to review the SAFE plan with all first responder agencies in Jackson County. The Prosecuting Attorney's Office will send out an email to all first responder supervisors to invite them to the meeting/information session along with a copy of the SAFE plan for them to review. Supervisors will confirm their agency received the SAFE plan with a return email. Additional in-person conversations with first responders will be held as needed to ensure they understand the plan and are sharing it with the rest of their staff. The SAFE team will work with supervisors to add the plan to all onboarding procedures. The first responders who need to have access to this plan are the Ripley Police Dept., Ravenswood Police Dept., Jackson County Sheriff's Department, West Virginia State Police - Ripley Detachment, Jackson General Hospital, Charleston Area Medical Center, 911 Dispatch, REACH, West Virginia Department of Health and Human Resources, and Jackson County

Phone number to Activate Medical Forensic Protocol: 304-388-5432

TRANSPORTATION PROTOCOL

OVERVIEW

The SAFE Commission requires that this transportation protocol must include the following four core components:

1. Accessible transportation, including the ability to transport victims with disabilities
2. Transportation to and from the medical forensic exam regardless of the victim's ability to pay
3. Plan for victim confidentiality
4. Plan to return the victim to their point of origin (or an agreed upon safe place) after the medical forensic examination

If a sexual assault victim in Jackson County requires a medical forensic exam and has no transportation to a facility providing such services, the following procedures will be activated:

1. 911 Call with Injuries:
 - If a victim of sexual assault calls 911 to report a sexual assault with injuries that require medical care, both Jackson County Emergency Medical Service (JCEMS) and the appropriate law enforcement agency will be contacted and proceed to the requested location.
 - If the victim requires emergency medical care, JCEMS will provide transportation to CAMC W&C Hospital at no cost after insurance is billed. If the victim chooses to initiate an investigation, the responding law enforcement officer will meet the victim at the medical facility. When the examination is completed, REACH will facilitate transportation to a safe location. If this process is delayed, law enforcement will be contacted at 304-373-2208 or 911 to provide transportation to a safe location when necessary and requested by the victim.
 - If the victim does not choose to report the incident to law enforcement, law enforcement will determine the immediate safety and security of the victim, give contact information should the victim decide to report later, and provide transportation to a safe location at the victim's request.

- Victims with disabilities will be transported to a safe location by JCEMS at no cost to the victim per interagency agreement.

2. 911 Call with No Injuries:

- If a victim of sexual assault calls 911 to report a sexual assault with no injuries that require medical care and Jackson County Emergency Medical Services (JCEMS) transport is not requested, the appropriate law enforcement agency will be contacted and proceed to the requested location. If the victim chooses to initiate an investigation and requests a medical forensic examination but has no available transportation, the law enforcement officer will contact REACH Rape Crisis center hotline at (304) 340-3676 to arrange transportation to CAMC W&C Hospital, if requested.
- An advocate will respond to the medical facility to arrange transportation for the victim after completion of the exam to a safe location when necessary and requested by the victim.
- Victims with disabilities will be transported to a safe location by JCEMS at no cost to the victim per interagency Agreement.

3. Call to Rape Crisis Center with No Injuries:

- If a victim of sexual assault contacts REACH after a recent assault, the advocate will guide them through the various reporting options and inform them about the medical forensic examination.
- If the victim has emergent medical needs and/or requests to have a medical forensic exam but has no transportation, the advocate will guide the victim to call 911. This will then activate one of the protocols outlined in numbers 1 and 2 above.
- If the victim is unsure about reporting the crime and has no transportation, but requests a medical forensic examination, REACH will arrange for transportation to CAMC W&C Hospital through one of the following options:
 - Lyft
 - C&H Taxi

- Jackson County Emergency Medical Services

The transporting agency's driver will pick up the victim at the requested location and drive them to CAMC W&C Hospital and return them to their home or a safe place after completion of the examination. Victims will not be billed for any of these options.

The advocate will be at the medical facility when the victim arrives to arrange for billing for the trip to the hospital and/or to arrange for transportation services after the examination. Family Counseling Connection will be invoiced by Lyft or C&H Taxi for any services provided.

Lyft performs annual driver background checks and has strict community guidelines for drivers to adhere by to ensure the victim's safety. In addition to the safety precautions, all invoices and billing will be made under "Family Counseling Connection" to further protect victim confidentiality.

C&H has agreed to allow the advocate to sign the voucher rather than the victim, so that confidentiality is protected. In addition to the confidentiality agreement between C&H Taxi and REACH, all invoices and billing will be made under "Family Counseling Connection" to further protect victim confidentiality.

4. Victim Self-Reports to Hospital/Medical Facility

- If a victim of sexual assault presents to the medical facility and requests a medical forensic examination, hospital personnel are to contact REACH at (304) 340-3676 or 1-800-656-HOPE to reach an advocate. If advocacy is requested, a REACH advocate will respond to the medical facility. If the victim requests to report the assault to law enforcement, hospital personnel will contact the appropriate law enforcement agency at 304-373-2208 or 911.
- If law enforcement involvement is requested, law enforcement shall meet the victim at the medical facility to commence the investigation. Upon completion of the sexual assault examination, either law enforcement shall transport the victim to a safe location or REACH will arrange for transportation to a safe location through one of the options listed above, if necessary and requested.

- If the victim does not wish to report to law enforcement and the victim has no other transportation options available to return to a safe location once she/he is discharged, the REACH advocate will facilitate transport to a safe location via one of the options listed above. If the victim denies law enforcement reporting and advocacy services and has no transportation options, the medical facility will provide bus and cab vouchers to take her/him to a safe location upon her/his request.

First responders will be informed of this Transportation Protocol by the head of their agency/local board SART member for their agency.

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PHONE NUMBERS TO ACTIVATE PROTOCOL:

If injuries or reporting the assault: 911 or (304) 373-2208

Phone number to activate Advocacy Protocol: (304) 340-3676 for REACH

Phone number to activate Transportation Protocol: 911 or (304) 373-2208