

Sexual Assault Forensic Examination (SAFE) Commission

Jefferson County Plan

Local Board/SART Overview

To meet SAFE Commission standards, Jefferson County has formalized a coordinated response through the creation of 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:

- Jefferson County Prosecuting Attorney's Office
- Jefferson County Prosecuting Attorney's Office Victim Advocates
- Eastern Panhandle Empowerment Center
- Ranson Police Department
- WVU Medicine Jefferson Medical Center
- Charles Town Police Department
- Jefferson County Sheriff's Department
- Victoria's House
- Shepherdstown Police Department
- Harpers Ferry Police Department

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

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

ADVOCACY PROTOCOL

OVERVIEW

The following services exist in our county:

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

Services for adolescent/adult victims are provided by the Eastern Panhandle Empowerment Center (EPEC).

If a victim reports first to Law Enforcement or discloses to any other agency and advocacy services are desired, contact will be made to EPEC. The EPEC advocate will respond in-person within **60 minutes** to speak with the victim.

If a victim reports to Jefferson Medical Center (JMC), the hospital will contact EPEC via their 24/7 Helpline as soon as the victim presents. EPEC will then dispatch an advocate at any time of day to respond to the hospital within **60 minutes** to speak with the victim.

First responders will be informed of this Advocacy Protocol by:

An annual session in **May** will be held by the Prosecutor's Office with the SART Coordinator to discuss the SAFE Plan with the SART-designated representatives of each agency and department. Protocols and materials discussed will be provided to the SART-designated representatives who will be held responsible for disbursing such materials amongst their agency/department electronically as well as supply hard copies at an accessible location for staff. The SART Coordinator will be responsible to provide each SART-designated representative (whether present or absent for the information session) with these materials **within 7 days** of the annual session electronically and in hard copies. Each SART-designated representative will disburse these materials **annually within 30 days** of the annual session to account for refresher training. The SART will work with first responders to add the plan to all onboarding procedures.

The November SART Meeting will be held specifically to review the SAFE Service Plan, identify service gaps, and adopt any modifications if necessary.

Phone number of Rape Crisis Center to Activate Protocol: 304-263-8292

MEDICAL FORENSIC PROTOCOL

OVERVIEW

Medical forensic services for adolescent/adult victims are provided by a medical facility located in our county:

WVU Medicine: Jefferson Medical Center (JMC)
300 S Preston St
Ranson, WV 25438
304-728-1600

Medical forensic exams are provided by SANEs, which are available on-call 24/7.

First responders will be informed of this Medical Forensic Protocol by:

An annual session in **May** will be held by the Prosecutor's Office with the SART Coordinator to discuss the SAFE Plan with the SART-designated representatives of each agency and department. Protocols and materials discussed will be provided to the SART-designated representatives who will be held responsible for disbursing such materials amongst their agency/department electronically as well as supply hard copies at an accessible location for staff. The SART Coordinator will be responsible to provide each SART-designated representative (whether present or absent for the information session) with these materials **within 7 days** of the annual session electronically and in hard copies. Each SART-designated representative will disburse these materials annually **within 30 days** of the annual session to account for refresher training. The SART will work with first responders to add the plan to all onboarding procedures.

The November SART Meeting will be held specifically to review the SAFE Service Plan, identify service gaps, and adopt any modifications if necessary.

Phone number to Activate Medical Forensic Protocol: 304-728-1642 (Jefferson Medical Center Emergency Room Department)

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 his or her point of origin (or an agreed upon safe place) after the medical forensic examination

This transportation protocol will be activated when a victim of sexual assault requires a medical forensic exam, does not have access to transportation, and/or cannot transport herself/himself/themself to and/or from a facility that provides the exam. Jefferson County has a response team that has created a system with trained service providers who will ensure transportation is available to victims of sexual assault. As per the state *SAFE Commission* requirements, this protocol includes accessible transportation regardless of

the victim's ability to pay and whether the victim wishes to report to law enforcement. The plan addresses victim confidentiality, notifying first responders' staff for implementing the protocol, and outlines the process to transport the victim to the medical forensic examination facility and return the victim to her/his/their point of origin or a safe location at no cost to the victim. This protocol response includes the medical facility of Jefferson Medical Center (JMC).

All victim information will be **CONFIDENTIAL** and will **ONLY** be used for medical treatment and/or Law Enforcement investigation, **IF** reported.

TRANSPORTATION FOR VICTIM ARRIVAL

1. Victim With Injuries

Presenting to an Emergency 911 Call

When a sexual assault victim in Jefferson County requires a medical forensic examination, has physical injuries needing immediate medical attention, and has no transportation to a facility providing such services, the following procedures will be activated when a sexual assault is reported:

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 to the appropriate medical facility (Jefferson Medical Center) where the victim will receive emergency medical attention to their injuries through the Emergency Department.

Upon planning discharge from the hospital, the Transportation for Victim Departure Protocol (See Below; **Sec. 3**) will then take place.

Call to Rape Crisis Center (EPEC)

If an adult sexual assault victim contacts the Rape Crisis Center (EPEC) after a recent assault and has emergent medical needs, the advocate will guide the victim to call 911 thereby activating the protocol outlined above.

The Rape Crisis Center (EPEC) will then dispatch the on-call advocate to respond to the applicable medical center.

The Advocacy Protocol will then take place.

2. Victim Without Injuries

Presenting to an Emergency 911 Call

When a sexual assault victim in Jefferson County requires a medical forensic examination, *does not* have physical injuries needing immediate medical attention, and has no transportation to a facility providing such services, the following procedures will be activated when a sexual assault is reported:

If a sexual assault victim calls 911 requesting assistance with no physical injury, the appropriate law enforcement agency will respond.

If the Victim chooses to report, Law Enforcement will then transport the victim with their consent to the appropriate medical facility (Jefferson Medical Center) where the victim will then be admitted through the Emergency Department at no cost to the victim.

If the Victim chooses not to report, does not wish to have Law Enforcement transport them, and wishes to have a medical forensic SANE Exam, the responding Law Enforcement officer will then contact EPEC's 24/7 Helpline where EPEC will dispatch their on-call advocate to transport the victim to the appropriate medical facility (Jefferson Medical Center) where the victim will then be admitted through the Emergency Department at no cost to the victim.

If the victim has a disability and requires transportation that is all-accessible for their physical accommodations, the advocate will contact the Eastern Panhandle Transportation Authority (EPTA) to pick up the victim at no cost to the victim.

Upon planning discharge from the hospital, the **Transportation for Victim Departure Protocol** (See Below; **Sec. 3**) will then take place.

Call to Rape Crisis Center (EPEC).

If a sexual assault victim contacts the Rape Crisis Center (EPEC) after a recent assault that does not have emergent medical needs, the on-call advocate will inform the victim of the medical forensic exam and Law Enforcement report/non-report options.

If the victim would like to have a medical forensic examination completed but has no access to transportation, the on-call advocate will discuss all options of transportation avenues with friends and/or family members. If the victim does not have any transportation available to them, the advocate will transport the victim to the Jefferson Medical Center after all avenues have been exhausted at no cost to the victim.

If the victim has a disability and requires transportation that is all-accessible for their physical accommodations and wishes to seek the SANE examination at Jefferson Medical Center, the advocate will contact the Eastern Panhandle Transportation Authority (EPTA) to pick up the victim at no cost to the victim.

First responders will be informed of this Transportation Protocol by:

An annual session in **May** will be held by the Prosecutor's Office with the SART Coordinator to discuss the SAFE Plan with the SART-designated representatives of each agency and department. Protocols and materials discussed will be provided to the SART-designated representatives who will be held responsible for disbursing such materials amongst their agency/department electronically as well as supply hard copies at an accessible location for staff. The SART Coordinator will be responsible to provide each SART-designated representative (whether present or absent for the information session) with these materials **within 7 days** of the annual session electronically and in hard copies. Each SART-designated representative will disburse these materials annually **within 30 days** of the annual session to account for refresher training. The SART will work with first responders to add the plan to all onboarding procedures.

The November SART Meeting will be held specifically to review the SAFE Service Plan, identify service gaps, and adopt any modifications if necessary.

Phone number to Activate Transportation Protocol: 304-263-8292

Contact Information for Relevant Service Personnel:

- Jefferson Medical Center Emergency Department: (304) 728-1642
- EPEC (Rape Crisis Center): (304) 263.8292
- Jefferson County Sheriff's Office: (304) 728.3205
- Ranson Police Department: (304) 725.2411
- Charles Town Police Department: (304) 725.2714
- West Virginia State Police Troop 2 Headquarters: (304) 725.9779
- Jefferson County Sheriff's Department: (304) 728-3205
- Shepherdstown Police Department: (304) 876.6036
- Harpers Ferry Police Department: (304) 535-6366

- Victoria's House: (304) 264.4658
- Eastern Panhandle Transit Authority (EPTA): (304) 261-0876

Agreement

This agreement may be modified at any time at the request of any signing party where all parties will be contacted and demonstrate their consent for such modifications with a signed, updated document that will be sent to the SAFE Commission. Any modifications for such changes before the annual review will be communicated to all first responders within 30 days of such adaptations.