

# Sexual Assault Forensic Examination (SAFE) Commission Service Plan

## KANAWHA COUNTY

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### LOCAL BOARD/SEXUAL ASSAULT RESPONSE TEAM

#### OVERVIEW

To meet SAFE Commission standards, Kanawha County has formalized a coordinated response through the creation of a *Sexual Assault Response Team (SART) serving as the local board* to meet the SAFE Commission's guidelines. Members of this local coordinated response collaboration include:

Kanawha County Prosecutor Office (KCPO)  
REACH (Rape Education, Advocacy, Counseling, and Healing)  
Kanawha County Sheriff's Office  
Charleston Police Department  
Charleston Area Medical Center  
WVU Thomas Memorial Hospital  
Kanawha County Ambulance Authority

The local board/SART plans to meet monthly 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

**A victim advocate provides free, confidential and non-judgmental emotional support, information, social service referrals and guidance following a sexual assault. A victim advocate's involvement will begin at the time the victim reports the sexual assault and extend beyond the point when other agencies have terminated their involvement. A victim advocate offers the victim the support needed to understand what is happening and make informed decisions.**

**Services can only be provided by trained advocates who have received a minimum of 32 hours of specific sexual assault advocacy training that meets the training standards established by the West Virginia Foundation for Rape Information and Services <http://www.fris.org/><sup>1</sup>**

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

Advocacy services are provided by REACH, which will provide the following services for adolescent/adult victims:

**WHO:**

Community-based sexual assault advocates are employees, and/or volunteers, of a county's local nonprofit organization(s) whose primary purpose is to provide services to victims of sexual assault, regardless of whether the victim is involved in the criminal justice system. For the community-based advocate, it is the victim — not the needs of the system — that identifies the outcome sought through the advocacy process. There is no other discipline whose primary function is to advocate for the interests and wants of the victim

**WHEN:**

When a victim goes to Charleston Area Medical Center, the advocate will respond within **60 minutes**. When the victim goes to the hospital on their own, the hospital will automatically call the advocate with REACH (304) 340-3676. When the victim does not want an advocate, an informational packet on REACH's services will be provided.

**HOW:** REACH (304) 340-3676

First responders will be informed of this Advocacy Protocol by:

- Members of the team and identified first-responder agencies will receive copies (in both print and electronic format) and will incorporate the protocol into their new staff/officer orientation practices. This includes all law enforcement agencies in Kanawha County as well as KCEAA, REACH, CAMC and Thomas Memorial Hospitals. Agencies will be requested to share a copy with all employees who are or may be affected by the protocol. Copies will begin to be distributed within one month after receiving approval of the protocol by the WV SAFE Commission. New employees who are affected by the protocol will receive a copy of the protocol and be trained on it when they are hired.
- KCPO and REACH will work together to provide training to first responder agencies following the distribution of the protocol.
- The team will meet quarterly to evaluate the effectiveness of the protocol's implementation.
- The team will meet annually in April to review and update the protocol.

**Phone number to activate the Advocacy Protocol:  
REACH: 304-340-3676**

1[1] In cases of child abuse perpetrated against an adolescent as defined by WV law, the local Child Advocacy Center may also be contacted for support and/or forensic services

**MEDICAL FORENSIC PROTOCOL**

**OVERVIEW**

Medical forensic examinations meeting SAFE Commission Guidelines will be available through all three Kanawha County Charleston Area Medical Center (CAMC) Health System hospitals. These include General, Memorial, and Women and Children's Hospitals as well as WVU Thomas Memorial Hospital. When victims of sexual violence in Kanawha County present to any one of these hospitals, they will receive specialized medical care. Medical forensic services for adolescent/adult victims within our county are provided by:

CAMC Women & Children's Hospital  
800 Pennsylvania Ave.,  
Charleston, WV 25302  
304-388-5432

CAMC General Memorial Hospital  
501 Morris Street  
Charleston, WV 25304  
304-388-5432

CAMC Memorial Hospital  
3200 MacCorkle Ave., SE  
Charleston, WV 25304  
304-388-5432

WVU Thomas Memorial Hospital  
4605 McCorkle Ave., SW  
South Charleston, 25309  
304-766-3601

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

- Members of the team and identified first-responder agencies will receive copies (in both print and electronic format) and will incorporate the protocol into their new staff/officer orientation practices. This includes all law enforcement agencies in Kanawha County as well as KCEAA, REACH, CAMC and Thomas Memorial Hospitals. Agencies will be requested to share a copy with all employees who are or may be affected by the protocol. Copies will begin to be distributed within one month after receiving approval of the protocol by the WV SAFE Commission. New employees who are affected by the protocol will receive a copy of the protocol and be trained on it when they are hired.
- KCPO and REACH will work together to provide training to first responder agencies following the distribution of the protocol.
- The team will meet quarterly to evaluate the effectiveness of the protocol's implementation.
- The team will meet annually in April to review and update the protocol.

**Phone Numbers to Activate Medical Protocol:**  
**Charleston Area Medical Center/W&C, General, and Memorial Hospitals: 304-388-5432**  
**WVU Thomas Memorial Hospital: 304-766-3601**

**At CAMC W&C, General, and Memorial Hospitals,** medical forensic services for adolescent/adult victims are provided by SANEs, physicians, advanced practice registered nurses and physician assistants who are available or on-call 24/7 to conduct forensic exams.

**At WVU Thomas Memorial Hospital,** medical forensic services for adolescent/adult victims are provided by physicians, advanced practice registered nurses and physician assistants who are available or on-call 24/7 to conduct forensic exams. A 24/7 team of SANEs is currently being recruited and trained.

## **TRANSPORTATION PROTOCOL**

### **OVERVIEW**

If a sexual assault victim in Kanawha 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 Metro 911 to report a sexual assault with injuries that require medical care, both Kanawha County Emergency Ambulance Authority (KCEAA) and the appropriate law enforcement agency will be contacted and proceed to the requested location.
- If the victim requires emergency medical care, KCEAA will provide transportation to CAMC W&C, General, or Memorial Hospitals or WVU Thomas Memorial 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 appropriate medical facility. A law enforcement officer will return when the examination is completed and provide transportation for the victim to a safe location when necessary and requested.
- 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 EMS at no cost to the victim per interagency agreement.

2. 911 Call with No Injuries:

- If a victim of sexual assault calls Metro 911 to report a sexual assault with no injuries that require medical care and no EMS transport is requested, the appropriate law enforcement agency will be contacted and proceed to the requested location.
- If the victim chooses to initiate an investigation, requests a medical forensic examination, but has no available transportation, the law enforcement officer will provide transportation to CAMC W&C, General, or Memorial Hospitals or WVU Thomas Memorial Hospital, if requested. A law enforcement officer will return to the medical facility when the examination is over to provide transportation for the victim to a safe location when necessary and requested by the victim.

### 3. Call to Rape Crisis Center with No Injuries:

- If a victim of sexual assault contacts REACH Rape Crisis Center 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, General, or Memorial Hospitals or WVU Thomas Memorial Hospital through one of the following options:
  - Lyft
  - C&H Taxi
  - Kanawha County EMS
- The transporting agency's driver will pick up the victim at the requested location and drive them to CAMC W&C, General, or Memorial Hospitals or WVU Thomas Memorial 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 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 Metro 911 at (304) 348-8111 to reach the appropriate law enforcement agency.
- If law enforcement involvement is requested, law enforcement shall meet the victim at the medical facility to begin an investigation. Upon completion of the sexual assault examination, law enforcement shall transport the victim to a safe location 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 declines law enforcement reporting and advocacy services and has no transportation options, the medical facility will provide bus and cab vouchers to take them to a safe location upon their request.

First responders will be informed of this Transportation Protocol by:

- Members of the team and identified first-responder agencies will receive copies (in both print and electronic format) and will incorporate the protocol into their new staff/officer orientation practices. This includes all law enforcement agencies in Kanawha County as well as KCEAA, REACH, CAMC and Thomas Memorial Hospitals. Agencies will be requested to share a copy with all employees who are or may be affected by the protocol. Copies will begin to be distributed within one month after receiving approval of the protocol by the WV SAFE Commission. New employees who are affected by the protocol will receive a copy of the protocol and be trained on it when they are hired.
- KCPO and REACH will work together to provide training to first responder agencies following the distribution of the protocol.
- The team will meet quarterly to evaluate the effectiveness of the protocol's implementation.
- The team will meet annually in April to review and update the protocol.

**Phone numbers to Activate Transportation Protocol:**

**911- in cases of injury or reports to law enforcement or Non-Emergency Number (304) 348-8111  
REACH (304) 340-3676 – in cases where victims do not choose to report**

**Actions Over the Next Twelve Months**

- The Kanawha County Prosecuting Attorney's Office ("KCPAO") will provide training to all law enforcement agencies in the county regarding the transportation, medical forensic, and advocacy protocols.
- KCPAO and REACH will work with representatives of the KCAA to conduct training for paramedics, EMTs, and other medical first responders regarding the protocols.
- Over the next twelve months, the goal is to conduct at least four trainings/information sessions with law enforcement agencies throughout Kanawha County and the Kanawha County Ambulance Authority regarding the protocols. This will be done primarily by KCPAO and REACH.
- The priority will be given to training shift commanders with Charleston Police Department and the Kanawha County Sheriff's Department, the largest agencies, then joint trainings with shift commanders from local law enforcement agencies from smaller municipalities such as South Charleston Police Department, Dunbar Police Department, Nitro Police Department, and Saint Albans Police Department.