

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

**Local Board/SART Overview**

To meet SAFE Commission standards, Logan 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:

- Logan County Prosecuting Attorney
- Logan County Assistant Prosecuting Attorney
- F/T System Based Victim Advocate from PA's Office
- P/T System Based Victim Advocate from PA's Office
- Sheriff of Logan County
- Chief Deputy of Sheriff's Department
- Sheriff's Office Victim Advocate
- OVW F/T Victim Advocate
- CONTACT Rape Crisis Center, Executive Director
- Logan County Sexual Assault Victim Advocate
- Mingo County Sexual Assault Victim Advocate
- CAC Director
- Child Advocate
- Logan Regional Medical Center SANE
- DHHR Social Services Supervisor

The local board/SART meets/plans to meet annually 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
- ☒ Protection of victim privacy and confidentiality

Advocacy services in our county are:

Services for adolescent/adult victims are provided by CONTACT which will be providing services to our county.

#### Adult/Adolescent Sexual Assault Victim Presents at Logan Regional Medical Center Medical Screen Exam; Activate Advocacy Protocol

1. Emergency personnel shall contact SANE nurse - or her designated representative, 304-831-1101;
2. Inquire of victim if medical care is needed. If yes, treat accordingly; if not, inform victim of forensic exam and law enforcement report/non-report options;
3. SANE nurse shall contact law enforcement (#911) only in mandatory reporting cases (also report incapacitated adult victims to adult protective services and report adolescent victims up to age 18 to CPS by calling #911 and dispatching the on call CPS worker;
4. Pursuant to victim's wishes, contact law enforcement and perform forensic exam;
5. CONTACT Advocacy Protocol- Logan County - contact sexual assault advocate at the crisis hotline 888-388-2027; sexual assault advocate will contact the law enforcement-prosecutor's office, OVW-F/T Advocate, 304-785-0153, as needed appropriate to the situation; (advocate will be accompanied by a law enforcement officer as they feel necessary);
6. LMRC/SANE provides medical facility exam if victim requests completion. If no, continue with advocacy protocol;

7. Administer sexual assault exam collection kit;
8. If no forensic exam, activate medical forensic exam/transportation protocols;
9. If exam completed, activate SAECK processing protocol (as attached);
10. If a referral is needed to the CAC, contact child advocate at 304-792-6261;
11. If the victim pursues criminal prosecution, the prosecuting attorney protocol will take effect and F/T system-based advocate, 304-792-8662/304-601-7521, or P/T victim-based advocate, 304-792-8671/304-784-6531, will proceed with the victims through the prosecution process after criminal charges have been filed.

Adult/Adolescent Sexual Victim Presents to Law Enforcement  
in Person or via Telephone

1. Inquire of victim “are you safe?”
2. If yes, inquire of victim if he/she needs medical emergency care;
3. If via telephone and no medical care is necessary, dispatch law enforcement officer;
4. If medical care is requested, contact 911;
5. If no medical care requested, law enforcement shall inform victim of medical forensic exam and law enforcement report/non report options;
6. If victim requests forensic exam, **activate advocacy protocol, contact CONTACT Rape Crisis Center, Logan County Sexual Assault Advocate at 888-388-2027 Crisis Hotline, and medical forensic exam protocol, Hospital SANE Nurse 304-831-1101, and transportation protocol;**
7. If exam completed, activate SAECK processing protocol (as attached);
8. If a referral is needed to the CAC, contact child advocate 304-792-6261;
9. If the victim pursues criminal prosecution, the prosecuting attorney protocol will take effect and F/T system-based advocate, 304-792-8662/304-601-7521, or P/T victim-based advocate, 304-792-8671/304-784-6531, will proceed with the victims through the prosecution process after criminal charges have been filed.

Adult/Adolescent Sexual Assault Victim Present for Sexual Assault Advocacy Services

1. Victim presents at sexual assault services agency (CAC);
2. Inquire from victim – “Are you safe?”
3. If yes, inquire if medical treatment is required;
4. If no, dispatch law enforce; activate advocacy protocol – **hotline 888-388-2027 – Logan County CONTACT sexual assault victim advocate;**
5. If medical care is required, call 911;
6. If exam completed, activate SAECK processing protocol (as attached);
7. If a referral is needed to the CAC, contact child advocate 304-792-6261;
8. If the victim pursues criminal prosecution, the prosecuting attorney protocol will take effect and F/T system-based advocate, 304-792-8662/304-601-7521, or P/T victim-based advocate, 304-792-8671/304-784-6531, will proceed with the victims through the prosecution process after criminal charges have been filed.

It is anticipated that the sexual assault victim advocate shall be on scene within one hour of dispatching.

First responders will be informed of this Advocacy Protocol by:

An annual session in April of the SAFE Team will be held by the Prosecutor's Office to discuss the SAFE Plan, identify service gaps, and adopt any modifications if necessary. Protocols and materials discussed will be provided to the SAFE TEAM. The SAFE Team designated representative will be held responsible for disbursing such materials amongst their agency/department electronically as well as supply hard copies at an accessible location for the staff. The SAFE-designated representative will be responsible to provide each agency/department (whether present or absent for the information session) with these materials within 7 days of the annual session electronically and in hard copies. The Safe Team designated representative will disburse these materials annually within 30 days of the annual session to account for refresher training. The SAFE Team will work with First Responders to add the plan to all onboarding procedures.

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

CONTACT

888-388-2027

**MEDICAL FORENSIC PROTOCOL**

**OVERVIEW**

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

Logan Regional Medical Center  
20 Hospital Drive  
Logan, WV 25601  
304-831-1101

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

Medical Forensic Services for Adolescent/Adult Victims ARE Provided:

Logan Regional Medical Center  
20 Hospital Drive  
Logan, WV 25601  
304-831-1101

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

An annual session in April of the SAFE Team will be held by the Prosecutor's Office to discuss the SAFE Plan, identify service gaps, and adopt any modifications if necessary. Protocols and materials discussed will be provided to the SAFE TEAM. The SAFE Team designated representative will be held responsible for disbursing such materials amongst their agency/department electronically as well as supply hard copies at an accessible location for the staff. The SAFE-designated representative will be responsible to provide each agency/department (whether present or absent for the information session) with these materials within 7 days of the annual session electronically and in hard copies. The Safe Team designated representative will disburse these materials annually within 30 days of the annual session to account for refresher training. The SAFE Team will work with First Responders to add the plan to all onboarding procedures.

Phone number to Activate Medical Forensic Protocol:

Logan Regional Medical Center: 304-831-1101

## **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

### **911 Call with Injuries.**

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

- EMS will transport the victim (at no cost to the victim) to the appropriate medical facility, to-wit: Logan Regional Medical Center.
- IF the victim chooses to initiate 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 a safe location if needed.
- IF the victim chooses not to initiate a police investigation, LE will 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 following the medical forensic exam.
- Victim with disabilities will be transported to a safe location by EMS (L.E.A.S.A.), at no cost to the victim. [Note: This is formalized through an Interagency Agreement with L.E.A.S.A.]

### **911 Call without Injuries.**

If a sexual assault victim calls 911 or contacts a Law Enforcement Agency to report a sexual assault, and is safe and does not need emergent medical care, the appropriate law enforcement agency will be contacted and proceed to the identified location. The victim will be informed by the Law Enforcement officer 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, to-wit: Logan Regional Medical Center. 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 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, to-wit: Logan Regional Medical Center. 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.

- Victim with disabilities will be transported to a safe location by EMS (L.E.A.S.A.), at no cost to the victim. [Note: This is formalized through an Interagency Agreement with L.E.A.S.A.]

### **Call to CONTACT Rape Crisis Center.**

If a sexual assault victim contacts CONTACT 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 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.

### **Transportation Protocol for Out-of-County Forensic Exam.**

If a situation arises where a SANE is not available at Logan Regional Medical Center and a victim must be transported to a surrounding medical facility for the examination, the following protocol should be utilized: a) If it is deemed that a victim must be transported to a surrounding medical facility, L.E.A.S.A. shall be contacted to transport the victim to the named surrounding medical facility for the forensic exam. Upon the victim's arrival, said surrounding medical facility shall contact its designated Sexual Assault Victim Advocates to come to their facility and remain with the victim until its completion and subsequent discharge. At such time, the surrounding medical facility's Sexual Assault Victim Advocates shall contact and provide a soft handoff to the CONTACT Rape Crisis Center Logan/Mingo Sexual Assault Advocates to ensure that there is transportation for the victim's next destination. (Law Enforcement Advocates can be called for assistance in transportation for the victims). b) If the victim indicates that he/she has adequate transportation to their next destination, he/she should be able to contact that family member or representative for transportation.

First responders will be informed of this Transportation Protocol by:

An annual session in April of the SAFE Team will be held by the Prosecutor's Office to discuss the SAFE Plan, identify service gaps, and adopt any modifications if necessary. Protocols and materials discussed will be provided to the SAFE TEAM. The SAFE Team designated representative will be held responsible for disbursing such materials amongst their agency/department electronically as well as supply hard copies at an accessible location for the staff. The SAFE-designated representative will be responsible to provide each agency/department (whether present or absent for the information session) with these materials within 7 days of the annual session electronically and in hard copies. The Safe Team designated representative will disburse these materials annually within 30 days of the annual session to account for refresher training. The SAFE Team will work with First Responders to add the plan to all onboarding procedures.

Phone number to Activate Transportation Protocol: Logan County 911