

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

**Local Board/SART Overview**

To meet SAFE Commission standards, Roane 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:

- Roane County Prosecuting Attorney
- Roane County Sheriff's Department
- EVE (Family Crisis Intervention Center)
- Roane General Hospital
- Spencer PD
- State Police
- RTC (Roane Telecommunications Center)
- Roane County EMS

The local board 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

**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 within our county are provided by Family Crisis Intervention Center (FCIC). Crisis intervention, advocacy, shelter and support services can be accessed 24/7 by contacting 800-794-2335 or weekdays during business hours at

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<sup>[1]</sup> 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.

304-927-3707. FCIC is the rape crisis center that will be providing follow-up services for victims from Roane County receiving forensic exams at CAMC Women and Children's Hospital.

When a victim goes to CAMC Women and Children's Hospital, the REACH 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.

The Roane County SART team will review the SAFE plan every year during February's meeting (first meeting of the year). The Prosecuting Attorney's Office will send out a memo to all first responders to invite them to the information session. The Prosecuting Attorney's Office will then follow up the session by sending the plan to all first responding agencies who were unable to send their staff to the information session. The SART will work with first responders to add the plan to all onboarding procedures. The first responders who need to have access to this plan are agencies listed as team members.

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

**Family Crisis Intervention Services** 24/7: 1-800-794-2335 Weekdays  
during business hours: 304-927-3707

**REACH Rape Crisis Center** for advocacy at AMC Women and Children's:  
304-340-3676

## **MEDICAL FORENSIC PROTOCOL**

Medical forensic exams are NOT provided at Roane Memorial.

For medical forensic services for victims within our county, services are provided by a medical facility located in Kanawha County:

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

At CAMC Women and Children's Hospital, 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.

The Roane County SART team will review the SAFE plan every year during February's meeting (first meeting of the year). The Prosecuting Attorney's Office will send out a memo to all first responders to invite them to the information session. The Prosecuting Attorney's Office will then follow up the session by sending the plan to all first responding agencies who were unable to send their staff to the information session. The SART will work with first responders to add the plan to all onboarding procedures. The first responders who need to have access to this plan are agencies listed as team members.

### **Phone number to Activate Medical Forensic Protocol:**

CAMC Women and Children's Hospital: 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 his or her point of origin (or an agreed upon safe place) after the medical forensic examination

All victim information will be CONFIDENTIAL and will only be used for medical treatment and/or Law Enforcement investigation, if reported.

## **Protocol**

When a sexual assault victim in Roane County requires a medical forensic examination, and has not transportation to a facility providing such services, the following procedures will be activated when a sexual assault is reported:

1. **911 Call with Injuries.** 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 (at no cost to the victim) to the appropriate medical facility. Adults will be transported to Roane General Hospital. Adolescents will first be transported to Roane General Hospital but will later be referred to CAMC Women and Children's Hospital<sup>2</sup>.
  - 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

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<sup>2</sup> Said protocol shall be subject to the victim's medical condition. Depending upon the severity of injuries medical personnel shall have the authority to have the victim transported to a different medical facility if required treatment is not available at Roane General Hospital or medical treatment is time sensitive and requires transport to a closer medical facility.

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.

- Victims with disabilities will be transported to Roane General Hospital at no cost to the victim.

**2. 911 Call with No Injuries.** If a sexual assault victim calls 911 or contacts a Law Enforcement Agency to report a sexual assault, is safe and does not need emergency 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 (Roane County Sheriff's Department, Spencer Police Department, or West Virginia State Police) will provide transportation for victims to CAMC Women and Children's Hospital in Charleston. 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 (Roane County Sheriff's Department, Spencer Police Department, or West Virginia State Police) will respond and provide transportation for adults and adolescents to CAMC Women and Children's Hospital in Charleston. 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.
- Victims with disabilities will be transported to CAMC Women and Children's via EMS at no cost to the victim.

- 3. Call to Rape Crisis Center.** If a sexual assault victim contacts FCIC/EVE 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 emergency 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.

The Roane County SART team will review the SAFE plan every year during February's meeting (first meeting of the year). The Prosecuting Attorney's Office will send out a memo to all first responders to invite them to the information session. The Prosecuting Attorney's Office will then follow up the session by sending the plan to all first responding agencies who were unable to send their staff to the information session. The SART will work with first responders to add the plan to all onboarding procedures. The first responders who need to have access to this plan are agencies listed as team members.

**Phone number to activate Transportation Protocol:**

RTC (Roane Telecommunications Center): 911

NAMEAgency

- |                                                                         |                            |
|-------------------------------------------------------------------------|----------------------------|
| 1) Joshua Downey                                                        | PA                         |
| 2) J.S. Smith                                                           | RCSD                       |
| 3) G.S. NICHOLS                                                         | S.P.D.                     |
| 4) Madison Raines                                                       | CPS                        |
| 5) Patricia Starcher                                                    | Legal Assistant            |
| 6) Joseph E. Caudillo <sup>EN SANE</sup><br>Joseph E. Caudillo, EN SANE | Roane General Hospital     |
| 7) Drew Patton                                                          | PA office                  |
| 8) Katie Nutter                                                         | PO Department              |
| 9) Tammy Burkholder                                                     | PO SEC.                    |
| 10) Anita Zealand                                                       | DV outreach Program        |
| 11) Jay Pettry                                                          | Roane Co. Pros. Attorney's |
| 12) L. TODD COLE                                                        | Roane Co. Sheriff's Dept   |
| 3) FL Hammer                                                            | WOSP                       |
| 4) P.S. Foster                                                          | WOSP                       |
| 5) JASON HALL                                                           | SUPPORT staff              |

## **AGREEMENT FOR THE TRANSPORTATION FOR MEDICAL FORENSIC EXAMINATION SERVICES**

**THIS AGREEMENT**, is effective on the date of execution by both parties, by and between the Prosecuting Attorney's Office in Roane County, WV, and Roane County Rescue Squad (RCRS), hereinafter collectively called 'the Parties.'

WITNESSETH:

WHEREAS,

- (A) The Prosecuting Attorney's Office in Roane County, as designated in section § 7-4-1 of West Virginia Code, is an elected public official responsible to attend to the criminal business of West Virginia in said county; and
- (B) The Prosecuting Attorney's Office in Roane County, as designated in section § 15-9B-3 of West Virginia Code is responsible to convene a Sexual Assault Forensic Examination Board (or sexual assault response team to serve in that capacity) to identify the medical facility or facilities that are appropriate for receipt and treatment of sexual assault victims from said county; and
- (C) The Prosecuting Attorney's Office in Roane County, as designated in section § 15-9B-3 of West Virginia Code is responsible for convening a Sexual Assault Forensic Examination Board that is tasked with creating a written plan and protocol for the county, The state Sexual Assault Forensic Examination Commission requires that any plan that is dependent upon medical forensic services provided outside of a county include a Letter of Agreement with a service provider for the transportation to a medical facility for medical forensic services; and
- (D) The County Commission, as designated in section § 7-15-4 of West Virginia Code is responsible for providing emergency ambulance services to the residents of Roane County; and
- (E) RCRS operates an emergency medical service agency providing emergency ambulance services in Spencer serving the residents of Roane County; and
- (F) The Parties desire to cooperate and work together in promoting medical forensic services on a regional basis to victims of sexual assault by providing transportation services to those who present themselves for medical treatment.

NOW THEREFORE, in consideration of the mutual agreements set forth herein, the Parties agree as follows:

1. Definition.

- a. "Ambulance" means any privately or publicly-owned vehicle or aircraft which is designed, constructed or modified; equipped or maintained; and operated for the transportation of patients, including, but not limited to, emergency medical services vehicles; rotary and fixed wing air ambulances; gsa kkk-A-1822 federal standard type I, type II and type III vehicles; and specialized multipatient medical transport vehicles operated by an emergency medical services agency.

- b. "Medical Forensic Examination": All victims of sexual assault presenting to the Emergency Department of the Hospital will be seen and evaluated by Emergency Department providers and, if a separate forensic medical examination is warranted, it will be performed upon the consent of the patient or patient's guardian as applicable by a forensic nurse examiner. The forensic medical examination is not a routine physical examination, and this will be clearly explained to the patient or patient's guardian. A forensic medical examination is an examination provided to a possible victim of a violation of the provisions of W. Va. Code 61-8B-1 et seq. by medical personnel qualified to gather evidence of the violation in a manner suitable for use in a court of law, to include: An examination for physical trauma; a determination of penetration or force; a patient interview; and the collection and evaluation of other evidence that is potentially relevant to the determination that a violation of the law has occurred and to the determination of the identity of the assailant per W. Va. Code 61-8B-1(12).
2. Responsibilities. As an integral part of providing comprehensive services to sexual assault victims on a regular basis each of the Parties to this Agreement will have the following responsibilities:
  - a. The Prosecuting Attorney's Office agrees to provide RCRS with a written protocol for serving sexual assault victims from Roane County that includes information for accessing advocacy, medical forensic, and transportation protocols for sexual assault victims.
  - b. RCRS agrees to provide transportation to and from a medical facility for medical forensic examination to sexual assault victims from Roane County at no direct cost to the victim. Additionally, RCRS will activate Roane County's advocacy protocol, as needed, requested, and in its sole discretion, to provide additional services to victims.
3. Term. This Agreement shall be in effect from the date of its execution continuing until terminated by any party upon ninety (90) days prior written notice.
4. Notice. Any written communication or notice pursuant to this Agreement shall be made to the following representative of the respective Parties at the following address:
  - a. Daniel F. Minardi, Prosecuting Attorney, Roane County, West Virginia, 200 Main St., Spencer, WV 25276.
  - b. Makiah Ratliff, Director, Roane County Rescue Squad, 200 E Main St. Spencer, WV 25276.
5. Assignment. This Agreement shall not be assigned in whole or in part to any party hereto without the express written consent of both Parties.

6. Authority. By signing this Agreement, the signing party represents that he or she has unconditional authority to enter into this Agreement on behalf of the participating party.
7. Governing Law. This Agreement shall be interpreted under and governed by the laws of the State of West Virginia.
8. Entire Agreement. This is the entire Agreement between the Parties pertaining to its subject matter and supersedes all prior agreements, representations, and understandings of the parties. No modification of this Agreement shall be binding unless agreed to in writing by the Parties.
9. Acceptance. The Parties indicate their acceptance of this Agreement by signing below. IN

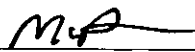
WITNESS Whereof the Parties have executed this Agreement as the date written below,

Prosecuting Attorney  
Roane County

  
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Daniel F. Minardi

Date: 6/10/2025

Director  
Roane County Rescue Squad

  
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Makiah Ratliff

Date: 6/13/2025