

## **Sexual Assault Forensic Examination (SAFE) Commission Service Plan**

### **UPSHUR COUNTY**

#### **Point of Contact:**

**Name: Kelley J. Cunningham**

**Address: 38 W. Main St., Room 202**

**City/State: Buckhannon, WV 26201**

**Phone/Email: 304-472-9699**

### **LOCAL BOARD/SEXUAL ASSAULT RESPONSE TEAM**

To meet SAFE Commission standards, Upshur 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:

Upshur County Prosecuting Attorney's Office

Buckhannon City Police Department

Upshur County Sheriff's Department

Domestic Violence Advocate, Centers Against Violence

Rural Sexual Assault Advocate, Centers Against Violence

Victim Advocate, Upshur County Prosecuting Attorney's Office

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 Centers Against Violence, 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 United Hospital 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 **Centers Against Violence**. When the victim does not want an advocate: an informational packet on the Centers Against Violence's services will be provided.

**HOW:** Centers Against Violence: 304-473-0070

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

The Upshur County STOP Team will review the SAFE Plan every year during Sexual Assault Awareness Month – April. Following the April review at the STOP meeting, which is held on the Second Wednesday of the month at 9:00 a.m. at the Prosecuting Attorney's Office, the Prosecuting Attorney's Office will send out a memo with the current plan to the below listed Agencies and invite them to attend the June STOP meeting or submit any questions or suggested additions or changes to the Prosecuting Attorney for the June STOP meeting. If any changes are made to the Plan following the June STOP meeting, the Prosecuting Attorney's Office will send the Revised plan to the Agencies named below. In-person conversations with first responders will be held as needed to make sure the plan is understood and is being shared with all first responders. First Responder Agencies will add the SAFE Plan to their new hire training sessions; add a Plan reminder to annual training sessions; and post the Plan in their Agencies. The First Responders Agencies who are to be familiar with the Plan are the Upshur County Prosecuting Attorney's Office, Buckhannon City Police, Upshur County Sheriff's Department, State Police - Buckhannon Detachment, Upshur County EMS, CAC, St. Joseph's Hospital, Centers Against Violence, WVWC Director of Counseling, and 911 Communications Center.

**Name of rape crisis center to activate the advocacy protocol:**  
**Centers Against Violence**  
**Phone number: 304-473-0070**

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

Medical forensic exams for adolescent/adult victims ARE NOT provided at St. Joseph's Hospital.

Medical forensic examinations meeting SAFE Commission guidelines **WILL BE PROVIDED** for victims of sexual violence in Upshur County through a letter of agreement with:

**United Hospital Center  
327 Medical Park Drive  
Bridgeport, WV 26330**

**Phone number: 681-342-1000**

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

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

The Upshur County STOP Team will review the SAFE Plan every year during Sexual Assault Awareness Month – April. Following the April review at the STOP meeting, which is held on the Second Wednesday of the month at 9:00 a.m. at the Prosecuting Attorney's Office, the Prosecuting Attorney's Office will send out a memo with the current plan to the below listed Agencies and invite them to attend the June STOP meeting or submit any questions or suggested additions or changes to the Prosecuting Attorney for the June STOP meeting. If any changes are made to the Plan following the June STOP meeting, the Prosecuting Attorney's Office will send the Revised plan to the Agencies named below. In-person conversations with first responders will be held as needed to make sure the plan is understood and is being shared with all first responders. First Responder Agencies will add the SAFE Plan to their new hire training sessions; add a Plan reminder to annual training sessions; and post the Plan in their Agencies. The First Responders Agencies who are to be familiar with the Plan are the Upshur County Prosecuting Attorney's Office, Buckhannon City Police, Upshur County Sheriff's Department, State Police - Buckhannon Detachment, Upshur County EMS, CAC, St. Joseph's Hospital, Centers Against Violence, WVWC Director of Counseling, and 911 Communications Center.

**Phone number to activate the medical forensic protocol:**

**United Hospital Center: 681-342-1000**

## TRANSPORTATION PROTOCOL

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

### MEDICAL EXAM

**1. 911 Call – Emergency Medical Treatment Needed:** If the victim calls 911 needing immediate medical attention, EMS and the appropriate Law Enforcement (LE) Agency will respond. Advocate with the Centers Against Violence will be notified by 911 Center.

EMS will transport to the nearest emergency medical facility, St. Joseph's Hospital/WVU Medicine in Buckhannon, WV unless advised by St. Joseph's Hospital ER staff to transport to another facility.

If the victim chooses to initiate a police investigation, the responding LE Officer will document and report the incident. LE will remain at medical facility if necessary for the safety of the victim, otherwise arrangements will be made to meet with the victim upon completion of medical treatment/forensic examination.

If the victim chooses NOT to initiate a police investigation, LE will assess the immediate safety of the victim, provide contact information should the victim decide to make a report at a later date and provide contact information for the advocate at the Centers Against Violence.

Victims with disabilities will be transported to a safe location by the advocate, if private transportation is not available for the victim, or the advocate will assist in locating other transportation at no cost to the victim.

**2. 911 Call – Emergency Medical Treatment Not Needed:** If the victim calls 911 or contacts LE Agency directly to report a sexual assault, is safe and does not need emergency medical care, the appropriate LE Agency will be contacted and proceed to the location of the victim. Sexual Assault Advocate for the Centers Against Violence shall be contacted by 911 and advised of the location of the victim. The victim will be informed by LE Officer of the medical forensic exam and report/non-report options.

If the victim chooses to have a medical forensic exam and initiate a police investigation and does not have transportation, Sexual Assault Advocate will contact medical facility and make arrangements for forensic medical exam and will provide transportation to the appropriate medical facility if determined safe to do so. The responding LE Officer will document and report the incident. LE Officer will stay at the medical facility, if necessary for the safety of the victim, and if victim is going to another medical facility will contact an officer in that county and request assistance if necessary for the safety of the victim. If LE Officer is not needed during the exam, the Officer will provide contact information to and from the victim and will make arrangements to meet with the victim following the medical forensic exam.

If the victim chooses not to initiate a police investigation and does not have transportation for the medical forensic exam, Sexual Assault Advocate will respond; make arrangements for the forensic exam; and provide transportation to the medical facility where the exam will occur. LE will assess the safety of the victim and will provide contact information to the victim should the victim decide to make a report at a later date.

Victims with disabilities will be transported to a safe location as arranged by the advocate.

**3. Call to Rape Crisis Center:** If a sexual assault victim contacts a rape crisis center after a recent assault, the advocate will inform them of the medical forensic exam and LE 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 following medical facilities will be utilized depending on the availability of a SANE nurse.

1. United Hospital Center - Clarksburg, WV – 681-342-1000
2. Ruby Memorial Hospital - Morgantown, WV - 304-598-4000

## TRANSPORTATION

The advocate from the Centers Against Violence, formerly Women's Aid in Crisis, will provide transport for victims for SANE exams if the victim does not have private transportation available and if it has been determined safe for the Advocate to provide the transport.

Advocate may be contacted at 304-473-0070 (from 8-4 on M-F) or at 1-800-339-1185 (24/7).

First responders will be informed of this Transportation Protocol by:

The Upshur County STOP Team will review the SAFE Plan every year during Sexual Assault Awareness Month – April. Following the April review at the STOP meeting, which is held on the Second Wednesday of the month at 9:00 a.m. at the Prosecuting Attorney's Office, the Prosecuting Attorney's Office will send out a memo with the current plan to the below listed Agencies and invite them to attend the June STOP meeting or submit any questions or suggested additions or changes to the Prosecuting Attorney for the June STOP meeting. If any changes are made to the Plan following the June STOP meeting, the Prosecuting Attorney's Office will send the Revised plan to the Agencies named below. In-person conversations with first responders will be held as needed to make sure the plan is understood and is being shared with all first responders. First Responder Agencies will add the SAFE Plan to their new hire training sessions; add a Plan reminder to annual training sessions; and post the Plan in their Agencies. The First Responders Agencies who are to be familiar with the Plan are the Upshur County Prosecuting Attorney's Office, Buckhannon City Police, Upshur County Sheriff's Department, State Police - Buckhannon Detachment, Upshur County EMS, CAC, St. Joseph's Hospital, Centers Against Violence, WVWC Director of Counseling, and 911 Communications Center.

### **Phone numbers to activate Transportation Protocol:**

**In cases of injury or reports to law enforcement: 911**

**Centers Against Violence: (304) 473-0070 (M-F; 8-4); 1-800-339-1185 (24/7)**