

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

**Local Board/SART Overview**

To meet SAFE Commission standards, Wood 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:

- Family Crisis Intervention Center
- Wood County Prosecutor's Office
- North Star Advocacy Center
- Camden Clark Medical Center
- WV Department of Human Resources
- Westbrook
- The Arc of Mid-Ohio Valley
- West Virginia University-Parkersburg
- Parkersburg Police Department
- Wood County Sheriff's Department
- Williamstown Police Department
- Vienna Police Department

The local SART meets/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

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 for adolescent/adult victims are provided by Family Crisis Center, Children's Listening Place, Camden Clark Hospital, The Arc of Mid-Ohio Valley, Wood County Prosecutor's Office, which will be providing services to our county.

- When a patient presents at the hospital as a victim of sexual assault:
  - Immediately call Family Crisis Intervention Center, the 24-hour advocacy program, at 304-428-2333. They should be called every time a patient presents as a victim of sexual assault and arrive to be with the patient without any unnecessary delay. An advocate should arrive within 30-60 minutes of being contacted.
- When the advocate arrives at the hospital, the patient is to be informed that a trained sexual assault advocate is at the hospital and available to meet with the victim/survivor. The patient should be asked if they would like to meet with the advocate. Either the nurse or the advocate can explain that an advocate can provide support, information, and advocacy and that the services are free and confidential.

First responders will be informed of this Advocacy Protocol by:

The Wood County SART team will review the SAFE plan every year during the January meeting and hold an information session during March and/or April for all first responders. The Prosecuting Attorney's Office and/or FCIC 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. In-person conversations with first responders will be held quarterly or as needed to make sure they understand the plan and are sharing it with the rest of their staff. 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 the Parkersburg Police, Wood County Sheriff's Department, State Police -Wood/Wirt Detachment, Vienna Police, Williamstown Police, Camden Clark Medical Center, Marietta Memorial Hospital along with its Belpre Campus, FCIC, 911 Dispatch, Wood County Schools, CAC, City & County EMS and the Health Department.

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

Family Crisis Intervention Center, the 24-hour advocacy program - 304-428-2333

**MEDICAL FORENSIC PROTOCOL**

**OVERVIEW**

Medical forensic services are provided by:

Camden Clark Medical Center  
800 Garfield Ave, Parkersburg, WV  
304-424-2355

Medical forensic exams are provided by physicians available 24/7 and SANEs not available on-call 24/7.

Services are also provided (no letter of agreement available) with a medical facility from another county.

Marietta Memorial Hospital 740-423-3200  
Marietta Memorial Belpre Campus 740-374-1400

Medical forensic exams are provided by physicians and SANE available on call 24/7.

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

The Wood County SART team will review the SAFE plan every year during the January meeting and hold an information session during March and/or April for all first responders. The Prosecuting Attorney's Office and/or FCIC 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. In-person conversations with first responders will be held quarterly or as needed to make sure they understand the plan and are sharing it with the rest of their staff. 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 the Parkersburg Police, Wood County Sheriff's Department, State Police -Wood/Wirt Detachment, Vienna Police, Williamstown Police, Camden Clark Medical Center, Marietta Memorial Hospital along with its Belpre Campus, FCIC, 911 Dispatch, Wood County Schools, CAC, City & County EMS and the Health Department.

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

Camden Clark Hospital - 304-424-2355, Marietta Memorial Hospital Belpre Campus - 740-374-1400 or Marietta Memorial Hospital - 740-423-3200

**TRANSPORTATION PROTOCOL**

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

The victim is offered several modes of transportation. If the victim is a child, they are transported by ambulance or law enforcement unless a responsible parent or guardian

can do so and is not the suspect. This service is also offered to adults, if needed, at no charge to the victim. Law enforcement (Parkersburg Police Department, Vienna Police Department, Williamstown Police Department, Wood County Sheriff's Department) will transport victims requesting a forensic medical exam to the hospital regardless of whether the assault is reported to law enforcement. If the victim has a disability and is unable to safely transport themselves to the hospital via a family member, friend, or guardian then EMS will be contacted to transport the victim to and from the hospital without charge to the victim. Taxi vouchers from the hospital to a safe location are available through Camden Clark and are provided to patients with no additional information needed or through the Family Crisis Intervention Center (contact them at 304-428-2333 to arrange taxi transportation).

First responders will be informed of this Transportation Protocol by:

The Wood County SART team will review the SAFE plan every year during the January meeting and hold an information session during March and/or April for all first responders. The Prosecuting Attorney's Office and/or FCIC 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. In-person conversations with first responders will be held quarterly or as needed to make sure they understand the plan and are sharing it with the rest of their staff. 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 the Parkersburg Police, Wood County Sheriff's Department, State Police -Wood/Wirt Detachment, Vienna Police, Williamstown Police, Camden Clark Medical Center, Marietta Memorial Hospital along with its Belpre Campus, FCIC, 911 Dispatch, Wood County Schools, CAC, City & County EMS and the Health Department.

**Phone number to Activate Transportation Protocol: 911**