



Sexual Assault Response Protocol

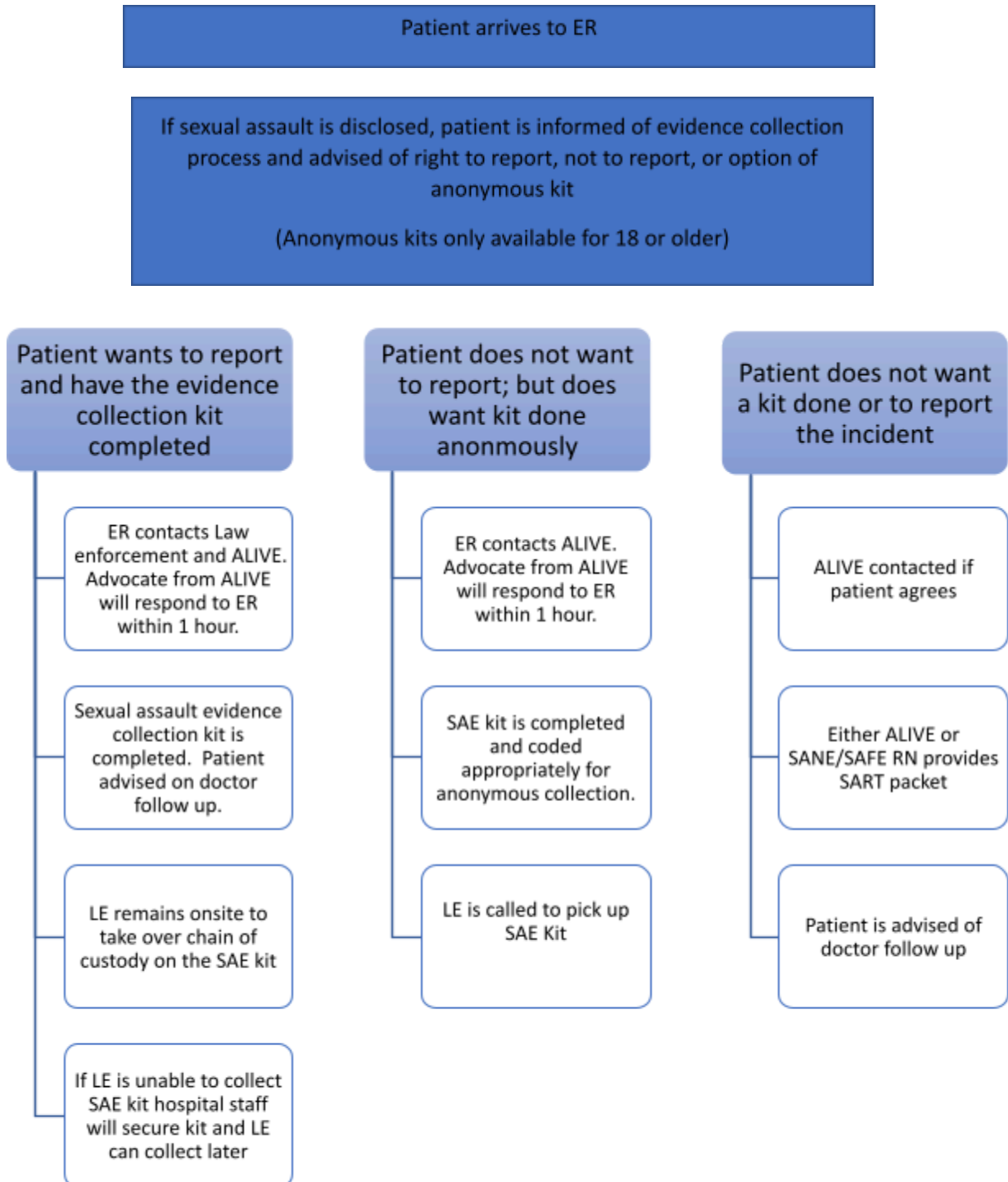
Jefferson County, Ohio

“Our mission is to provide consistent, efficient, and compassionate services to all victims of sexual assault. With respect, confidentiality, and the victims’ rights as the first priority. The Jefferson County Sexual Assault Response Team (SART) is a multidisciplinary team committed to working together to ensure the transition from victim to survivor and to bring offenders to justice.

Key Abbreviations in SART Process Chart

- AS = ALIVE Sexual Assault Services (1-740-512-6092)
- BCI = Bureau of Criminal Investigation (1-855-224-6446)
- ACP = A Caring Place Advocacy Center (1-740-266-3988)
- JCDD = Jefferson County Board of Developmental Disabilities (1-740-264-7176)
- TMCW = Trinity Medical Center West (1-740-264-8000)
- ER = Emergency Room
- LE = Law Enforcement
- JCCS = Jefferson County Children Services (1-740-264-5515)
- SANE = Sexual Assault Nurse Examiner
- SART = Sexual Assault Response Team

Medical Facility Entry Point



*Important Note: Minors will be referred to the CAC and require a report to CPS.

Law Enforcement Entry Point

Victim comes into Law Enforcement department or calls 911

Responding officer meets with victim and victim then gives officer information in reference to the assault. Responding officer advises victim of legal procedure evidence collection, SANE and ALIVE Sexual Assault Resources. LE will encourage victim to go to hospital regardless of having kit done or wanting to continue the process

Any victim that is a minor LE is mandated to report to Children Services

Victim chooses to go to ER. (If victim is a minor this will take place at A Caring Place)

LE will contact ALIVE Sexual Assault Advocate (740) 512-6092

SANE nurse will collect evidence. Advocate will provide advocacy at the hospital.

SANE nurse will then evidence collection kit to LE.

ALIVE advocate will then offer transportation, shelter, safety planning and follow-up services.

LE will complete report and send to Prosecutor to review & send evidence collection kit to BCI.

Victim chooses to file a report but does not want evidence collection kit done.

LE will contact ALIVE Sexual Assault Advocate (740) 512-6092

LE shall provide information to victim and Advocate will offer transportation, shelter & safety planning

LE will then complete report and send to Prosecutor's Office for review for possible charges.

Law Enforcement

The primary objectives of law enforcement officers are to:

- Assess the immediate physical and safety needs of those involved.
- Contact BCI to collect and preserve evidence.
- Obtain victim and witness statements.
- Conduct interview with suspect.

Victim-centered approach by officer:

- Utilize trauma-informed care practice
- Respect the human dignity of the victim (age, sex, nationality, religion, economic status, race, disability, sexual orientation, and gender identification should not matter)
- Demonstrating sensitivity by using trauma-informed interviewing.
- Enhancing cooperation between law enforcement agency and community organizations that may assist the victim.
- Inform victim it is their right to have an advocate accompany them from the begin to the end of the legal process including the interview, and call ALIVE Advocate if requested.
- Giving victims choices and options to proceed with the investigation.

Recommended Protocol for Responding Officers:

- Assess the scene and the immediate physical safety and medical needs of the victim.
- Recommend victim go to hospital.
- Determine if suspect is present at the crime scene. (If not, obtain a physical description of suspect and any vehicle description suspect may have left in).
- Carefully explain each step of the investigation process to the victim and what the victim should expect (especially the need to ask personal and detailed information that is relative to the assault).
- Inform victim it is their right to have an advocate accompany them from the begin to the end of the legal process including the interview. Inform victim this service is provide confidentially and for free. Call ALIVE Advocate if requested and allow them a 30min-1 hour time span to respond to the station.
- Conduct a preliminary review with the victim in a separate private area to determine whether and what crime(s) may have occurred and where evidence may be located.
- Identify and locate witnesses and then conduct preliminary interview with them.
- Contact BCI to collect evidence such as fingerprints, trace evidence, clothing etc. If the victim has changed clothes since the assault, ask victim for clothing that was worn during the assault. If victim is going to the ER have them take those clothes to be included in the forensic examination kit.
- Carefully explain to the victim the importance of preserving evidence.
- Advise victim of their rights as a crime victim and provide referral information to the crime victim program.

Prosecution

The primary objective of the prosecutor in a sexual assault case is to see that justice is done. **Prosecutors accomplish this by:**

- Prosecuting the suspect when sufficient, credible evidence exists.
- Providing the victim with information relevant to the prosecution of the suspect.

The prosecutor(s) should remain mindful that prosecution is but one component of a Multidisciplinary Team, and that the team concept is crucial in ensuring a victim centered approach to the prosecution.

The Victim Centered Approach means that the needs and interests of victims are of central concern to system personnel as they respond. For a prosecutor this means:

- Utilizing trauma-informed care practices.
- Respecting the human dignity and the uniqueness of the victim, unrestricted by considerations of nationality, religion, socioeconomic status, age, gender, sexual orientation, gender identification, race or disability.
- Enhancing cooperation between the prosecutor's office and community organizations that may assist the victim(s).
- Giving victims choices and options whenever possible.
- Establishing and maintaining liaison with area law enforcement commands, crime victim witness coordinators, and programs such as ALIVE Inc. – Sexual Assault Victims Advocacy, ALIVE Inc. – Domestic Violence Victim's Advocacy & Shelter, Coleman Professional Services, Family Recovery, Child Protective Services, and Adult Protective Services.
- Communication among the members of the SART.
- Maintaining respect for the victim in interdisciplinary communications.

Recommended Protocol for Prosecutors:

1. Evaluates cases submitted by law enforcement.
2. Determines if evidence is sufficient for presentation to a judge or jury for determination of proof beyond a reasonable doubt.
3. Informs victims of any criminal charges filed against any person arrested.
4. Discourages unnecessary case continuances and explains reasons if it does occur.
5. Arranges for interpreting services for victims and witnesses when necessary.
6. Brings to the attention of the court the views of the victim on bail decisions, continuances, plea bargains, dismissals, sentencing and restitution.
7. Arranges for the prompt return of victim's property if it is no longer needed as evidence in court.
8. Seeks no contact as conditions of bail.
9. Explains to, and consults with, the victim in non-technical language details of any potential sentencing recommendations.
10. Responds to inquiries by the victim as soon as possible.

11. Consults with law enforcement, health care personnel, and rape crisis advocates in furtherance of the prosecution of the case.

Recommended Information the Prosecutor Should Provide to Victim:

1. Orientation information about the criminal justice system and the victim's role.
2. Notification of any change in the case status and the final disposition of the case.
3. Victim impact statement and assistance, if requested, in completing form along with explanation of use of form in court system and for consideration in sentencing and plea negotiations.
4. A victim witness coordinator to meet victim needs resulting from the crime and referral to other agencies, when appropriate.
5. Notice in advance of court hearings and purpose of hearing including arraignment, dispositional conference, motion hearings, trial, sentencing and appeal.
6. A waiting area separate from the defendant, the defendant's family and other witnesses or other provision to minimize the victim's contact with them during court proceedings when available.
7. Notification to victims of the right to make an oral crime impact statement at sentencing.
8. When applicable, provides information to victims regarding Ohio Victims of Crime Compensation.

Advocacy Entry Point

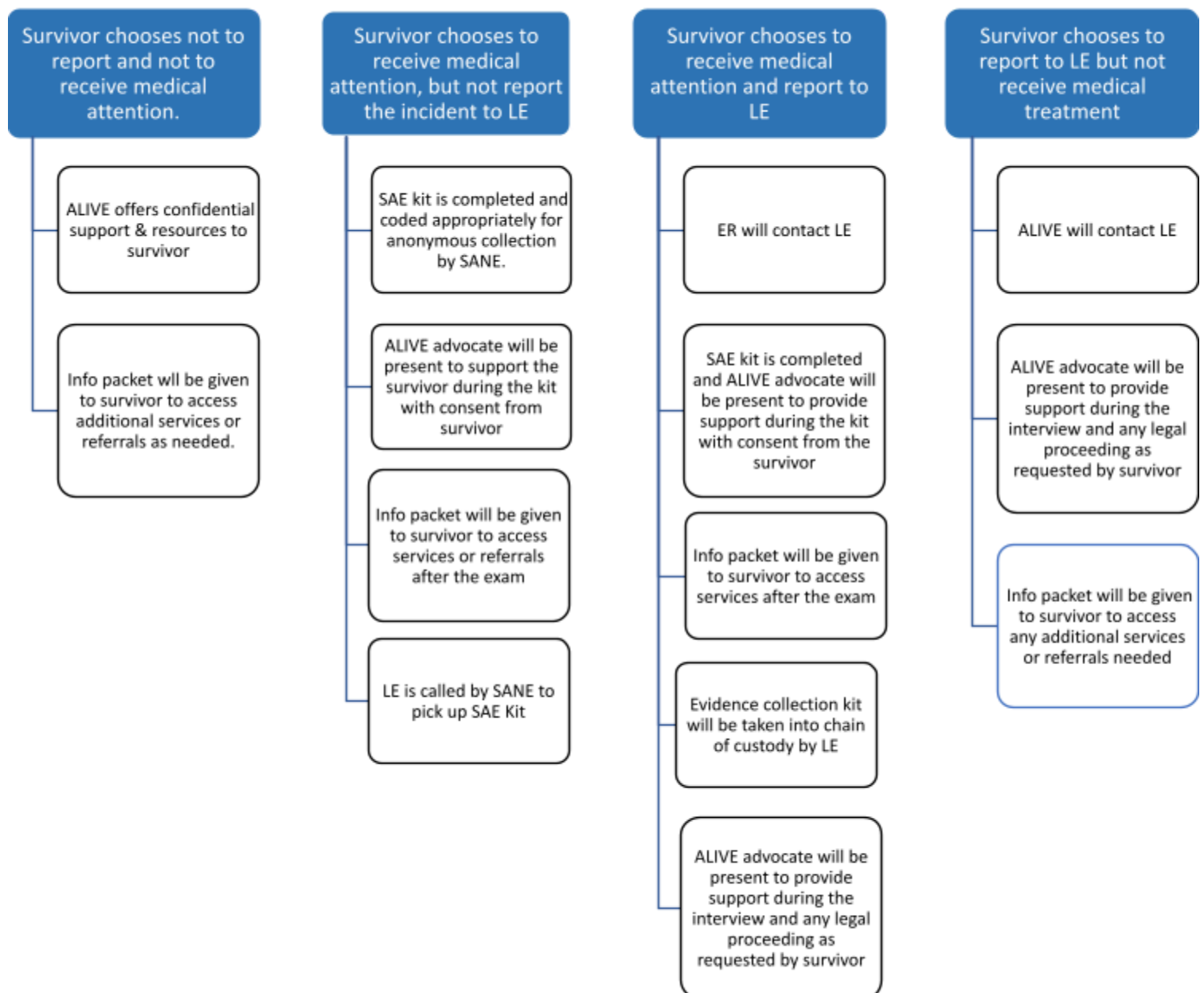
Survivor contacts ALIVE Sexual Assault Services

ALIVE Sexual Assault Hospital Advocacy Protocol

1. Advocate receives call from hospital, LE or survivor through the 24-H crisis hotline (740) 512-6092.
2. Advocate will ask for an approximate size and gender if that information is available to bring the

ALIVE provides resources and options; including reporting to LE and going to the hospital. When survivor understands all the resources & options available to them, they make a decision to present for a medical examination and/or report to LE

As mandated reporters any victim under the age of 18 will require a report to CPS



5. Advocate will greet the survivor and the support people they may have present in the examination room. They will introduce themselves as an advocate from ALIVE there to provide them confidential information and emotional support, and will offer to accompany the survivor during the exam.
6. Advocate will ask for consent prior to the medical exam and continue to ask for consent during the exam. Advocate will stay or leave the exam room based on the survivor's needs.
7. Advocate will collaborate with SANE ensuring the survivor is aware of the following:
 - a. That there is no cost to the forensic portion of the exam.
 - b. That if they are over the age of 18 they can do the kit anonymously.
 - c. That the survivor has the right to understand every portion of the exam and to ask any questions before, during or after the exam.
 - d. That the survivor can take as many breaks as they need, and has the right to refuse any part of the evidence collection kit.
8. Advocate will regularly inquire during the exam if the survivor has any needs or questions, and will provide emotional support.
9. Advocate will inform any family/friends of the survivor in the waiting room of the progress of the exam as requested by the survivor.
10. Advocate will provide information and support to the family/friends of the survivor.
11. If law enforcement is present:
 - a. Advocate will introduce themselves and the agency
 - b. Explain, if needed, the role of the advocate
 - c. Provide information and emotional support to the survivor during their statement.
12. Advocate will inform the survivor of ALIVE services and other relevant community resources, as well as information on Victim's Rights, Victim's of Crime Compensation, and VINE.
13. Advocate will facilitate access to other services as needed, if follow up with another agency is necessary, advocate will ask for consent and bring a release form for the survivor.
14. Advocate will ensure the survivor leaves the medical facility safely; with family/friends, the advocate or law enforcement, and help to arrange for transportation if need (ensuring the safety of the ALIVE employee as well)
15. Advocate will assess sense of safety at the time of discharge and help to arrange safe housing/shelter if needed.
16. Advocate will ask survivor for a safe number to follow up, and if safe number provided will follow up within a timely manner.

SART CONFIDENTIALITY AGREEMENT

The Jefferson County Sexual Assault Response Team (SART) has a legal and ethical responsibility to safeguard the privacy of all clients and protect the confidentiality of their information.

As a member of the Jefferson County SART Meeting, I may see, overhear, access or temporarily possess information of a client involved in their service.

I understand that such information must be maintained in the strictest confidence. As a condition as a team member, I hereby agree that I will not at any time during or after my membership with the Jefferson County SART Meeting use, disclose or give information to any person for any purpose. I will not release that information in any form whatsoever unless utilizing a release of information.

I understand that a violation of this agreement may result in civil and/or criminal penalties under federal and state law.

By my signature below, I confirm by commitment to the above.

Print Name of Observer

_____ Date _____
Signature of Observer

_____ Date _____
Witness