

**Henrico County Sexual Assault Response Team**  
**Cooperative Working Agreement**

The Sexual Assault Response Team is made up of local agencies responsible for responding to victims of sexual assault. This working agreement is recognized as a cooperative, collaborative commitment among the agencies to directly support a culturally competent, multi-disciplinary, coordinated response to adult victims of sexual assault.

For the purpose of this collaboration, “Adult” is defined as a female who has experienced the onset of menses or a male who is 18 years of age or older.

**The Office of the Commonwealth’s Attorney agrees to:**

- Convene a meeting, at least annually, to discuss implementation of protocols and policies for the Sexual Assault Response Team;
- Establish guidelines in collaboration with team partners for the community’s response, including the collection, preservation, and secure storage of evidence from Physical Evidence Recovery Kit;
- Ensure an annual review of established guidelines;
- Participate actively on the Sexual Assault Response Team;
- Refer sexual assault victims, family members and friends to the Sexual Assault Crisis Center for crisis intervention, advocacy, and counseling services, as appropriate;
- Refer sexual assault victims, family members and friends to the Victim/Witness Program for information about victims’ rights, assistance with filing for victim’s compensation, and support navigating the criminal justice system, as appropriate;
- Use Forensic Nurse Examiners (FNEs) or Sexual Assault Nurse Examiners (SANEs) as witnesses during sexual assault trials, as appropriate;
- Participate, as appropriate, in cross-training with allied professionals regarding response to sexual assault; and
- Coordinate a multi-disciplinary response to sexual violence which would be consistent with the guidelines established by the Department of Criminal Justice Services.

**Bon Secours Richmond Forensic Nursing Services and VCU Medical Center agrees to:**

- Designate a liaison to participate actively on the Sexual Assault Response Team;
- Promote a reasonable response time from the time the call is received to the time the FNE/SANE arrives at the Hospital;
- Inform sexual assault victims that they are not required to make a report or talk to a law enforcement officer in order to have a forensic exam;
- Conduct medical/forensic examinations for adult sexual assault victims in accordance with all agreed-upon protocols and procedures;
- Assure that the Sexual Assault Crisis Center has been notified that a victim is being transported or has arrived;
- Encourage/support use of Sexual Assault Crisis Center advocates for sexual assault patients as appropriate and regardless of the victims' decision regarding contact with law enforcement;
- Collaborate with the Virginia Criminal Injuries Compensation Fund to ensure that billing policies and procedures for forensic exams are followed;
- Be available to criminal justice professionals to review the case;
- Support the development and annual review of the community's guidelines; and
- Participate, as appropriate, in cross training with allied professionals regarding response to sexual assault.

**Safe Harbor agrees to:**

- Designate a liaison(s) to participate actively on the Sexual Assault Response Team;
- Dispatch a trained sexual assault RHART member within 45 minutes to the following hospitals, per RHART protocol; St. Mary's, St. Francis, Memorial Regional, Richmond Community, the Watkins Center, and the VCU Medical Center;
- Provide a trained RHART member to meet with victims, family members and friends at the above hospitals, per RHART protocol;
- Provide crisis intervention, advocacy, counseling, criminal justice information and support, and follow up services as appropriate;
- Refer sexual assault victims to the hospital, as appropriate;

\*Safe Harbor is a member of the RHART (The Regional Hospital Accompaniment Response Team which consists of Hanover Safe Place, Safe Harbor and the YWCA). See RHART Response Protocol attached.

- Follow established protocols set by the hospital for advocates in the examining room with victim's permission;
- Support the development and annual review of the community's guidelines; and
- Participate, as appropriate in cross training with allied professionals regarding the response to sexual assault.

**The Virginia Commonwealth University Health Systems Project Empower agrees to:**

- Provide crisis intervention services for victims of domestic violence and sexual assault who are being treated anywhere in VCU Medical Center while the Project Empower advocate is on-duty
- Respond to patients being seen by a Forensic Nurse Examiner when they are paged
- Assist patients who have experienced domestic violence and/or sexual assault are in imminent danger in seeking emergency shelter
- Offer individual crisis counseling and support groups for victims at their appropriate SDVA
- Inform patients of legal processes, VVF, and other available services
- Refer victims who decide to press charges to appropriate police departments, Office of Commonwealth Attorney's, Victim Witness Programs, and other community resources as appropriate
- Promote community awareness and education of domestic violence and sexual assault

**The Henrico County Police Division agrees to:**

- Participate actively on the Sexual Assault Response Team;
- Refer all acute adult sexual assault victims to the Hospital and/or FNE/SANE program for medical treatment and/or a forensic exam;
- Refer all adult sexual assault victims to Safe Harbor;
- Inform sexual assault victims that they are not required to make a report or talk to a law enforcement officer in order to have a forensic exam;
- Arrange for transport of sexual assault victims to the Hospital and, once the PERK exam is complete, arrange for transport of victims to a safe location if such transportation is deemed necessary for the safety and security of the victim(s);
- Promote policies and practices that increase arrest and prosecution rates for criminal sexual assault, including non-stranger sexual assault;
- Support the development and annual review of the community's guidelines; and

- Participate, as appropriate, in cross-training with allied professionals regarding response to sexual assault.

**The Virginia State Police agrees to:**

- Participate actively on the Sexual Assault Response Team;
- Refer all acute adult sexual assault victims to the Hospital and/or FNE/SANE program for medical treatment and/or a forensic exam;
- Refer all adult sexual assault victims to Safe Harbor;
- Inform sexual assault victims that they are not required to make a report or talk to a law enforcement officer in order to have a forensic exam;
- Arrange for transport of sexual assault victims to the Hospital and, once the PERK exam is complete, arrange for transport of victims to a safe location if such transportation is deemed necessary for the safety and security of the victim(s);
- Promote policies and practice that increase arrest and prosecution rates for criminal sexual assault, including non-stranger sexual assault;
- Support the development and annual review of the community's guidelines; and
- Participate, as appropriate, in cross-training with allied professionals regarding response to sexual assault.

**The University of Richmond Police Department agrees to:**

- Participate actively on the Sexual Assault Response Team;
- Refer all acute adult sexual assault victims to the Hospital and/or FNE/SANE program for medical treatment and/or a forensic exam;
- Refer all adult sexual assault victims to Safe Harbor;
- Inform sexual assault victims that they are not required to make a report or talk to a law enforcement officer in order to have a forensic exam;
- Arrange for transport of sexual assault victims to the Hospital and, once the PERK exam is complete, arrange for transport of victims to a safe location if such transportation is deemed necessary for the safety and security of the victim(s);
- Promote policies and practice that increase arrest and prosecution rates for criminal sexual assault, including non-stranger sexual assault;

- Support the development and annual review of the community's guidelines; and
- Participate, as appropriate, in cross-training with allied professionals regarding response to sexual assault.

**The J. Sargeant Reynolds Police Department agrees to:**

- Participate actively on the Sexual Assault Response Team;
- Refer all acute adult sexual assault victims to a Hospital and/or FNE/SANE program for medical treatment and/or a forensic exam;
- Refer all adult sexual assault victims to Safe Harbor;
- Inform sexual assault victims that they are not required to make a report or talk to a law enforcement officer in order to have a forensic exam;
- Arrange for transport of sexual assault victims to the Hospital and, once the PERK exam is complete, arrange for transport of victims to a safe location if such transportation is deemed necessary for the safety and security of the victim(s);
- Promote policies and practice that increase arrest and prosecution rates for criminal sexual assault, including non-stranger sexual assault;
- Support the development and annual review of the community's guidelines; and
- Participate, as appropriate, in cross-training with allied professionals regarding response to sexual assault.

**The Victim/Witness Program agrees to:**

- Provide resource and referral to counseling and area resources, such as Safe Harbor, to victims, family members and friends, as appropriate;
- Provide crisis intervention, criminal justice information and support, courtroom assistance, and court preparation, as appropriate;
- Provide victims with advance notification of all upcoming hearings and/or trial dates;
- Provide information on policies and procedure for obtaining protective orders;
- Facilitate the provision of separate waiting areas for victims and witnesses of crime;
- Provide information and assistance with the filing of crime victims' compensation for medical expenses, counseling expenses and relocation

- Provide assistance in the return of the victim's property when used as evidence; in obtaining restitution for economic loss; and in facilitating reimbursement for mileage and lodging for out of town witnesses, as appropriate;
- Upon request of the victim, provide notifications to employers of the occurrence of the crime, court preparation meetings, court appearances and other information upon victim's request;
- Provide victims with information on registering for the VINE System to receive notification of change in the status of offender's custody;
- Assist victims in filing a victim impact statement;
- Support the development and annual review of the community's guidelines; and
- Participate, as appropriate, in cross training with allied professionals regarding response to sexual assault.

This agreement is effective on \_\_\_\_ day of \_\_\_\_\_, 2017 and shall remain in effect until any party terminates their commitment in writing. The agreement will be reviewed bi-annually. Any modifications to the agreement must be mutually agreed upon by all parties, documented in writing, and acknowledged by a signature of each agency's representative.

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Shannon L. Taylor, Commonwealth's Attorney  
Henrico County

\_\_\_\_\_  
Date

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Humberto I. Cardounel, Jr., Chief  
Henrico County Police Division

\_\_\_\_\_  
Date

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David McCoy, Associate Vice President of Public Safety, Chief of Police  
University of Richmond Police Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Paul D. Ronca, Sr., Chief  
J. Sargeant Reynolds Police Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Captain Timothy P. Ring  
Department of Virginia State Police  
Bureau of Criminal Investigation  
Richmond Field Office

\_\_\_\_\_  
Date

\_\_\_\_\_  
Bonnie Price, DNP, RN, SANE-A, SANE-P, AFN-BC, Director  
Bon Secours Richmond Health System, Forensic Nurse Program

\_\_\_\_\_  
Date

\_\_\_\_\_  
Catherine E. Easter, Executive Director  
Safe Harbor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Shelly Shuman-Johnson, Director  
Victim/Witness Program

\_\_\_\_\_  
Date

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Maria Altonen, Coordinator  
Virginia Commonwealth University Health Systems Project Empower

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Date

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Jean Cheek, Forensic Nurse  
Bon Secours Richmond Forensic Nursing Services and VCU Medical Center

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Date



## Henrico County Sexual Assault Response Team

### MISSION

The Henrico County Sexual Assault Response Team (SART) was created to provide the community with specialized immediate response in cases of sexual assault. As a SART we intend to provide a collaborative, professional and sensitive approach to victims of sexual assault. The SART is coordinated by the Commonwealth's Attorney's Office pursuant to state statute.

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**Memorandum of Understanding for RHART**  
**Addendum to the Greater Richmond Regional Collaborative**  
**MOU**  
**April 2015 (REVISED)**

**Reason for agreement:**

Hanover Safe Place, Safe Harbor, and the YWCA of Richmond joined together to coordinate volunteer hospital accompaniment response to area hospitals (all 5 Bon Secours Hospitals and VCU Medical Center), known as the Regional Hospital Accompaniment Response Team (R-HART). The following agreement outlines the responsibilities that each agency will commit to as part of the overall RHART response.

*Hanover Safe Place agrees to;*

- Uphold RHART protocols as agreed upon by the RHART workgroup
- Recruit volunteers for RHART
- Train volunteers according to VSDVAA standards
- Actively encourage Hospital Accompaniment Volunteers to sign up for shifts (at least 2 per month)
- Supply their RHART volunteers with RHART information folders for survivors
- Provide administrative support to assist in the implementation of the Process and/or Incident Reports
- Provide staff back-up for volunteers every month
- Provide follow up services to survivors of sexual and intimate partner violence who reside in Hanover County
- Update RHART Tracking Database

*Safe Harbor agrees to:*

- Uphold RHART protocols as agreed upon by the RHART workgroup
- Recruit volunteers for RHART
- Train volunteers according to VSDV AA standards
- Actively encourage Hospital Accompaniment Volunteers to sign up for shifts (at least 2 per month)
- Supply their RHART volunteers with RHART information folders for survivors
- Provide administrative support to assist in the implementation of the Process and/or Incident Reports
- Provide staff back-up for volunteers every month
- Provide follow up services to survivors of sexual and intimate partner violence who reside in Henrico County

*The YWCA of Richmond agrees to:*

- Uphold RHART protocols as agreed upon by the RHART workgroup
- Recruit volunteers for RHART
- Train volunteers according to VSDVAA standards
- Actively encourage Hospital Accompaniment Volunteers to sign up for shifts (at least 2 per

month)

- Supply their RHART volunteers with RHART information folders for survivors
- Provide administrative support to assist in the implementation of the Process and/or Incident Reports
- Provide staff back-up for volunteers every month
- Provide follow up services to survivors of sexual and intimate partner violence who reside in Richmond City and Chesterfield County

*RHART Coordinator agrees to:*

- Update RHART Tracking Database
- Act as primary liaison between Bon Secours, VCU Medical Center, and RHART
- Coordinate the dissemination of training materials to all agency volunteers for RHART
- Train all agency volunteers on RHART policy and procedure
- Collect and disseminate original copies of HAV forms, as needed
- Collect RHART evaluation forms from Bon Secours and VCU Medical Center and enter feedback in evaluation database.
- Create and disseminate monthly reports
- Create and disseminate fiscal year reports
- Collect volunteer evaluation cards and track feedback on volunteer evaluation database
- Connects survivors who live outside of the Greater Richmond Area, as defined above, to their local domestic/sexual violence program

This agreement may be amended, revised and/or expanded as mutually agreed upon by the parties in writing. **This agreement will be reviewed annually but considered valid through December of 2017.**

## **Addendum to the RHART MOU for The James Home and Quin Rivers: Project Hope**

The James and Quin Rivers: Project Hope are committed to serving survivors of sexual and domestic violence in the Greater Richmond area (Petersburg, Dinwiddie, Colonial Heights, Hopewell, King William, King & Queen County, Charles City). These agencies have joined with the original RHART partnering agencies to coordinate either hospital accompaniment response to area hospitals (all 5 Bon Secours Hospitals and VCU Medical Center) and/or follow-up services for survivors. The following addendum outlines the responsibilities that each agency will commit to as part of the overall RHART response.

### *The James House agrees to:*

- Uphold RHART protocols as agreed upon by the RHART workgroup
- Provide services to survivors of sexual and domestic violence who reside in Petersburg, Hopewell, Dinwiddie, Colonial Heights.

### *Quin Rivers: Project Hope agrees to:*

- Uphold RHART protocols as agreed upon by the RHART workgroup
- Provide administrative support to assist in the implementation of the Process and/or Incident Reports
- Provide staff back-up for volunteers every month
- Provide follow up services to survivors of sexual and intimate partner violence who reside in King William County, King & Queen County, Charles City
- Update RHART Tracking Database

**Regional Hospital Accompaniment Response Team  
Response Protocol  
November 5, 2009**

**Program Summary**

The Regional Hospital Accompaniment Response Team (RHART) is an emergency companion services program for people who have experienced domestic and sexual violence. Upon request of hospital staff, trained Hospital Accompaniment Volunteers (HAV) respond within 45 minutes to area Bon Secours hospitals and VCU Medical Center. Once there, the HAV meets with the client to provide supportive counseling, crisis intervention, advocacy, and resource and referral information. The HAV will also connect clients with additional domestic and sexual violence services, including counseling, court advocacy, and emergency shelter resources.

**Hospital Accompaniment Volunteer Protocol**

***Prior to a Shift:***

1. Place your identification badge, RHART Handbook, purple folders, and HART Bags in an easily accessible location.
2. Wear or have access to attire that adheres to the dress code policy (see attached policy).
3. If a situation arises and you are unable to provide coverage during your scheduled shift, it is your responsibility to locate another HAV to cover the shift. Call the YWCA Hotline at 643-0888 to alert them of the change.

***During a Shift:***

1. At the beginning of the shift, call the YWCA Hotline at 643-0888 to confirm you are the HAV on call.
2. Remain available through your method of contact (i.e. mobile phone or land line).
3. Remain available to respond to a hospital immediately upon receiving notice.
4. Be sure you have immediate access to your identification badge, RHART Handbook, purple folders, and HART Bags.
5. If you will be unavailable for any period of time during your scheduled shift, contact the YWCA Hotline to let them know.

***When Called to Respond:***

1. YWCA Hotline Staff relays the hospital information, to include the name of the hospital, the location within the hospital (i.e. emergency department, forensic nurse examiner's office, etc.), type of presenting incident (intimate partner violence or sexual violence), the name and contact number of the nurse or social worker assigned to the client, and if any special accommodations are needed (i.e. interpreter, physical accommodations, etc.).
2. Call the assigned nurse or social worker to confirm that you are responding. If she or he is unavailable, **please proceed to the hospital anyway.**
3. Arrive at the hospital within 45 minutes from the time you received notice.
4. Locate the assigned nurse or social worker. **When responding to VCU Medical Center**, you will stop at the small desk in front of the emergency room and request that the social worker be paged.

5. Once the client's verbal consent is received, meet with the client to provide supportive services.
6. Remain with the client throughout the hospital examination. You may leave when the client requests it, when the client is discharged or admitted, or when otherwise appropriate.
7. During the accompaniment, if you feel uncomfortable or in need of support, contact the YWCA Hotline at 643-0888.
8. **If responding to a Bon Secours hospital:**
  - Complete the RHART Consent Form and obtain the client's signature. Provide the client with a copy of this form, and place the signed original in the envelope addressed to Safe Harbor.
  - Complete the Hospital Accompaniment Report form. Fax the completed form to Safe Harbor at 249-9472 prior to leaving the hospital. Place the original in the envelope addressed to Safe Harbor (with the RHART Consent Form).
  - Seal the envelope and give to a hospital secretary to mail.
9. **If responding to VCU Medical Center:**
  - Complete the RHART Consent Form and obtain the client's signature. Provide the client with a copy of this form, and place the signed original in the designated locked box.
  - Complete the Hospital Accompaniment Report form. Fax the completed form to Safe Harbor at 249-9472 prior to leaving the hospital. Place the original in the designated locked box.
10. Provide the client with a purple folder and HART Bag.
11. Provide the nurse with the HAV feedback card.

***After Responding:***

1. Call the YWCA Hotline at 643-0888 to confirm that you completed the accompaniment.
2. Call the appropriate agency (*see below*) within 12 hours of completing the accompaniment. Please state your name and number, the client's name and contact information, the presenting incident (intimate partner violence or sexual violence), and any special accommodations needed (i.e. interpreter, physical accommodations, etc.).

*If the client lives in Richmond or Chesterfield County, call the YWCA at 804-643-6761, ext 127.*

*If the client lives in Henrico County, call Safe Harbor at 804-249-9470, ext. 14.*

*If the client lives in other localities, call Hanover Safe Place at 804-314-4107.*

**\*Special Situation 1:** the response time to an accompaniment will extend beyond the end of your shift, and you are unable to stay to complete the accompaniment. If this situation occurs, it will be handled on a case-by-case basis upon consultation with the client and the Forensic Nurse Examiner.

**\*Special Situation 2:** there are two or more clients who need accompaniment services at the same hospital, at the same time. If this situation occurs, collaborate with the Forensic Nurse Examiner and social workers to best meet both clients' needs simultaneously. You may need to move back-and-forth between the clients or determine another appropriate response.

### **Forensic Nurse Examiner/VCU Medical Center Social Worker Protocol**

1. Identify that a patient has experienced domestic or sexual violence.
2. Contact the **YWCA Hotline at 643-0888** to request a Hospital Accompaniment Volunteer (HAV). Please provide the following information: the name of the hospital, the location within the hospital (i.e. emergency department, forensic nurse examiner's office, etc.), type of presenting incident (intimate partner violence or sexual violence), the name and contact number of the nurse or social worker assigned to the client, and if any special accommodations are needed (i.e. interpreter, physical accommodations, etc.).
3. If possible, be available to receive the confirmation call from the HAV. Please provide the HAV with hospital security or escort information, if needed.
4. Once the HAV has arrived, request verbal consent from the patient to include the HAV in the medical or forensic procedure.
5. Ensure that a fax machine is available for the HAV to fax the Hospital Accompaniment Report form.
6. Complete the HAV feedback card and place in the designated box or envelope.
7. VCU Medical Center Social Workers/Nurses Only: store the completed forms in a secure and confidential location until they are picked up by YWCA staff or volunteers.

**\*Special Situation 1:** the YWCA Hotline is unavailable, due to power outages or other issues. If this situation occurs, contact the **Safe Harbor Hotline at 287-7877** and follow the aforementioned procedures.



### **YWCA Hotline Staff Protocol**

1. Hospital staff will contact you to request a Hospital Accompaniment Volunteer (HAV) to assist a survivor of domestic or sexual violence.
2. Obtain hospital information, to include the name of the hospital, the location within the hospital (i.e. emergency department, forensic nurse examiner's office, etc.), type of presenting incident (intimate partner violence or sexual violence), as well as the name and contact number of the nurse or social worker assigned to the client. Please also determine if any special accommodations are needed (i.e. interpreter, physical accommodations, etc.).
3. Refer to the Hospital Accompaniment schedule, and immediately contact the HAV who is on call.
4. Provide the HAV with the aforementioned information.

**\*Special Situation 1:** you are unable to reach the scheduled HAV. If this situation occurs, please refer to the back-up schedule to determine which agency is responsible, and follow that agency's back-up system protocol.

**\*Special Situation 2:** you receive another request for a HAV, while the HAV on call is already providing an accompaniment. If this situation occurs, please follow one of the following steps:

1. If the request is made during the overlapping HAV shift time (12:00pm-9:00pm), contact the other HAV who is on call.
2. If outside of the overlapping shift time (9:00pm-12:00pm), and the request is from **the same hospital** to which the HAV is currently responding, alert the calling nurse or social worker that a HAV is already on site. Provide the information from the earlier call, so that the nurse or social worker can locate the HAV for assistance.
3. If outside of the overlapping shift time (9:00pm-12:00pm) and the request is from **a different hospital** to which the HAV is currently responding, refer to the back-up schedule to determine which agency is responsible, and follow that agency's back-up system protocol.

**\*Special Situation 3:** you receive a call from a responding HAV who needs additional help and support. If this situation occurs, first attempt to assist them by phone. If additional support is still needed, please refer to the back-up schedule to determine which agency is responsible, and follow that agency's back-up system protocol.

**\*Special Situation 4:** the hotline is not working, due to a power outage or other issue. If this situation occurs, please contact the Safe Harbor Hotline at 287-7877 to let them know they are temporarily assuming RHART responsibilities. Provide Safe Harbor Hotline staff with contact information for the HAV who is on call, as well as information on the agency responsible for back-up.

### **Safe Harbor Information Distribution Protocol**

1. Upon receipt of the Hospital Accompaniment Report form, Safe Harbor will fax the form to the responding HAV's agency of origin.
2. If the client's locality of residence differs from the HAV's agency of origin, Safe Harbor will fax the form to the agency that serves the client's locality, as designated below:

*If the client lives in Richmond or Chesterfield County, fax to the YWCA at 804-643-1314.*

*If the client lives in Henrico County, give the form to Kristina Vadas, Director of Client Services.*

*If the client lives in other localities, fax to Hanover Safe Place at 804-752-2738.*

3. Information on the agencies to which the form was distributed will be maintained in a RHART Log.