

WESTERN JUDICIAL CIRCUIT SEXUAL ASSAULT PROTOCOL

THE WESTERN JUDICIAL CIRCUIT SEXUAL ASSAULT PROTOCOL COVERING CLARKE AND OCONEE COUNTIES

Committed to working together for the betterment of our community

The purpose of the Protocol is to coordinate and assist service providers in delivering the highest quality of services to victims/survivors of sexual assault. The protocol has a primary focus on adult survivors of sexual assault. When working with child or adolescent survivors of sexual assault, agency partners are encouraged to refer to the guidelines provided within the Child Abuse Protocol.

It should be noted that if the sexual assault has occurred and/or reported while the survivor is incarcerated, please refer to the separate MOU between the ACC- SANE program and the Clarke County Jail.

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Overview and Rationale

This protocol is designed to be in compliance with O.C.G.A. 15-24-2 of the Georgia Code, and addresses a coordinated community response to sexual assault. Although the Western Judicial Circuit has maintained an informal sexual assault response team protocol since 1996, this newly revised edition is designed to include all law enforcement agencies in Clarke and Oconee Counties, Athens-Clarke SANE, The Cottage Sexual Assault Center and Children's Advocacy Center, health care providers, and any other agencies involved in responding to reports of sexual assault. The protocol is also designed to serve as a resource for our counties, campuses, and communities, and provide a more comprehensive and exhaustive guideline for addressing and responding to sexual assault.

The protocol is designed to address all needs of sexual assault survivors, and does not discriminate among race, gender, socio-economic status, sexual orientation, or age. Sexual assault may have been perpetrated by strangers, acquaintances, or family members. This protocol is meant to provide guidelines for best practice for community collaboration and response to sexual assault survivors and is in no way rigid or inflexible with regard to policies and procedures. Rather, it is designed to allow enough flexibility to provide individualized services to a survivor based on the circumstances of the sexual assault.

Moreover, the protocol is designed to ensure sensitive and respectful treatment of survivors who seek community assistance. All agencies participating in this protocol have a vested interest in ensuring that all survivors are treated with extreme care, sensitivity, and respect, and are committed to providing this level of treatment to all survivors of sexual assault. Additionally, this community is dedicated to preventing and ending sexual assault.

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Overview: Terminology

Adolescent: A child aged 16 or 17. Adolescents may consent to some types of medical care, advocacy contact, and law enforcement interviews without parental consent.

First Response: The response that occurs the first time a victim notifies an agency that they have been sexually assaulted. Each jurisdiction decides at what point in time first responders do not need to be called out, rather appointments for law enforcement interviews and health care can be arranged.

Forensic Medical Examination: An examination by a medical professional that includes a medical assessment both for health purposes and for the collection and documentation of evidence. Forensic examinations in Georgia require the use of a GBI authorized collection kit.

Sexual Assault (based on Georgia State Law): Sexual assault reflects a number of Georgia codes that apply to rape, sodomy, aggravated sodomy, statutory rape, sexual battery, aggravated sexual battery, and sexual harassment. Child sexual abuse is not incorporated in this protocol, as this protocol specifically addresses adults, but is adequately addressed in both the Clarke County Child Abuse Protocol and the Oconee County Child Abuse Protocol.

SANE: Sexual Assault Nurse Examiner. A registered professional nurse who has successfully completed both the didactic and clinical training to become a SANE.

FAMILY PROTECTION CENTER (FPC):

1. Definition
 - a. The Family Protection Center ("FPC") is a centralized sexual assault, child abuse, domestic violence, and elder abuse response facility used by agencies representing multiple disciplines.
 - b. The FPC user agencies include: Athens-Clarke County Police Department ("ACCPD"); Athens-Clarke County Sexual Assault Nurse Examiners, Inc. ("ACC-SANE"); Project Safe, Inc.; Western Judicial Circuit District Attorney's Office ("DA's Office"); Victim Assistance Program of the Western Judicial Circuit; The Cottage, Sexual Assault Center & Children's Advocacy Center, Inc. ("The Cottage"); and Clarke County Department of Family and Children Services ("DFCS").
2. Purpose
 - a. As a shared support space for agencies working with victims of sexual assault, child abuse, domestic violence, and elder abuse, the FPC provides a centralized safe place for victims in crisis to receive trauma-informed and victim-centered assistance from law enforcement and advocacy services in order to begin the healing process.
 - b. The FPC also serves as the central meeting space for the user agencies (the "SART") to collaborate during the investigation, prosecution, and provision of continued services to victims and clients.
3. Safety within the FPC
 - a. ACCPD has ultimate responsibility and authority for ensuring the security of the FPC and the safety of user agencies and the public. However, all user agencies share responsibility for the security and safety in the FPC.

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- b. User agencies and their representatives should report any security or safety problems to an ACCPD-FPC Lieutenant or Sergeant.
- c. No known offenders are allowed within the FPC. No child shall be unsupervised within the Family Protection Center.
- d. Every attempt should be made to ensure the confidentiality of clients by maintaining clear waiting areas within the FPC. Clients or agency personnel arriving for meetings within the FPC should be immediately routed to the appropriate waiting or meeting area to ensure client confidentiality.

Please Note:

The terms "victim" and "survivor" are used interchangeably throughout this document. For the purposes of the SART protocol, they are synonymous.

SART Meetings

The SART Protocol will be supported through SART meetings that will occur every two months at an agreed upon date and time among all partner agencies. The meetings will serve to provide a space for agencies to share updates, successes, and needs as they relate to providing services to survivors of sexual assault. All efforts will be maintained to protect survivor confidentiality and information in these meetings. The Cottage will be responsible for scheduling the meetings and sending out agendas prior to.

Trend Review

To ensure the SART is addressing all the needs of survivors, the SART will set aside time in each meeting to discuss recent trends/barriers that partners have observed among cases. These discussions will allow team members to increase their knowledge of the dynamics of sexual assault.

These discussions will not involve sharing identifying information of survivors but instead will focus on any gaps/challenges that arose throughout service provision. The goal of these discussions will be to brainstorm on ways to bridge future gaps and allow better collaboration among team members.

Team members will be provided with a SART Trend Review Template Form that they can complete in advance of the SART meeting and add to the agenda for discussion.

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**ATHENS-CLARKE COUNTY POLICE DEPARTMENT
3035 Lexington Road
Athens, GA 30605
(706) 613-3330**

In an effort to enhance the successful prosecution of incidents of sexual assault, the Athens-Clarke County Police Department (ACCPD) and its employees will actively participate in the Sexual Assault Response Team for the Western Judicial Circuit. Pursuant to O.C.G.A. § 15-24-2, the chief of ACCPD or a designee will serve as a representative on the Western Judicial Circuit SART Protocol Committee.

As a law enforcement agency, ACCPD serves two main functions for responding to reports of sexual assault within the community. The primary concern is the immediate safety and wellbeing of the victim and the community. The secondary concern is to conduct a criminal investigation into the reported sexual assault.

In serving its functions with the SART, ACCPD and its employees will incorporate the best practices of a victim-centered, trauma-informed, and offender-focused approach to the investigative process. ACCPD and its employees should (a) interact with the victim in a compassionate manner that is devoid of personal bias to minimize the impact of secondary victimization; (b) be mindful of and look for signs of trauma response manifested by the victim to avoid misinterpreting the victim's behaviors; and (c) remain aware of and understand the manipulative and coercive offender behaviors that further completion of the sexual assault or other cross-over offenses such as domestic violence, stalking, and harassment.

Generally, most reports of sexual assault involve employees from several different divisions and units within ACCPD. Involved employees typically include a communications officer, a responding uniform patrol officer, a uniform patrol supervisor, an investigations supervisor, and a responding detective. As it is understood that public safety work is often dynamic and rapidly evolving, the following serves as a set of flexible guidelines for each of the different roles within ACCPD that intersect during the response to a report of a sexual assault:

- I. **ROLE OF THE 911 COMMUNICATIONS OFFICER:**
 - A. First determine the immediate safety and wellbeing of the reporting party and/or the victim and the need (if any) for emergency medical response.
 - B. Determine the timeliness of the reported sexual assault. For incidents that have just occurred effort should be made to obtain information to apprehend the suspect.
 - C. Inquire into other facts or circumstances that will assist the responding officer(s) and maximize officer safety.
 - D. Coordinate for the victim to meet with a responding officer(s).
 - E. Facilitate as needed communication between the uniform supervisor and the investigative supervisor or responding detective(s).

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II. ROLE OF THE RESPONDING UNIFORM OFFICER(S):

- A. Ensure the safety and wellbeing of the victim and the public at large. Priority should be given to any emergency medical needs or other safety needs of the victim. Effort should be made to understand the victim's concerns, questions, and desires and to investigate in a manner that restores the victim's sense of control.
- B. Gather initial information and determine the elements of a crime under Georgia law and establish the identity/location (if known) of the suspect, identities and locations of any witnesses, and locations of any crime scenes. (*Uniform officers should avoid in-depth questioning of the victim.)
- C. Secure known crimes scenes (to include the victim) for preservation of potential evidence.
- D. Conduct preliminary witness interviews, as needed.
- E. Determine the potential need for further investigative response. Contact the uniform supervisor and brief the supervisor on the known facts and circumstances.
- F. Escort the victim and/or other support person(s) to meet with a responding detective.
- G. If the victim chooses to report, complete an initial report documenting the incident and the initial investigative response.

III. ROLE OF THE UNIFORM SUPERVISOR:

- A. Respond to the scene when possible, receive a briefing of the incident from the responding officer, and gather any additional information needed to aid the decision-making process.
- B. Determine the need to request further investigative response of a detective.
- C. Brief the investigations supervisor on the facts and circumstances of the reported incident.
- D. Assist, as needed, in coordinating responding officers and responding detectives.

IV. ROLE OF THE INVESTIGATIONS SUPERVISOR:

- A. Review the facts and circumstances of the incident, as reported by the uniform supervisor. Gather any additional information needed to aid in the decision-making process.
- B. Determine the need to send a detective(s) in for immediate response.
- C. Notify and brief the appropriate on-call detective(s), if needed.
- D. Determine the need for and request response from the Forensics Unit.
- E. Assist in the coordinated SART response, as needed.

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- V. ROLE OF THE RESPONDING DETECTIVE(S):
 - A. Review the facts and circumstances of the incident, as reported by the investigative supervisor. Gather any additional information needed to appropriately begin the investigative response and coordinate the SART response.
 - B. Coordinate with the responding uniform officer(s) to meet with and interview the victim and support person(s), witnesses, suspect(s), or other involved parties. (*Priority should be given to bringing the victim to the FPC for the interview and FME. Suspects should NEVER be allowed into the FPC.)
 - C. Contact the on-call SANE and on-call accompaniment advocate and coordinate the investigative response with the SART response.
 - D. Conduct and coordinate a thorough and comprehensive criminal investigation, determine the probable cause for arrest of offenders and the proper criminal charges, and appropriately document the investigation.
 - E. Assist the District Attorney's Office with prosecution of criminal case by providing a complete case file to the prosecutor: reviewing the case with the prosecutor; and testifying in Grand Jury, trial, or other preliminary hearings or proceedings.

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**OCONEE COUNTY SHERIFF'S OFFICE
P.O. BOX 563 WATKINSVILLE, GA 30677
706-769-3945 ADMINISTRATION AND INVESTIGATIONS
706-769-5665 24 HOUR NUMBER**

Upon the receipt of a reported incident involving sexual assault and sexual abuse, the following procedure will be utilized where practical and in fitting with the best interests of the victim.

- 1) **ROLE OF THE COMMUNICATIONS CENTER**
 - a) The on-duty dispatcher will notify the zone unit, the on-duty patrol supervisor and CAD the event as per other operational protocol. The CAD system will automatically notify via pager the administrative group, investigative group and supervisor group.
 - b) If the CAD event is other than a sexual assault and the responding deputy's investigations determines sexual assault, he/she will then contact Communications to have the CAD event changed to reflect such event and on duty supervisor will have Communications page out the appropriate group of people.
- 2) **ROLE OF THE RESPONDING DEPUTY**
 - a) A patrol deputy will be immediately dispatched to the reported scene, or to any other location to meet with the reported victim of the assault. The responding deputy will immediately accept responsibility for ensuring the safety of the reported victim, protecting any evidence or crime scene and the on-duty supervisor will have Communications notify the on-call investigator.
 - b) The on-call investigator will get an immediate evaluation of the event from the responding deputy and the on-duty supervisor.
 - c) The responding patrol deputy will as soon as practical make a written incident report in accordance with other agency procedures and make said report available to the responding investigator as soon as practical.
- 3) **ROLE OF THE INVESTIGATOR**
 - a) The on call or responding investigator will be responsible for sizing up the investigative support the specific incident will require. Resources such as SANE, forensic interviewers, other investigators or agencies will be contacted as the specific needs of a specific event dictate. However, in all cases the Sexual Assault Victim Advocate will be notified as soon as possible after the reporting of the event.
 - b) The investigator will present his/her findings and review of the case as soon as practical to his chain of command and will document any evidence and reporting as soon as possible as outlined in the Sheriff's Office operational Policy and Procedure manual.

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**University of Georgia Police Department
286 Oconee Street, Suite 100
Athens, GA 30602
Administration: (706)542-5813
Emergency: (706) 542-2200**

For incidents of sexual assault, the University of Georgia Police Department will work with all appropriate agencies to provide assistance to the victim during the investigation of the incident. All incidents will be investigated in accordance with departmental policy. The following guidelines will be followed by departmental personnel when responding to reports of sexual assaults:

- **Responding Officers**
 - Upon receipt of the call, a patrol officer will be dispatched to the location of the victim. Responding officers will take appropriate action to ensure the safety of the victim and identify/secure the crime scene.
 - The patrol supervisor will notify the on-call CID supervisor and advise him/her of all known information.
 - The patrol officer will complete an initial report for the incident.
- **Role of Investigator**
 - The on-call CID supervisor and detective will respond to the appropriate location and be responsible for the investigation in accordance with departmental policy.
 - As appropriate, the on-call CID supervisor or detective will be responsible for notifying the on-call SANE and on-call Victim Advocate.
 - The on-call CID supervisor will be responsible for ensuring that all appropriate resources/personnel have been requested.

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WATKINSVILLE POLICE DEPARTMENT 191 VFW DRIVE WATKINSVILLE, GA 30677 706-769-5161

Upon the receipt of a reported incident involving sexual assault and sexual abuse, the following procedure will be utilized where practical and in fitting with the best interests of the victim.

- 1) **ROLE OF THE COMMUNICATIONS CENTER**
 - a) The on-duty dispatcher will notify the zone unit, the on-duty patrol supervisor and CAD the event as per other operational protocol. The CAD system will automatically notify via pager the administrative group, investigative group and supervisor group.
 - b) If the CAD event is other than a sexual assault and the responding deputy's investigations determines sexual assault, he/she will then contact Communications to have the CAD event changed to reflect such event and on duty supervisor will have Communications page out the appropriate group of people.
- 2) **ROLE OF THE RESPONDING OFFICER**
 - a) A patrol officer will be immediately dispatched to the reported scene, or to any other location to meet with the reported victim of the assault. The responding officer will immediately accept responsibility for ensuring the safety of the reported victim, protecting any evidence or crime scene and will have Communications notify the Deputy Chief of Police.
 - b) The Deputy Chief of Police will get an immediate evaluation of the event from the responding officer.
 - c) The responding patrol deputy will as soon as practical make a written incident report in accordance with other agency procedures and make said report available to the responding investigator as soon as practical.
- 3) **ROLE OF THE DEPUTY CHIEF OF POLICE**
 - a) The Deputy Chief of Police will be responsible for sizing up the investigative support the specific incident will require. Resources such as SANE, forensic interviewers, other investigators or agencies will be contacted as the specific needs of a specific event dictate. However, in all cases the Sexual Assault Victim Advocate will be notified as soon as possible after the reporting of the event.
 - b) The Deputy Chief of Police will present his/her findings and review of the case as soon as practical to Chief of Police and will document any evidence and reporting as soon as possible as outlined in the Watkinsville Police Manual of Operational Policy and Procedure manual.

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ATHENS-CLARKE COUNTY SEXUAL ASSAULT NURSE EXAMINERS ACC-SANE INC.

**The Family Protection Center 3035 Lexington Road
Athens, GA 30605
706.613.3888 x780**

ACC-SANE will provide victim forensic examinations and evidence collection related to the rape and sexual assault or abuse of children, adolescents and adults within the Western Judicial Circuit. ACC-SANE will:

- Be inclusive and provide treatment for all people accessing our services, while being sensitive to the issues related to race, language, ethnicity, gender, age, sexual orientation, socio-economic status, and/or abilities of individuals
- Ensure that all staff/members are fully informed of the contents and procedures of this protocol
- Function as part of a multi-disciplinary team to provide consistent, comprehensive, and compassionate treatment to all sexual assault victims/survivors

ACC-SANE will:

- Provide forensic examinations and evidence collection at the request of law enforcement investigators as determined necessary through the report of a sexual assault 24-hours, 7-days/week, and 365-days/year.
- Provide forensic examinations and evidence collection to non-reporting victims of sexual assault according to ACC-SANE Non-Reporting Guidelines.
- Provide emotional support and crisis intervention to the victim/survivor throughout the examination process
- Provide health treatment including administration of STD prophylaxis and emergency contraception as necessary
- Provide referrals and recommendations for follow-up services to all victims/survivors
- Work in collaboration with the Athens-Clarke County Police Department, University of Georgia Public Safety Division, the Watkinsville Police Department, the Winterville Police Department, the Oconee County Sheriff's Office, the Clarke County Sheriff's Office and the Georgia Bureau of Investigations

PROCEDURES

ACC-SANE responds to the requests of law enforcement investigators during the report of a sexual assault. When a person presents to the emergency department, health department, police station, University Health Services, The Cottage, or calls 911, and makes a police report, the investigator will determine at that time whether the victim/survivor wants to have forensic evidence collected.

ACC-SANE responds to The Cottage advocate for non-reporting victims and follows ACC-SANE Non-Reporting Guidelines.

Initial Response

If the victim/survivor requests forensic evidence collection and the victim/survivor do not need immediate medical treatment for physical or psychological complaints or injuries, the police investigator will:

1. Call the on-call SANE and the on-call Cottage advocate to arrange a Forensic Medical Exam. If there is not a SANE on-call, the SANE Executive Director will be contacted to arrange forensic medical care for the victim/survivor as needed.

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2. Transport the victim/survivor to the Family Protection Center and provide the team with a history of the report of assault.
3. For non-reporting victims, The Cottage advocate will be contacted.

Forensic Examination and Evidence Collection

The SANE will:

1. Provide physical and emotional care to meet the immediate needs of the victim/survivor, explaining procedures and discussing treatment options and allowing the victim/survivor to choose what is best for her/him.
2. The SANE will have the client sign a consent form agreeing to the forensic examination, evidence collection and photography. The SANE will also have the (reporting) client sign a release-of-information consent allowing the SANE to release the forensic documentation and (reporting and non-reporting) evidence to the Sexual Assault Response Team.
3. The SANE will obtain a medical history and history of the assault.
4. The SANE will perform a forensic examination and collect evidence for the Physical Evidence Recovery Kit. Clothing and body evidence will be collected based on the history of the assault and in consultation with the police investigator.
5. All evidence will be prepared according to ACC-SANE policy and turned over to the law enforcement investigator maintaining chain of custody requirements.
6. All documentation will be completed. Copies of the forensic documentation will be provided to the law enforcement investigator requesting the examination.

Aftercare

The SANE will:

1. Offer the client medication for the prevention of sexually transmitted diseases and emergency contraception if indicated by history.
2. Provide aftercare instructions, follow-up and referrals as necessary.
3. Work with The Cottage staff/volunteers to provide shower facilities and new clothing to the victim/survivor when clothes have been collected for evidence.
4. Work in conjunction with The Cottage staff/volunteers to ensure the victim/survivor is released into a safe environment.

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**The Cottage, Sexual Assault Center & Children's Advocacy Center, Inc.
3019 Lexington Road, Athens, GA 30605
Hotline 706-353-1912, Toll free hotline 877-363-1912, Business 706-546-1133**

Mission Statement

The Cottage raises awareness and facilitates the healing of individuals, families and communities affected by sexual violence and child abuse.

The Cottage will advocate for the rights of sexual violence survivors and assist in ensuring fair, sensitive and respectful treatment. The Cottage will provide free and confidential services to all survivors and their friends, family and significant others ("secondary survivors") regardless of gender, age, race, disability, sexual orientation and/or socioeconomic status. The services provided include a 24-hour hotline, advocacy, emotional support, crisis intervention, support groups, and follow-up services and/or referrals to the survivor and/or secondary survivor including counseling, medical care, and legal advocacy. And lastly, we work in collaboration with the community partners listed in this protocol.

Reporting cases

The Cottage advocates will:

- Respond to accompaniment request call-outs in a timely manner and report to the location of the exam.
- Coordinate with law enforcement in cases where The Cottage is the first point of contact for a survivor who indicates wanting to make a police report.
- Provide medical accompaniment during applicable forensic examinations and evidence collection at the request of law enforcement and ACC-SANE, 24 hours a day, 7-days a week, 365 days a year.
- Provide food/drink during the examination process and clothes following the collection of evidence, if desired or needed.
- Provide emotional support and crisis intervention to the survivor and secondary survivors and advocate for them throughout the medical accompaniment and examination.
- Assist the ACC-SANE with appropriate clean-up duties once the exam has been completed.
- Provide follow-up contact with the survivor's consent after a forensic examination to assist in connecting the survivor with either our services or other available resources in the community, based on the survivor's preference.

Non-reporting cases

In cases where the victim does not report to law enforcement but does want a forensic SANE exam, advocates will act in the same capacity they do when a victim chooses to report with these added responsibilities:

- Advocates will offer support and outline reporting and medical options to survivors at any point of contact.
- Advocates will be responsible for contacting the on-call SANE to set-up an exam when contacted by a victim who wants an exam. Advocates will have access to monthly SANE calendars.
- Advocates will respond for applicable medical accompaniments at the Family Protection Center with a SANE, St. Mary's Hospital and Piedmont Athens Regional Hospital 24-hours, 7-days/week, 365 days/year.
- If there is a safety concern, the advocate and/or the SANE can call law enforcement for a stand-by officer to be present.

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- In the event that a non-reporting survivor later decides they want to prosecute, The Cottage will be the point of contact for the survivor. If/when a client calls and decides if they would like to report, The Cottage will get in touch with law enforcement to take a report.

Accompaniment Request Protocol

How law enforcement and medical personnel can get an advocate when needed

- **Business hours:**
To request an advocate during business hours, Monday through Friday, 8am-5pm, call the hotline at 706-353-1912 or toll-free at 877- 363-1912.
- **After-hours:**
To request an advocate after-hours (after 5pm), weekends and holidays, call the office number at 706-546-1133 and press 6 as directed. You will come to the accompaniment request voice mailbox where you will leave your name, the agency you are with and a number to reach you at. Once you hang up, the on-call advocate will immediately be called and will return your call to obtain basic information and confirm that they are in route. If you have not heard back from the on-call advocate within 15 minutes, call the hotline at 706-353-1912.

The 24/7 hotline can always be utilized if there is any confusion in the advocate response process.

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**Relationship & Sexual Violence Prevention (RSVP) Office
Health Promotion Department• University Health Center• University of Georgia 55
Carlton Street, Athens, Georgia 30602
(706) 542-SAFE or (706) 542-8690**

The Relationship and Sexual Violence Prevention (RSVP) office is a resource for currently enrolled UGA students who have been impacted directly or indirectly by any form of interpersonal violence.

RSVP offers 24 hour support and crisis intervention, 24 hour on call advocacy including accompaniment to forensic exams, reporting to police and ER exams. RSVP advocates will also provide follow up contact at the survivor's request and assist with the appropriate referrals. RSVP can also provide medical and counseling referrals, legal and Title IX advocacy, housing assistance, academic assistance, and safety planning.

As every situation is different, staff's interaction with the student may not happen in the order depicted below. However, all aspects of this procedure should be addressed.

The RSVP Office Team will:

- Respond to all hotline calls in a timely manner.
- Collaborate with Law Enforcement, ACC SANE, other medical providers, or other referral sources to coordinate care at the survivor's request.
- Move to a private, calm, safe location that is comfortable for the student. Should staff/advocates need assistance ensuring safety, they will call UGA police immediately.
- Discuss limits of confidentiality.
- Offer crisis intervention and support.
- Explain the process for examination for injury (if appropriate), forensic exams, and the options available.
- Explain to the survivor that a variety of reporting options exist, including criminal and/or university action (if appropriate), or no action at all. Choosing to report to law enforcement or to the University is at the student's discretion.
- At the request of the survivor, accompany survivor to the hospital, law enforcement interviews, ACC SANE, Equal Opportunity Office, or other UHC clinics for treatment if needed.
- Explain counseling options both on and off campus.
- Coordinate academic accommodations if needed.
- Coordinate housing accommodations if needed and such changes are possible.
- Explain to the survivor that if the alleged assailant is a threat to the University community, the UGA Police Department is required to provide a timely warning to the campus (this notification will NOT include the survivors name).
- Provide the survivor with written resource and referral information.
- Follow up with the victim/survivor with their permission.
- Complete an anonymous data form for sexual violence and interpersonal violence incidents that fall within Title IX and Clery requirements. RSVP Coordinator will submit the anonymous data form to UGA police to be compiled for Clery Act statistics.

To request an advocate during weekday, daytime hours (M-F 8 AM- 5 PM):

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Call 706-542-SAFE (7233). This line is typically answered at all times, however, if you receive voicemail please leave a message and an advocate will return your call as soon as possible.

To request an advocate during evening or weekend hours (M-F 5 PM - 8 AM, Sat & Sun):

Refer to UGA RSVP's monthly on call schedule to reach an advocate directly OR Call 706-542-SAFE to reach our after-hours answering service. Advise them that you need an on call advocate and they will connect you with the advocate on call.

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UGA Equal Opportunity Office (EOO) Title IX Coordinator
278 Brooks Hall University of Georgia
Athens, Georgia 30602
Ph: (706) 542-7912
Fax: (706) 542-2822
<http://eoo.uga.edu> (website)
ugaeoo@uga.edu (email)

Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 et seq. prohibits sex-based discrimination, which includes sexual violence, in all activities and programs of educational institutions, such as the University of Georgia (UGA), that receive federal funds. UGA's Student Sexual Misconduct Policy and Non-Discrimination and Anti-Harassment (NDAH) Policy comply with Title IX.

Sexual violence refers to physical sexual acts perpetrated without consent or where a person is incapable of giving consent due, without limitation, to being under the age of 16, having a cognitive or mental disability, being asleep or unconscious, being under involuntary physical restraint, or being incapacitated by the consumption of alcohol and/or other drugs. Under Title IX, sexual assault is a form of sexual misconduct, as are dating/domestic violence and stalking.

Pursuant to UGA's Sexual Misconduct Policy and Non-Discrimination and Anti-Harassment (NDAH) Policy, with respect to reports of sexual violence occurring within the University Community; UGA's Equal Opportunity Office (EOO)/Title IX Coordinator is responsible for taking steps designed to:

- 1) stop the violence;
- 2) provide assistance and support resources;
- 3) remedy, to the extent possible, the effects of the violence; and
- 4) prevent recurrence.

In fulfilling the foregoing responsibilities, the EOO/Title IX Coordinator follows UGA's Sexual Assault Response Protocol (attached hereto). The EOO/Title IX Coordinator, or their designee, also conduct impartial and timely investigations into incidents and allegations of sexual violence.

If the survivor requests confidentiality/anonymity or no-investigation, the EOO/Title IX Coordinator will take this request into consideration when determining what follow-up action by the University is necessary to remedy the effects of sexual violence and prevent its recurrence. Honoring a survivor's request for confidentiality/anonymity or no-investigation may limit the University's ability to investigate the incident or discipline a responsible respondent. Additionally, it may not be possible to honor a survivor's request for confidentiality/anonymity or no-investigation in situations including, but not limited to, the following: where there is more than one reported incident involving the same respondent; where more than one respondent was allegedly involved in the same assault; where a weapon was involved; where the respondent is a University employee; or where the incident occurred at a University-affiliated function or event. Where the reported facts require the EOO/Title IX Coordinator, or their designee, to investigate and that investigation will necessitate disclosing the survivor's identity to the respondent and possibly others involved, the survivor will be informed before any investigative action is taken.

Independent of whether the EOO/Title IX Coordinator or their designee investigates a report of sexual violence, where the reported facts describe a crime subject to federally

WESTERN JUDICIAL CIRCUIT SEXUAL ASSAULT PROTOCOL

mandated reporting by universities of statistical crime data pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act") as amended by the Campus SaVE Act, an anonymous data form will be submitted to the UGA Police. The anonymous data form does not contain any identifying information about the survivor.

If the EOO/Title IX Coordinator or designee is investigating a report of sexual violence but is aware that the survivor has filed or intends to imminently file a complaint with law enforcement, the EOO/Title IX Coordinator will communicate with law enforcement officials to determine whether law enforcement is proceeding with a criminal investigation, and if so, may postpone the initiation or continuation of the EOO/Title IX investigation for a reasonable time, as coordinated with law enforcement, to allow law enforcement officials to gather evidence. While law enforcement is in the process of gathering evidence, the EOO/Title IX Coordinator will not delay in notifying the survivor of their Title IX rights and the EOO/Title IX investigative procedures where the alleged incident is deemed to fall within the EOO/Title IX Coordinator's jurisdiction. Nor will there be delay in providing the survivor with support services that are available in the Athens Community and within the University community, or from taking interim steps to ensure the safety and well-being of the survivor and the University community.

In cases where the EOO/Title IX Coordinator or designee investigates, the assigned investigator will interview the survivor, any witnesses, and the respondent(s) to the extent the identity of these individuals is known and they are willing to cooperate with the investigation (UGA employees who are witnesses are required to cooperate). The extent to which there is cooperation may dictate the EOO's ability to respond to reports. The investigator will also seek to obtain any law enforcement reports, sexual assault examination results, and any other documentary or physical evidence related to the incident or allegation.

While the EOO/Title IX investigation is open, the EOO/Title IX Coordinator or designee may take or coordinate interim measures to protect the safety of the survivor and the University community at large. Interim measures can include, without limitation, issuing mutual no-contact orders to the parties (i.e., the survivor and respondent); informing the parties that retaliation is prohibited and can provide a separate basis for disciplinary action; and facilitating changes to one or both parties' University housing assignment or class or work schedules to minimize/eliminate contact.

If the sexual violence was reportedly perpetrated by a UGA student, the University System of Georgia (USG) Board of Regents' Sexual Misconduct Policy governs. This policy, located at <https://www.usg.edu/policymanual/section6/C2655>, must be read in conjunction with the Code of Student Conduct located at <https://conduct.uga.edu/wp-content/uploads/sites/11/2020/10/Code-of-Conduct.pdf> which, in turn, complies with USG Policy 4.6.5 (Standards for Institutional Conduct Investigation and Disciplinary Proceedings). Pursuant to these policies, if the matter is not informally resolved, the EOO investigator prepares a report summarizing the information obtained during the investigation and recommending what, if any, charges be brought against the responding student.

Matters of sexual misconduct, both Title IX and Non-Title IX, allegedly committed by a student respondent will be heard by a hearing panel comprised of three (3) panel members consisting of UGA employees (faculty and staff). The hearing panel members determine whether a violation of the Sexual Misconduct Policy occurred and what sanction and/or remedial action shall be required. The parties each have the right to appeal the panel's

WESTERN JUDICIAL CIRCUIT SEXUAL ASSAULT PROTOCOL

decision to the Vice-President for Student Affairs or his/her designee, and thereafter to the University President's Office. For additional information on these procedures, see the University System of Georgia Board of Regents' Sexual Misconduct Policy, located at: <https://www.usg.edu/policymanual/section6/C2655>, and the Code of Student Conduct, located at: <https://conduct.uga.edu/wp-content/uploads/sites/11/2020/10/Code-of-Conduct.pdf>

Sexual assault, dating violence, domestic violence, or stalking, as forms of Title IX sexual misconduct, alleged to have been perpetrated by a non-student respondent will also be heard by a hearing panel.

In Title IX sexual misconduct hearings, the parties shall have the right to confront any witness, including the other party, by having their advisor ask relevant questions directly to the witness, subject to relevancy determinations made by the hearing officer. Where a party or a witness is unavailable, unable, or otherwise unwilling to participate in the hearing, the hearing panel shall not rely on statements of that party or witness in reaching its determination regarding responsibility.

In Non-Title IX sexual misconduct hearings, the parties shall have the right to confront any witnesses, including the other party, by submitting written questions to the hearing officer for consideration.

Further procedures for both Title IX and Non-Title IX hearings can be found at <https://www.usg.edu/policymanual/section4/C332/#p4.6.5> standards for institutional student conduct investigation

WESTERN JUDICIAL CIRCUIT SEXUAL ASSAULT PROTOCOL

**University of Georgia University Health Center 55 Carlton St
Athens, Georgia 30602
706.542.1162
www.uhs.uga.edu**

Contact telephone numbers:

Women's Clinic	706-542-8695
Urgent Care Clinic	706-542-5048
Medical Clinic Gold	706-542-8609
Medical Clinic Blue	706-542-8654
Medical Clinic Green	706-542-8650
Medical Clinic Red	706-542-8636
Counseling and Psychiatric Services (CAPS)	706-542-2273
CAPS after-hour emergencies	706-542-2200

Hours of Operation

University Health Center is closed on Saturdays and all UGA holidays. Sunday Urgent Care hours are offered during Fall and Spring semesters only.

Medical Services:

Mon - Fri, 8:00 am - 5:00 pm Sun. 10:00 am - 5:00 pm

Counseling & Psychiatric Services:

Mon and Fri, 8:00 am - 5:00 pm Tue - Thu, 8:00 am - 7:00 pm

General Information

The University Health Center (UHC) of the University of Georgia provides primary and specialty care to University of Georgia students, their spouses and partners. A photo ID is required for each visit to verify identity and eligibility.

UHC medical (physicians, PA-Cs and APRNs, RNs), behavioral health (psychiatrists, psychologists, social workers) and sexual assault advocacy staff members provide evaluation, diagnosis, testing, treatment, counseling and individualized support and advocacy for survivors of sexual assault. UHC does not collect forensic samples for evidence.

The UGA Student Health Fee helps to cover student costs for clinical visits but additional fees are charged for lab tests and procedures. Pharmacy services and diagnostic studies are billed to medical insurance or are self-paid. Spouses and partners visits are not covered with the Health Fee and they are responsible for the cost of services. The patient may elect to pay any bill in full in lieu of submitting a claim for insurance reimbursement. UHC is a participating provider with the University System student health insurance policies and most major insurance carriers. UHC will file all charges with insurance carriers if the patient provides policy information, however the patient is responsible for any charges that are not reimbursed. The filing of claims does not guarantee either full or partial payment by the insurance company. Students and their parents are encouraged to contact their insurance company to request that the UHC be enrolled as a participating provider in their plan. UHC Pharmacy files claims on most insurance plans for prescriptions, whether written by UHC providers or others.

General Sexual Assault Information

University Health Center provides:

- Advocacy services through the UHC Relationship and Sexual Violence Prevention Program (RSVP). The RSVP Coordinator assists survivors in understanding and

WESTERN JUDICIAL CIRCUIT SEXUAL ASSAULT PROTOCOL

making decisions regarding medical care, legal assistance, counseling, campus activities and other options available to them.

- Evaluation and medical treatment of survivors of sexual assault including testing and post exposure disease prophylaxis, contraception, immediate and ongoing care.
- Referral to ACC SANE located at the Family Protection Center, when the survivor desires to submit a police report and/or undergo forensic examination for evidence collection.
- Counseling for survivors of sexual assault through the Counseling and Psychiatric Services (CAPS) department.

Transition to off-campus counseling when appropriate.

- Collaboration among the RSVP Coordinator, UHC medical and CAPS clinicians, UGA Police, and ACC SANE to ensure compassionate and safe survivors care and advocacy.
- Transportation assistance or coordination when required for emergency medical or surgical services or evidence collection.
- On-going, longitudinal medical and counseling care within the scope of UHC services.

Sexual Assault Procedures

- Individuals will be evaluated in the Urgent Care Clinic, their assigned primary care clinic (Medical Clinics: Blue, Gold, Green, Red) or the Women's Clinic during the hours of operation of those clinics.
- A UHC clinician will evaluate the patient's medical needs and render appropriate care and disposition.
- A Relationship and Sexual Violence Prevention Coordinator (RSVP) sexual assault advocate will provide survivor support.
- Survivors are encouraged to visit UHC CAPS as a part of the treatment plan. UHC will provide students with services such as emotional support, counseling and referral when deemed appropriate and desirable. Counseling services and/or referral arrangements will be coordinated between the Medical and CAPS staff.
- Forensic evidence collection is outside of the scope of UHC services. When evidence collection is warranted and /or requested, UHC will provide initial assessment and referral to ACC SANE. Subsequent care can usually be provided by UHC.
- UHC staff members will be guided in their management by the UHC policies and procedures established through Medical Staff and departmental collaboration and documented in the UHC Clinical Manual.

Data Collection and Analysis

The Data Form for Relationship and Sexual Violence Incidents is to be completed by the clinician or nurse and sent in a sealed, confidential envelope to the University of Georgia RSVP Coordinator and faxed to UGA-PD (706-542-6960). The UHC Sexual Assault Response Committee is responsible to compile and analyze volume and outcome data annually and report to the Medical Staff and Admin Staff.

WESTERN JUDICIAL CIRCUIT SEXUAL ASSAULT PROTOCOL

Northeast Health District (NEHD) Health Departments Clarke County and Oconee County publichealthathens.com

The recommendations in this protocol are limited to the identification, prevention, and treatment of sexually transmitted infections (STIs), conditions commonly identified in the management of such infections, and the administration of emergency contraception when indicated. The documentation of findings and collection of nonmicrobiological specimens for forensic purposes and the management of physical and psychological trauma are **not** included.

*****ANY ASSAULT VICTIM WHO WANTS EVIDENCE COLLECTION SHOULD BE SEEN BY A SANE (SEXUAL ASSAULT NURSE EXAMINER) REGARDLESS OF INTENT TO PROSECUTE. PUBLIC HEALTH DOES NOT COLLECT FORENSIC EVIDENCE*****

*****Health Department staff are to follow mandated reporting protocols for any adolescent or child presenting to the health department reporting sexual assault or sexual abuse or if sexual assault or sexual abuse is suspected*****

Western Judicial Circuit Health Departments Hours of Operation

Clarke- Main Health Department
345 North Harris Street Athens, Georgia 30601
706-389-6921
Monday, Wednesday, and Thursday 8:00 am to 5:00 pm
Tuesday 8:00 am to 7:00 pm
Friday 8:00 am to 2:00 pm

Oconee County Health Department
1060 Experiment Station Road
Watkinsville, GA 30677
706-769-3983
Monday, Wednesday, and Thursday 8:00 am to 5:00 pm
Tuesday 8:00 am to 7:00 pm
Friday 8:00 am to 2:00 pm

Referral Agencies Contacts

Athens-Clarke County Sexual Assault Nurse Examiners (SANE)
3019 Lexington Road Athens, GA 30605 706-613-3808

The Cottage, Sexual Assault Center
3019 Lexington Road Athens, GA 30605 706-546-1133

RSVP

POLICY OF SEXUAL ASSAULT CENTER CLIENTS

This policy was developed in conjunction of representatives from The Cottage Sexual Assault Center and the Northeast Health District to improve joint management of sexual assault survivors brought to health department clinics. Sexual assault survivors may be seen through **ANY** health department clinic in our district for emergency contraception or to

WESTERN JUDICIAL CIRCUIT SEXUAL ASSAULT PROTOCOL

be screened for sexually transmitted infections. Counties in the Northeast Health District include Barrow, Clarke, Elbert, Greene, Jackson, Madison, Morgan, Oconee, Oglethorpe, and Walton. A comprehensive list of NEHD Health Department phone numbers, addresses, and hours of operation can be found at publichealthathens.com.

If a client is referred to the Northeast Health District by SANE or a Sexual Assault Advocacy Center or Organization, the client will not be charged for medication or services performed by the Health Department.

If a client presents to the Northeast Health District seeking care following a sexual assault and has **NOT** been referred by SANE or a Sexual Assault Advocacy Center or Organization, the client will be given referral to an advocacy center or organization and/or law enforcement. If the client desires to receive services without a referral from SANE or a Sexual Assault Advocacy Center or Organization, this is a chargeable visit, and they will be charged for medications and services performed by the Health Department that day.

Please follow these guidelines when making an appointment for a client referred by SANE or a Sexual Assault Advocacy Center or Organization:

1. A representative from SANE or a Sexual Assault Advocacy Center or Organization will call the Health Department and set up an appointment for the client. The representative will state that this is follow up to a sexual assault exam and that the visit is a "no charge" visit.
2. There will be no charge for services or medications related to STI screening, medications, or emergency contraception for **referred** patients.
3. Clients being referred may use a pseudonym and the Sexual Assault Center or Organization address and telephone number may be used as contact information if the client desires. If so, then follow up concerning any positive labs can be done through the Sexual Assault Center.
4. An advocate, support person, or family member may accompany the client when he or she presents for the appointment.
5. The Sexual Assault Centers and Organizations provide extensive counseling for victims. Health Department staff will not ask for unnecessary details of the incident or volunteer recommendations about reporting or pressing charges.
6. Any physical examination should be problem-oriented, and no unnecessary exam should be performed. That is, only physical exam components required to confirm or rule out a relevant problem will be performed.
7. Health Department staff will not attempt to get information about the "contact" nor counsel on "safe sex" during this visit.
8. Clients will be offered screening tests for Gonorrhea, Chlamydia, Trichomoniasis, Syphilis, HIV, Hepatitis B, Hepatitis C, pregnancy, and other STIs as indicated. Post-exposure prophylaxis for HIV will be considered if client is eligible and is interested in initiating treatment. Follow-up testing for HIV and syphilis will be offered at the appropriate intervals (repeated tests at 6, 12, and 24 weeks after the assault) if the initial test results are negative.

WESTERN JUDICIAL CIRCUIT SEXUAL ASSAULT PROTOCOL

9. Prophylactic medication for Gonorrhea, Chlamydia, and Trichomonas will be offered and may be given even several weeks after the assault since Gonorrhea, Chlamydia, and Trichomonas may be present without symptoms. Treatment will be offered for any other STI identified at the time of the visit. Hepatitis B, Hepatitis A, and HPV vaccines will be offered to patient per ACIP recommendation if client has not been vaccinated or if vaccination status is unknown.
10. Clients will be counseled on any medications dispensed and about recommended follow up.

WESTERN JUDICIAL CIRCUIT SEXUAL ASSAULT PROTOCOL

OFFICE OF THE DISTRICT ATTORNEY FOR THE WESTERN JUDICIAL CIRCUIT

Athens-Clarke County Office
325 E. Washington Street, Room 370
Athens, Georgia 30601
Telephone: (706) 613-3240
Telefax: (706) 613-3247

Oconee County Office
23 North Main Street, Room 206
Watkinsville, Georgia 30677
Telephone: (706) 769-3954
Telefax: (706) 769-3977

Introduction

A crime is a violation of an act prohibited by statute. A felony crime is a prohibited act which carries possible punishment of one year or more in the State Penitentiary. Under Georgia law, all felonies are in the jurisdiction of the Superior Court and are prosecuted by the District Attorney's Office for the Circuit in which the crime was committed. The District Attorney's Office for the Western Judicial Circuit prosecutes cases in both Athens-Clarke and Oconee Counties. In Oconee County, the District Attorney's Office prosecutes all misdemeanors in addition to the felonies.

It is the ultimate legal responsibility of the prosecutor to determine the disposition of any case, including sexual assault crimes. It is the policy of the District Attorney's Office of the Western Judicial Circuit to make such a determination after careful consideration of the facts and evidence of the case, review of the investigation completed by law enforcement, and the feelings and position of the victim. While the majority of cases prosecuted by the District Attorney's Office of the Western Judicial Circuit are resolved in a manner that the victim agrees with, such cannot always be the case. In any event, it is the policy of the District Attorney's Office to explain to the victim the reasons for pursuing a particular disposition. This is especially important when the disposition is contrary to the victim's wishes. If, after hearing the reasons, a victim is not in agreement with the disposition of the criminal case, he or she always has the option of filing a civil suit against the perpetrator in which the victim will be the named party and can direct his or her private attorney as to how to proceed in that action.

Victim's Rights

In 1995, the Georgia Legislature, at the urging of victims' groups and prosecutors, adopted the Crime Victims' Bill of Rights. The District Attorney's Office of the Western Judicial Circuit has continuously, since that time, up-dated the brochure provided to victims on the scene by local law enforcement agencies. This brochure outlines the victim's rights and provides contact information for area resources. Making a victim aware of his or her rights is the important first step towards a victim being able to exercise those rights. The Athens-Clarke County Police Department also has a Supplemental report form to their police report

WESTERN JUDICIAL CIRCUIT SEXUAL ASSAULT PROTOCOL

that is signed by the victim on the scene to begin the process of exercising his or her rights. This form is provided to the jail, court personnel, and the District Attorney's office. The victim completes the necessary information for these agencies to contact him or her.

At the discretion of the Detective responding to incidents of Sexual Assault, a Special Victims' Unit Prosecutor will be notified and/or the Director of Victim Services of the District Attorney's office. If requested, a Victim Advocate will respond to the scene to assist. In all cases, contact with the victim is attempted as soon as possible through daily examination of local law enforcement incident reports; all effort is made by the District Attorney's Victim Advocates to speak with a victim of a sexual assault in the first 24 to 48 hours of law enforcement providing contact information to the District Attorney's Office. Additionally, an initial contact letter with further Victim's Rights' information and referral information is mailed to victims in all cases once a police report is provided to the District Attorney's Office.

Upon initial contact, one of the District Attorney's Victim Advocates advises the victim of his or her rights under O.C.G.A. § 17-17-1, et. seq. and begins the process to coordinate an immediate face-to-face meeting with a Special Victims Unit Prosecutor. This meeting is generally held within two weeks of the incident, or as soon as the victim indicates readiness. As explained above, another copy of the victim rights form is given to the victim by the District Attorney's Victim Advocate when the victim comes in for the meeting, as well as a copy of a brochure explaining the criminal process in simple terms.

At the initial meeting, as well as subsequent meetings, the District Attorney's Victim Advocate makes reference to support services appropriate to the needs of the victim. This includes assessing the victim's potential eligibility for the Crime Victims Compensation Program. The Victim Advocate provides a general explanation of the program benefits and connects the victim with the Crime Victims Compensation Specialist on staff who is available to assist in completing the application, track and manage claims, and contact the Governor's Criminal Justice Coordinating Council Division of Victim Compensation directly if needed. The District Attorney's Office files appeals of adverse decisions on Victim Compensation claims on behalf of the victim if the District Attorney's Office believes that a denial was made in error.

The initial meeting is for introduction and comfort of the victim only. Our goal is to allow the victim the opportunity to ask questions of the prosecutor and become familiar with the team of individuals working on the case, without pressure to discuss any details of the incident unless absolutely necessary for the prosecution of the case. An interview-style meeting with the victim is only done at the time it becomes necessary for the prosecutor to hear from the victim directly in preparation for a trial or other decision making stages, such as prior to presentment of the case to the Grand Jury. Every effort is made by the District Attorney's Office to re-interview the victim (after law enforcement conducted interviews) only once, as close to trial as possible, to minimize the stress on the victim by reducing the potential of the victim reliving the trauma he or she suffered. An advocate from the Sexual Assault Center may accompany the victim to meetings with District Attorney's Office staff.

Whenever possible, the District Attorney's Office notifies the victim of any proceeding in which the release of the accused will be considered and offers the victim the opportunity to

WESTERN JUDICIAL CIRCUIT SEXUAL ASSAULT PROTOCOL

express his or her opinion on the release of the accused pending judicial disposition. If an accused is released on a pre-trial bond, a bond after conviction, or given a probated sentence, the District Attorney's Office requests the Court to make "no contact with the victim, directly or indirectly," a condition of the release as well as any other conditions necessary to further the safety of the victim. Additionally, the District Attorney's Office explains to the victim his or her right to notify the District Attorney's Office and report to police if the accused violates the conditions of release or if anyone else subjects the victim or the victims' family to threats or intimidation. Upon a victim's complaint of such and/or other evidence being produced, the District Attorney's Office can take action to petition the Court to revoke bond or probation and/or bring criminal charges against such individual.

During any hearing or trial, the District Attorney's Victim Advocate makes all reasonable attempts, consistent with Court facilities, to ensure that the victim waits in an area separate from the accused and the accused's friends and family.

Prior to disposition of the case, the prosecutor offers the victim the opportunity to express the victim's opinion on the disposition of the case, including plea or sentence negotiations and participation in pre-trial or post-trial diversion programs. The opportunity is given for both oral opinion and also in the form of a written Victim Impact Statement.

The District Attorney's Office notifies the victim of all hearings/court dates/post-adjudication proceedings that have the potential to affect the custodial status or disposition of the case. This is accomplished by both telephone contact and with written notice when possible. Victims are also notified of appellate/parole decisions and where possible, the prosecutor assists the victim in communicating with both the Department of Corrections and the Parole Board. The District Attorney's Victim Advocates also assist the victim with enrolling in the 24-hour automated information and notification system (V.I.P) operated by the Georgia Office of Victim Services to provide information about the offender's custody, parole, or probation status.

General Procedures

After a suspect is arrested, the Magistrate Judge sends a copy of the warrant(s) to the District Attorney along with a Superior Court Judge assignment. Next, sexual assault cases are usually assigned to a specific Assistant District Attorney in the Special Victims Unit. The District Attorney's Office for the Western Judicial Circuit primarily uses a vertical prosecution case-assignment system so that the prosecutor initially assigned the case will follow it through until its conclusion in the office. However, various factors including District Attorney turn-over, legal/personal conflicts, complexity of the case, etc., may occasionally cause a substitution to the prosecutor initially assigned the case. This is the exception, but it does occasionally happen. The assignment of prosecutors to cases is ultimately the responsibility of the elected District Attorney who has that legal obligation as part of his or her official duties.

In every case which appears to be able to be resolved only by trial, as opposed to some other disposition, the prosecutor and advocates make all reasonable efforts to visit the courtroom with the victim, when there is no court action taking place, in order to acclimate

WESTERN JUDICIAL CIRCUIT SEXUAL ASSAULT PROTOCOL

the victim to the courtroom and explain trial procedures in an attempt to raise the comfort level for the victim.

Each sexual assault victim is provided the name and phone number of the prosecutor and victim advocate(s) assigned to his or her case, and the staff of the District Attorney's Office is always available to advise and consult with victims from the date of the incident, all the way through appeals and parole issues in the decades after adjudication.

Every effort is made to have a Victim Advocate present at any meeting scheduled between a prosecutor and a victim of a sexual assault. It is the policy of the District Attorney's Office that female victims of sexual assault do not meet alone with a male advocate or male Assistant District Attorney.

COVID-19 Acknowledgment

In light of the global pandemic, and in accordance with the Center for Disease Control and Prevention (CDC) guidelines and the Statewide Judicial Emergency Order(s) from the Supreme Court of Georgia, beginning in March 2020, the District Attorney's Office of the Western Judicial Circuit has altered some day-to-day operations to further prioritize the health of both its employees and the community the office serves. Where in-person meetings were the status quo in the past, each victim is now given the additional options of phone and/or virtual meetings, when possible. Various Courts have made virtual attendance possible for victims at court proceedings that they have the right to attend. The District Attorney's Office remains dedicated to ensuring victims' rights are upheld at each stage of prosecution and that victims understand their rights in these unprecedented and uncertain times. The District Attorney's Victim Advocates maintain up-to-date knowledge of partner agencies' policies and capabilities, which may have had to change as well, in order to continue making the most appropriate referrals to meet victims' needs in a time where our community is experiencing more need than ever.

WESTERN JUDICIAL CIRCUIT SEXUAL ASSAULT PROTOCOL

Signature Page

Athens-Clarke County Police Department
Cleveland Spruill, Sr., Chief of Police

Agency Representative Signature

Date

Athens-Clarke County Sexual Assault Nurse Examiners
Michelle Dickens, Executive Director

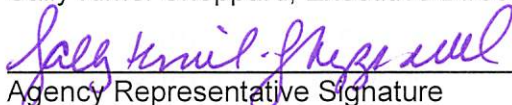


Agency Representative Signature

6-2-21

Date

The Cottage, Sexual Assault Center & Children's Advocacy Center, Inc.
Sally Kimel-Sheppard, Executive Director



Agency Representative Signature

6-1-21

Date

Equal Opportunity Office at The University of Georgia
Qiana Wilson, Director



Agency Representative Signature

6.3.21

Date

Northeast Health District, Health Department
Stephen Goggans, District Health Director

Agency Representative Signature

Date

Oconee County Sheriff's Office
Sheriff James Hale



Agency Representative Signature

6/3/21

Date

Watkinsville Police Department
Shannon Brock, Chief of Police



Agency Representative Signature

6/3/21

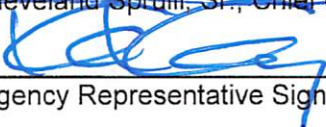
Date

WESTERN JUDICIAL CIRCUIT SEXUAL ASSAULT PROTOCOL

Signature Page

Athens-Clarke County Police Department
Cleveland Spruill, Sr., Chief of Police

KEITH KENNY, DEPUTY CHIEF OF POLICE.


Agency Representative Signature

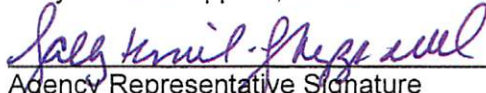
6/30/2021
Date

Athens-Clarke County Sexual Assault Nurse Examiners
Michelle Dickens, Executive Director


Agency Representative Signature

6-2-21
Date

The Cottage, Sexual Assault Center & Children's Advocacy Center, Inc.
Sally Kimel-Sheppard, Executive Director


Agency Representative Signature

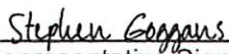
6-1-21
Date

Equal Opportunity Office at The University of Georgia
Qiana Wilson, Director


Agency Representative Signature

6-3-21
Date

Northeast Health District, Health Department
Stephen Goggans, District Health Director

DocuSigned by:

Agency Representative Signature

6/28/2021

Date

Oconee County Sheriff's Office
Sheriff James Hale


Agency Representative Signature

6/3/21
Date

Watkinsville Police Department
Shannon Brock, Chief of Police


Agency Representative Signature

6/3/21
Date

WESTERN JUDICIAL CIRCUIT SEXUAL ASSAULT PROTOCOL

Office of Relationship and Sexual Violence Prevention at The University of Georgia
Liz Prince, Director of Health Promotion



Agency Representative Signature

06/07/2021
Date

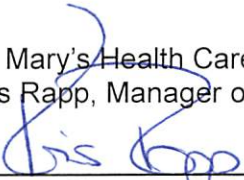
Piedmont Athens Regional Medical Center
Gale Kinder, Emergency Department Manager



Agency Representative Signature

6.24.21
Date

St. Mary's Health Care System, Inc.
Kris Rapp, Manager of Emergency Department



Agency Representative Signature

6.21.21
Date


University of Georgia Health Services
Dr. Garth Russo, Executive Director



Agency Representative Signature

6.7.2021
Date

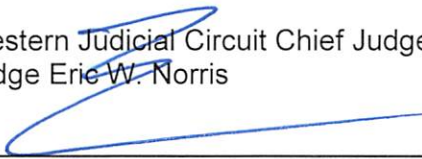
University of Georgia Police Department
Dan Silk, Chief of Police



Agency Representative Signature

06/14/21
Date

Western Judicial Circuit Chief Judge
Judge Eric W. Norris



Agency Representative Signature

7/20/21
Date

Western Judicial Circuit District Attorney's Office
Deborah Gonzalez, District Attorney



Agency Representative Signature

7/9/21
Date

WESTERN JUDICIAL CIRCUIT SEXUAL ASSAULT PROTOCOL

SEXUAL ASSAULT OF ADULTS: HOW THE SYSTEM WORKS

REPORTING CHOICE	INITIAL REPORTING PROCESS	LEGAL PROCESS
Assault Occurred Less Than 120 Hours Before Report to Law Enforcement	<ul style="list-style-type: none"> Victim contacts law enforcement agency either directly, via a hospital, or through The Cottage or Relationship & Sexual Violence Prevention (RSVP) for UGA Students. Law enforcement (1st on scene) ensures immediate safety, arranges for life-threatening medical needs to be attended. Law enforcement investigator (at victim's location or FPC) interviews victim, arranges for Forensic Medical exam. Forensic Medical Exam is conducted by trained personnel (SANE Nurses or doctor at hospital) The Cottage or RSVP advocate is usually contacted by either law enforcement, emergency room staff, or SANE. Services are offered, but victim can decline if they choose. 	<ul style="list-style-type: none"> Law Enforcement conducts investigation Law Enforcement refers case to D.A.'s office for prosecution decision. Victim's Assistance is usually involved at about this point (keeps court calendar, notifies victim of court dates/appearances, prepares for court process, victim compensation, etc.) D.A.'s office looks at the evidence, and decides whether or not to pursue the case If pursued, there are multiple steps in the legal process. Victim does not need to appear in court for all steps but will eventually have to testify if the case goes to trial. After a plea or found guilty, process moves to sentencing the victim will be notified when disposition of case is reached. Appellate process begins Upon verdict of not guilty the criminal case concludes Victim may pursue a civil case
Assault Occurred More Than 120 Hours Before Report to Law Enforcement	<ul style="list-style-type: none"> Victim contacts law enforcement agency directly or through The Cottage or RSVP Law enforcement investigator interviews victim Forensic Medical exam probably does NOT occur. Victim may or may not seek medical care for possible pregnancy, STD's, injuries, etc. The Cottage or RSVP advocate is usually contacted by either law enforcement or the victim. Services are offered, but victim can decline if they choose. 	SAME AS ABOVE
Victim Chooses to Have a Non-Report Exam	<ul style="list-style-type: none"> Victim contacts The Cottage or RSVP through their hotlines, most likely. The victim may contact law enforcement or present at the hospital and then decide on this option. The Cottage or RSVP advocate contacts the SANE to coordinate Forensic Medical exam and is present for support. Law enforcement is not involved at this point, no interview is done. 	<ul style="list-style-type: none"> Victim contacts The Cottage or RSVP if they decide within two years from their exam that they want to report to law enforcement. The Cottage then contacts law enforcement to set up an interview or the victim may do that on their own if they choose. Same as above

WESTERN JUDICIAL CIRCUIT SEXUAL ASSAULT PROTOCOL

Assault was NOT Reported to Law Enforcement and Victim Choose not to have FME.	<ul style="list-style-type: none">• Victim may or may not seek medical care for possible pregnancy, STD's, injuries, etc.• Victim may or may not seek help from The Cottage or other professionals	NONE
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