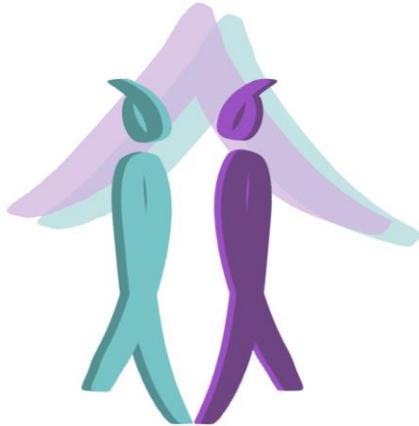


SART MANUAL 2016



SART MANUAL

Introduction

The Sexual Assault Response Team of Nodaway County (SART) provides a coordinated and uniform multi-disciplinary response to the reporting, investigation, prosecution and prevention of sexual assault offenses and sexual violence incidents within Nodaway County. The organization also provides guidance for relationship violence not involving sexual assault. SART is committed to creating a community free from sexual offenses and providing prevention information, survivor education and incident-specific referrals and investigation protocols. SART actively reviews and improves responses to documented cases of sexual violence, to aid in future incidents. The information addresses reporting choices and medical alternatives, as well as counseling and health care information, for victims.

Reporting Options

Victims of sexual assault have multiple options for handling the incident. Each provides a different set of alternatives and assistance. Consider all your options, and make the choice that best suits you.

Sexual assault victims are strongly encouraged to report the incident to the appropriate law enforcement agency, based upon where the incident occurred.

- **On the campus of Northwest Missouri State University**, contact the University Police Department at (660) 562-1254; Incidents involving Northwest students or staff, regardless of location, can also be reported to the Title IX Office at (660) 562-1013
- **In the City of Maryville**, contact the Maryville Public Safety Department at (660) 562-3209
- **Elsewhere in Nodaway County**, contact the Nodaway County Sheriff's Department at (660) 582-7451
- **In an emergency situation, call 911**

What to expect during the process

A. Physical Well Being

A medical visit, including a physical exam, is recommended in every case of sexual assault, even if a period of time has elapsed since the assault. Once a person arrives at the emergency room or other health care provider, the first step is a physical health exam to address any medical needs, and treat any injuries. The victim will also be asked if he or she would like to have a SAFE Exam done, to collect and document evidence of the sexual assault.

The examination will identify and provide treatment protocols for any physical injuries, sexually transmitted infections and potential pregnancy concerns. This can be completed at the hospital emergency room, at the office of the victim's private physician or a local medical health care provider may be contacted for assistance in completing the physical exam. In conjunction with the physical exam, the survivor may also choose to have a separate criminal evidence collection exam completed.

B. Sexual Assault Forensic Evidence Exam (SAFE Exam)

Once the victim's immediate medical needs have been addressed, the individual will have the option to have a SAFE Exam (often called a "rape kit") completed. The SAFE Exam is completed by a specially-trained sexual assault nurse examiner (SANE). This allows for the recovery and documentation of evidence of the sexual assault. The SAFE Exam also aids in a possible criminal investigation, as well as future prosecution

of the case. This exam may include swabs from the mouth, vagina, penis and anus, as well as hair samples, and photographs of any injuries. The SAFE Exam can take up to four hours to complete, and the victim can refuse any part of the exam. As part of the SAFE Exam, drug testing can also be done if the victim feels they may have been drugged.

The victim may choose to have a Jane Doe Report (anonymous report) completed. For the Jane Doe Report, the SAFE Exam is completed, and all evidence is collected by a medical professional, and held until the victim determines that he or she wishes to proceed with a criminal investigation.

Sexual assault victims are urged to at least complete a Jane Doe Report. If the evidence is collected and the victim ultimately decides he or she does not wish to pursue criminal investigation, the evidence is anonymously destroyed. However, if the evidence is not collected and the victim later decides he or she wishes to go forward with the criminal component, the evidence will likely be unavailable.

C. Victim Advocate

The survivor also may request to speak to a victim advocate who is trained to assist in the process, answer questions, and ensure that the individual understands the options that are available. The advocate provides support for the victim from the outset of the incident for as long as the victim desires, including through the completion of any criminal prosecution. They are separate from a counselor or medical provider but provide additional assistance and support during this traumatic time. Advocates are available to assist individuals even if the assault occurred months or years earlier.

Advocates are available at the Children and Family Center of Northwest Missouri, and at Northwest Missouri State University.

D. Emotional Well Being

Due to the traumatic nature of sexual assault, it is normal for the victim to experience confusing and conflicted feelings. Initially the responses may include anger, fear, anxiety, guilt, powerlessness, disbelief, embarrassment, and denial. Over time the trauma of the assault may also manifest in physical symptoms, including sleep disturbance, nausea, changes in eating habits, an inability to concentrate, and other health issues.

Various counseling alternatives are available, including at the following:

- SSM Health St. Francis Hospital Mental Health Services
- Northwest Missouri State University Wellness Services
- Children and Family Center Counseling Services

Procedures for Police Reporting and Prosecution

If a victim chooses to complete a police report, they will be asked if they wish for the prosecuting attorney to file charges. If the victim wishes to have charges filed, and proceed with a criminal investigation, these are the next steps:

- Completing a detailed written account of the incident, along with other report forms for the police report
- Law enforcement will collect evidence based on your report
- Report is sent to the Prosecuting Attorney, for review
- Being contacted by the Prosecuting Attorney to discuss the case
- Prosecuting Attorney makes final decision on filing charges

A victim can also choose to make a police report for documentation only. This may be used in cases where the suspect is unknown to the victim, and he or she still desires the incident to be documented.

Both the Prosecutor's Office and law enforcement seek to honor the wishes of a victim concerning whether they want to proceed with a criminal prosecution.

Law enforcement officers can assist the survivor with transportation to the hospital to obtain a physical exam and to meet with a trained sexual assault nurse examiner (SANE) and victim advocate.

Information for NWMSU Students

Title IX (Northwest Missouri State University)

If the victim was assaulted by an individual who is a student or staff member at Northwest Missouri State University, the offender may be subject to disciplinary action under the University's Title IX policy. This policy applies even if the victim is not a Northwest student or staff member. If the victim is a Northwest student or staff member, regardless of the offender's university status, there are campus-specific resources available to the victim through the Title IX Office, including academic/housing accommodations and Human Resource assistance. Whether or not the victim elects to make a report to law enforcement, they can still contact the Title IX Office to file a complaint under the Title IX policy or to speak with officials regarding the incident and alternatives. Survivors should be aware of the following:

1. A student or staff member who has been victimized sexually by another student or staff member has the right to file a written complaint of sexual misconduct with the Title IX Office.
2. The student or staff member should contact the Title IX Office at (660) 562-1013 to schedule a meeting to discuss options. Under Title IX policy, victims have the right to request that their report be kept confidential. Exceptions to this rule will be discussed at the meeting, but include reports involving repeat offenders or underage individuals.
3. The Title IX policy addresses sexual misconduct by students and staff, both on or off campus. The Title IX policy which fully describes the

procedure involved is outlined at

<http://www.nwmissouri.edu/facts/titleix.htm>.

4. Both the accuser and the accused have the right to have a support person present during any meeting or disciplinary hearing.
 5. Both the accuser and the accused will be informed of the outcome of any disciplinary proceeding involving sexual misconduct.
 6. If the accused is found in violation, sanctions to be imposed range from reprimands to suspension or dismissal.
 7. Survivors who report sexual victimization to Wellness Services should be aware that Counselors are confidential resources, but Clinic Services staff are required to report non-identifying information to the Title IX Office (what, when, and where only).
- D. Residential Life (Northwest Missouri State University)

In addition to the foregoing alternatives, if the individual is an on-campus resident, the Title IX Office and Residential Life will assist in addressing housing and potential contact issues, including relocation if appropriate.

Additional resources

SAVE: Sexual Assault and Violence Education

SAVE is a sexual assault prevention and educational program designed to address the major topics about sexual assault: the immediate reporting process, consent, and society's view. This program is designed for both community members and students alike.

It is a comprehensive approach designed for every age and gender, is free of charge, and put on by Children and Family Center Victim Advocate Meghann Kosman, and Maryville Public Safety Officer Sarah Kahmann.

Coordinators Kosman and Kahmann can be contacted at any time to discuss the topic, and provide references and referrals.



Northwest Green Dot

We're ending violence at Northwest one green dot at a time.

Green Dot is a violence prevention initiative focused on reducing violence, including stalking, sexual assault, and partner violence.

A green dot is any behavior, choice, word, or attitude that sends the message that violence is not okay with you. By doing green dots, you help set the norm that violence is unacceptable and everyone is expected to do their part to keep our community safe. There are lots of ways we can do green dots:

- Looking out for a friend at a party
- Writing a paper on violence prevention
- Using social media to talk about Green Dot and violence prevention
- Talking to others about why violence prevention is important to you
- Calling the police if someone is being shoved or harassed
- Asking someone to check in on an acquaintance who might be in an abusive situation
- Creating a distraction to diffuse a fight or argument
- Getting a friend a safe ride home if you see they've had a lot to drink

No one has to do everything, but everyone has to do something. What's Your Green Dot?

Frequently Asked Questions

Will I be required to report the crime? No. Health care providers, advocates and law enforcement will inform you about the reporting process and assist if **YOU** wish to report the incident, but the main concern is meeting your needs and providing assistance. You will decide which services you choose.

Will they tell anyone else? If you are eighteen or older, information provided is confidential and will not be shared with others, including parents, friends, spouses or law enforcement. However, if you threaten to harm yourself or another person the provider is allowed and may be required to break confidentiality to protect a person's life or physical well-being. *See information for NWMSU students above.

What if the incident happened in the past? Health care providers, advocates and law enforcement can help a victim of sexual assault, relationship violence or stalking at any point in their life, even if substantial time has passed since the incident. The healing process is different for everyone and often a victim is not ready to deal with the issues until years after the traumatic event occurred.

Will I be contacted at home? Those involved in the reporting process will only contact you in a manner which is comfortable for you. They may ask your permission to follow-up with you, whether that means calling you at a number you provide, sending mail or email. Everyone involved in the process understands the importance of keeping this matter private from others including parents, spouses, family members and friends. Discuss this with the counselor, advocate or law enforcement person, and jointly you can create a solution which addresses your concerns.

Am I required to speak to law enforcement? No. You are **never** required to speak with a law enforcement officer, but certainly the SART Team would encourage you to do so. The health care provider, advocate and/or law enforcement officer can explain the process, but ultimately you will decide whether law enforcement is contacted.

Is the information I provide confidential? All parties seek to protect the confidentiality of the victim. However, in addressing allegations of suspected incidences of sexual assault, including by criminal investigation, it may not be possible to protect confidentiality in all circumstances. Health care providers, advocates and law enforcement may offer confidentiality to a survivor who discloses sexual assault. If a survivor has concerns about confidentiality, they should ask about it before disclosing personal information.

There are some nuances involved in regards to Northwest Missouri State University campus resources. While Wellness Counseling Staff can provide confidentiality, Clinic staff at Wellness Services and the campus victim advocate will report non-identifying information for Title IX purposes. This information is limited to what occurred, where it occurred, and when it occurred.

Where to Seek Assistance -- Sexual Assault and Domestic Violence Contact Information

Law Enforcement Assistance

- *Maryville* – Maryville Public Safety Department (660) 562-3209
- *Northwest Campus* – University Police Department (660) 562-1254
- *Outside Maryville* – Nodaway County Sheriff's Department (660) 582-7451

Medical Assistance

- SSM Health St. Francis Hospital (660) 562-2600
- Northwest Missouri State University Wellness Services (660) 562-1348

Victim Advocate

- Children and Family Center of Northwest Missouri (660) 562-2320; (866) 382-7867
- Northwest Missouri State University Wellness Services (660) 562-1348

Domestic/Sexual Violence Shelter

- Children and Family Center of Northwest Missouri (660) 562-2320; (866) 382-7867

Counseling Services

- 24 Hour Crisis Line (866) 382-7867 (through Children and Family Center)
- Northwest Personal Development and Counseling Services (660) 562-1348
- Children and Family Center Licensed Professional Counselor (660) 562-2320; (866) 382-7867
- Northwest Missouri State University Wellness Services (660) 562-1348

Obtaining Orders of Protection

- Nodaway County Circuit Clerk (660) 582-5431
- Any law enforcement agency (see above)
- Children and Family Center of Northwest Missouri (660) 562-2320

Assistance for Northwest Missouri State Students and Staff

- Title IX Office (660) 562-1013

Other Assistance at Northwest

There are other offices at Northwest that may be of assistance.

- University Wellness Services – Clinic Services (660-562-1348) provides student health services including confidential information and services concerning sexually transmitted infections and pregnancy and can assist in referring survivors for medical collection exams.
- University Wellness Services – Counseling (660-562-1348) provides free confidential counseling services to any student at any time in the recovery process; provides confidential treatment and counseling as well as encouragement and assistance in reporting the incident to law enforcement if appropriate.
- Office of International and Intercultural Affairs (660-562-1367) assists with incidents involving international students.

