

Johnson & Somervell County
Sexual Assault Response Team (SART)
Community Cooperative Working Agreement

This working agreement is recognized as a cooperative collaborative commitment between participating agencies. This agreement is proof of commitment as acknowledged by the signature of each agency representative. All parties enter this collaborative working agreement voluntarily to better serve the needs of sexual assault victims, including sex trafficking, in Johnson and Somervell Counties and surrounding communities. The agreement is not legally binding and may be amended at any time in writing and by mutual consent of the parties. Any party to the Agreement may withdraw from the Agreement upon thirty (30) days written notice; however, the withdrawal of any party will not result in the nullification of the Agreement nor of any part of the Agreement as a new representative will be appointed.

Vision: To create an environment in Johnson County and Somervell County, Texas where survivors of sexual assault are heard, and healing is promoted, and offenders of those crimes are held accountable.

Mission: The Johnson and Somervell County Sexual Assault Response Team (SART) is dedicated to enhancing the multidisciplinary response by those charged with responding to sexual assaults of adult and adolescent individuals, equipped by a standardized plan of action, with the goal to comprehensively investigate sexual assault crimes and to promote healing and justice for survivors.

ADVOCACY

- I. The Family Crisis Center agrees to:
 - A. Maintain confidentiality of all references to case specific information.
 - B. Provide administrative oversight of the Johnson and Somervell County SART.
 - C. Designate a coordinator to serve as a facilitator for the SART.
 - D. Maintain a record of all SART meetings and documents.
 - E. Support and provide trained Advocates.
 - F. Demonstrate a one-hour response time from time of call received to time advocate arrives to designated healthcare facility.
 - G. Instruct advocate to check in upon arrival/departure.
 - H. Provide hotline sexual assault victims with appropriate healthcare facility choices for medical assessment and forensic examination when requested.
 - I. Utilizing a victim-centered and trauma informed approach, provide information (verbal and written), emotional support and crisis intervention for sexual assault victims and their family members, and/or friends at the hospital. Provide the survivor with the opportunity to be supported by a trained advocate during their investigative interview with law enforcement (HB1172).

- J. If client exhibits behaviors conducive with human sex trafficking, utilize the adult human trafficking screening tool provided by the National Human Trafficking training center and provide appropriate services and referrals.
- K. Provide appropriate referrals and follow up care, consulting with Texas Health Cleburne social worker on any areas of concern.
- L. Provide ongoing data to the SART for evaluation.
- M. Coordinate and participate in SART training activities, as determined, and supported by the SART.
- N. Provide follow-up intervention, counseling and advocacy services for victims and family members as requested.
- O. Collaborate with law enforcement and district attorney to meet clients' needs regarding crime victims' rights, compensation and advocacy throughout investigation and prosecution. Routinely share information among team members and provide information about case status as needed and as allowed by law.
- P. If survivor discloses that multi-age children, elderly, or disabled persons are in the household with the offender, make appropriate reports and collaborate with the Children's Advocacy Center, CPS, and/or APS, as necessary.
- Q. Provide a process for the victim and/or family to receive information regarding crime victims' rights, compensation, and the right to advocacy.
- R. Cooperate with local Law Enforcement to provide appropriate care to victims.

HOSPITAL

- II. Texas Health Methodist Cleburne Hospital agrees to:
 - A. Designate a liaison to serve as a resource person for the SART.
 - B. Participate in SART meetings and SART sponsored training activities.
 - C. Provide the necessary medical stabilization of patient upon presentation to the hospital.
 - D. Determine if the Police have been notified and notify when appropriate.
 - E. Initiate call to the Texas Health Systems SANE Program when a sexual assault patient has arrived.
 - F. Provide an examination room that has adequate space and privacy to conduct Sexual Assault Medical Forensic Examinations.
 - G. Provide appropriate equipment for the use in sexual assault medical forensic exams.
 - H. Provide ongoing feedback, as needed, to the area SART partners.
 - I. Develop a strong working relationship with area resources to strengthen the follow-up potential for patients referred.
 - J. Provide appropriate and healing Community resources when appropriate.
 - K. Provide ongoing process improvement information to the SANE Program Manager and/or SART.
 - L. Maintain confidentiality and integrity of all medical records
 - M. Maintain confidentiality of all references to case specific information.

LAW ENFORCEMENT

- III. Law Enforcement Agency Agrees to:
 - A. Designate a liaison for the SART.

- B. Refer appropriate sexual assault patients to JCFC or other participating Johnson County SAFE facilities medical/forensic treatment.
- C. Provide on location help to victims, giving them the options for treatment.
- D. When possible, provide comfortable interview location where space permits.
- E. Responding Officer will gather information needed to proceed with report and SANE exam. Follow-up will be conducted by department, as necessary.
- F. Coordinate with the local advocacy program to arrange for an advocate to be present at all investigative interviews should the survivor request such presence.
- G. Offer the survivor with the opportunity to be supported by a trained advocate during their investigative interview with law enforcement (HB1172).
- H. Provide a case number or incident report and signed Law Enforcement Request for Sexual Assault Exam as needed for an approval.
- I. Department staff will provide follow up information and education to discuss with the SART during the monthly meeting. This can be done over Zoom or in person.
- J. Receive forensic evidence that has been collected from the patient and/or suspect for approved forensic exams.
- K. Report back to SANE Program Manager any suggestions from the Crime Lab concerning evidence collection, documentation, or packaging or sealing of the evidence and bring summary of the discussion to the SART.
- L. Follow law enforcement established protocol regarding evidence transmission and storage for approved forensic exams.
- M. Maintain communication and contact with the SART.
- N. Participate in SART training activities that will enhance knowledge of the community at large, Law Enforcement, the District Attorney's staff, SANE or SANE candidates.
- O. Provide data concerning sexual assaults to the SART.
- P. Provide ongoing process improvement information to the SANE Program Manager and/or SART.
- Q. Maintain confidentiality of all references to case specific information.

PROSECUTION

- IV. The District Attorney's Office of Johnson and Somervell County agrees to:
 - A. Designate a liaison to serve as a resource person for the Sexual Assault Response Team (SART).
 - B. Provide ongoing data for cases that have gone to prosecution.
 - C. Use Sexual Assault Nurse Examiners (SANE) as witnesses during sexual assault trials, as needed.
 - D. Provide reasonable notification of upcoming trials for SANE or law enforcement who may be called.

- E. Meet with SANE prior to judicial proceedings to review the case.
- F. Maintain communication and contact with the SART and establish method for follow up on disposition of cases.
- G. Participate in SART training activities, including law enforcement officials, other attorneys, and SANE candidates.
- H. Participate in training that will increase SANE's ability to provide clear and defined testimony as an expert witness.
- I. Provide ongoing process improvement information to the SANE Program Manager and/or SART.

SANE

- V. The Texas Health Sexual Assault Nurse Examine (SANE) Program agrees to:
 - A. Designate a liaison serve as a resource person for the SART.
 - B. Participate in SART meetings and SART sponsored training activities.
 - C. Collaborate with advocacy to meet patient/victims needs regarding crime victim's rights, compensation, and advocacy throughout the medical forensic evaluation.
 - D. Ensure that all SANEs responding independently to care for patient/victims are adult/adolescent certified by the Texas Office of the Attorney General or has a national SANE-A certification through the International Association of Forensic Nurses (IAFN).
 - E. Ensure that all SANEs stay current with their Texas Board of Nursing licensure requirements for registered nurses.
 - F. Ensure that all SANEs stay current with requirements of adult/adolescent certification as mandated by the Texas Office of the Attorney General and/or the IAFN.
 - G. Ensure SANE(s) provide the patient/victim with the opportunity to be supported by an approved advocate during their medical/forensic experience.
 - H. Ensure a one (1) hour response from time of call received to time SANE arrives at the emergency department.
 - I. Ensure that patients/victims receive written and verbal explanations of Texas Health and Human Services Information for Survivors of Sexual Assault.
 - J. Notify law enforcement agency of patients' arrival to the hospital when appropriate.
 - K. Ensure that all SANE staff follow established guidelines and best practices as outlined by the Texas Evidence Collection Protocol to provide consistency in the sexual assault medical forensic examination and evidence collection of patients/victims.
 - L. Enter sexual assault kit tracking information into the Texas DPS statewide electronic tracking system Track-Kit as required by Government Code 420.034.
 - M. Properly prepare for upcoming judicial proceedings by meeting with the District Attorney's Office to review cases that are pending or in process.
 - N. Notify the District Attorney's Office of address and/or telephone number changes.
 - O. Attend specialized forensic training specific to the Adult & Adolescent population to maintain current and best practices.
 - P. Agrees to meet regularly as a Forensic team to discuss quality of care, peer, and procedural review.

- Q. Provide ongoing process improvement information to the SART
- R. Maintain custody, confidentiality, and integrity of all forensic medical records.
- S. Maintain confidentiality of all references to case specific information.

Signatures of this agreement will include the following agencies:

Johnson County Family Crisis Center (FCC)
Burleson Police Department
Johnson County Sheriff's Department
Johnson County District Attorney
Texas Health Resources Cleburne (THR)
Somervell County Sheriff's Department

Johnson County Family Crisis Center

Date

City of Burleson – Bryan Langley, City Manager

Date

City of Burleson – Billy J. Cordell, Chief of Police

Date

Johnson County Sheriff's Department

Date

Johnson and Somervell County District Attorney

Date

Texas Health Resources Cleburne (THR)

Date

Somervell County Sheriff's Department

Date