Sexual Assault Kit Initiative

Victim Notification Protocol

Standard Reports to Law Enforcement

Developed by: City of Duluth Police Department with guidance from SAK Action-Research Task Force, Houston, TX

Finding Victims

Finding current contact information may be a challenge when looking to notify victims of the status of their sexual assault kit (SAK).

If the victim is still located in the Duluth area utilize:

- Shield RMS
- CAD (911 Dispatch)
- Program for Aid to Victims of Sexual Assault (PAVSA) files

These systems will be helpful in finding updated contact information if the victim-survivor has had any contact with police since their original report.

If the victim is no longer located in the Duluth area utilize:

- Accurint
- MyBCA
- Connect with Law Enforcement in the victim-survivor's new community

If you are unable get accurate contact information from any of these sources, then search for contact information of a person close to the victim. Preferably, this would be someone who is listed in the original case, so the individual knows the sexual assault occurred. When speaking to a secondary person, the SAKI Investigator/Advocate should attempt to collect the victim's updated contact information without providing information about the case. * *This only to be used as a last resort for cases where DNA was found and the case has the potential to move forward.*

Be prepared before making first contact by reviewing the protocol, Making Initial Contact. Also, keep information vague and not specific to a sexual assault case just in case the number or address is outdated.

Who Should Be Contacted?

All victims should be contacted regardless if DNA evidence was found in their SAK or not. If there is an exception to this, the decision must be approved and documented by the SAKI Policy and Protocol Development Subcommittee.

Who Makes Initial Contact?

In all cases initial contact to victim should be done by SAKI Advocate. For cases where initial contact is done in person, that will be completed by or in the presence of the SAKI Investigator.

How is Initial Contact Made?

Initial contact should be made by a phone call to the victim directly by the SAKI Advocate. The phone call should be brief, keeping in mind confidentiality and that this might not be the victim's current phone number.

What if Initial Contact Cannot Be Made by Phone?

See Finding Victims section for strategies to get current contact information from victims

For victims who are homeless and do not have a phone or address to contact them, the SAKI Investigator may approach them in person if their whereabouts are known. This should only be done on a case by case basis and requires a consultation with the SAKI Policy and Protocol Development Subcommittee before any contact is made. Also, this should only be done in cases where DNA was found in the SAK.

If contact cannot be made by phone and the victim has a local address, contact should be made by mail. *The letter should be sent 3 months after attempted contact by phone*. This letter would not include any details about the case and ask the victim to contact the SAKI Advocate. The letter should be vague to *victim of a crime*, rather than a *victim of a sexual assault*. Template is included in the Appendix. Again, this method should be on a case by case basis with consultation from the SAKI Policy and Protocol Development Subcommittee and **only for cases where DNA was present**.

If the victim no longer lives in the Duluth area, the SAKI Investigator can send an officer from the appropriate jurisdiction to their most recent address to deliver a message. The message should be brief and non-descriptive to sexual assault. It should include the SAKI Advocate's name and phone number. A letter could be sent as outlined above as an alternative option. The SAKI Policy and Protocol Development Subcommittee can help determine what is appropriate.

Can Initial Contact Be Made by the Victim?

Yes. The victim is able to reach out to the SAKI Site Coordinator and SAKI Victim Advocate through the use of the Betty Skye Line. The Betty Skye Line is a confidential phone number and email staffed with trained PAVSA advocates to find out more information about a previously reported sexual assault. *See the Betty Skye Line and Email Protocol for more information*.

Explanation of 'Why Now?'

Victims are going to be curious, angry, frustrated, confused, etc. as to why their kit was not tested at the time of their report. Different factors may have contributed to this and the explanation of 'Why now?' will need to be catered to each case. The role of the SAKI Advocate is to provide a brief reason to the 'Why now?'' question and refer to the SAKI Investigator for the more in depth explanation. The SAKI Investigator will provide the victim with the answer to the 'Why now?' question when meeting with them to discuss their case. The explanation will be specific to the victim's case and the time they reported to Law Enforcement.

What Information to Include in Initial Contact

- Introduce yourself and explain your role
- Ask if they have time to talk
- Why you are calling—New evidence has been discovered in the case—KEEP IT BRIEF
- Explanation of 'Why Now'? if prompted—KEEP IT BRIEF
- Set a time to meet in person with an investigator and advocate within 3–5 business days
- Set a meeting place: PAVSA meeting/group rooms, the victim's (or relative's residence), a public place (if the victim is comfortable), DPD (should be offered as a last resort), or conference call if the victim-survivor is no longer in the area.
- Update contact information with victim and get contact information for someone who will always know how to get ahold of victim
- Ask if it is OK to leave a message from PAVSA on their phone. Would they like an appointment reminder (call or text)?
- Give them your contact information in case they need to cancel, reschedule, or need something in the meantime.
- Ask if they need any additional resources at this time, give PAVSA crisis line number

Remember there will be a wide variety of emotional reactions to this contact. The SAKI Advocate and Investigator need to be compassionate, understanding, supportive, accommodating, etc. towards the victim.

Second (In-Person) Contact

The second contact with the victim would ideally be in-person with the SAKI Investigator, SAKI Advocate, and victim present. This may also happen over the phone if the victim is no longer located in Duluth.

This contact is an opportunity for the SAKI Investigator to explain to the victim the status of their case. The SAKI Investigator will review all of the new information about the case, but will be prepared with knowledge of the case in its entirety to answer any of the victim's questions.

The victim may display a wide range of emotional reactions to the news. The SAKI Investigator and SAKI Advocate should be prepared for that. It is natural for the victim to direct anger and frustration towards the SAKI Investigator. The SAKI Investigator will have to take a level of ownership to why the kit was not tested at the time of the report even though it is not directly his fault. The SAKI Investigator must apologize to every victim-survivor for the delay in testing. An apology would recognize the harm caused by a delay in testing and any subsequent barriers to seeking services from the police. The SAKI Advocate's role is providing support and validation for all the things the victim is feeling.

If the victim is comfortable, the SAKI Investigator will ask some clarifying questions about the assault to be sure he fully understands the report. The SAKI Investigator may also record (audio or visual) the meeting with the permission of the victim. The SAKI Advocate should not participate while the SAKI Investigator is recording an interview, so the SAKI Advocate cannot be called as a witness during a trial (should a trial occur). The SAKI Advocate will continue to serve as a support and can help the victim to understand or clarify after the recording has stopped.

The meeting should also include what moving forward looks like. Stress that the victim does not need to make a decision now, they should think about it and talk it through with a support system or the advocate if they are comfortable.

Forms to be completed:

- 1. Releases of Information (DPD and St. Louis County Attorney's Office)
- 2. Contact Information Sheet
- 3. Client Bill of Rights (PAVSA)

The SAKI Investigator should leave early to give the SAKI Advocate and the victim a few minutes alone before the victim leaves. The advocate can help the victim debrief, answer any questions, provide resources, see if there are any specific needs the victims has. The SAKI Advocate should also offer to set another meeting or phone call if the victim wants to talk through this. The SAKI Advocate can assess if the victim has any anonymous reports from the past. This gives the victim the opportunity to transition their anonymous report to a standard report or have their anonymous kit destroyed. Again, the victim does not have to make any decisions immediately.

Follow-up Contact

Follow-up contact with the victim will depend on how the victim wishes to move forward.

SAKI Advocate

The SAKI Advocate is responsible for maintaining contact with the victim throughout the process even if they are not pursuing action through the criminal justice system. The Advocate will follow the victim's lead and help them get what the victim wants out of the situation. This may include providing advocacy through the criminal justice process, resources and support, and referrals to meet the needs of the victim. The Advocate will help coordinate through the other team members for updates and scheduling with the victim.

SAKI Investigator

The SAKI Investigator is responsible for keeping the victim up to date on developments on their case. This may include contacting the victim with updates or to get additional information from them. The Investigator will be the main point of contact for the victim about questions on their case until the case is closed or referred to the St. Louis County Attorney.

St. Louis County Attorney's Office

The St. Louis County Victim-Witness Services will be the point of contact in regards to the victim's criminal case if the case is charged by the St. Louis County Attorney's Office.

The SAKI Advocate, SAKI Investigator, and the St. Louis County Attorney' Office will get a release of information to share updated contact information to ensure we don't lose contact with the victim.

When Victim Notification is Not Successful

This addendum will feature next steps for the SAKI Advocate and SAKI Investigator when Victim Notification attempts were not successful when facilitated by the SAKI Victim Advocate.

The SAKI Advocate is responsible for Victim Notification for the majority of victim-survivors impacted by the backlog of un-submitted kits held by Duluth Police Department. The SAKI Advocate will document attempts to notify each victim-survivor utilizing the Victim Notification Attempts document (see Appendix 6).

If the SAKI Advocate has attempted to contact the victim-survivor at least 3 documented times, they will then leave a final voicemail for the victim-survivor to return the call. The final voicemail should include the following:

- Name and Phone Number of SAKI Advocate
- That this will be the final call to victim-survivor
- Encouragement to reach out in the future
- PAVSA's 24-hour Crisis Line number
- Non-phone method of reach out, ex: email or text

If the victim-survivor does NOT return the call, the SAKI Advocate should send the victim-survivor a letter a month after the final phone call (see Appendix 1).

In the event that the victim-survivor does NOT return the call or respond to the letter AND the case has the potential to move forward in the criminal justice system, the SAKI Investigator will then attempt Victim Notification with that victim-survivor.

In all cases, regardless of potential to move forward, the SAKI Advocate will share their notification attempts with the SAKI Investigator, including phone numbers or addresses that had been used. The SAKI Investigator will document the SAKI Advocates notification attempts in Shield in the CAL Log.

For cases with the possibility of moving forward through the criminal justice system, the SAKI Investigator will attempt victim notification with those victim-survivors. Notification may be facilitated over the phone, in person, or with the assistance of another agency for victim-survivors no longer in the Duluth area.

If the SAKI Investigator is able to successfully notify the victim-survivor, the victim-survivor will be referred to the SAKI Advocate. If the SAKI Investigator is unable to notify the victim-survivor, they will document their attempts in Shield in the CAL Log, and the case will be closed.

Appendices

- 1. Notification by Letter
- 2. Contact Information Sheet
- 3. Release of information
- 4. SAKI Contact Card
- 5. Community Resources Sheet
- 6. Victim Notification Attempts



Appendix 1

Date

Victim's Name Address City, State, Zip

RE: ICR#

Dear Jane/John Doe:

I am writing to you regarding an incident that you reported to the Duluth Police Department in [month/year]. I know it has been [years/months] since the crime took place and I want to apologize to you for that. Your case is being reviewed and we would like to discuss the next steps we can take in your case with you. I am hoping you would be available to meet at your earliest convenience. I have tried to call you at 218-XXX-XXXX, but it seems that is no longer your phone number. If you could contact me to schedule a time to meet, that would be great. My phone number is 218-730-5445. I am an advocate and not employed with Duluth Police, so our conversation will be confidential.

By contacting me it doesn't mean that your case has to move forward. That decision is up to you and you don't have to make it immediately. If you are not ready to contact me now, feel free to contact me in the future.

Thank you very much for your time. I look forward to hearing from you.

Sincerely,

Samantha Madsen Advocate 218-730-5445 smadsen@duluthmn.gov

Contact Info	mation
Date:	
First Name:	Last Name:
Mailing Address:	_
City: State:	Zip:
Permanent Address (if different than mailing addre	ss)
Phone:	Message OK? Yes No
Alternative Phone:	Message OK? Yes No
Text Message Reminder OK?Yes	_No
Email:	
Preferred Method of Contact to Receive Confidential Information (Circle One):	Phone Address Email
Contact Information for Someone Who Will Alv (Can be a close friend or family member. This pers contact information changes and you don't notify u confidential information to this person)	on would be contacted in the event that your
First Name:	Last Name:

Relationship to You:			
Address:			
City:	State:	Zip:	
Phone:		Message OK? Yes No	
Email:			
9			

Contact Information



NAME: LAST	FIRST	MI	DATE OF BIRTH:
I hereby authorize: NAME AND ADDRESS OF RELEASING	5 FACILITY	NAME AND ADDRESS OF RECEIVING FACILITY	
EMAIL/PHONE:		EMAIL/PHONE:	
PURPOSE OF RELEASE		All information regarding drug and/alcohol abuse or behavioral health will be released unless you restrict by initialing below:	
□ Advocacy □ Legal □ Criminal Justice System □ Other:			drug and/or alcohol abuse info behavior health info
INFORMATION TO BE RELEASED: PROGRESS/PROVIDER NOTES COUNSELOR/THERAPIST REPOR BEHAVIOR HEALTH RECORDS EXCHANGE OF VERBAL INFORM. Other:	ATION	BETWEEN DATES OF:MEDICAL TREATMI COUNTY SOCIAL SI PROBATION INFOR OTHER NON-PROFI	ENT RECORDS ERVICES REPORTS

PAVSA WILL ONLY RELEASE DATE(S) SERVICES WERE PROVIDED AND UPDATED CONTACT INFORMATION. PAVSA STAFF ARE PROTECTED BY PRIVILEGE GRANTED THROUGH MINNESOTA STATUTE §595.02 AND DO NOT KEEP DETAILED WRITTEN CLIENT INFORMATION.

- I UNDERSTAND THAT THE EXPIRATION DATE OF THIS AUTHORIZATION IS _____OR 1 YEAR FROM TODAY'S DATE, WHICHEVER IS SOONER
- BY SIGNING THIS, I AM CERTIFYING THAT I AM 13 YEARS OF AGE AND HAVE NOT BEEN DECLARED INCOMPETENT; OTHERWISE, A PARENT OR GUARDIAN MUST SIGN FOR ME
- I UNDERSTAND THAT I MAY REVOKE THIS AUTHORIZATION AT ANY TIME (INCLUDING THE RELEASE OF CHEMICAL DEPENDENCY OR MENTAL HEALTH INFORMATION) BY NOTIFYING PAVSA (OR PROVIDING AGENCY) IN WRITING. REVOCATION WILL BE EFFECTIVE ON THE DATE WRITTEN NOTIFICATION PROVIDED, EXCEPT TO THE EXTENT THE RELEASE WAS RELIED UPON FOR ACTION TAKEN PRIOR TO REVOCATION.
- I UNDERSTAND THAT INFORMATION DISCLOSED PURSUANT TO THIS RELEASE AUTHORIZATION MAY BE SUBJECT TO DISCLOSURE BY THE PERSON RECEIVING THE INFORMATION AND MAY NO LONGER BE PROTECTED BY FEDERAL PRIVACY REGULATIONS.
- I UNDERSTAND THAT PAVSA WILL CONDITION ANY TREATMENT OR SERVICES UPON MY SIGNING THIS AGREEMENT, HOWEVER SOME SERVICES MAY BE LIMITED DUE TO A LACK OF ACCESS TO INFORMATION FROM OTHER AGENCIES THAT ARE REQUIRED TO EFFECTIVELY PROVIDE SERVICES.
- A COPY OF THIS FORM IS AVAILABLE UPON REQUEST. I UNDERSTAND THAT A PHOTOCOPY OR FAX OF THIS DOCUMENT IS THE SAME AS THE ORIGINAL.

IF I AM SIGNING AS AUTHORIZED REPRESENTATIVE OF THE PATIENT, I AM:

PARENT OF A MINOR	COURT APPOINTED GUARDIAN/CONSERVATOR	
PATIENT SIGNATURE	DATE:	
SIGNATURE OF AUTHORIZED PARTY	RELATIONSHIP:	

Contact Card

For Questions About Your Case

Investigator: John Barrett	218-730-5588
Advocate: Sam Madsen	218-730-5445
Coordinator: Mary Faulkner	218-730-5452

ICR#

24-Hour Crisis Lines

PAVSA	218-728-6481
Safe Haven Shelter for Battered Women	218-728-6481
CASDA	715-392-3136
Mental Health Crisis Line	218-723-0099
Suicide Crisis Line	. 1-800-273-8255

Crime Victim Information

St. Louis County	
Victim-Witness Services	
National Center for Victims of Crime	1-855-484-2846
VINE Minnesota (to register for victim notificat	ion of an offender's
release from incarceration or to check offende	r incarceration status)
	1-877-664-8436

Services for Specific Populations

Life House (Age 20 and under)	. 218-722-7431
Dabinoo 'Igan Shelter	. 218-722-2247
Fond du Lac Advocacy Crisis Line	. 218-348-1817
American Indian Community Housing (AICHO)	. 218-722-7225

Other Important Numbers

11 or 1-800-543-7709
218-720-6521
218-722-7934
218-722-8708



COMMUNITY RESOURCES

Sexual Assault / Sexual Abuse Programs

PAVSA (Program for Aid to Victims of Sexual Assault) 24 Hour Cris	is Line 218-726-1931
PAVSA Office Line	
First Witness Child Advocacy Center	
Women's Resource And Action Center (UMD Campus)	
CASDA (Center Against Sexual and Domestic Violence) Superior, WI	
Fond du Lac Social Services 24 Hour Crisis Line	
Casa de Esperanza 24 Hour Crisis Line	
WINDOW Victim Services (Pine County) 24 Hour Crisis Line	
WINDOW Pine County Office Line	
WINDOW Victim Services (Carlton County) 24 Hour Crisis Line	
North Shore Horizons (Lake County)	. 1-800-834-5923 or 218-834-5924
Sexual Assault Program of Northern St. Louis County (Virginia)	(218) 749-4725 or 1-800-300-3102
Sexual Assault Program of Northern St. Louis County (Virginia) 24 He	our Crisis Line 218-780-7227
Support Within Reach (Carlton County)	1-800-708-2727 or 218-444-9524

Domestic Abuse Support Services

Safe Haven Shelter	
Domestic Abuse Intervention Project.	
Mending the Sacred Hoop	
American Indian Community Housing Organization	
Dabinoo'Igan Shelter	
CASDA (Center Against Sexual and Domestic Violence) Superior, WI	715-392-3136
North Shore Horizons (Lake County)	
Range Women's Advocates	
WINDOW Victim Services (Pine County) 24 Hour Crisis Line	
WINDOW Pine County Office Line	
WINDOW Victim Services (Carlton County) 24 Hour Crisis Line	

Health Services

St. Luke's Hospital	
St. Mary's Hospital (Essentia Health)	
CAIR (Center for American Indian Resources)	
Lake Superior Community Health Center	
Planned Parenthood	

WHC (Women's Health Center).	
LSS Youth Health & Wellness	
Minnesota AIDS Project	
Lake Superior Life Center	
Birthright of Duluth	
Minnesota AIDS Project—Duluth	218–786–8128 or 800–731–2437
Rural AIDS Action Network	
HOPE Clinic (at CHUM) only open 3 pm-5 pm Tuesdays	
CHUM Nurse's Office	
Rural AIDS Action Network (Needle Exchange Program)	218-481-7225 or 877-403-1815

Mental Health Services

PAVSA Free Licensed Counseling Services	
Lake Superior Community Health Center	
HDC (Human Development Center)—Non-Emergency	
HDC (Human Development Center)—Emergency 24 hours	
HRC Mental Health Center	715-392-8216
HRC Crisis Line	
St. Luke's Mental Health Services	
St. Luke's Mental Health Services Outpatient	
Amberwing office number	
Amberwing Crisis Line.	
Miller Dwan Access Center	
Miller Dwan Access Center Crisis Line	
Twin Ports Veterans Affairs Outpatient Clinic	
Birch Tree Center 24/7 Crisis Response	

Homeless Services

Bridge house (housing for people with mental illness)	
СНИМ	
Harbor House Crisis Shelter (Superior)	715-392-4157 / 715-394-9608
Housing Connection (assists in locating housing within the city of Duluth)
Life House Youth Center	
Bethany Crisis Shelter	
Renaissance Teen Transitional Housing LSS/ Street Outreach	
Spirit Valley Young Mother's Program	5451 x 10 or 218-722-7425 x116
Veterans Outreach North (housing for all vets with at least 9 months serving	ice218-722-8763
Loaves and Fishes	

Law Enforcement

Emergency for all locations (Including UMD)	
Duluth Police Department-Non-Emergency	218-730-5400
Duluth Police Department SCAN Unit (Sex crimes, abuse, and neglect)	218-730-5070

Superior, WI Police Department—Non-Emergency	715-395-7498
Hermantown Police Department—Non-Emergency	218-729-1200
Proctor Police Department—Non-Emergency	218-624-7788
St Louis County Sheriff—Non-Emergency	218-336-4360
Douglas County Sheriff—Non-Emergency	715-395-1371
University of Minnesota Duluth Police Department—Non-Emergency	218-726-8711
St Louis County Initial Intervention Unit (child protective services)	218-726-2012
Minnesota Adult Abuse Reporting Center	844-880-1574

Emergency Childcare

Services for Victim/Survivors of Exploitation/Trafficking/Prostitution

PAVSA	
Twin Ports Exchange	
Breaking Free (St Paul)	

Legal Services

Zenith Law Center (a program of PAVSA)	
Safe Haven Advocacy Center	
Legal Aid Service of Northeastern MN	855-204-1697 or 218-623-8100
Duluth Human Rights Office	
Volunteer Attorney Program	
Indian Legal Assistance Program (Criminal Defense Only)	
Public Defenders Office (Criminal Defense Only)	

Financial Assistance

MN Center for Crime Victim Services	
St. Louis County	

LGBTQ Groups

Northland Gay Men's Center	218-722-8585
LSS Together for Youth (support group for teenagers)	218-726-4889

Appendix 6

Victim Notification Attempts

Victim Name _____ DOB _____

ICR

Date	Notification Method (T, IP, L, E)	Result

T: Telephone; IP: In Person; L: Letter; E: Email

After several documented attempts to contact the victim in this case, we will no longer be attempting contact them for the Sexual Assault Kit Initiative. At any time, the victim can reach out to request more information about their case.

Advocate Signature	Date
Site Coordinator Signature	Date