

**Austin-Travis County Sexual Assault Response & Resource Team**

**Cooperative Working Agreement**

**2017**

The SARRT is a Coordinated Community Response, an established working body and multi-sectoral approach comprising all the agencies involved in the response to post-pubescent adolescent and adult sexual assault victims. The SARRT meets to coordinate services, problem-solve and work for improved community and systematic response to sexual assault victims/survivors. This working agreement is recognized as a cooperative, collaborative agreement among the agencies that are members of the Sexual Assault Response and Resource Team. Notwithstanding anything else in this document, including but not limited to the terms "Agreement", "agrees", and "commitment", this document is in the nature of a statement of understanding and is not contractual and does not give rise to any contractual rights or obligations on the part of any A/TC SARRT member, any signatory, or on behalf of any third party beneficiary.

For the purposes of this collaboration, "Adult" is defined as Individuals 18 years of age and older. "Minor" is defined as Individuals 17 years of age and younger. "Acute Sexual Assault Victim" is an adult or minor who has reportedly been sexually assaulted within the past 120 hours or less (may be extended beyond 120 hours at the discretion of Law Enforcement). "Non-Acute Sexual Assault Victim" " is an adult or minor who has reportedly been sexually assaulted more than 120 hours prior to the time that they present for services. "Pre-Pubescent Minor" is defined as a male under 12 years of age and a female who has not experienced the onset of Menses. "Post-Pubescent Minor" is defined as a male 12 years and older or a female who has experienced the onset of Menses. "Victim Services" are defined as System-Based Victim Advocates within a Law Enforcement Agency. "Sexual Assault Advocate" is defined by Texas Government Code Ch 420, Section 420.051.

**Asian Family Support Services of Austin agrees to:**

- Designate a staff liaison to the SARRT who will participate in meetings, activities and trainings;
- Provide Sexual Assault Advocates on an on-call 24/7 accompaniment for Asian identified sexual assault survivors to access the SANE exam services;
- If face to face interpretation is requested by the survivor and Eloise House needs assistance locating a trained and qualified interpreter, AFSSA staff can provide assistance in connecting to interpretation and/or translation services;
- Provide AFSSA resources and services to sexual assault survivors in the Austin-Travis County community.

**Austin Community College District Police Department Agrees to:**

- Designate a Liaison to the Sexual Assault Response and Resource Team (SARRT) who will participate in meetings and initiatives;
- Refer all acute adult sexual assault survivors as appropriate to SAFE or a medical facility as needed and all acute minor survivors to Dell Children's Medical Center of Central Texas;
- Refer non-acute minor sexual assault survivors to Dell Children's Medical Center of Central Texas' Child Abuse Resource and Education Program;
- Follow established protocol to notify Adult or Pediatric SANE Program that a sexual assault survivor is being transported;

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- Provide a case or incident report number as appropriate;
- Receive medical/forensic evidence that has been collected from the survivor and/or suspect;
- Follow Austin Community College District Police Department established protocols regarding evidence collection and storage;
- Reimburse SANEs for the appropriate sexual assault examination charges per established agreement or contract or as outlined by the Texas Office of the Attorney General;
- Request the assistance of a Victim Services Advocate and/or a SAFE Advocate as needed by the survivor;
- Provide (through Victim Services) crisis intervention, advocacy, counseling, justice support, and assist with Crime Victims Compensation applications when appropriate;
- Coordinate the above survivor assistance services for survivors, family members and friends with Victim Services, SAFE, the Center for Child Protection and/or Travis County District Attorney Victim Witness Division, as appropriate;
- Ensure that the investigator will staff cases regarding sexual assault & aggravated sexual assault prior to filing with an Assistant District Attorney, as appropriate.

**Austin Police Department (APD) agrees to:**

- Designate a liaison from investigation and one from Victims Services to the SARRT who will both participate in meetings and initiatives;
- Refer acute adult sexual assault survivors to SAFE or a medical facility as needed and acute minor survivors to Dell Children's Medical Center of Central Texas, SAFE, or medical facility as needed.
- Refer non-acute minor sexual assault survivors to Dell Children's Medical Center of Central Texas' Child Abuse Resource and Education Program;
- Provide a case number;
- Receive medical/forensic evidence that has been collected from the survivor and/or suspect;
- Follow APD established protocols regarding evidence collection and storage;
- Maintain and revise, as appropriate, written agreements with the adult and pediatric SANE programs to delineate services to be provided;
- Reimburse SANEs for the appropriate sexual assault examination charges per established contract;
- Request the assistance of a Victim Services Counselor (Crisis Team) on all sexual assaults reported to APD. If counselors are busy on other calls and unable to respond, contact will be made the next business day by a Sex Crimes Counselor.
- Provide (through Victim Services) crisis intervention, advocacy, counseling, justice support, and assist survivors with Crime Victims Compensation applications when appropriate;
- Coordinate the above survivor assistance services for survivors, family members, guardians, and friends with Victim Services, SAFE, the Center for Child Protection or Travis County District Attorney Victim Witness division, as appropriate.
- Confer with District Attorney on all pending felony charges investigated by the Sex Crimes Unit.

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**CASA of Travis County agrees to:**

- Designate a liaison to the Sexual Assault Response and Resource Team;
- Advocate as guardian ad litem for child survivors of sexual violence who are in the care of CPS in courts, in schools and in our community to help them find safe, permanent and loving homes;
- Provide training as needed to the SARRT;
- Collaborate with SARRT partners as needed.

**The Institute on Domestic Violence & Sexual Assault at The University of Texas at Austin, School of Social Work agrees to:**

- Designate a liaison to the Sexual Assault Response and Resource Team;
- Provide case consultation and training on expert witnesses for sexual assault cases;
- Provide expertise and research on evidence based best practices in the field of sexual assault and law enforcement response;
- Provide training as needed to the SARRT;
- Collaborate with SARRT partners as needed;
- Serve as a liaison within the UT System for the SARRT.

**SAFE agrees to:**

- Designate a liaison to the Sexual Assault Response and Resource Team (SARRT);
- Coordinate with SARRT partners as needed;
- Employ the SARRT coordinator as funding allows;
- Direct the Grant to Encourage Arrest FY 2015;
- Provide crisis intervention, advocacy, counseling, legal services, emergency shelter when available, referrals and assistance with Crime Victims Compensation applications to sexual assault survivors;
- Coordinate assistance services when appropriate for sexual assault survivors and companions with APD and TCSO Victim Services, Dell Children's Medical Center, the Center for Child Protection, UT Student Emergency Services, Voices Against Violence, and the Travis County Victim Witness Division;
- Report suspected child abuse to law enforcement or Child Protective Services;
- Respond to hospital advocacy requests for acute sexual assault survivors in compliance with the Texas Code of Criminal Procedure Chapter 56, Article 56.045;
- Ensure sexual assault advocates are trained in compliance with Texas Government Code Chapter 420, Section 420.051;
- Follow established protocols for advocates accompanying a survivor during a medical forensic exam;
- Provide acute medical forensic examinations and sexual assault advocacy at the SAFE forensic clinic, Eloise House;
- Follow established protocols regarding evidence collection, storage and transfer to Law Enforcement or DPS;
- Provide care for acute adult and post-pubescent minor sexual assault victims as appropriate;
- Provide opportunity during a medical forensic exam for social workers, Victim Services, and advocates to establish a relationship with the victim and their companions as appropriate.

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**Seton Healthcare Family agrees to:**

- Designate a liaison to the Sexual Assault Response and Resource Team (SARRT);
- Refer all acute minor sexual assault patients/survivors to the Dell Children's Medical Center of Central Texas (DCMC); as appropriate and consistent with the Federal Emergency Medical Treatment and Active Labor Act (EMTALA)
- Refer acute, non-trauma, medically cleared, sexual assault adult patients/survivors to SAFE/Alliance; as appropriate and consistent with the Federal Emergency Medical Treatment and Active Labor Act (EMTALA)
- Cooperate with SANE Programs to ensure that Emergency Department staff are educated about forensic evidence collection procedures to be used with acute adult and minor sexual assault patients/survivors;
- Support and facilitate allied health privileges for qualified SANE's from SAFE/Alliance to conduct medical/forensic exams at Seton Emergency Departments (excluding DCMC);
- Encourage /support use of advocates for sexual assault patients as appropriate whether or not a medical/forensic exam is authorized by law enforcement; assure that the patient has given their permission before introducing the patient to a SAFE/Alliance advocate;
- Provide time and private space for emergency room social workers, Victim Services and/or SAFE/Alliance advocate to establish a relationship with patient/survivor, the patient/survivor's family/caregiver and friends when appropriate and if the patient/survivor agrees.
- Participate when requested in SANE courses provided by the Office of the Attorney General's Sexual Assault Prevention and Crisis Services Program when provide to Travis County.

**The Texas Advocacy Project (TAP), agrees to:**

- Designate 2 liaisons, an attorney and the Survivor Services and Training Director, who will participate in meetings and initiatives.
- Provide holistic civil legal services for survivors of intimate partner violence and sexual assault regardless of age, income or sex. These services include advice and counsel through our legal lines, aid with protective orders including MOEPs, oversight in pro se matters, direct representation, and impact litigation. Staff attorneys will also provide assistance with general civil issues such as family, housing, employment, educational, Title IX complaints, and immigration (where assault has occurred).
- Provide advocacy, safety planning, and assistance with Crime Victims Compensation;
- At request of survivors TAP will coordinate additional resources through warm referrals with other agencies.
- Provide training to members of the SARRT on civil legal remedies, advanced safety planning, and trauma informed practice.

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**The Travis County Sheriff's Office (TCSO) agrees to:**

- Designate one liaison from investigations to the SARRT who will participate in meetings and initiatives;
- Ensure that the Central Command Captain is the sworn representative who votes (in person, by phone, or via written proxy) on all matters requiring a vote;
- Designate one liaison from Victim Services (system-based victim advocates within a law enforcement agency) to the SARRT who will participate in meetings and initiatives;
- Ensure that the Victim Services Director is the Victim Services representative who votes (in person, by phone, or via written proxy) on all matters requiring a vote;
- Refer adult sexual assault (and related crimes) survivors to Eloise House for non-reported sexual assault forensic exams;
- Coordinate with adult sexual assault (and related crimes) survivors and Eloise House to ensure effective conversion of non-reported sexual assault exams upon request of adult survivors;
- Refer adult and post-pubescent minor (males—individuals 12 and older, females—individuals that have experienced the onset of menses) sexual assault (and related crimes) survivors to Eloise House for acute sexual assault forensic exams;
- Refer pre-pubescent minor (males—individuals 11 and younger, females—individuals that have not experienced the onset of menses) sexual assault survivors to Dell Children's Medical Center of Central Texas for acute sexual assault forensic exams;
- Refer minor (individuals 17 and younger) sexual assault/abuse (and related crimes) survivors to Dell Children's Medical Center of Central Texas' Child Abuse Resource and Education Program for non-acute sexual assault forensic exams;
- Coordinate with approved providers for the completion of evidence collection from identified suspects (if appropriate);
- Provide a case number and necessary information related to ensure successful approval of requested sexual assault forensic exams;
- Receive medical/forensic evidence that has been collected from survivors and/or suspects;
- Follow TCSO established protocols regarding evidence collection, storage and submission;
- Reimburse providers for the appropriate sexual assault forensic examination charges per established contract (if appropriate) or current approved rates set by the Office of the Attorney General (in the absence of an established contract);
- Ensure that detectives staff cases of sexual assault and aggravated sexual assault prior to filing with an assistant district attorney as appropriate;
- Ensure that adult and post-pubescent minor (males—individuals 12 and older, females—individuals that have experienced the onset of menarche) sexual assault (and related crimes) survivors are offered the presence of Victim Services (system-based advocates within a law enforcement agency) during investigative interviews (at the discretion of the assigned detective/sworn personnel);
- Ensure that Victim Services (system-based victim advocates within a law enforcement agency) personnel provide crisis intervention, assistance with exercising constitutional/statutory rights, assistance with establishing personal safety, securing access to services, assistance with Crime Victim Compensation applications, referrals to community agencies, educational and emotional support throughout the criminal justice process, and ensuring continuity of services between departments and agencies.

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**Texas Legal Services Center agrees to:**

- Designate a liaison to attend Sexual Assault Response and Resources Team (SARRT) meetings and participate in initiatives.
- Provide holistic civil legal services for survivors of intimate partner violence and sexual assault, across the state, regardless of age, income or sex. Attorneys provide direct representation, advice and assistance with protective orders, employment law matters, Title IX complaints, housing, and criminal justice system advocacy.
- Provide safety planning and assistance with Crime Victims Compensation;
- Cultivate relationships with other service providers across the state in order to provide referrals.
- Provide training to members of the SARRT, as requested, on civil legal remedies available for survivors of intimate partner violence and sexual; assault.

**Texas Rio Grande Legal Aid agrees to:**

- Designate a liaison to the SARRT who will participate in the meetings and initiatives;
- Provide intakes for victims of sexual assault referred to us by SARRT members who need free civil/legal assistance through our LASSA Hotline, Texas Access to Justice Hotlines and evening legal clinics;
- Refer victims of sexual assault to a TRLA social worker/victim advocate for assistance with crisis intervention, advocacy, safety planning, counseling support, court accompaniment and assistance with Crime Victims Compensation;
- Coordinate the above victim assistance with other agencies/advocates as appropriate with victim consent;
- Offer referrals to victims of sexual assault to SARRT members as needed for follow up for medical care, to make police reports, shelter, etc. - as appropriate with victim consent.

**Travis County District Attorney's Office Agrees to:**

- Designate a liaison to attend Sexual Assault Response and Resources Team (SARRT) meetings and participate in initiatives;
- Use SANE's (Sexual Assault Nurse Examiners) as witnesses during sexual assault trials, if appropriate;
- Provide reasonable notification of upcoming trials to the SANE who will be called to testify;
- Contact the SANE prior to testimony to review the case;
- Refer sexual assault victims, family members, and friends to Travis County District Attorney Victim Witness division, SAFE, the Center for Child Protection or Victim Services for crisis intervention, advocacy and counseling services, as appropriate;
- Participate when requested in the final day (court day) of the SANE course provided by the Office of the Attorney General's Sexual Assault Prevention and Crisis Services Program when provided to Travis County.

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Voices Against Violence agrees to:

- Designate a liaison to the Sexual Assault Response and Resource Team (SARRT);
- Provide SARRT members with examples of current best practices for the primary prevention of interpersonal violence;
- Provide UT Austin survivors of sexual violence, relationship violence, and/or stalking with information about campus and/or community resources;
- Provide survivors of sexual violence, relationship violence, and/or stalking with the highest quality trauma-informed counseling and advocacy support;
- Provide information to the SARRT committee about policies and procedures on the UT Austin campus at it relates to sexual violence, relationship violence, and/or stalking.




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Linda Phan, Executive Director  
Asian Family Support Services of Austin



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Lynn Dixon, Chief of Police  
Austin Community College Police Department



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Brian Manley, Interim Chief of Police  
Austin Police Department




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Laura Wolf, Executive Director  
CASA of Travis County

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Michael Torres, CEO  
Center for Child Protection

*Declined to sign*




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Margaret Bassett, Deputy Director  
Institute on Domestic Violence & Sexual Assault  
University of Texas at Austin

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Mary-Alice Warner MPH, BSN, RN, Manager CARE Team  
Dell Children's Medical Center

*Declined to sign*

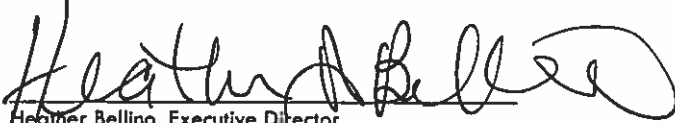


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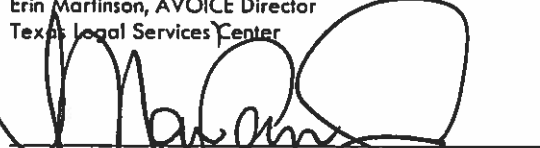
Kelly White, CEO  
SAFE Alliance

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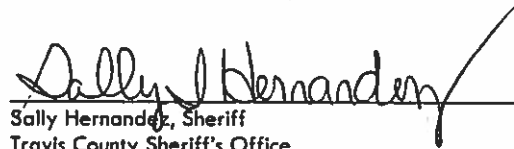
  
Leah May, MSN, RN, NE-BC, Nursing Practice Manager  
Seton Network


  
Heather Bellino, Executive Director  
Texas Advocacy Project

  
Erin Marlinton, AVOICE Director  
Texas Legal Services Center

  
Mariarmen Garza, Victim Rights Group Coordinator  
Texas Rio Grande Legal Aid

  
Margaret Moore, District Attorney  
Travis County District Attorney

  
Sally Hernandez, Sheriff  
Travis County Sheriff's Office

  
Katherine Redd, Associate Director for Prevention and Outreach  
University of Texas Counseling and Mental Health Center

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