



PAVSA SANE Office 218-726-1442  
PAVSA 24-hour on call response: 218-726-1931  
Serving Sexual Assault Victims at St. Mary's Medical Center & St. Luke's Hospital

## **Anonymous Reporting Process**

### **The collection and storage of evidence from SANE exams**

#### **Purpose:**

The purpose of developing an anonymous reporting process is to allow DNA and other evidence collected during a Sexual Assault Nurse Examiner (SANE) exam to be stored indefinitely in the event a victim decides to report at a later time. The evidence may include BCA kits (including toxicology kit and BAL kit), clothing or other items collected, Sexual Assault Exam Report Form, and photo disc. St. Louis County Attorney's Office has agreed to consider these immediate reports rather than delayed reports when making decisions about charging.

#### **Process for release and storage of evidence:**

The patient/victim will sign the "Authorization for Release of Evidence" form, checking the box designating that they are making an anonymous report.

The patient will be given the following details in writing on the "Anonymous 3<sup>rd</sup> Party Reporting Option" form:

- Possible length of time the evidence will be stored anonymously
- Where evidence will be stored
- How to change an anonymous report to a standard report
- How to have clothing returned
- How and when patient will be notified by the SANE program
- Where to call with questions

The SANE will contact 911 to obtain an Incident Criminal Report number (ICR). The SANE will attach the ICR to the case.

The Sexual Assault Exam Report form will have the victim's name, other identifying information, and the ICR number. The original of this form will be kept in the standard confidential manner by the SANE program.

The photo disc will be marked and kept in the standard confidential manner by the SANE program.

The BCA kits and clothing will be marked with the ICR and will be transferred to the appropriate law enforcement agency.

Additional medical documentation by hospital personnel will follow the standard hospital protocols and will not be released without signed authorization from the patient.

#### **911 Dispatch**

See Attachment A

### **Shield Documentation**

The anonymous reporting code for shield will be 9833. When entering information into Shield, the following information will be used: address will be the address of the law enforcement agency having jurisdiction over the report, SANE as reporting party, and the anonymous reporting code 9833.

### **Accessing Evidence for Future Reporting**

Patients will be advised that should they decide to report the crime to law enforcement, they should contact the SANE Program to avoid multiple ICR being assigned. The patient's evidence and documentation will be accessed using the anonymous reporting number through the SANE Program. An updated authorization form signed by the patient will be required for the transfer of evidence held by the SANE program to the investigating law enforcement agency.

Law enforcement may contact the SANE Coordinator to obtain authorization forms and coordinate evidence transfer. If a victim reports to law enforcement, the officer will ask if they have had a SANE exam to reduce the number of cases where multiple ICR numbers may be issued.

The SANE Coordinator will track names of alleged perpetrators. Victims will be given the option of being contacted by the SANE program if the alleged perpetrator is reported by another victim.

### **Permanent Evidence Destruction**

Before a law enforcement agency destroys any evidence held for an anonymous report, they will contact the SANE Program. The SANE Coordinator will notify the victim of the pending evidence destruction, using the contact information provided by the victim on the "Anonymous 3<sup>rd</sup> Party Reporting Option" form.

If a victim notifies the SANE Program that they do not wish to have the evidence held any longer, the SANE Coordinator will notify the appropriate law enforcement agency.

Eighteen months from the date of the exam SANE personnel will contact every patient who has not relinquished evidence for a standard report or for destruction to determine patient wishes about continued storage of the evidence.

### **Participating Law Enforcement Agencies**

Duluth Police Department  
Hermantown Police Department  
Proctor Police Department  
St. Louis County Sheriff's Office  
University of Minnesota- Duluth Police Department  
Superior Police Department  
Douglas County Sheriff's Office

### **Additional Participating Agencies:**

Program for Aid to Victims of Sexual Assault  
St. Louis County Attorney Office  
St. Louis County Initial Intervention Services  
St. Luke's Hospital  
St. Mary's Medical Center

**9-1-1 PROCEDURE FOR PROCESSING**  
**SANE (3<sup>rd</sup> PARTY)/CSC ANONYMOUS REPORTS**

***Implementation Date September 16, 2008***

Southern St. Louis County is offering a new reporting option for victims of sexual assault. This option, called Anonymous Reporting has been developed by PAVSA (Program for Aid to Victims of Sexual Assault) in collaboration with St. Louis County Law Enforcement Agencies. It allows a SANE (Sexual Assault Nurse Examiner) to make a sexual assault report on behalf of a victim and receive an Incident Criminal Report number (ICR) without divulging the identity of the victim. The report will be made by calling 9-1-1.

The SANE who examines the victim will call 9-1-1 and provide the location at which the assault occurred in order to establish jurisdiction (see note below re: location). The SANE will also provide the date and time the assault occurred and will request an ICR for an Anonymous CSC Report. An officer should not be dispatched at this time. The SANE will call back for an officer to respond after the exam has been completed to pick up the evidence kit and place it into property. On call back, the SANE will provide the ICR so the original call may be reopened and assigned to a jurisdictional squad.

At the time of the initial call, the 9-1-1 call taker will enter an ADVISED/MOR call in CAD and provide an ICR to the SANE. Each of the fields identified below must be completed.

**From the Command Line: OV (generic unit) <Tab>**

**OV Unit: Use Generic Unit for LE agency in jurisdiction which the assault occurred. See list on page 2.**

**Location: Use Common Name Address for LE agency in which the assault occurred, NOT location of incident or location of hospital reporting.**

**Type: Use CSCA (Criminal Sexual Conduct Anonymous)**

**Comment: Enter ANON RPT – OCCURRED (date/time)  
SANE CALLED FROM (hospital name)**

**Group: Enter 1P or 1DPD based on jurisdiction location**

**Info: Enter PAVSA/SANE report**

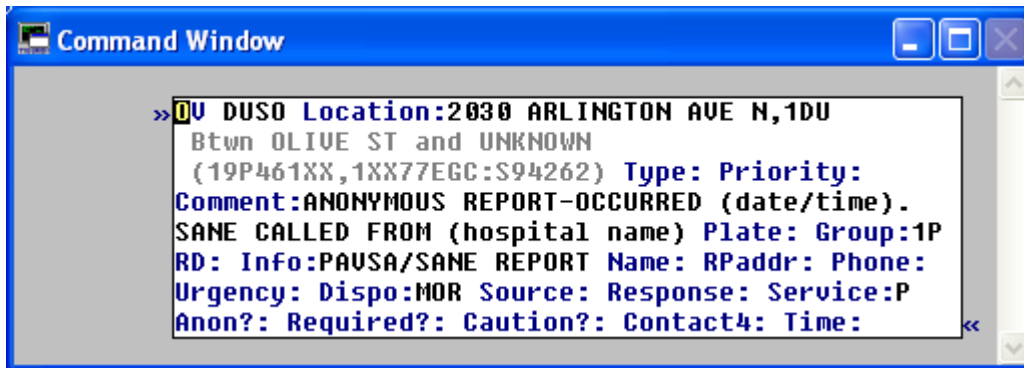
**Dispo: Use MOR**

**Service: Use P**

<b>Generic Unit Options:</b>	<b>City of Duluth:</b>	<b>DUPD</b>
	<b>Duluth Sheriff's Office:</b>	<b>DUSO</b>
	<b>City of Hermantown:</b>	<b>HEPD</b>
	<b>City of Proctor:</b>	<b>PRPD</b>
	<b>City of Floodwood:</b>	<b>FLPD</b>
	<b>Fond du Lac Police:</b>	<b>FDLPD</b>
	<b>UMD Police:</b>	<b>UMDPD</b>

At this time the call will enter directly into history with an ICR, will transfer to Shield, and will appear in previous events in CAD.

**SAMPLE: For incident occurring in the county. Type: CSCA**



The MOR report now exists in the event the victim chooses to make a formal report to law enforcement at a later date.

When calling back to request an officer to respond to pick up the evidence kit and take to property, the SANE will provide the ICR from the original report to the call taker. At this time, the call will be reopened and a jurisdictional officer will be assigned to respond to the appropriate hospital to collect and store evidence. The officer will enter comments and disposition when this process is complete.