

Sexual Assault Program Standards

I. BASIC PROGRAM:

All Basic Programs must have at least one staff person who meets the criteria for a “Sexual Assault Crisis Advocate/Victim Advocate” as defined in Personnel Standards. A basic program:

- A. Provides twenty-four (24) hour crisis intervention by a trained sexual assault victim advocate in person or by phone. Crisis intervention may include:
 - 1. Personal support and information about the effects of victimization
 - 2. Safety planning
 - 3. Complete information about local medical and legal resources related to sexual assault.
 - 4. Information on crime victims’ compensation
 - 5. Information about and referral to victim services available in the community
- B. Provides a 24-hour hotline staffed by sexual assault advocates to provide crisis intervention services.
 - 1. An answering machine, 911 or outside agencies may not be utilized to answer the 24-hour crisis hotline.
 - 2. The program shall have written procedures that ensure that the sexual assault advocate is dispatched within 15 minutes in response to all hotline calls.
- C. Has a confidentiality policy, signed by all staff and volunteers, with specific definitions of the policy and expected behaviors. This must include the following:
 - 1. Client records and data collection systems must maintain the confidentiality of the client.
 - 2. Access to client files must be limited to the sexual assault advocate and other program staff involved with the case or case management.
 - 3. All client information is confidential even after the volunteer and/or staff leaves the organization. Any breach of confidentiality by a former volunteer and/or staff may result in legal action by the program or client.
 - 4. No identifying information can be disseminated and discussed with agencies including law enforcement without the client's consent.

5. Has a policy on responding to subpoenas.
- D. Has a policy ensuring that criminal background checks are conducted on all staff and volunteers upon beginning of service.
 - E. Has available a trained staff/volunteer to provide one-on-one client support, whose purpose is to provide practical help as needed, to provide information and referrals to services, and to provide emotional support, with the clients' choices being respected.
 - F. Has written policies and procedures that include the following:
 1. A process for staff and volunteer performance evaluations.
 2. Grievance procedures for staff and volunteers.
 - G. Has established meetings that promote staff/volunteer communication.
 - H. Has written educational materials available to clients and other members of the community.
 - I. Makes referrals to legal assistance for criminal and civil cases.
 - J. Does not allow paid staff members to serve as voting members of its program's governing board.
 - K. Holds governing board meetings at least quarterly.
 - L. Will be available to accompany the client to any of the examinations, through the medical/legal processes investigations, and court proceedings related to the victimization:
 1. The program will provide support, orientation, and information, if requested.
 2. The program will provide the client with a list of all resources for medical services including:
 - a. where needed services can be obtained
 - b. possible payment assistance sources
 3. Safety: Only meets with clients at safe/secure locations including hospital, law enforcement, court, school, center, shelter, etc.
 4. The program will make sure that all information pertaining to treatment or testing done in the above situations is clearly explained to the client.
 5. The program will explain legal options including victims' rights at the appropriate time.

- M. Uses a call or contact sheet on each client, which contains the services provided, referrals made and other pertinent information.
- N. All state reporting requirements will be followed.
- O. If the program is a religious organization, this must be made clear to the client. It is the program's responsibility to provide the client with all information regarding options.
- P. Informs and assists clients in accessing victims' rights.
- Q. The program will have a policy on debriefing or aftercare following calls for volunteers and staff.
- R. Provide clothing for clients when their own clothes are needed as evidence.
- S. Do community outreach to sexual assault victims through posters, signs and programs
- T. Work towards having a team approach for handling cases with law enforcement, prosecutors and medical personnel.
- U. Provides community education presentations which must include the following:
 - 1. The availability of agency services/resources related to sexual violence and victims' rights.
 - 2. The incidence, severity and dynamics of sexual violence, which may include local statistics.
 - 3. Preventive measures to reduce the risk of sexual violence.
 - 4. Skills in recognizing and identifying issues of sexual violence such as myths, victim blaming or attitudes.
 - 5. Responding to the needs of survivors of sexual violence and their significant others.
- V. Has a written procedure for client evaluation of the program.

I. INTERMEDIATE PROGRAM:

In addition to basic program standards, an intermediate program:

- A. Provides a weekly support/educational group for clients by a trained staff/volunteer or counselor and provides child care during groups.
- B. Makes case management and therapy available to clients either in-house, through contracted services or-referrals. Individual therapy is conducted or supervised by counselors.

- C. Has a sexual assault task force (or is part of a task force) or sexual assault response team.

II. ADVANCED PROGRAM

In addition to basic and intermediate program standards, an advanced program:

- A. Enhances staff development through scheduled, on-going training.
- B. Provides therapy conducted by or supervised by counselors.
- C. Has a sexual assault task force that is working to use the latest technology and approaches (colposcopes or Sexual Assault Nurse Examiners, for example) for documenting rapes and other sexual assault cases.

Sexual Assault Personnel Standards:

For the purposes of these standards, job titles and responsibilities may vary from program to program. However, the basic functions generally fall into these categories. All Basic Programs must have at least one staff person who fulfills the Sexual Assault Crisis Advocate/Victim Advocate position. Allowable continuing education can include CEU's in pertinent areas of study, workshops, or self-study through reading, videos or other resources.

I. MINIMUM:

- A. Sexual Assault Crisis Advocate/ Victim Advocate:
 - 1. Thirty (30) hours of training approved by the Idaho Council on Domestic Violence and Victim Assistance (ICDVVA). Fifteen of these hours shall be completed before supervised contact with clients occurs. Completion of all the training shall be done within four months of employment. Training shall include the following:
 - a. Dynamics of Sexual Assault:
 - Childhood sexual assault
 - Acquaintance rape/sexual assault
 - Spousal rape/sexual assault
 - Male rape/sexual assault
 - Stranger rape/sexual assault
 - Gang rape/sexual assault
 - Drug facilitated rape/sexual assault
 - Emotional responses and healing stages after rape/sexual assault
 - Incest
 - Secondary victims of rape/sexual assault
 - Adult survivors of sexual assault
 - b. General Victim Service:
 - Crisis and stress theory

Confidentiality
Ethics
Crisis intervention and listening skills
Historical perspective of violence against women & development of related issues
Role playing
Victim safety planning
Awareness of mental disorders
Suicide intervention
Mandatory reporting laws
Crime victims' compensation
Family dynamics
Use of local resources and services
Victims' rights
Substance abuse
Personal and systems advocacy

- c. Sexual Assault and the Law
- d. Domestic Violence and the Law
- e. Stalking
- f. Harassment
- g. Cross-cultural service delivery and diversity; immigration laws
- h. Overview of forensics/rape kit:
 - 1. purpose and usual findings
 - 2. awareness of interview contents
 - 3. needs for medical and legal exam
 - 4. any advanced technology used locally
 - 5. how the interview examiner collects and documents evidence
 - 6. photography
 - 7. chain of custody
 - 8. knowledge of billing procedures
 - 9. responsibility for payment
- i. Overview of hospital procedures:
 - 1. medical treatment
 - 2. genital anatomy
 - 3. sexually transmitted diseases
 - 4. testing and their treatment
 - 5. common injuries
 - 6. anti-pregnancy treatment
 - 7. where to go for additional tests

- j. Overview of criminal justice procedures:
 - 1. law enforcement agency procedures
 - 2. when referred to detectives
 - 3. when taken to prosecutors
 - 4. policies on arrest
 - 5. policies on victim control of case

k. Safety

l. Knowledge of civil protection orders

B. Sexual Assault Program Director:

(Job titles and responsibilities may vary from program to program. Examples are Program Director, Director, and Executive Director.) For the purposes of these standards:

- 1. All of the Sexual Assault “Crisis Advocate/Victim Advocate” basic requirements
- 2. Skills in the following:
 - a. a sound working knowledge of all program positions
 - b. public speaking
 - c. understanding of liability issues
 - d. ability to form collaborative relationships
 - e. delegation
 - f. knowledge of policies and procedures
 - g. human resources
 - h. management and budgeting
 - i. knowledge of funding sources
 - j. grant management

C. Court/Legal Advocate

- 1. All of the basic requirements for “Sexual Assault Crisis Advocate/Victim Advocate”
- 2. Ten (10) hours of additional training and experience to include court procedures and etiquette

D. Counselor

- 1. All of the “Sexual Assault Crisis Advocate/Victim Advocate” basic requirements
- 2. Idaho LPC, MSW or MED or equivalent with specialty in counseling
- 3. Knowledge and experience in victimization issues

4. Knowledge of basic legal, ethical and confidentiality issues
5. Ability to utilize community resources appropriately
6. Counselor will only provide services that are within their competence.

To maintain the Minimum Level, all staff shall complete **twenty (20) hours** per year of continuing education relevant to their position. To progress to the intermediate and advanced levels, personnel shall fulfill the following requirements below as well as any continuing education requirements for specific positions (A - I).

II INTERMEDIATE:

All basic requirements of particular position (i.e., "Crisis Advocate", "Court Advocate") enhanced by an additional fifteen (15) hours of training and two years in sexual assault crisis work.

To maintain this Intermediate Level, **twenty (20) hours** of continuing education per year is required.

II. ADVANCED:

All intermediate requirements of particular position plus five (5) years in crisis work.

To maintain this Advanced Level **twenty (20) hours** of continuing education per year is required.