



# Sexual Assault Forensic Examination (SAFE) Best Practices Advisory Group

## Meeting Notes

Tuesday, July 25<sup>th</sup> 1:00 – 3:00 p.m. PST

Attendees: Laura Twitchell, Adam Hall, Alison Forsyth, Antoinette Bonsignore, Carlyn Sampson, Denise Rodier, Elizabeth Hendren, Flora Diaz, Gunnar Skollingsberg, Jim Nelson, Kristina Hoffman, Kyra Laughlin, Leah Griffin, Lindsey Hueer, Lucy Wolf, Maggi Qerimi, Sen. Manka Dhingra, Megan Allen, Mercedes Macomber, Mike McNab, Rashi Gupta, Rep. Tina Orwall, Riddhi Mukhopadhyay, Ryan Giannini, Sahar Fathi, Sara Owen, Stephen Evitt, Trisha Smith, Staff: Lauren Vlas

### 1. Call to Order & Establishment of Quorum (AGO staff)

- Co-Chair Representative Orwall welcomed members to the meeting
- Staff acknowledged the legislative reauthorization of the SAFE Advisory Group in the last session and introduced new members
- Maggi Qerimi is Senior Deputy Prosecuting Attorney and Chair of King County's Adult-Focused Special Assault Unit, and the new representative on the Advisory Group for the Washington Association of Prosecuting Attorneys or WAPA
- Annette Simpson, Health Program Manager at Harborview Assault and Trauma Center will serve as the representative for sexual assault nurse examiners (SANEs)
- Detective Steve Evitt from Wenatchee Police Dept. is serving as the rural law enforcement representative
- Sergeant Katie Savage with Vancouver Police Dept. is serving as the urban law enforcement representative
- Sara Owen, sexual assault advocate at Beyond Survival in Aberdeen, is serving as the rural advocacy representative
- And Carlyn Sampson, Executive Director of Rebuilding Hope in Tacoma, is serving the representative of urban advocacy organizations
- Staff thanked new members for their willingness to serve and facilitated introductions for the group
- The agenda for the July 25 meeting was adopted
- The minutes from the May 4 meeting were approved

### 2. Updates (WSP and AGO)

- WSP shared an update on the progress of sexual assault kit testing (see attached slide deck)
- The Crime Lab is still on track to finish testing and reviewing results from the (10,000+) backlog of kits by December 31<sup>st</sup> of this year
- The Attorney General's Sexual Assault Kit Initiative (SAKI) team lead shared an update on investigations and prosecutions
- In 2004, a woman in Spokane reported to police that she was violently raped by an unidentified man. A sexual assault kit (SAK) was collected, but not submitted for testing. The SAK was included in the AGO's 2018 SAKI inventory; SAKI funded DNA testing. In August 2021, a DNA profile from the SAK matched to Scott Halvorson. Halvorson was a sexually violent predator (SVP) the AGO committed to the Special Commitment Center (SCC) in 2014. He has a long history of sexual assaults in the Spokane area. Trial on the 2004 rape is set for fall of 2023.
- As a reminder, new information on cases as well as general information on the AGO's sexual assault kit initiative is available at this website: <https://wasaki.atg.wa.gov/>

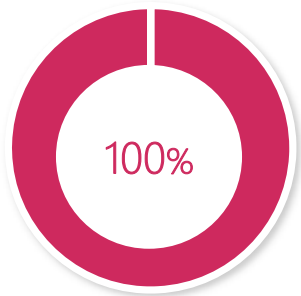
3.	<p><b>Panel Discussion: Addressing the 70% of Victims and Survivors Who Don't Report (Invited Guests and All)</b></p> <ul style="list-style-type: none"> <li>• Staff welcomed a number of guests to discuss barriers in sexual assault reporting</li> <li>• Studies estimate 70%+ of victims and survivors do not report the assault to law enforcement</li> <li>• Guest speakers include Riddhi Mukhopadhyay, Executive Director at Sexual Violence Law Center and Elizabeth Hendren, Advocacy Counsel at Sexual Violence Law Center, Megan Allen, Advocacy Director at King County Sexual Assault Resource Center, Alison Forsyth, Senior Planner with the Seattle Mayor's Office on Domestic Violence and Sexual Assault, Mercedes Macomber, Victim/Witness Advocate with Garfield County Prosecutor's Office and Garfield County Commissioner Jim Nelson</li> <li>• Riddhi, Elizabeth, and Megan discussed reasons why survivors may not report including that survivors may not be reporting to law enforcement but many people do report to friends, family, faith leaders, or other trusted individuals</li> <li>• The group discussed the importance of interconnected systems that get survivors the support they need, regardless of whether or not a report is made to law enforcement</li> <li>• Members and participants discussed aspects of rape culture, how consent laws have evolved over time, opportunities to address behaviors such as stealthing (removing contraception without consent), as well as affirmative consent and <a href="#">progress made in California</a></li> <li>• Further, the group discussed how onsite/in-person advocacy services may see higher rates when advocates are present with a victim or survivor during a SAK exam or elsewhere</li> <li>• Representative Orwall mentioned a working group on campus sexual assault, open to all SAFE members who are interested</li> <li>• The working group will report back to the SAFE Advisory Group</li> <li>• Next, Alison presented on the implementation of "<a href="#">Seek then Speak</a>", an anonymous reporting program recently adopted by the Seattle Police Department that allows victims and survivors the ability to report information about their experience without self-identifying</li> <li>• Seek then Speak also provides information on local community-based support services that are available</li> <li>• Mercedes Macomber shared information on Garfield County's "<a href="#">You Have Options</a>" anonymous reporting program</li> <li>• Garfield County Commissioner Jim Nelson spoke about the importance of having an option where victims and survivors can share information about perpetrators but not be required to identify themselves</li> <li>• Garfield County has seen success promoting the program in local schools and has seen an increase in reporting as a result</li> <li>• Some victims and survivors will choose to identify themselves later on and have appreciated the ability to have the choice on when and how to come forward</li> <li>• Both representatives of Seek then Speak and You Have Options offered to be available to other communities who may be interested in adopting anonymous reporting programs</li> </ul>
4.	<p><b>Training: Public Records and Open Public Meetings Act (OPMA) (AAG Morgan Damerow and Jennifer Steele)</b></p> <ul style="list-style-type: none"> <li>• As a legislatively-mandated Advisory Group, SAFE members and staff are responsible for complying with state laws related to retention of public records and the open public meetings act</li> <li>• Assistant Attorney General Morgan Damerow and Jennifer Steele, Public Records Counsel at the Attorney General's Office presented to the group on state laws and how to comply</li> <li>• See slide deck for further information and guidance</li> </ul>



# SAK Testing Progress

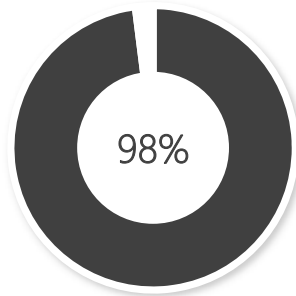
- July 2023 -

# 1. FACILITATE THE TESTING OF 9,232 HISTORICAL SAKS BY DEC. 1, 2021



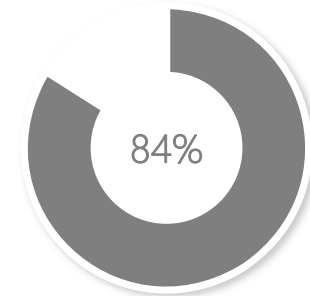
## Phase 1: Facilitate Outsourcing

As of 6/30/23, 9,508 SAKs have been shipped to and received by one of 3 vendor labs. Any additional kits received will be outsourced as they come in.



## Phase 2: Test

As of 6/30/23, 9,367 SAKs have been tested by the vendor labs and WSP now has a copy of the results and their lab report for review. The results then need to be reviewed by WSP, and if eligible, uploaded into CODIS.



## Phase 3: Review

As of 6/30/23, 8,034 SAKs have had their test results reviewed by WSP and any eligible DNA profiles have been uploaded to CODIS. 3,438 DNA profiles have been uploaded, resulting in 1,318 hits to individuals, and 280 hits to another case.

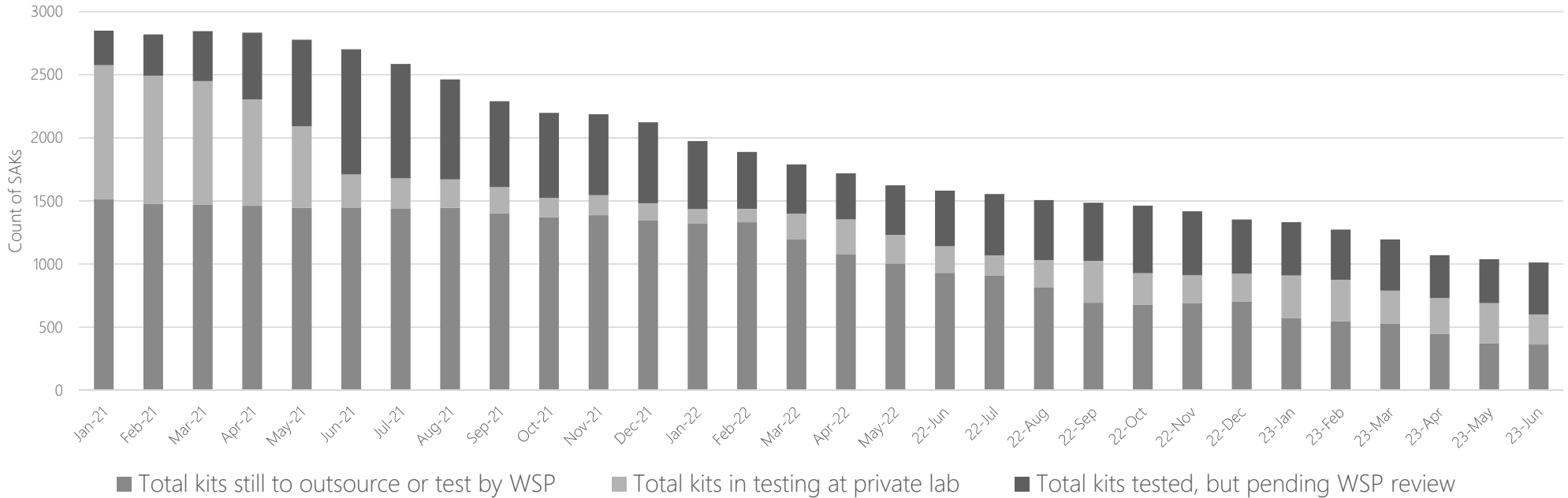


Target completion Date: 12/30/23



# 2. CLEAR BACKLOG OF KITS NEEDING TESTING

SAK-2 Backlog Over Time



SAKs that were submitted as part of inactive investigations ("SAK-2s") are tested in-house\* or are outsourced to a vendor lab.

**64%** Of backlog has been outsourced and in progress  
**41%** has been tested but awaiting review

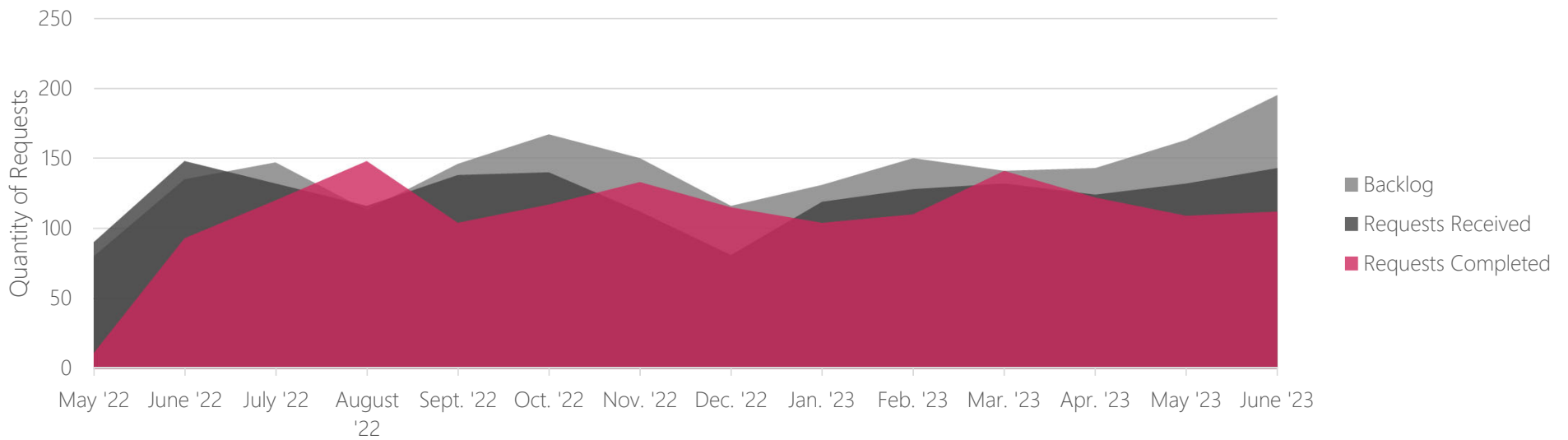


8 new scientists & 1 technician

**Dec 2023 Goal**



# 3. ACHIEVE A TURNAROUND TIME OF ≤45 DAYS FOR 100% OF SAKS STARTING MAY 1, 2022



Effective 5/1/22, SAKs that are submitted to the crime lab are prioritized for testing regardless of investigation status to achieve a quick turnaround time. These kits are tested in-house by the WSP High-throughput laboratory, with assistance by the regional WSP DNA labs..

**97.2%**  
Had testing completed within 45 days or less

 **34 days**  
Average Turnaround Time



# Opening Doors: Alternative Reporting Options for Sexual Assault Victims

Joanne Archambault

Retired, San Diego Police Department

CEO & Founder, End Violence Against Women  
International



Kimberly A. Lonsway, PhD

Director of Research

End Violence Against Women International



# Polling Question #1

- What is your professional discipline?
  - Law Enforcement
  - Prosecution
  - Victim Advocacy
  - Health Care
  - Education / Research
  - Other



# Learning Objectives

- Identify key barriers to sexual assault reporting.
- Define various alternative reporting options as a strategy for overcoming these barriers.
- Introduce **Seek Then Speak**, a self-guided interview and reporting tool for sexual assault victims.
- Apply the conceptual aims of *one step at a time* and *opening doors* to design a community protocol.

# Polling Question #2

- Have you heard an EVAWI presentation on “Opening Doors” or Alternative Reporting Options before?
  - No
  - Yes
  - Maybe
  - Not Sure

# OnLine Training Institute (OLTI): Opening Doors Module

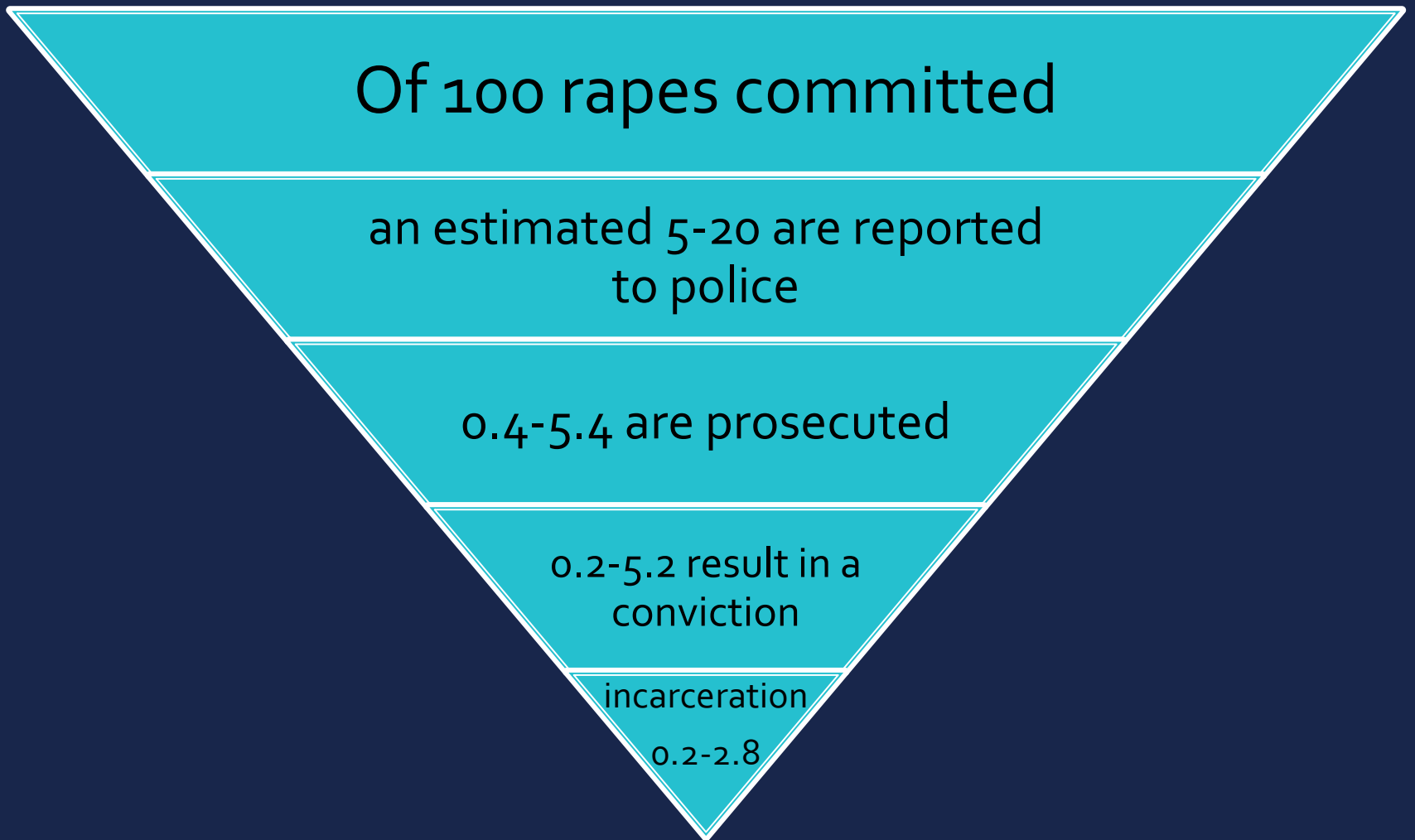


End Violence Against Women International  
(EVAWI)

## Opening Doors: Alternative Reporting Options for Sexual Assault Victims

Kimberly A. Lonsway, PhD  
Sergeant Joanne Archambault (Ret.)  
Heather Huhtanen

January 2021



Lonsway, K.A. & Archambault, J. (2012). The "Justice Gap" for Sexual Assault Cases: Future Directions for Research and Reform, *Violence Against Women*, 18 (2), 145-168.

# Barriers to Reporting

Why don't victims report?

- Fear of retaliation
- Being doubted or blamed
- Others finding out
- Fear of the justice system
- Not being believed



Photo Credit: Life's Random Bits

# Consequences for Communities

Without a report:

- Law enforcement cannot investigate
- Offenders cannot be prosecuted
- Victims left with unresolved trauma
- Perpetrators can commit additional assaults

*The perpetrator is free to offend again, and nothing changes for the next victim. So the cycle repeats.*

*- Lonsway & Archambault (2010)*

# One Step at a Time

## *Victims Need Time*

- “Rape in America” Study:
  - Only  $\frac{1}{4}$  of sexual assault victims reported in 24 hours
  - That means  $\frac{3}{4}$  needed more than 24 hours to contact police



Photo Credit: Getty Images

# One Step at a Time

- Not just about reporting:
  - Investigation
  - Charging
  - Trial / Plea
  - Conviction
  - Incarceration



Photo Credit: National Veterans Foundation



# Opening Doors

## *Victims Need Support*

- Before reporting to law enforcement, sexual assault victims contacted an average of 2-3 informal or formal support providers



Photo Credit: Waukesha Women's Center



Photo Credit: REACHOUT.COM

# Opening Doors

- Sexual assault victims can benefit from services in terms of improved recovery and well-being
  - Health care
  - Victim advocacy
  - Law enforcement
  - Counseling / therapy



# Open Doors Lead to More Doors



Accessing services of one professional increases  
likelihood of engaging others

# Alternative Reporting Options

- Victim-centered
- Trauma-informed
- Compliant with VAWA



*Opening Doors, One Step at a Time...*

# Anonymous Reporting

- Many terms used:
  - Anonymous report
  - Confidential report
  - Medical report
  - Non-report
  - Blind report
  - Jane Doe report

*Victims can provide information about their sexual assault to law enforcement anonymously, without their name or other identifying information being recorded. **But cases cannot be investigated or prosecuted anonymously.***

# Polling Question #3

- Does your community offer ANONYMOUS REPORTING for sexual assault victims (whatever term you use)?
  - No
  - Yes
  - Maybe
  - Not Sure

# Using a Pseudonym

- Fictitious name used in public forums and records
- Protects victim confidentiality
- NOT anonymous

**Texas Association Against Sexual Assault (TAASA)** offers detailed information and sample form to establish a victim pseudonym.

# Polling Question #4

- Does your community offer sexual assault victims the use of a PSEUDONYM in public records or forums?
  - No
  - Yes
  - Maybe
  - Not Sure



# Limits of Anonymity

- For victims who have a medical forensic exam, their identity as a patient is often known to:
  - Health care providers
  - Billing / Records Department
  - Crime Victim Compensation
  - Victim advocacy agency
- Law enforcement can also identify victim



***Anonymity relies on good faith agreements!***

# Non-Investigative Reporting

1. Information documented by law enforcement
2. No investigation or possible prosecution
  - Victim consent needed for follow-up action
  - E.g., contact by law enforcement, reviewing or testing evidence, other investigative steps

The **US military** was an early pioneer in non-investigative reporting with the policy of “restricted reporting” first enacted in 2005.

# Non-Investigative Reporting

- **Benefits for victims**
  - Process aligned with understanding of trauma
  - Connect with advocacy, resources, services

*Opening Doors...*



# Non-Investigative Reporting

- **Benefits for law enforcement**
  - Encourages victims to come forward with information
  - Document critical information about sexual assault
  - Collect and store time-sensitive evidence
  - Victims better able to participate with support

*One Step at a Time...*

# Polling Question #5

- Does your community offer NON-INVESTIGATIVE REPORTING for sexual assault victims (whatever term you use)?
  - No
  - Yes
  - Maybe
  - Not Sure

# Limits of Non-Investigation

- Cannot always guarantee no investigation
  - Victim is very young or old
  - Severe physical injuries
  - Intimate partner violence
  - Serial offender
  - High profile case



# Basic Reporting Mechanisms

- Reporting directly to **law enforcement**
- Reporting through a **medical forensic exam**
  - Either as a medical mandated report, OR
  - Option for anonymous / non-investigative reporting
- Reporting through a **third-party entity** (e.g., advocacy organization, Family Justice Center)

# Polling Question #6

- Does your community offer sexual assault reporting through a THIRD-PARTY ENTITY?
  - No
  - Yes
  - Maybe
  - Not Sure



# Investigation: None, Some, or All

1. Complete Investigation
  - All steps needed to make case determination
2. Non-Investigative Report
  - Intelligence / information only
3. Partial Investigation
  - One investigative step at a time

***One Step at a Time ... Taken Together***

# Polling Question #7

- Are you familiar with sexual assault cases where police followed an approach of “ONE INVESTIGATIVE STEP AT A TIME?”
  - No
  - Yes
  - Maybe
  - Not Sure

# Informational vs Crime Report

- 1. Crime Report:** Meets elements of offense, victim identity recorded
  - Included in Departmental statistics
  - Cleared following UCR guidelines
- 2. Informational Report:** Does not meet elements of criminal offense
  - With information available at the time
  - May need to examine policies, procedures

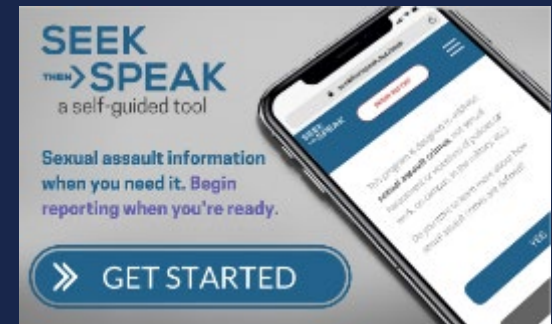


SEEK

THEN > SPEAK

# SEEK THEN > SPEAK

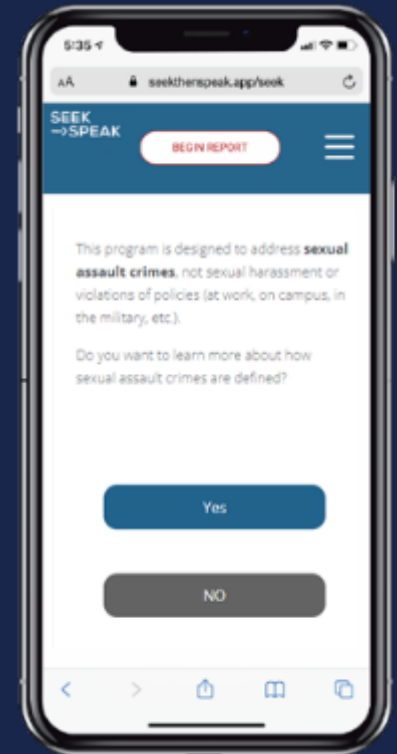
- Can post a link on any agency website
  - Law enforcement agencies
  - Victim advocacy organizations
  - Forensic examiner programs
  - Prosecutor's offices
  - Other government / community agencies
  - Agencies serving culturally specific groups



[seekthenspeak.app](https://seekthenspeak.app)

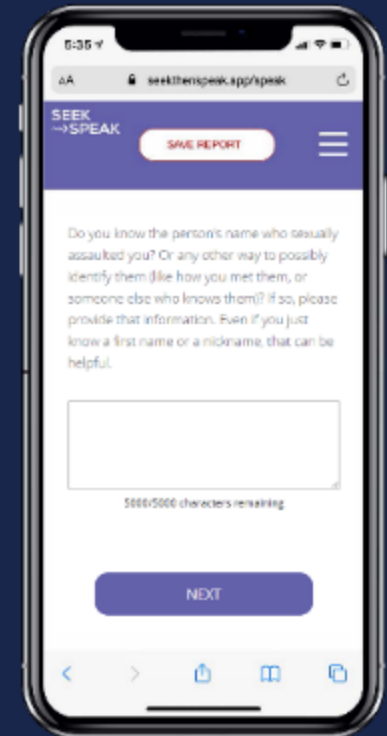
# SEEK: Explore Options

- Survivors and support people can gather information, explore options
  - Sexual assault and abuse
  - Crime victim rights
  - Victim advocacy
  - Medical care
  - Reporting to police
  - Support people
  - Campus, workplace, military settings



# SPEAK: Begin Reporting

- Survivors can begin reporting to police
  - Self-guided, investigative interview
  - Records critical information about sexual assault
  - Survivors can provide as much, or as little information as they choose
  - Can remain anonymous if they wish



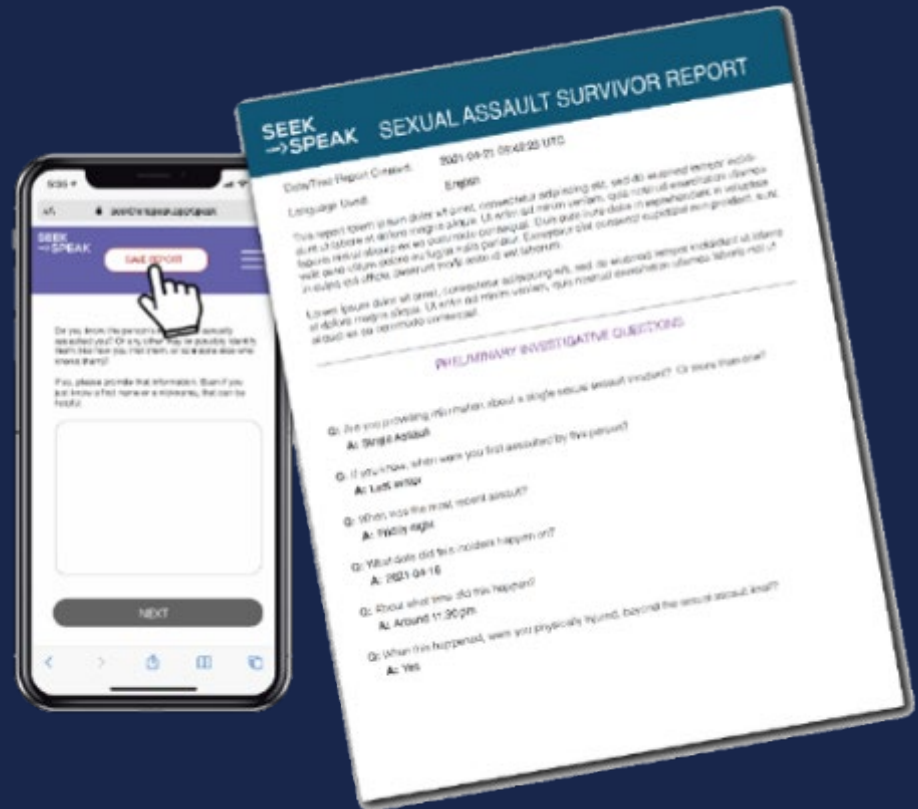
# SEEK <sup>THEN</sup> > SPEAK

- Creates a PDF report that survivors can:
  - **Download** (to save on their own device)
  - **Print** (to give to police, or store for now)
  - **Email** (to law enforcement, or someone else)
  - **Give** to sexual assault advocacy center (to submit to law enforcement on their behalf)
- **All data are deleted after generating PDF**



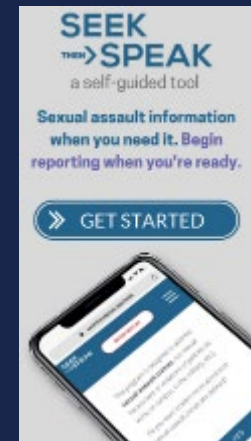
# SPEAK: Begin Reporting

- Explains questions and investigative process
  - Reduces anxiety, increases accuracy
  - Keeps survivors in the driver's seat
  - Better prepared for interview, investigation



# SEEK THEN > SPEAK

- Can access from any digital device
  - Computer, laptop, tablet, mobile phone
  - Meets privacy requirements for HIPAA, VAWA, FVPSA, and VOCA
- Increasing access for survivors
  - Translated into 100+ languages
  - Accessibility features for disabilities



# SEEK THEN > SPEAK

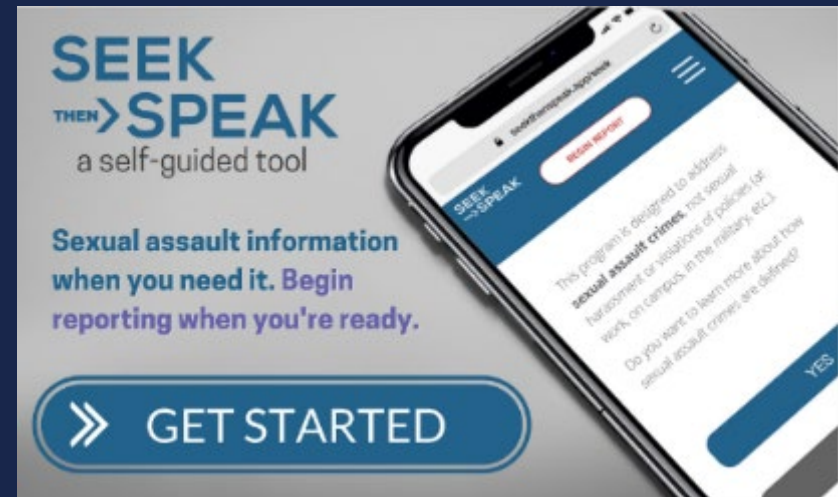
- Can be offered by responding professionals
  - While waiting for medical forensic exam
  - When interpretive services are lacking
  - As an alternative to police patrol response
  - A service option offered by victim advocates
  - Or ... ???



[seekthenspeak.app](https://seekthenspeak.app)

# SEEK THEN > SPEAK

- Interested in offering in your community?
- Contact:  
Kim@evawintl.org



[seekthenspeak.app](https://seekthenspeak.app)

*If we offer alternative reporting options, are they a realistic alternative? Or a false promise?*

*What can we do to make these options a reality for victims?*

# Collaborative Partners

- Law enforcement (patrol, investigators, supervisors, command)
- Communications (911 and non-emergency)
- Health care providers
- Victim advocates (community-based and system-based)
- Prosecutors
- Campus
- Military
- Tribal agencies



# EVAWI Protocol Development Guide



## Protocol Development Guide: Creating a Multidisciplinary Protocol for Alternative Reporting Options *December 2020*

This Protocol Development Guide was created to supplement EVAWI's ~~OnLine~~ Online Training Institute (OLTI) module, [Opening Doors: Alternative Reporting Options](#). The OLTl module explains key terms and concepts for a comprehensive, multidisciplinary protocol for alternative reporting options. However, a state or local protocol will need to translate these terms and concepts into actual policies and practices. This document is designed to assist in this process, by guiding professionals through the task of protocol creation.

### Organizational Features

Throughout the guide, we will use icons to highlight key concepts, identify supplemental resources and tools, explore promising practices, and offer policy recommendations:



Resources and tools



Information to note



Innovative and promising practices



Policy recommendations

### Protocol Creation

We realize there is no “one size fits all” approach to developing a multidisciplinary protocol. Communities have their own unique needs, goals, and resources, so each version will need to be tailored individually. However, our goal is to encourage the creation of protocols that are philosophically grounded, carefully designed, and clearly articulated in a written document that will consistently guide well-functioning practices.



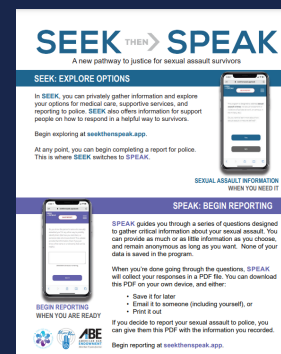
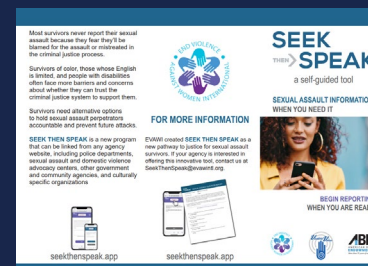
What is a protocol? A helpful description is offered on page 2 of the [Model Sexual Assault Community Protocol](#)<sup>1</sup> by the Ohio Department of Health.

***What good are alternative reporting options if no one knows they exist?***



# Public Notification

- Seek Then Speak
  - Logos, graphics, QR code
  - Brochures, flyers, pocket card
  - Training materials (PPT)
  - Press release



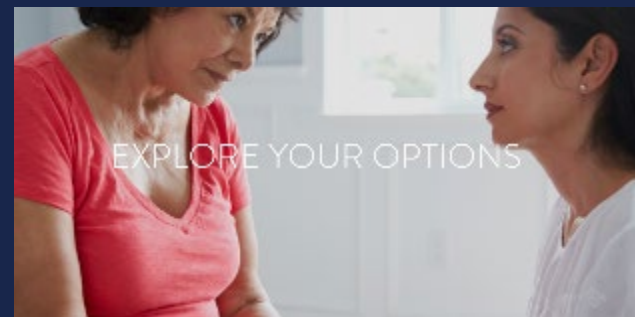
After a sexual assault, victims often feel confused and alone. There is help.

## Explore Your Options

• Gather Information • Make Decisions • Take Action

[startbybelieving.org/explore-your-options/](https://startbybelieving.org/explore-your-options/)

- Explore Your Options
- <https://evawintl.org/best-practices/resources/>



# Public Notification



*Opening Doors*

*One Step at a Time*

# Are They Working?

- How do victims perceive reporting options?
- Do they help overcome barriers to reporting?
- Are the options working as intended?
- Do victims feel supported during the process?
- How often do victims convert to full participation?
- What are outcomes of these cases?
- Does this vary by victim / case characteristics?

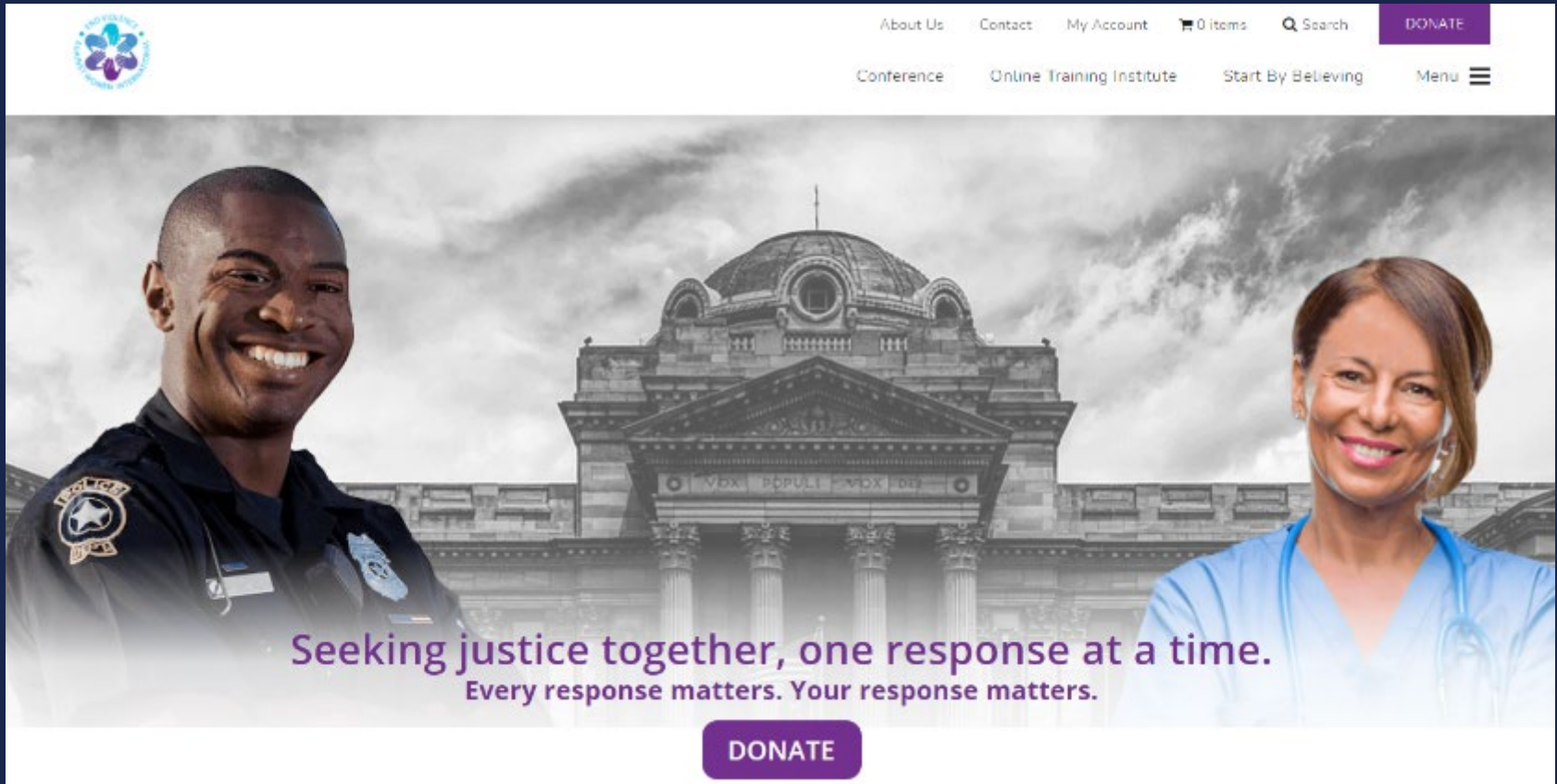
*Victims may define justice in their sexual assault cases, not only through conviction but also through their voices being heard and respected.*

*- National Best Practices for Sexual Assault Kits: A Multidisciplinary Approach (2017)*

*What can you do to **open doors**  
for sexual assault victims in  
your community?*

*How can you support a process  
of **one step at a time**?*

# EVAWI Resources



The screenshot shows the top navigation bar of the EVAWI website. On the left is the EVAWI logo, a stylized flower with purple and blue petals. To the right are links for 'About Us', 'Contact', 'My Account', '0 Items', 'Search', and a purple 'DONATE' button. Below this is a secondary menu with 'Conference', 'Online Training Institute', 'Start By Believing', and a 'Menu' icon. The main banner features a smiling police officer on the left and a smiling nurse on the right, with a large government building in the background. The text 'Seeking justice together, one response at a time. Every response matters. Your response matters.' is centered over the image, with a purple 'DONATE' button below it.

About Us Contact My Account 0 Items Search DONATE

Conference Online Training Institute Start By Believing Menu

Seeking justice together, one response at a time.  
Every response matters. Your response matters.

DONATE

evawintl.org

# Comprehensive Victim Interviews (CVI)

Don't miss out on this unique opportunity to enhance your skills at conducting effective victim interviews!

**Dates:** June 29-30, 2022, or September 14-15, 2022

**Time:** 7:30AM - 3:30PM PT / 10:30AM - 6:30PM ET

**Registration:** \$299

*By far the best online conference / training I have attended ... You could easily tell the amount of dedication from the entire team.*

- US Department of State

# Save the Date

## April 11-13, 2023

*International Conference on  
Sexual Assault, Domestic  
Violence, and Fighting for Change*

Hilton Chicago  
Chicago, Illinois





# Join EVAWI Mailing List



## Join Our Mailing List

Thanks for your interest in joining our email lists! EVAWI - Weekly announcements about live training and online resources, including webinars, training bulletins, OLT modules, regional trainings, and our annual international conference - Start by Believing - Monthly emails featuring Start by Believing campaign spotlights, resources, and SBB Day event news.

\* Email Address

\* First Name

\* Last Name

Email Lists

EVAWI

Start by Believing

By submitting this form, you are consenting to receive marketing emails from: EVAWI International, 145 S Main Street, Colville, WA, 99114 United States, <http://www.evawwi.org>. You can revoke your consent to receive emails at any time by using the [☒ SafeUnsubscribe®](#) link found at the bottom of every email. [Emails are serviced by Constant Contact.](#)

Sign Up

# Sample Training Topics

- Effective Victim Interviewing
- Law & Investigative Strategy
- Untested Evidence and Cold Case Investigation
- VAWA Forensic Compliance
- False Reports and Unfounded Cases
- Role of DNA in Sexual Assault Investigations
- Investigating Sexual Assault Against People with Disabilities

# Webinars

## Webinars

Register for an upcoming webinar! All webinars are recorded and posted in our [webinar archive](#) within 1 week of the live event.



### OPENING DOORS: ALTERNATIVE REPORTING OPTIONS FOR SEXUAL ASSAULT VICTIMS

**December 8, 2021 10:00 am**

This presentation explores strategies to increase reporting options for sexual assault victims. These approaches are grounded in a victim-centered and trauma-informed philosophy, encapsulated in the concepts of one step at a time and opening doors.

**Speakers:**



### SEXUALLY ASSAULTED, DISBELIEVED, PROSECUTED AND ACQUITTED: LESSONS FROM WASHINGTON COUNTY, VIRGINIA

**February 9, 2022 10:00 am**

Imagine that someone in your community is sexually assaulted, and her closest friend encourages her to report it to the police. At first, the police appear to be taking her seriously, but later the investigation stalls. The victim then gets a call from the police, asking her to come in to answer a few more questions. That interview turns into an interrogation, and suddenly she is being accused of fabricating the assault. The police pressure her to retract her allegations. Desperate to get away from the officers, who are exacerbating her trauma, the victim recants. The police use her recantation to charge her with false reporting. The victim and her friend are in shock; this outcome never entered their minds.

**Speakers:**



# OnLine Training Institute



## OnLine Training Institute



Welcome to the OnLine Training Institute! Below you will find a list of all the available training modules.

Participants in the OLTi can work through the various training modules to learn and review new information and then apply this knowledge in realistic and interactive scenarios, as well as assessment methods such as quizzes, tests, and case studies. For those of you who learn best by reading the training content on paper rather than online, you will also have the option of printing out a PDF version of any module. However, you will still be required to work through the online module in order to complete the review questions, practice exercises, and end-of-course test, before earning your certificate of completion.

[About the OLTi](#)

[Accreditation](#)

The OLTi is available free to any interested professional. To support this work, please [Donate Now](#).

### BROWSE COURSES:



#### Dynamics of Sexual Assault: What Does Sexual Assault Really Look Like?

Much of the thinking about sexual assault has not changed in the last 20-30 years, because this thinking continues to reflect a number of myths and misconceptions about rape, rape victims, and rape perpetrators. This module will examine those myths and misconceptions, the reasons for them, and how they affect the investigation of sexual assault. It will conclude with an examination of the actual characteristics of sexual assaults.

Estimated time for completion: 5 hours

[Download Course Outline](#) | [Download Course Document](#)

# Training Bulletins

The screenshot shows a web interface for a 'Resource Library'. At the top, a blue banner contains the text 'Resource Library'. Below this, there are social media icons for Facebook, Twitter, LinkedIn, and a plus sign. A search bar is located on the left side. The main content area is divided into two columns. The left column contains filter options under 'RESOURCE TYPE' (Articles or Reports, Book, Other, Press Releases, Protocols, Tools & Templates, Training Bulletins, Training Modules, Videos, Web Links, Webinars) and 'TOPIC' (All Resource Category...). The right column displays a list of resources. The first resource is '12 Key Questions to Guide Victim Notification Protocols', categorized as 'Articles or Reports' by 'Other', with a 'View document' and 'Favorite' link. The second resource is '1in6', categorized as 'Web Links' by '1in6', with a 'Read more' link and 'Visit link' and 'Favorite' links. The third resource is '2010 ADA Standards for Accessible Design', categorized as 'Tools & Templates' by 'AS', dated 'September 15, 2010', with a 'View document' and 'Favorite' link. The fourth resource is '2014 Sexual Violence Research Review', categorized as 'Articles or Reports' by 'Other', dated 'January 1, 2014', with a 'Read more' link and 'View document' and 'Favorite' links.

1017 resources

Search ...

**RESOURCE TYPE**

- Articles or Reports
- Book
- Other
- Press Releases
- Protocols
- Tools & Templates
- Training Bulletins
- Training Modules
- Videos
- Web Links
- Webinars

**TOPIC**

All Resource Category...

**AUTHOR**

All Resource Authors

**PUBLICATION DATE (DATE RANGE)**

12 Key Questions to Guide Victim Notification Protocols

Articles or Reports  
Author: Other

View document | Favorite ☆

1in6

Web Links  
Author: 1in6

Read more ▾

Visit link | Favorite ☆

2010 ADA Standards for Accessible Design

Tools & Templates | September 15, 2010  
Author: AS

View document | Favorite ☆

2014 Sexual Violence Research Review

Articles or Reports | January 1, 2014  
Author: Other

Read more ▾

View document | Favorite ☆

# Online Resources

## RESOURCES

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**Trainers &  
Consultants**

[READ MORE](#)



# SEEK THEN SPEAK

## SEEK THEN SPEAK

SEEK THEN SPEAK is a tool for sexual assault survivors and support people.

In SEEK, you can privately gather information and explore your options for medical care, supportive services, and reporting to police.

SEEK

If you choose, you can even begin the process of reporting to police by completing a self-guided interview in SPEAK.

SPEAK

SEEK THEN SPEAK is brought to you by  
End Violence Against Women International (EVAWI)



End Violence Against Women International  
[Terms of Service](#) | [Privacy Policy](#)

# Sexual Assault Medical Forensic Examination: A Virtual Practicum

The Virtual Practicum is a program of End Violence Against Women International, developed in partnership with the US Department of Justice, Office on Violence Against Women, Academy of Forensic Nursing, the International Association of Forensic Nurses, and more than 30 multidisciplinary experts from forensic nursing, law enforcement, victim advocacy, and forensic science.

Training content is based on the *National Protocol for Sexual Assault Medical Forensic Examinations* (2013).



ORDER YOURS TODAY  
[www.evawintl.org/VP](http://www.evawintl.org/VP)



SEEKING JUSTICE TOGETHER,  
ONE RESPONSE AT A TIME.

EVERY RESPONSE MATTERS.  
**YOUR** RESPONSE MATTERS.



*This project was supported by Grant No. 2018-SI-AX-K001 awarded by the Office on Violence Against Women, U.S. Department of Justice. The opinions, findings, conclusions, and recommendations expressed in this program are those of the authors and do not necessarily reflect the views of the U.S. Department of Justice.*

## Sexual Assault: The Medical Forensic Examination



### A Virtual Practicum



The Virtual Practicum offers training on every aspect of a patient-centered sexual assault medical forensic examination. It is a valuable training tool for health care professionals as well as law enforcement, prosecutors, forensic scientists, emergency medical services, victim advocates, and others.



# Social Media

## Start by Believing



### SBB Page

<https://www.facebook.com/pages/Start-by-Believing-Campaign/147418678643694>



### SBB Twitter

@SBB\_EVAWintl - [https://twitter.com/SBB\\_EVAWintl](https://twitter.com/SBB_EVAWintl)



### Hashtag

#StartbyBelieving

## EVAWI



### EVAWI Page

<https://www.facebook.com/pages/End-Violence-Against-Women-EVAW-International/104495444561>



### EVAWI Twitter

@EVAWintl: <https://twitter.com/EVAWintl>



### Instagram

@EVAWintl - <https://www.instagram.com/evawintl/>



[evawintl.org](http://evawintl.org)

**Start by  
Believing**



**Explore  
Your Options**

[startbybelieving.org](http://startbybelieving.org)

# SEEK THEN > SPEAK

Seek then Speak is an interactive website you can access on any digital device designed to support survivors of sexual assault. In **SEEK**, you can gather information and explore options following an assault. You can begin the reporting process in **SPEAK**, a self-guided interview you can complete at your own time, place, and pace.

## Tips for the Interview:

- You can provide as much or as little information as you wish.
- Take your time with the questions and take breaks as needed.
- Before you begin, it can be helpful to preview all the questions in advance. To do this, simply go to MENU and select PREVIEW QUESTIONS.

## Things to Remember:

- This program does not store your responses. This way, your information stays completely confidential. Once closed, all your information is deleted.
- The program does not time out or close automatically. Make sure to close the tab when you are finished to protect your information.
- If you want to change or add to a previous response you can either hit the BACK key or simply write it down so you can add that information later.

Once complete, your responses are gathered into a downloadable PDF that you can save, email or print for your own records - or email to law enforcement.

**If you wish to submit your report to the Seattle Police Department, email the PDF to [seekthenspeak@seattle.gov](mailto:seekthenspeak@seattle.gov)**

After you submit the report to police, they will review it and may open an investigation to determine what crimes were committed based on state law and available evidence. *Remember: once you submit a report to police, it becomes an official public record that can be accessed by police, prosecutors, attorneys, and judges, if your case proceeds to court.*

For questions or support, email [seekthenspeak@seattle.gov](mailto:seekthenspeak@seattle.gov) or call the City of Seattle's Victim Support Team at (206) 684-7721

Call 911 or seek immediate medical care if:

- The assault occurred within the last 10 days
- You're in pain or possibly injured
- There is a threat of future harm to you or others

SCAN  
HERE

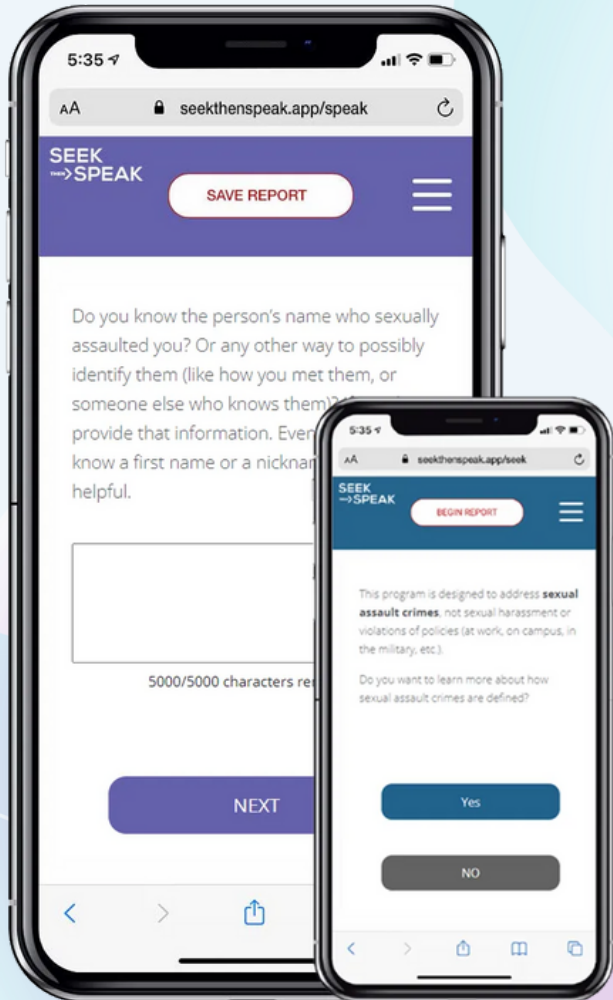


To begin, simply scan the QR code or visit the website at:

**[www.seekthenspeakseattle.com](http://www.seekthenspeakseattle.com)**

**SEXUAL ASSAULT  
INFORMATION  
WHEN YOU NEED IT**

**BEGIN REPORTING  
WHEN YOU ARE READY**



**CONTACT**

For questions or support, email:  
**seekthenspeak@seattle.gov**  
Or call the Victim Support Team at:  
**(206) 684-7721**



**TO BEGIN, SCAN THE QR CODE  
OR VISIT THE LINK BELOW**

**SEEKTHENSPEAKSEATTLE.COM**

*This tool does not replace emergency services.  
Call 911 or seek immediate medical care if:*

- *The assault was in the last 10 days*
- *You're in pain or possibly injured*
- *There is threat of harm to you or others*

**SEEK THEN SPEAK IS SUPPORTED BY:**



**City of Seattle**

**SEEK  
THEN > SPEAK**

**A NEW PATHWAY TO  
JUSTICE FOR SURVIVORS  
OF SEXUAL ASSAULT**

**SEEK:** Explore Your Options  
**SPEAK:** Begin the Reporting Process  
**CONNECT:** Find Local Resources

**SEEKTHENSPEAKSEATTLE.COM**

# SEEK THEN > SPEAK

## ABOUT THE TOOL

### ACCESSIBLE:

- Free to use, available on any digital device
- User-friendly design for greater accessibility
- Translated into a wide range of languages

### TRAUMA-INFORMED:

- Modeled after the investigative interview done by a law enforcement officer trained in sexual assault victimization and trauma

### SURVIVOR-CENTERED:

- You're in the driver's seat - you control the when, where and how to share your story
- You decide if and when you want to submit your report to law enforcement

### CONFIDENTIAL:

- Once you close out of the program, all of your information is deleted. No data is stored to the site after the pdf is created.

TO BEGIN,  
SCAN THE  
QR CODE  
OR VISIT:



[SEEKTHENSPEAKSEATTLE.COM](https://seekthenspeakseattle.com)

## SPEAK: BEGIN REPORTING

Begin the process of reporting your sexual assault in SPEAK, a self-guided interview.

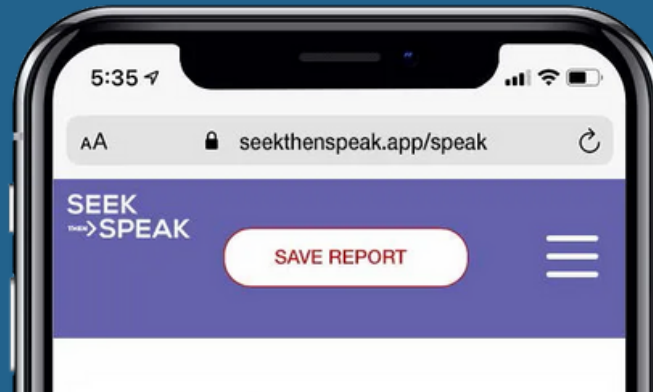
### HOW IT WORKS:

- Complete the interview at your own pace, at a time and place that feels right for you.
- Provide as much or as little info as you like.
- Once finished, the program generates a downloadable pdf that you can:
  - Save or print for your own records
  - Email to law enforcement

To submit your report to the Seattle Police Department, email the pdf to:  
**[SEEKTHENSPEAK@SEATTLE.GOV](mailto:SEEKTHENSPEAK@SEATTLE.GOV)**

### WHAT HAPPENS NEXT:

- After you submit your report, an advocate will be in touch to follow up.
- Police will review your report and may open an investigation to determine what crimes were committed based on state law and evidence available.



## SEEK: EXPLORE OPTIONS

In SEEK, survivors can privately gather information and consider next steps.

Topics include:

- Sexual Assault
- Crime Victim Rights
- Victim Advocacy
- Medical Care / Forensic Exams
- Reporting to Police

SEEK is designed to address real-world questions that survivors are likely to have.

An additional section of SEEK is designed for support people, with concrete tips on how to respond and support survivors.

**Part #1**

# **Public Records Act**

Chapter 42.56 RCW

# Public Records Act (RCW 42.56)

Consistent with the PRA's 'strongly worded mandate for broad disclosure of public records,' we construe the statute's disclosure requirements liberally and its exemptions narrowly.

*Washington Supreme Court*

- ▶ The records government agencies prepare, own, use, or retain are public records
- ▶ Public records are **presumed to be open to disclosure**
- ▶ Public records are state property
- ▶ Records or information in records can be withheld only by exemption
- ▶ Public records must be retained pursuant to records retention laws
- ▶ Transparency allows us to show the public the good work we do

# Public Records defined

- ▶ Definitions of “public records” and “writing” are broad
- ▶ A public record is

**writing + related to the conduct of government or proprietary function + prepared, owned, used, or retained**

**Regardless of physical form or characteristics**

- ▶ Location does not matter



# But is my record a public record?

- ▶ Did you prepare or use the writing for the task force?
  - ▶ If yes, the record is a public record
- ▶ Does the record have a nexus to the task force decision-making process?
  - ▶ If yes, the record is a public record
- ▶ Examples:
  - ▶ Email within your organization/agency seeking input on task force work
  - ▶ Notes of task force meetings

# What do I need to do with public records?

- ▶ **Manage, maintain, organize** your records
- ▶ Review public records requests
- ▶ Search for records
- ▶ Review records for exemptions to disclosure
- ▶ *Timely* provide your records

# How do I manage, maintain, and organize public records?

- ▶ You do not need to keep public records forever!
- ▶ Forward/copy task force emails/letters to Jamie Tugenberg
- ▶ Follow record retention schedules
  - ▶ Retain records with retention value
  - ▶ Destroy records with no retention value
- ▶ Set up folders / files / specific accounts for task force work
  - ▶ Keep it separate

# Search for Records

## – *follow the glitter trail*

The adequacy of the search is judged by a standard of reasonableness, that is, the search must be reasonably calculated to uncover all relevant records.

**Duty:** To search for records in locations where it is reasonably anticipated there may be records

Plan searches:

- ▶ What records will be searched centrally?
- ▶ Where do I need to search?
  - ▶ All devices, platforms, areas, applications where there might be records
- ▶ Follow the glitter trail

# Personal Devices – Personal Accounts

- ▶ If you use or have used a personal device or personal account for task force work, you may have public records on your device or in your account
- ▶ Task force communications/records on your personal device or in your personal account are **public records**
- ▶ You may be required to:
  - ▶ Search personal devices and personal accounts
  - ▶ transfer records to the AGO
  - ▶ sign an affidavit, or
  - ▶ take other required steps to produce and preserve the public records
- ▶ **CAUTION IS ADVISED: know your duties and responsibilities**

# Exemptions

- ▶ To withhold a record, or part of a record, an agency must cite to an exemption and give a brief explanation
- ▶ Exemptions must be authorized in law --- in PRA or other laws
- ▶ Exemptions are *narrowly* construed
- ▶ An agency withholds only the exempt information and releases the rest
- ▶ No silent withholding
- ▶ An agency bears the burden of proving the exemption applies

Members:	
Alexa, Jennifer	JAlexa@e2gov.org
Alexis Bizman	alexis@ecccenter.org
Andy LaBarre	
Anne Hayman	
Brad O'Conner	
Brian Merlos	
Brittany Lloyd	
Campaign for V. Liers	campaign@vliersonline.com
Chris Smith	
Chuck Warpehosi	
DZavitt	
Dave Askins	dave.askins@bannerjournal.com
David Cahill	
Dawn Brizzell	
Denise Magewick-Schlotz	terrypowman@congress@yahoo.com
Diane Giannola	
Don Adams	voteondadams@gmail.com
Edward Vielmetti	
Eric Skurgis	
Georgia Lathury	
Glenn Thompson	
Griswold, Kathy	
Hatim Elhady	elhady4council@gmail.com
Jack Eaton	eston4council@gmail.com
Jeff Irwin	
Jeffrey Hayner	
Julie Grand	
Kirk Westphal	wn@blackrock.com
Leah Gunn	
Lou Glorie	bougonerreasstto@comcast.net
Lukenne Billington	
Marge Teal	
Michael Horecki	
Michael Woodyard	
Mr. Seelig	
Mr. Teschke	
Oliver Wolcott	
owdziej@yahoo.com	
Pat Corrin	corrin@keuschaw.com
Pat Lesko	
Rabih, Yousef	
Rital Mitchell	
Sabra Briere	
Sandi Smith	sand@billmirena.com
Sarah Gumli	
Steven Cole	zemke@staterepresentative@gmail.com
Stuart Berry	
sum4aa@gmail.com	
Susan Baskett	
Tony Denschak	
Veronique Liers	vote4liors@gmail.com
Vole, Taylor AZ	DWaddell@e2gov.org
Waddell, Dena	
Will Leal	
wilism.alton.simpson@gmail.com	
winterwalker1@gmail.com	

# Privacy

- *for the love of Pete, pick up the phone!*

- ▶ **There is no general “privacy” exemption in the PRA**
- ▶ If privacy is an express element of another exemption, privacy is invaded only if disclosure about the person would be:
  - ▶ “Highly offensive to the reasonable person”  
*and*
  - ▶ “Not of legitimate concern to the public”

# Failure to follow PRA

- ▶ \$\$\$
- ▶ A court can impose civil penalties
- ▶ No proof of “damages” required
- ▶ A court is to consider factors in requiring an agency to pay a penalty
- ▶ A court will award the prevailing requester’s attorneys fees and costs
- ▶ Special penalty provisions and court procedures apply to lawsuits involving inmate requests



# Records Retention

- ▶ RCW 40.14
- ▶ Records retention schedules – Secretary of State – Washington State Archives.
- ▶ **Records Retention Schedules** determine how long a record must be retained and when the record can be destroyed
- ▶ Once a record has met retention it may be deleted/destroyed



# Remember

- ▶ Public records of government agencies are presumed open
- ▶ Records or information in records can only be withheld by exemption
- ▶ Exemptions must be *narrowly construed*
- ▶ Non-exempt public records must be disclosed
- ▶ Location does not matter
- ▶ Public records must be retained pursuant to records retention laws
- ▶ If you have questions please ask!

**Part #2**

**Open Public Meetings Act  
Primer**

Chapter 42.30 RCW

# OPMA Policy

It is the intent of this chapter that their actions be taken openly and that their deliberations be conducted openly.

The people insist on remaining informed and informing the people's public servants of their views so that they may retain control over the instruments they have created.

Public agencies are encouraged to provide for the increased ability of the public to observe and participate in the meetings of governing bodies through real-time telephonic, electronic, internet, or other readily available means of remote access that do not require an additional cost to access the meeting.

All meetings of the **GOVERNING BODY** of a **PUBLIC AGENCY** shall be open and public and all persons shall be permitted to attend any meeting of the governing body of a public agency, except as otherwise provided in RCW 42.30. (Executive Session)

RCW 42.30.030 & 110

## Governing Body

The multimember board or other policy or rule-making body of a public agency. May include committees that:

- acts on behalf of the governing body,
- conducts hearings, or
- takes testimony or public comment.

## Public Agency

- Any state board, commission, committee...created by or pursuant to statute.
- Any sub-agency of a public agency which is created by or pursuant to statute, ordinance, or other legislative act. RCW 42.30.020

# Meeting

- Meetings at which the public agency takes “action.” Title does not matter.
- Requires a majority of its members (quorum), physical presence not required.

# Action

- The transaction of the official business of the public agency and includes but is not limited to:
  - Public testimony
  - All deliberations
  - Discussions
  - Considerations
  - Reviews
  - Evaluations
  - Final actions\*

# Public Attendance

- A public agency can't place restrictions on public to attend meetings subject to OPMA.
- Reasonable rules of conduct necessary to protect the public health or safety, or to protect against interruption of the meeting are allowed.
  - Cameras and tape recorders are permitted unless disruptive.

# Public Comment

Public comment required by OPMA.

May be oral or written.

# OPMA MEETING TYPES



**Regular**

**Special**

**Emergency**

Notice and agenda requirements vary based on the type of meeting.



# OPMA Penalties

- A court can impose a \$500 civil penalty against each member (personal liability) who knowingly attends a meeting in violation of OPMA; and \$1000 for a subsequent knowing violation.
- Court will award costs and attorneys fees to a successful party seeking the remedy.
- Action taken at meeting can be declared null and void.



# Other OPMA Provisions

- Minutes
- Meetings During a Declared Emergency
- Executive Sessions
- Notice and Agenda Items for Regular and Special Meetings

## Where to Complete OPMA Training

<https://www.atg.wa.gov/lesson-3-open-public-meetings-act-rcw-4230>

# Records Instructions/Guidance

**PUBLIC  
RECORDS**

➤ **Records of the SAFE Advisory Group's work are public records.**

- Retention laws require retaining some records for a defined period.
- Records are subject to disclosure under the Public Records Act (PRA).

➤ **Texts/Social Media/Personal Websites:**



**Do not conduct Advisory Group work via text, via your personal/private business social media accounts (Facebook, Twitter, Instagram, etc.) or via personal/private business websites.**

- If you receive an **unsolicited** substantive communication concerning Advisory Group work (example: *more than* a transitory message like “when is the next meeting?”), **summarize** the communication in an **email** and **send** it to [lauren.vlas@atg.wa.gov](mailto:lauren.vlas@atg.wa.gov).
- Going forward, direct senders to Lauren Vlas for Advisory Group communications.
- If the AGO approves posting/sending social media or website communications concerning the Advisory Group's work, the AGO will use its agency accounts/website and will manage those records. Contact Lauren Vlas if you have questions about requirements governing posts on/in the AGO's accounts/websites. Records on/in agency accounts/websites concerning Advisory Group work are public records.

➤ **Emails/Letters:**



- If you send or receive **email** to conduct Advisory Group work, you must **forward/copy** all such emails to the AGO at [lauren.vlas@atg.wa.gov](mailto:lauren.vlas@atg.wa.gov).
- If you send or receive **letters** concerning Advisory Group work, you must **forward/copy** them to the AGO at [lauren.vlas@atg.wa.gov](mailto:lauren.vlas@atg.wa.gov); Mailstop: TB-14, Seattle, WA 98104



➤ **As an Advisory Group member, you do not need to retain:**

- (1) Emails and other records sent to you by the AGO (staffing the Advisory Group)** (examples: meeting agendas and meeting materials; emails confirming meeting locations and times; etc.). The AGO will centrally retain such records in accordance with the retention schedules.
- (2) Your working notes of meetings.** You can destroy these records when you no longer have a business need for them.

> **EXCEPTION:** If there is a pending PRA request or discovery hold on such existing records, you must: (a) retain these records (do not destroy them), (b) inform Lauren Vlas that you have records, and (c) await further instructions.



➤ **Meetings:**

Under the Open Public Meetings Act, emails, texts, letters, and other communications exchanged among a participating quorum discussing Advisory Group work constitute an improper meeting. **Do not:**

- **Communicate** with Advisory Group members about **Advisory Group work** when a quorum is participating.
  - **Conduct serial communications or polls with Advisory Group members about Advisory Group work** when a quorum is participating.
  - **Communicate** with Advisory Group members about **Advisory Group work**, even with less than a quorum, using **unauthorized communication methods** (example, via text). See instructions on first page.
  - **“Reply all”** to emails to the Advisory Group.
- > However, if you have records of such communications, you must provide them to the AGO. See instructions on first page.



➤ **Questions?**

Contact Lauren Vlas: [lauren.vlas@atg.wa.gov](mailto:lauren.vlas@atg.wa.gov).