

BEXAR COUNTY JAIL SEXUAL ASSAULT CONFIDENTIAL HOTLINE PROGRAM
Memorandum of Understanding

This agreement is entered between Bexar County Sheriff's Office (BCSO) and the Rape Crisis Center of San Antonio (RCC) on this _____ day of _____ in the year 2013. We agree this MOU begins October 1, 2013 and ends September 30, 2014 with the option to renew following a program evaluation between the parties to make adjustments to the MOU if necessary. We also agree that the continuance of this MOU depends highly on funding stream for The Rape Crisis Center and its ability to provide the services. The Rape Crisis Center agrees to provide BCSO 60-day written notice if this was to occur.

BCSO agrees to:

- 1) Make involvement of RCC Crisis Intervention Specialist Advocates by phone a component of the standard response to a report of sexual assault and/or a request for help from a survivor of sexual assault.
- 2) Provide for logistical needs, such as making a confidential hotline available to inmates.
- 3) Respect the nature of privileged communication between the Advocate and inmate.
- 4) Facilitate follow-up and ongoing contact between the inmate and RCC Advocate without regard to the presence or status of an investigation.
- 5) Provide Advocates with information on BCSO's response to sexual assault allegations.
- 6) Establish and maintain an operating document that outlines how to provide the following means for an inmate to call the RCC hotline, regardless of when and where the abuse occurred or whether or not it was reported.
- 7) Ensure that the following topics related to the inmate confidential hotline program are included in inmate education programs and materials:
 - The difference between a confidential hotline and a reporting line, particularly the availability of emergency care and confidentiality; and
 - Hotline is available regardless of when and where the abuse occurred and whether or not it was reported.
- 8) Inform inmates about the hotline program through any or all of the following means:
 - Inmate orientation classes and video;
 - Medical and mental health providers and institutional investigators; and
 - Brochures and placards placed throughout the institution.
- 9) Communicate any questions or concerns to RCC.
- 10) Ensure the location of the RCC remains confidential.

RCC agrees to:

- 1) Staff a hotline seven days per week to provide crisis intervention services to inmates of sexual violence in BCSO custody.
- 2) Attend training on institutional policies and procedures to maintain safety and security and training about the prevalence and dynamics of sexual abuse in detention.
- 3) Work with BCSO officials to obtain security clearance and follow all institutional guidelines for safety and security.
- 4) Maintain confidentiality as outlined by your agency standards.

- 5) Inform the Detention Health Care Services Social Work Department of any emergency mental health needs of the inmate, with proper consent, and without disclosing anything beyond the immediate concern.
- 6) Obtain the inmates' consent and a release of information prior to contacting BCSO or other third parties about any fears or concerns the inmate has related to his/her safety or well-being.
- 7) Use professional discretion and follow agency standards and applicable laws when reporting concerns to BCSO staff without the inmate's consent.
- 8) Terminate call if an inmate's need for services is not, or is no longer, primarily motivated by a desire to heal from sexual violence.
- 9) Provide inmates with referrals for treatment after release or upon transfer to another facility.
- 10) Provide sexual assault focused training for BCSO staff, as needed.
- 11) Communicate any questions or concerns to BCSO PREA Coordinator.
- 12) Abide by RCC policies and protocols in the event of a security breach.
- 13) Ensure that all staff/volunteers working the hotline will complete background clearance required by BCSO for volunteers/contractors.
- 14) Upon request from inmate, a victim advocate shall accompany and support the victim through the forensic medical examination process and investigatory interviews and shall provide emotional support, crisis intervention, information, and referrals.
- 15) Provide BCSO with a copy of policies and protocols.

Sheriff, Bexar County

Date

Jail Administrator, Bexar County

Date

Executive Director
The Rape Crisis Center, San Antonio

Date