COMMUNICATIONS OPERATIONS
LAW ENFORCEMENT POLICY

Policy No.	**4655/SO**	Date Issued:	February 27, 2004
Section:	4600 – Notification & Call-Out Procedures	Date Revised:	February 22, 2021
Accreditation Standards:	None		

SUBJECT: SEXUAL ASSAULT FORENSIC EXAM (SAFE)

APPROVED: _____

Santa Cruz County Sheriff's Office

APPROVED: _____

Dennis Kidd, General Manager

1.0 Purpose

Define the pathway for which the SAFE team may need to be contacted.

- Investigative Exam
- Non-Investigative Report (NIR or abbreviated exam)
- SAFE nurse requesting a case number
- Activating the on-call SAFE nurse

2.0 Procedure

2.1   Investigative Exam

An Investigative Exam is when law enforcement has started a criminal investigation. Law agencies who can authorize SAFE exam are: SCSO, SCPD, WPD, CPD, SVPD, and UCSC PD. Other law agencies including CHP and State Parks cannot authorize an exam and should be referred to the Santa Cruz Sheriff's Office for authorization.

2.1.1   The dispatcher will enter comments into the active call detailing what kind of response has been requested, e.g., "OC SAFE to respond to

Dominican". Once notified, comment the call and update the primary officer.

2.2   Non-Investigative Exam

A Non-Investigative Exam, or abbreviated exam is when sexual assault survivors are not ready to proceed with a criminal investigation, but the need to preserve evidence still exists and can be collected by a SAFE nurse, then stored at SCSO. These requests will usually come into our center from Dominican Hospital, Monarch Services, one of our law agencies, or a victim survivor.

2.2.1   The dispatcher will create a call for service using SCSO headquarters for the incident address and PAGE for the incident type. Once notified, comment the call and close the incident using the disposition of NOTIF.

2.3   SAFE Case Number

A SAFE nurse who has collected evidence for an NIR will contact dispatch for a case number as the collected evidence needs to be stored at SCSO, regardless of original jurisdiction.

2.3.1   The dispatcher will create a call for service using SCSO headquarters for the incident address, and SANEX for the incident type. They will assign a case number and provide to the SAFE nurse. The dispatcher will also obtain the SAFE nurse information by filling out the RP information, then enter the call. It will create a closed incident.

2.4   Contacting the SAFE nurse

The dispatcher will use the on-call SAFE calendar to notify the on-call SAFE nurse.

2.4.1   If the on-call SAFE does not respond to the call after 10 minutes, the dispatcher will attempt a second call. If no response is received after an additional 10 minutes, the dispatcher will attempt contact via alternate numbers and/or instructions on the on-call SAFE calendar.