

SANILAC COUNTY CAC EMERGENCY REFERRAL PROCESS

Referral forms can be located at www.sanilacchild.org.

EMERGENCY: A call initiated by one of the CAC's referral entities (Law Enforcement or DHHS), after hours, indicating that a sexual abuse/assault or severe physical abuse situation of a child or vulnerable adult has occurred and a forensic interview, medical examination or suspect examination is needed is immediately to ensure the safety of the victim and/or to ensure the collection of evidence.

REFERRAL AGENCIES SHOULD CAREFULLY WEIGH THE SEVERITY AND NECESSITY OF THE CASE PRIOR TO CONSIDERING IT AN EMERGENCY.

The CAC has an established back-up coverage arrangement in place and with that; staff will be available to the best of their ability, for emergency situations.

NORMAL BUSINESS HOURS: 8:00 am – 4:00 pm, Monday – Friday

AFTER HOURS: 4:01 pm – 7:59 am Monday – Friday, weekends and holidays (we observe County holidays).

PROCEDURE:

In the event of an emergency request for CAC services, the following procedures will be followed:

1. Law enforcement and/or DHHS need to complete a referral form located on our website at www.sanilacchild.org. All areas highlighted in yellow need to be filled out. Please save and email the form to cac@sanilacchild.org.
2. Law enforcement and/or DHHS will notify the CAC on-call staff, who will process the intake.
3. The CAC on-call staff will notify the Forensic Interviewer to report.
4. The CAC on-call staff will notify the CAC Victim Advocate.
5. The CAC on-call staff will notify the CAC Counselor.
6. The CAC on-call staff will notify the CAC SANE.
7. The CAC will contact a family advocate.
8. Law enforcement will notify the Prosecutor on call.
9. Law enforcement will notify the County Victim Service Coordinator (if deemed necessary).
10. Law enforcement will notify DHHS and/or DHHS will notify Law Enforcement based on the circumstances of the case. **NOTE: If applicable, 3200 needs to be filed to initiate the process. In addition, there must a Law enforcement representative present to conduct a Forensic Interview.**
11. If the emergency is a SUSPECT EXAM, Law Enforcement will notify the CAC on-call staff, and that staff person will contact a SANE to perform the suspect examination. **NOTE: A search warrant is required to conduct a suspect exam. IT IS LIKELY IN AN EMERGENCY SITUATION, BOTH VICTIM AND SUSPECT EXAMINATIONS WILL BE NECESSARY.**

AFTER HOURS COVERAGE:

You can reach the CAC on-call staff by calling (810)648-4172, then press #1.