

# Governor's Sexual Assault Kit Working Group (SAKWG)

## Meeting Minutes

September 8, 2017

### Members Present:

Laura Cordes, Linda Cimino, Kerry Dalling, Anne Mahoney, Kristin Sarinowski (for Guy Vallaro)

**Members Absent:** Maureen Platt, Michelle Noehren, Cathy Malloy, Marshall Porter

**Guests:** Kevin MacMillan, Eleanor Michael, Olivia DeFilippo,

**Approval of Minutes from July 14th:** The minutes were reviewed and approved with minor edits.

*Linda Cimino moved to approve with edits. Second by Anne Mahoney.*

### Updates

#### Kit Collection and Testing Numbers to Date

Kevin MacMillan distributed updates of the testing results. To date, 1,179 SAKS have been submitted of which 687 have been tested with 73 CODIS hits and 8 conviction matches. The last kit was submitted on June 27th by Manchester. Bridgeport remains the only town to have unsubmitted kits. Several requests by committee members have been made to Bridgeport PD for the outstanding kits. Laura will reach out to the State's Attorney's Office and Police Chief.

#### Tracking Software Training

Kevin MacMillan continues to work with hospitals to implement and train staff to utilize the tracking software. The software was uploaded in certain hospitals where nurses are already using it. These hospitals are still working on smoothing out logistics, but they are still submitting kits through the system. The group discussed barriers of the program such as utilizing new technology and adding to already busy workload. Members discussed prioritizing the utilization of tracking software at the SAFE Hospitals. Linda invited Kevin to attend a future meeting of SAFE practitioners. The group will continue to think of additional opportunities for the utilization of tracking software in all hospitals in Connecticut.

### Victim Notification Guidelines

#### *Review of Sample Call, Sample Letter, and Notification Report*

Laura thanked everyone who worked over the summer and contributed to the document provided at the meeting. The group viewed the new changes that had been agreed upon at the July meeting, then moved on to reviewing the suggested phone script, sample letter, and victim notification report (VNR). Suggested edits included a section to the phone script that discouraged sharing personal information about the advocate or officer to anyone other than the victim; editing the language regarding the acknowledgement of the delay in testing; and aligning the answer boxes to the right of the answers on the final report in order to alleviate any confusion while filling out the form. The Victim notification committee agreed to plan a separate VNR meeting to discuss the language of the scripts and to consider a larger question and answer portion in preparation for victim responses.

### Fall Trainings

Members discussed upcoming trainings that are pending approval from BJA

- Thursday, November 30th: Full day training for State Attorneys at DCJ in Rocky Hill.
- Thursday, December 7th: Full day training at Farmington PD for Law Enforcement officers.

(continued)

## **New Business**

### SAKI Meeting: Topeka, KC October 16 & 17

Laura will be attending a national meeting for SAKI state projects in October. She will report on the meeting when she returns.

### SAKI Specialist

A SAKI Specialist will be hired to help develop and coordinate victim notification teams.

### Report to Governor

Members of the group will work on a report on the group's progress for the fall.

## **Meeting Dates for Fall 2017\***

Members agreed on new dates for the fall. They are as follows:

Friday, October 20th

Friday, November 17th

Friday, December 8th

**\*meetings are scheduled from 2:30 - 4 PM at the Division of Scientific Services**

**Meeting Adjourned at 4:07 PM**