

Sanilac County Law Enforcement  
**Sexual Assault Response Guide**

**VICTIM UNDER 18**

**The following guidelines also apply to incidents of severe physical abuse.**

- SAFETY AND WELFARE OF THE VICTIM**  
Confirm that the victim is safe. Arrange to meet with the parent and/or complainant. Do not refer the victim to a hospital unless he or she is in need of emergency medical care and, if so, meet him or her at the hospital. Confirm that the suspect will not have access to the victim during the investigation.
- DO NOT INTERVIEW THE VICTIM**  
A victim under 18 years of age should not be interviewed. Only obtain information necessary to preserve evidence and to ensure the safety of the victim. A detailed forensic interview will be done at the Child Advocacy Center.
- OBTAIN INFORMATION FROM THE COMPLAINANT**  
Interview the complainant in private, separate from the victim. Avoid the victim overhearing the interview.
- INSTRUCT THE PARENT AND/OR COMPLAINANT**  
Instruct the parent and/or complainant to **NOT** question the victim or contact the suspect. Advise the parent and/or complainant to document any statements made by victim.
- EVIDENCE COLLECTION**  
Photograph and collect any evidence available from the parent and /or complainant. If applicable, document the incident location with photographs and collect any available evidence.
- CONTACT DEPARTMENT OF HEALTH & HUMAN SERVICES**  
Call the DHHS Centralized Intake at (855) 444-3911 and follow the appropriate prompt for law enforcement. Enter the law enforcement pin (#911) and provide case information. Fax a DHS3200 form (and police report if available) to Centralized Intake within 72 hours of the initial report to (616) 977.1154 or (616) 977.1158 or you may file a report through the Michigan Online Reporting System: [https://www.michigan.gov/mdhhs/0,5885,7-339-73971\\_7119\\_50648\\_44443---,00.html](https://www.michigan.gov/mdhhs/0,5885,7-339-73971_7119_50648_44443---,00.html)
- CONTACT THE CHILD ADVOCACY CENTER**  
Contact the Child Advocacy Center Monday-Friday 8am-4pm at (810) 648-4172, then press #2. After hours & in the case of an emergency, please call (810) 648-4172, then press #1. Schedule a forensic interview and determine if an immediate medical examination should be performed. SANE medical examinations will be scheduled to take place after the forensic interview unless an immediate medical examination is necessary.
- MEDICAL EXAMINATION WITH SANE/SART**  
SANE medical examinations will take place at the Child Advocacy Center unless the victim is receiving medical treatment and an immediate examination is necessary. Collect the evidence collection kit from the SANE nurse upon completion of the examination and document the chain of custody.

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**Sexual Assault Response Guide**

**VICTIM OVER 18**

- SAFETY AND WELFARE OF THE VICTIM**  
Confirm that the victim is safe. Arrange to meet with the complainant and/or victim. Do not refer a victim to a hospital unless he or she is in need of emergency medical care. If so, meet him or her at the hospital. Confirm that the suspect will not have access to the victim during the investigation.
- OBTAIN INFORMATION FROM VICTIM**  
Obtain initial information necessary to preserve evidence, ensure the safety of the victim, establish venue, and determine if the assault occurred within 120 hours of the report.
- SCHEDULE FORENSIC MEDICAL EXAM**  
Schedule a forensic medical exam with the CAC, provided the victim does not require immediate medical attention. The victim requiring immediate medical attention should be directed to the nearest hospital emergency outpatient facility.
- DEVELOPMENTALLY DISABLED/HANDICAPPED VICTIM**  
If the victim is developmentally disabled/handicapped, contact the Child Advocacy Center Monday-Friday 8am-4pm at 810 648-4172, then press #2 to schedule a forensic interview & medical examination. After hours & in the case of an emergency, please call (810) 648-4172, then press #1.
- EVIDENCE COLLECTION**  
Photograph and collect any evidence available from the victim. If applicable, document the incident location with photographs and collect any available evidence.
- MEDICAL EXAMINATION WITH SANE**  
Please note that the Child Advocacy Center and SANEs share the same facility.  
If the assault occurred within 120 hours of the report, contact the Child Advocacy Center Monday-Friday 8am-4pm at (810) 648-4172, then press #2, or after hours & in the case of an emergency please call (810) 648-4172, then press #1 and request to schedule a SANE nurse. SANE medical examinations will take place at the Child Advocacy Center unless the victim is receiving emergency medical treatment. **Collect the evidence collection kit from the SANE nurse upon completion of the examination and document the chain of custody.**

**Contact Numbers**

For the On-call Prosecutor	Call Central Dispatch	810.648.2000 ext. 2
For the CAC during business hours Monday-Friday 8am-4pm	Call	810.648.4172, then press #2
For the CAC after hours	Call	810.648.4172, then press #1
For the Victims Services Coordinator	Call Sherri Lanctot	810.648.5463
For DHHS	Call Centralized Intake	855.444.3911
For Eva's Place Shelter	Call	866.336.7283

**CHILD ADVOCACY CENTER**  
*LOCATED AT*  
**SANILAC COUNTY HEALTH DEPARTMENT**  
**171 DAWSON STREET, SUITE 123**  
**SANDUSKY, MI 48471**