OFFICE OF THE ATTORNEY GENERAL
STATE OF ILLINOIS

Lisa Madigan
ATTORNEY GENERAL

August 31, 2015

Dear Friend:

Survivors of rape, molestation and other forms of sexual assault rely on you – nurses, physicians, sexual assault service providers, law enforcement and prosecutors – to treat their physical wounds, provide them with justice and help them endure severe emotional trauma while beginning the difficult recovery process.

In the criminal justice system, we rely on those who first treat victims of sexual assault to collect the evidence used to identify, prosecute and convict the assailants – crucial steps to providing some sense of peace and security in the victims' otherwise shattered lives. No matter what role you play in this critical process, your invaluable work places you on the frontline in the fight against sex crimes and makes you one of the most important people in victims' lives.

I would like to invite you to attend one of our two trainings designed to improve our response to sexual assault patients: the Adult/Adolescent Sexual Assault Nurse Examiner Training and Foundation to Provide Sexual Assault Patient Care in the Emergency Room.

The **Adult/Adolescent Sexual Assault Nurse Examiner Training** is an important 40-hour training designed to educate registered nurses, mid-level providers and physicians performing sexual assault medical-forensic examinations. The SANE training will be held September 28 – 30, from 8 a.m. – 5 p.m. at Elmhurst Memorial Hospital in Elmhurst, Illinois. Sixteen hours (two days) of the Adult/Adolescent Sexual Assault Nurse Examiner Training are to be completed online prior to the 24-hour (three day) classroom component. Instructions regarding the online component will be released on Thursday, September 10, and students must complete the online coursework by Friday, September 25.

The Adult/Adolescent Sexual Assault Nurse Examiner Training will cover the following Nursing Objectives:

Review History of Forensic Nursing ▪ Define Role of the SANE ▪ Describe Clinical Requirements and SANE Certification ▪ Define Sexual Assault Response Team (SART) Concept ▪ Discuss Ethics ▪ Review Dynamics of Sexual Assault ▪ Define Rape Trauma Syndrome ▪ Describe Role of Advocate ▪ Describe Illinois Sexual Assault Laws ▪ Describe Sexual Assault Survivors Emergency Treatment Act ▪ Explain Victim Compensation ▪ Discuss Medical Findings in Sexual Assault ▪ Explain Ano-Genital Anatomy ▪ Define Injuries and Terminology ▪ Review Documentation and Interview ▪ Examine Case Studies ▪ Describe Sexually Transmitted Infections (STIs) Including HIV ▪ Discuss Treatment, Referral and Follow-Up ▪ Review a Mock Medical-Forensic Examination ▪ Explain Male Sexual Assault ▪ Explain Vulnerable Populations ▪ Review Strangulation ▪ Define Drug-Facilitated Sexual Assault (DFSA) ▪ Describe the Role of Law Enforcement ▪ Explain Forensic Photography ▪

Describe the Role of Forensic Scientist ▪ Examine Evidence Collection ▪ Review the Illinois Sexual Assault Evidence Collection Kit (IL SAECK) and Skills Lab ▪ Review Sex Offender Characteristics ▪ Describe Suspect Exams ▪ Review Role of Prosecutor and Defense Attorney ▪ Examine a Mock Trial ▪ Review SANE Testimony ▪ Explain Vicarious Trauma

Key topics from these objectives will form the **Foundation to Provide Sexual Assault Patient Care in the Emergency Room**, which is a new 8-hour training for emergency room nurses and physicians, law enforcement, advocates, mid-level providers and first responders designed to improve the response to sexual assault patients in all emergency rooms. The foundation training will be held on Wednesday, October 7, 2015, from 9 a.m. – 6 p.m. at Elmhurst Memorial Hospital in Elmhurst, Illinois.

For more information regarding the Illinois SANE Program, the content of the training or nursing contact hours, please contact Jaclyn Jackson, BSN, BS, RN, SANE-A, SANE Coordinator, Office of the Illinois Attorney General, at sane@atg.state.il.us.

These training programs will help all of us work together to better serve and protect Illinois residents from the painful effects of sexual assault. There is no charge for these trainings and an application form is attached. I hope you can join us.

Very truly yours,

Lisa Madigan

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Illinois Attorney General

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This continuing nursing education activity was approved by the Ohio Nurses Association (OBN-001-91), an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation. Approval valid through June 28, 2017. ONA #18106

Criteria for successful completion of the Adult/Adolescent SANE Training includes completion of the online training, attendance at the entire event and submission of a completed evaluation form. Criteria for successful completion of the Foundation to Provide Sexual Assault Patient Care in the Emergency Room training includes attendance at the entire event and submission of a completed evaluation form.

The planners and faculty have declared no conflict of interest.

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POLICY STATEMENT

The Constitutions and laws of the United States and the State of Illinois embody a clear commitment to equal opportunity for all. As the chief legal officer of the state, it is my responsibility to adhere both to the letter and spirit of the law and to use my office to promote and foster equal opportunity.

Consistent with the letter and spirit of our laws, my office will not tolerate bias, prejudice, or harassment. Moreover, my office will not engage in discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, ancestry, age, marital status, mental or physical disability, genetic information, military status, order of protection status, credit history or credit report, pregnancy, childbirth or related medical conditions. As part of our work in the Attorney General's Office, we also strive to enforce the civil rights laws and to provide the best possible example for other state agencies.

In keeping with this policy, it is the goal of our Office to increase the participation in our workforce of minorities, women and people with disabilities. Consequently, the Office has and continues to develop programs to inform the public of equal employment opportunities, to recruit and encourage job applications from a diverse pool of candidates, and to hire and promote qualified candidates to address any underutilization in our workforce of minorities, women and people with disabilities. Additionally, this Office is committed to providing reasonable accommodations to those individuals having physical or mental disabilities.

Laura Mehan is the designated EEO/AA Officer for the Office. The implementation and maintenance of equal employment opportunity practices will be the primary responsibility of Ms. Mehan. However, all members of our staff throughout the state are directed to actively assist in the implementation, maintenance and improvement of programs designed to provide equal employment opportunities and increase the diversity of our workforce. Any employee who believes he or she has been discriminated against is encouraged to file a complaint and is assured that such action will not result in recrimination, retaliation, or other adverse employment consequences.

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4.1.1(b) EQUAL EMPLOYMENT OPPORTUNITY AND DISCRIMINATION POLICY

(1) **Equal Employment Opportunity and Discrimination Complaint Investigation Procedure.**

(A) **Purpose.** In accordance with the statement of policy outlined in section 4.1.1 above, this office affirms its commitment to a policy of equal employment opportunity through the implementation of an EEO complaint investigation procedure to promote the internal resolution of employee complaints of alleged discrimination. It is the conviction of the office that the establishment of this EEO complaint investigation procedure shall provide an internal avenue of redress to informally resolve complaints of alleged discrimination at the lowest organizational level, reducing the backlog, delay, and expense of a prolonged formal investigation.

To that end, supervisors are responsible for the resolution of valid complaints of discrimination within their organizational level. The EEO Officer shall advise and support management in the investigation of complaints, documentation of facts, the presentation of findings, and recommendations to resolve the dispute.

The use of this EEO complaint investigation procedure does not preclude the right of an employee to file a charge directly with the Department of Human Rights or the Equal Employment Opportunity Commission (EEOC) or any other appropriate government agency. The filing of any complaint of alleged discrimination may not be used as a basis for future retaliation adversely affecting the rights of any employee.

(B) **Procedures.** The Discrimination Complaint Form shall be used to clearly record the date, nature, and other pertinent information of the complaint or alleged discrimination submitted to the EEO Officer for investigation. Forms are available in Human Resources.

1. Scope and Timeliness. Unless of a continuing nature, all complaints must be received by the EEO Officer in writing within ten (10) working days of the date of the alleged discrimination. The scope of the investigation shall be restricted to the specific allegations cited in the charge.

2. Intake Screening. Immediately upon receipt of the Discrimination Complaint Form, the EEO Officer shall review the form to determine the initial timeliness, validity, and thoroughness of the information submitted in the complaint.

3. Investigation. Within ten (10) working days of the acceptance of the complaint, the EEO Officer shall initiate a thorough investigation of the allegation(s) of discrimination cited in the complaint. In order to document the merits of the charge, the investigation shall entail the verification of information with the immediate supervisors, staff, and witnesses to the alleged discriminatory employment practice. The investigation shall be completed twenty (20) working days after acceptance of the complaint.

4. Withdrawal of the Complaint. The complaint, or any part of the complaint allegation, may be withdrawn by the employee during the investigation through a written request for withdrawal by the complainant to the EEO Officer.

5. Adjustment During Investigation. If, during the investigation of the complaint, a settlement is reached between the appropriate supervisory person and the complaining employee, the settlement agreement shall be obtained in writing with the approval of management before the complaint shall be considered by the EEO Officer.

6. Dismissal of Complaint. If, after an analysis of the merits of the complaint, there is a lack of substantial evidence that discrimination has occurred, the complainant shall be notified in writing within twenty (20) working days after acceptance of the complaint of the findings and informed of the right to appeal to the EEO Investigatory Commission

7. Investigation Findings. If, however, at the conclusion of the investigation, there exists reasonable cause to believe that discrimination may have occurred, the EEO Officer shall submit a written notice to the immediate supervisor and the Chief of Staff or designee with the findings and recommendations to resolve the complaint. Within five working days, conciliation efforts shall be initiated, and the EEO Officer shall participate to seek an equitable resolution of the complaint.

(C) **Conciliation Efforts.** The EEO Officer shall conduct and coordinate conciliation efforts by conferring with the parties in an attempt to secure a settlement. A conciliation conference may be convened, which all parties may attend in person or by representative, to propose, discuss, and agree to a resolution of the complaint.

If the complaint cannot be satisfactorily resolved at this level within five (5) working days, the EEO Officer shall document the efforts made to resolve the complaint and shall provide a written explanation of the reasons why the complaint was not able to be resolved.

The findings, conciliation efforts, and proposed settlement shall be forwarded to the Chief of Staff or designee for the final review, approval, or other determination. The Chief of Staff or designee shall make known to the EEO Officer the official position of the agency within five (5) working days of the receipt of the EEO Officer's written report.

To obtain either a Sexual Harassment Compliant Form or Discrimination Complaint Form from the Illinois Attorney General's Office, please contact the **Human Resources Bureau** at **(217) 782-9007**.