



# SANE of Butler County, Inc.

Policy and Procedure Manual

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## Table of Contents

Sexual Assault Nurse Examiner Job Description (Full Time/Salary).....	Page 4
Sexual Assault Nurse Examiner Job Description (Per Diem).....	Page 10
Staff Communication .....	Page 16
Annual Competencies.....	Page 18
Confidentiality.....	Page 20
Personnel Disciplinary.....	Page 22
Dress Code.....	Page 25
Employment Practices.....	Page 27
Non-Discrimination/EOE.....	Page 28
Equipment.....	Page 29
Equipment Repair Reporting.....	Page 31
On Call / In Office Hour Submission.....	Page 33
Annual Holiday Dates.....	Page 34
Incident Reporting.....	Page 35
Mission Statement.....	Page 36
On Call Procedures.....	Page 37
Payroll.....	Page 39
Personnel Qualifications Verification.....	Page 41
Public Speaking/Media.....	Page 43
Quality Improvement.....	Page 44
Trading Shifts.....	Page 45
Back Safety.....	Page 46
Fire Safety.....	Page 49
HIPPA Compliance.....	Page 52
Document Facsimile Transmission.....	Page 59
Subpoena Delivery Confirmation.....	Page 60
Return To Work Program/Light Duty.....	Page 62
Vehicle/Driving.....	Page 66
Drug Free Workplace.....	Page 69
Mobile Device Policy.....	Page 76
Workplace Violence.....	Page 82
Social Media Policy.....	Page 85
PTO/Occurrence Policy.....	Page 85



## Policy and Procedure Manual

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### **Sexual Assault Nurse Examiner Job Description**

#### **Job Description**

**Job Title:** Forensic Examiner/Sexual Assault Nurse Examiner (SANE)

**Status:** Full Time – Salaried Staff

**Reports to:** Executive Director and Medical Director

**Salary Range:**

\$58,000 – \$65,000 annual salary

Incremental steps to annual salary are based on satisfactory annual performance evaluations

**Paid time off:**

1.15 hours awarded per 40 hour work week completed

Incremental steps to annual PTO award are based on satisfactory annual performance evaluations

**Functions Summary:**

A SANE provides timely advanced medical forensic assessments and injury identification, documentation, forensic photography along with collection of trace biological samples. A Forensic Examiner/SANE is a multifaceted role that bridges the nursing scope of practice and forensic science. The highest level of professionalism and expertise is expected from all Forensic Examiners.

Forensic Examiners will complete various types of forensic medical examinations including:

- *Patient examinations*
- *Law Enforcement/Perpetrator examinations*
- *Coroner's office examinations*
- *Strangulation examinations*

Additional job duties include, but not limited to:

- *Community forensic education*
- *Participation in task force meetings (human trafficking, adult/child protective services)*
- *University education/ lectures*

- *Expert witness testimony during judicial proceedings*
- *Peer review chart audits*
- *Monthly education completion*
- *Administrative duties as necessary*
- *Chain of custody continuation for evidence delivery*
- *Annual state crime laboratory chart audit participation*
- *Evidence-based research and education*

The full time Forensic Examiner is a hybrid position that consists of a minimum of 20 hours in the assigned work week to be completed in the administrative office and 20 hours at the employee's place of residence. During the 40 hour work (including the 20 hours in office and 20 hours at the residence of the employee) week the employee will respond as requested to any of the 42 contracted SANE of Butler County medical facilities, coroner's offices, law enforcement agencies or other location to conduct and complete a forensic medical examination as requested.

#### **Travel Requirement:**

Intense travel is required for all Forensic Examiners. Counties of service radius listed below includes multiple medical facilities, law enforcement agencies, coroner's offices or other sites:

- Brown County
- Butler County
- Clermont County
- Darke County
- Fayette County
- Greene County
- Hamilton County
- Miami County
- Montgomery County
- Preble County
- Shelby County
- Warren County

#### **Hours per work week:**

All full-time personnel are required to work a 40-hour scheduled work week. 20 hours of the work week are to be completed on site at the administrative office. 20 hours of the work week are completed at the employee's residence.

Shifts worked will rotate through a set schedule for a period of one month upon discretion of Director. Upon conclusion of the month on a set shift, all full-time employees will rotate to the next shift as assigned upon discretion of Director

#### **Weekend Requirement:**

All full time employees are required to work every other weekend. Weekends completed are to be from the employee's residence on call which is considered part of the scheduled 40 hour work week.

#### **Annual Vehicle Maintenance Stipend:**

A total of \$1,000 will be provided upon the conclusion of the worked year at the discretion of the Executive Director, pending satisfactory performance, for annual vehicle maintenance due to the extensive travel required

**Minimum qualifications:**

1. Registered Nurse with current active licensure to practice nursing in the State of Ohio.
2. Minimum of a bachelor's in Nursing (BSN) from an accredited school of nursing through the Commission on Collegiate Nursing Education (CCNE) or Accreditation Commission for Education in Nursing (ACEN), MSN preferred
3. Valid Ohio driver's license with clean driving record (see #8 for additional information)
4. Must meet organizational requirements for background investigation (including criminal history) upon hire and annually
5. Current professional liability insurance (employer reimbursed)
6. Must meet requirements for immunizations and negative drug screen upon hire, annually and randomly at the discretion of the employer.
7. Five years' experience as an RN or at the discretion of the Executive Director (critical care experience is preferred)
8. Dependable transportation with current auto insurance at all times with no less than 4 points on your driving record at any time during employment. Infractions causing more than 4 points at any time concurrently on your driving record can result in immediate termination.
9. Completion of the IAFN approved SANE-A didactic course upon hire. Failure of satisfactory completion of the didactic course will result in termination.
10. Completion of the required forensic clinical rotation and forensic clinical practicum upon hire. Failure of satisfactory completion of the clinical practicum will result in termination.
11. SANE-A certification within 5 years of hire. Failure to achieve SANE-A certification within 5 years of hire will result in termination.
12. CPR certification

**Major duties and responsibilities:**

1. Possesses a thorough theoretical knowledge on the management of the sexual assault survivor, the collection of biological forensic/trace samples and the maintenance of chain of custody.
2. Completes the sexual assault forensic examination when requested by any contracting facility with the organization.
3. Excellent organizational skills with computer proficiency.
4. Conducts professionally when dealing with physicians, survivor advocate, law enforcement, prosecutors, Bureau of Criminal Investigation (BCI), other sexual assault forensic nurse examiners, staff at county hospitals and ED managers.

5. Provide timely, expert and compassionate collection of forensic samples in sexual assault cases and perpetrator examinations.
6. Work cooperatively with law enforcement to document and maintain chain of custody for all samples collected during each examination.
7. Ability to work independently.
8. Demonstrates outstanding organizational skills
9. Commits to minimum required time for on-call duties. Maintains proper care of all communication devices and other equipment and returns all organizational property at the end of service/employment with SANE of Butler County.
10. Communicates with Director on a regular basis via fax, e-mail, phone according to the communication policy requirements.
11. Provides clear, concise and accurate written documentation on all patient services provided including injury identification and documentation.
12. Provide expert witness testimony in sexual assault prosecutions, preparing and interpreting reports for the criminal justice system when necessary.
13. Provide accurate billing information immediately following assault case.
14. Provide timesheet and requested monthly call time in a timely fashion.
15. Leaves the SANE room with equipment properly stored and supplies returned to appropriate place.
16. Updates Director with all problems encountered in a timely fashion.
17. Participates in professional organizations and continuing education in the field of forensic medicine to remain current on forensic standards.
18. Attends bi-monthly staff meetings as assigned.
19. All other duties that are assigned by the Executive Director.

**Physical Requirements:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee is frequently required to walk; use hands to finger, handle, or feel; and reach forward with hands and arms. The employee is occasionally required to sit and stoop, kneel, or crouch. The employee must frequently lift and/or move up to 20 pounds and occasionally lift or move 50 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

- The overall physical demand rating for a job of the RN falls within the **Medium** classification (exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Light Work) according to the Dictionary of Occupational Titles.
- *Strength: Sufficient to assist with lifting, rolling and transferring a patient, and perform CPR, lifting/moving forensic equipment up to 25 pounds in/out of vehicles and throughout forensic exam.*
- *Mobility: Sufficient mobility to bend, stoop, and bend down to the floor; ability to move around rapidly; and to move in small, confined areas. Ability to stand for extended periods of time throughout forensic examination.*
- *Hearing: Sufficient to hear through the stethoscope to discriminate sounds; to hear cries for help; to hear alarms on equipment and emergency signals; and various overhead pages.*
- *Fine motor skills: ability to maneuver forensic photography equipment and extended periods of writing and/or typing*
- *Vision: Sufficient to make physical assessments of patients and equipment.*
- *Communication: Able to communicate in both verbal and written formats; and interact with clients, staff, and faculty supervisors*

#### **Negative Drug Screening Requirement:**

- *All employees must provide documentation of a negative 10 panel urine drug test including full lab results of amphetamines, barbiturates, benzodiazepines, opiates, cocaine, THC (marijuana), methadone, Propoxyphene, Phencyclidine (PCP), and Methaqualone.*
- *If an employee tests positive due a prescribed medication, documentation from a health care provider must be submitted.*
- *Urine drug screening is performed upon hire, annually and randomly at employer discretion.*

#### **Immunization Requirements:**

- *Tetanus/Diphtheria/Acellular Pertussis (Tdap): One dose of Tdap vaccine is required within the last ten years. However, if a Td booster has been given within the past 2 years documentation of that vaccine is acceptable. If you are unable to receive the Tdap vaccine, documentation of the reason and of a recent Td vaccine must be submitted.*
- *Varicella (Chicken Pox): Two doses of Varicella vaccine or a positive antibody titer is required. To have had the chicken pox as a child may not be sufficient protection against the disease and a titer is therefore necessary to prove immunity.*
- *Measles, Mumps, and Rubella: Two doses of MMR vaccine or a positive antibody titer is required.*



- *Hepatitis B: Three doses of Hepatitis B vaccine with 4 weeks between doses or positive antibody titer is required. If not already completed, the Health Screening Form should reflect that you have begun this process by the time it is returned.*
- *A PPD-Mantoux test (one-step) is required annually. QuantiFERON level is required upon hire and annually if employee is unable to have PPD performed.*

*Chart 20.A – Physical Demands*

*In order to fulfill the demands of a Forensic Examiner with SANE of Butler County employees must be able to fulfill the physical demands of the profession. Examples of requirements include but not limited to below:*

*CODE: F = Frequently    O = Occasionally    NA = Not Applicable*

Standing	F
Walking	F
Sitting	O
Lifting (up to 125 pounds)	O
Carrying	O
Pushing	F
Pulling	F
Climbing	O
Crouching	F
Crawling	NA
Stooping	F
Kneeling	F
Reaching	F
Manual Dexterity	F
Feeling	F
Talking	F
Hearing	F
Seeing	F
Communicating	F
Balancing	NA

Effective

Date: June 1, 1999

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Date: 3/1/2009

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Date: 5/1/2014

Revised

Date: 11/20/2016

Revised

Date: 1/4/2019



## Policy and Procedure Manual

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### Sexual Assault Nurse Examiner Job Description

#### Job Description

**Job Title:** Forensic Examiner/Sexual Assault Nurse Examiner (SANE)

**Status:** Per Diem – Support Staff

**Reports to:** Executive Director and Medical Director

**Salary Range:**

Hourly Rate = \$28 - \$45/hr for training/court/staff meetings/education only

Incremental steps to annual salary are based on satisfactory annual performance evaluations

Rates will not exceed maximum amounts

Completed examination rate of pay

\$200 - \$300/per completed examination

Deferral examinations = \$25 - \$50/per deferred exam with completed paperwork

On call rate of pay = \$3/hr weekday and \$5/hr weekend designated times

**Paid time off:**

Not applicable

**Functions Summary:**

A SANE provides timely advanced medical forensic assessments and injury identification, documentation, forensic photography along with collection of trace biological samples. A Forensic Examiner/SANE is a multifaceted role that bridges the nursing scope of practice and forensic science. The highest level of professionalism and expertise is expected from all Forensic Examiners.

Forensic Examiners will complete various types of forensic medical examinations including:

- *Patient examinations*

- *Law Enforcement/Perpetrator examinations*
- *Coroner's office examinations*
- *Strangulation examinations*

Additional job duties include, but not limited to:

- *Community forensic education*
- *Participation in task force meetings (human trafficking, adult/child protective services)*
- *University education/ lectures*
- *Expert witness testimony during judicial proceedings*
- *Peer review chart audits*
- *Monthly education completion*
- *Administrative duties as necessary*
- *Chain of custody continuation for evidence delivery*
- *Annual state crime laboratory chart audit participation*
- *Evidence-based research and education*

### **Travel Requirement:**

Intense travel is required for all Forensic Examiners. Counties of service radius listed below includes multiple medical facilities, law enforcement agencies, coroner's offices or other sites:

- Brown County
- Butler County
- Clermont County
- Darke County
- Fayette County
- Greene County
- Hamilton County
- Miami County
- Montgomery County
- Preble County
- Shelby County
- Warren County

### **Hours per month:**

All per -diem personnel are required to work 64 hours on call per month on the assigned shift provided upon hire with the organization.

Any hours worked above the 64 hours per month can be any shift chosen at the discretion of the per diem employee with approval from administration.

Shifts worked will rotate through a set schedule for a period of one month upon discretion of Director. Upon conclusion of the month on a set shift, all full-time employees will rotate to the next shift as assigned upon discretion of Director

### **Weekend Requirement:**

All per diem employees are required to work a minimum of 16 hours per month (out of the 64 hours required per month) on designated weekend shift.

**Annual Vehicle Maintenance Stipend:**

Not applicable

**Minimum qualifications:**

13. Registered Nurse with current active licensure to practice nursing in the State of Ohio.
14. Minimum of a bachelor's in Nursing (BSN) from an accredited school of nursing through the Commission on Collegiate Nursing Education (CCNE) or Accreditation Commission for Education in Nursing (ACEN), MSN preferred
15. Valid Ohio driver's license with clean driving record (see #8 for additional information)
16. Must meet organizational requirements for background investigation (including criminal history) upon hire and annually
17. Current professional liability insurance (employer reimbursed)
18. Must meet requirements for immunizations and negative drug screen upon hire, annually and randomly at the discretion of the employer.
19. Five years' experience as an RN or at the discretion of the Executive Director (critical care experience is preferred)
20. Dependable transportation with current auto insurance at all times with no less than 4 points on your driving record at any time during employment. Infractions causing more than 4 points at any time concurrently on your driving record can result in immediate termination.
21. Completion of the IAFN approved SANE-A didactic course upon hire. Failure of satisfactory completion of the didactic course will result in termination.
22. Completion of the required forensic clinical rotation and forensic clinical practicum upon hire. Failure of satisfactory completion of the clinical practicum will result in termination.
23. SANE-A certification within 5 years of hire. Failure to achieve SANE-A certification within 5 years of hire will result in termination.
24. CPR certification

**Major duties and responsibilities:**

17. Possesses a thorough theoretical knowledge on the management of the sexual assault survivor, the collection of biological forensic/trace samples and the maintenance of chain of custody.
18. Completes the sexual assault forensic examination when requested by any contracting facility with the organization.

19. Excellent organizational skills with computer proficiency.
20. Conducts professionally when dealing with physicians, survivor advocate, law enforcement, prosecutors, Bureau of Criminal Investigation (BCI), other sexual assault forensic nurse examiners, staff at county hospitals and ED managers.
21. Provide timely, expert and compassionate collection of forensic samples in sexual assault cases and perpetrator examinations.
22. Work cooperatively with law enforcement to document and maintain chain of custody for all samples collected during each examination.
23. Ability to work independently.
24. Demonstrates outstanding organizational skills
25. Commits to minimum required time for on-call duties. Maintains proper care of all communication devices and other equipment and returns all organizational property at the end of service/employment with SANE of Butler County.
26. Communicates with Director on a regular basis via fax, e-mail, phone according to the communication policy requirements.
27. Provides clear, concise and accurate written documentation on all patient services provided including injury identification and documentation.
28. Provide expert witness testimony in sexual assault prosecutions, preparing and interpreting reports for the criminal justice system when necessary.
29. Provide accurate billing information immediately following assault case.
30. Provide timesheet and requested monthly call time in a timely fashion.
31. Leaves the SANE room with equipment properly stored and supplies returned to appropriate place.
32. Updates Director with all problems encountered in a timely fashion.
20. Participates in professional organizations and continuing education in the field of forensic medicine to remain current on forensic standards.
21. Attends bi-monthly staff meetings as assigned.
22. All other duties that are assigned by the Executive Director.

### **Physical Requirements:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee is frequently required to walk; use hands to finger, handle, or feel; and reach forward with hands and arms. The employee is occasionally required to sit and stoop, kneel, or crouch. The employee must

frequently lift and/or move up to 20 pounds and occasionally lift or move 50 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

- The overall physical demand rating for a job of the RN falls within the **Medium** classification (exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Light Work) according to the Dictionary of Occupational Titles.
- *Strength: Sufficient to assist with lifting, rolling and transferring a patient, and perform CPR, lifting/moving forensic equipment up to 25 pounds in/out of vehicles and throughout forensic exam.*
- *Mobility: Sufficient mobility to bend, stoop, and bend down to the floor; ability to move around rapidly; and to move in small, confined areas. Ability to stand for extended periods of time throughout forensic examination.*
- *Hearing: Sufficient to hear through the stethoscope to discriminate sounds; to hear cries for help; to hear alarms on equipment and emergency signals; and various overhead pages.*
- *Fine motor skills: ability to maneuver forensic photography equipment and extended periods of writing and/or typing*
- *Vision: Sufficient to make physical assessments of patients and equipment.*
- *Communication: Able to communicate in both verbal and written formats; and interact with clients, staff, and faculty supervisors*

#### **Negative Drug Screening Requirement:**

- *All employees must provide documentation of a negative 10 panel urine drug test including full lab results of amphetamines, barbiturates, benzodiazepines, opiates, cocaine, THC (marijuana), methadone, Propoxyphene, Phencyclidine (PCP), and Methaqualone.*
- *If an employee tests positive due a prescribed medication, documentation from a health care provider must be submitted.*
- *Urine drug screening is performed upon hire, annually and randomly at employer discretion.*

#### **Immunization Requirements:**

- *Tetanus/Diphtheria/Acellular Pertussis (Tdap): One dose of Tdap vaccine is required within the last ten years. However, if a Td booster has been given within the past 2 years documentation of that vaccine is acceptable. If you are unable to receive the Tdap vaccine, documentation of the reason and of a recent Td vaccine must be submitted.*

- *Varicella (Chicken Pox): Two doses of Varicella vaccine or a positive antibody titer is required. To have had the chicken pox as a child may not be sufficient protection against the disease and a titer is therefore necessary to prove immunity.*
- *Measles, Mumps, and Rubella: Two doses of MMR vaccine or a positive antibody titer is required.*
- *Hepatitis B: Three doses of Hepatitis B vaccine with 4 weeks between doses or positive antibody titer is required. If not already completed, the Health Screening Form should reflect that you have begun this process by the time it is returned.*
- *A PPD-Mantoux test (one-step) is required annually. QuantiFERON level is required upon hire and annually if employee is unable to have PPD performed.*

*Chart 20.A – Physical Demands*

*In order to fulfill the demands of a Forensic Examiner with SANE of Butler County employees must be able to fulfill the physical demands of the profession. Examples of requirements include but not limited to below:*

*CODE: F = Frequently    O = Occasionally    NA = Not Applicable*

Standing	F
Walking	F
Sitting	O
Lifting (up to 125 pounds)	O
Carrying	O
Pushing	F
Pulling	F
Climbing	O
Crouching	F
Crawling	NA
Stooping	F
Kneeling	F
Reaching	F
Manual Dexterity	F
Feeling	F
Talking	F
Hearing	F
Seeing	F
Communicating	F
Balancing	NA

Revised Date: 1/4/2019



## Policy and Procedure Manual

### Staff Communication Policy

- Policy:** Staff expectations regarding intra-agency and inter-agency communication.
- Purpose:** To ensure that employees understand communications, code of conduct procedures, and expectations.
- Procedure:** All personnel **are expected to carry a working and charged cellular smartphone device at all times for continuous communication with the Director and other business operating needs.** The required smartphone device is to allow real time communication by telephone, email, texting, or facsimile. When on-call, pages or text notification of examination request must be responded to immediately by contacting Answering Service or Facility to confirm receipt within 5 minutes of the page. In the event of an all-page/all-call circumstance, it is expected for all forensic nursing personnel to advise if they are available to respond to the examination.

SANE staff shall conduct themselves in a professional manner at all times when communicating including (but not limited to) in person, telephone conversations, email, texting/paging notifications. Any employee who communicates in a non-professional manner at any time is subject to disciplinary action.

#### 1. Phone Communication Method:

##### *1.A Routine Communication:*

Staff will utilize the general office telephone number (513-889-5435) or the toll free number 1-866-419-7263 to contact administration. Alternatively if they cannot be reached, employees may use the Director/Administrative Personnel mobile phone during business hours each day of the week for routine communication not associated with an active examination unless otherwise advised by Director.

##### *1.B Communication regarding active forensic exams/urgent situations:*

Staff will utilize the emergency answering service number (toll free 1-800-642-9961 or local 513-278-7271) for communication with Director/Administrative Personnel during an active forensic examination or emergency situations at any time.

#### 2. Same Business Day Communications Criteria:

Personnel may receive emails, calls or pages from the Executive Director, Management Personnel, Medical Director, Law Enforcement, Prosecutors or other multidisciplinary team members related to their duties; these contacts should be returned within the same business day or the following business day.



In the event that the Executive Director contacts any personnel regarding open/unfilled shifts for coverage, or other immediate staffing needs the employee will make every possible effort to return contact as soon as possible, with the latest return communication being within the same business day's end.

**Demographic Information:**

E-mails, postal letters, or postings to the Employee Gateway will be sent regularly to SANE nurses to alert them to changes in policy, changes in contact numbers, continuing education opportunities and other general correspondence necessary for job duties and responsibilities. All employees will update the Director/Admin Personnel of any changes to contact information immediately.

**Email Correspondence:**

All personnel are prohibited from using personal email accounts for any business correspondence. All email communication will be through the organizational email hosting service to assure HIPAA compliant encryption. Employees are prohibited from configuring their work emails into their native smartphone mail clients. The only acceptable method of email is via the Gmail mobile phone email app. Desktop email shall be accessed using Gmail Professional Suite with Chrome browser with Google Work email on desktops. See also HIPAA Compliance Policy.

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Revised  
Date: 11/28/2010

Revised  
Date: 9/26/2011

Revised  
Date: 5/1/2014

Revised  
Date: 11/20/2016

Revised  
Date: 1/4/2019



## Policy and Procedure Manual

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### Annual Competencies

**Policy:** Maintenance of annual competencies for SANE nurses

**Purpose:** To ensure that all SANE nurses are competent to provide the evidence collection exam and provide testimony in the criminal justice system and provide expert forensic medico-legal examinations in guidelines with the Mission statement of SANE of Butler County. Annual Competencies may be performed in person which requires mandatory attendance or through online platforms via the Employee Gateway sporadically throughout the year.

**Procedure:** SANE nurses must demonstrate the following competencies on an annual basis:

1. Perform a forensic examination on victims ages 13 and older
2. Identify abnormal findings during a forensic examination
3. Provide throughout medical assessment of the patient and collect specimens for the forensic kit
4. Photograph injuries utilizing a digital camera and/or video/colposcope
5. Document assessment findings appropriately
6. Transfer forensic kit to appropriate agencies, maintaining chain of custody
7. Communicate findings appropriately with patient care.
8. Appropriately respond to the emotional needs of sexual assault victims and work cooperatively with Rape Crisis Program staff to address these psychosocial needs of patients.
9. Provide care with sensitivity to cultural differences and needs of each patient.
10. Make treatment referrals for findings that necessitate intervention and provide clear written after-care instructions.
11. Provide clear and accurate testimony if applicable, regarding the medico-legal exam for the criminal justice system upon summons.
12. Attend all necessary trainings and in service sessions as indicated by the Executive Director or Administrative Personnel.
13. Provide annual documentation of required immunizations and all other paperwork specified by the Executive Director.
14. Attend the annual In-Service/Competency Education Day held by SANE of Butler County to display continued excellence in all areas related to job duties of a SANE.

*These competencies will be demonstrated as follows:*

- During the first 180 days of employment during the employee probationary period, by completion of a SANE of Butler County authorized training class and post class training.
- For continued employment, annual competency will be verified by written examination, education day, or skills demonstration/chart audit on an annual basis. The SANE employee must attend the date set forth by the Executive Director for annual competencies. If the employee does not attend the required annual competency training, he/she shall be deemed unfit for duty and may be suspended of duties until the training (s) are completed as the competencies are crucial in determining continues competency to perform medico-legal forensic examinations for SANE of Butler County employees.

Effective

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Revised

Date: 3/1/09

Revised

Date: 5/1/2014

Revised

Date: 11/20/2016



## Policy and Procedure Manual

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### Confidentiality Policy

- Policy:** Confidentiality requirements of SANE of Butler County, Inc.
- Purpose:** To ensure the patient's right to confidentiality of both verbal and written communications pertaining to their care
- Definitions:** "Confidential" refers to privileged communication obtained during the care of the patient at any point. "Authorized personnel" are representatives from regulatory, accrediting, and peer or quality review bodies. See also HIPAA compliance policy.
- Procedure:** SANE nurses and all SANE of Butler County personnel/staff have a legal, moral, and ethical responsibility to foster and preserve the confidentiality of patient information in all stages of its development and use. All verbal and written communications (including but not limited to) examination documents, statistics, patient information of any kind, photographs pertaining to patient care are to be considered strictly confidential. SANE of Butler County staff should only discuss patient care and medico-legal findings with the patient and with medical personnel who are caring for the patient. All personnel will maintain strict confidentiality of all aspects of any patient contact at all times and maintain HIPAA compliance with all communication and documents.

At the patient's request, SANE nurses may also discuss patient care with family members or significant others who are present in the Emergency Department at the time of the exam with consent of the patient. SANE nurses are responsible for obtaining a written release of information to allow discussion of the case with law enforcement and criminal justice officials, advocates or other persons present during the patient treatment timeframe. Authorized personnel may review patient records when appropriate for the purpose of maintaining quality patient care and legal use. Unauthorized personnel shall not be given access to the patient's SANE record or information regarding the forensic examination. This includes rape crisis/victim's witness advocates. No patient information or records will be shared by the SANE with any advocate. If the advocates are requesting information this must be shared by the patient.

Records of patient care will be secured in the Patient Records department of the hospital where the evidence collection exam was conducted in addition to SANE of Butler County records. SANE of Butler County records will be issued to the appropriate law enforcement personnel in accordance to the Ohio Department of Health Protocol.

The SANE will NOT call or request response from ANY third party or additional organizations to jointly respond to calls of service from medical facilities. Rationale for this is to assure confidentiality of high profile examinations or other requested sensitivity surrounding forensic examinations. If additional third party organizations are requested, this must be done by the medical facility and not SANE of Butler County personnel. Additionally SANE of Butler County personnel will not contact any outside organization for notification of care or referral with exception to law enforcement, Ohio Department of Health, Adult/Children's Protective Services agencies, or additional required reporting agencies in accordance to Ohio Revised Code and Ohio Department of Health Protocol standards.

**Patient Records Storage:**

All paper patient records and camera memory cards obtained by the SANE and stored in a locked storage cabinet or other device at all times. Files are prohibited from being stored in vehicles with exception to transport from the forensic examination. All files must be distributed to the Executive Director within 7 days of the date of the examination.

Any personnel in violation of this policy may be subject to immediate termination.

Effective

Date: June 1, 1999

Reviewed

Date: 12/1/06

Revised

Date: 11/20/2016

Revised

Date: 1/4/2019



## Policy and Procedure Manual

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### Personnel Disciplinary Action

**Policy:** Set forth guidelines of disciplinary actions for S.A.N.E. of Butler County personnel.

**Purpose:** To ensure personnel understand potential disciplinary actions for actions deemed unacceptable by the Executive Director, Medical Director, S.A.N.E. of Butler County Board of Directors or other bodies of government for S.A.N.E. of Butler County.

**Procedure:** SANE employees shall be informed of the potential disciplinary actions that may be enacted if any or all SANE of Butler County Policy and Procedures or State of Ohio Protocols or SANE of Butler County Medical Protocols are not followed. Such scenarios may include, **but are not limited to:**

- Non response to a call to service while on primary or back up on call status.
- Failure to submit required on call availability by the required date each month.
- Failure to submit required paperwork and/or documentation in the required timeframe.
- Non appearance to subpoenas for expert witness testimony for the judicial system.
- Failure to communication from the Executive Director (see Communications Policy)
- Non professional or inappropriate behavior or appearance exhibited from any employee.
- Non attendance of required meetings or trainings set forth by Executive Director.
- Violation of any SANE of Butler County Policy and Procedure, State of Ohio Protocol for victims of sexual assault, SANE of Butler County Medical Protocol or other guideline that governs duties and responsibilities of a sexual assault nurse examiner or other SANE of Butler County personnel.

If disciplinary actions beyond verbal counseling are initiated with any employee of SANE of Butler County by the Executive Director, notification shall be made to the Medical Director, and President of the Board of Directors within 24 hours (excluding weekends and holidays).

***Potential disciplinary actions that an employee may incur include, but are not limited to:***

- Verbal counseling: A verbal counseling session of the incident will be conducted by the Executive Director with the employee. The employee shall be notified that the conversation is a verbal counseling session and may take place person to person, over the phone or other means that is deemed appropriate by the Executive Director. The verbal counseling shall include overview of the incident, actions of the employee along with actions deemed appropriate to correct future occurrences.
- Written documentation: Written documentation of disciplinary action /incident that will remain in the employee's file for a time that shall be determined by the Executive

Director. The written disciplinary action documentation shall be reviewed with the employee and signed and date stamped indicating that the incident has had been reviewed along with actions deemed appropriate to correct future occurrences. The Executive Director shall notify the Medical Director.

- Suspension of duty: The employee may be subject to suspension of duties and responsibilities with SANE of Butler County. If this action is deemed appropriate, the total length of suspension or removal of suspension shall be determined by the Executive Director. During the suspension, the employee shall not be permitted to participate with the on call schedule or permitted to respond to any calls to service with SANE of Butler County.  
The suspension shall include written documentation of the incident or event and will follow procedures for Written Documentation as stated above. The incident and actions being taken will be reviewed with the employee and the employee will be notified in writing of a clear indication of the start date and end date of the suspension. The total suspension length may range from 14 days and up to 90 days, or other length designated by the Executive Director.  
Once the suspension is completed the employee shall resume full duties and responsibilities or may be placed on a probationary status or any other restrictions deemed appropriate by the Executive Director. The incident will be reviewed with the employee with the Executive Director along with a plan of correction to correct any future occurrences. The Executive Director shall notify the Medical Director of any employee entering into a suspension of duties.
- Probationary Status: At any time upon discretion of the Executive Director, the employee may be placed on a probationary period for evaluation of duties and job performance. This time frame shall be communicated with the employee and have a clear indication of the start date and end date of the probationary status. The length/timeframe of the probationary status will be set forth by the Executive Director. The incident and reason for the placement of the probationary status will be reviewed with the employee along with actions deemed appropriate to correct future occurrences.
- Termination: An employee shall be terminated from SANE of Butler County at any time at the discretion of the Executive Director for actions or incidents that are found to warrant immediate termination. If actions by any employee are found to warrant immediate termination, notification shall be made by the Executive Director to the employee by in-person, certified mail or other methods. The employee will be required to return all equipment issued upon hire by SANE of Butler County immediately. If the said issued equipment is not returned to the Executive Director within 48 hours of termination, a report will be placed with the appropriate law enforcement entity and appropriate civil/legal court proceedings may be initiated. Notification of termination of any employee shall be made to the Medical Director, and President of the Board of Directors.

Any disciplinary actions that are rendered to any employee of SANE of Butler County are done so at the discretion of the Executive Director.

Effective  
Date:

11/1/09

Revised

Date: 5/1/2014

Revised  
Date: 11/20/2016





## Policy and Procedure Manual

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### Dress Code

**Policy:** Outline of appropriate dress for SANE nurses and additional personnel.

**Purpose:** To present a professional image to the patient, the public, and hospital personnel when representing SANE of Butler County to any outside entity or agency.

**Procedure:** Forensic Nurses:  
When providing direct patient care, nurses will wear casual business dress. A white lab over coat is required to accompany business casual dress. Shoes may be casual dress or tennis shoes. Open toed shoes or sandals of any type will not be permitted. Alternate dress may include approved healthcare attire/scrubs. Crocs are acceptable. SANE identification name tags will be worn at all times during patient care and when entering any facility or meeting associated with SANE of Butler County for identification purposes.

Law Enforcement Liaisons:

When performing the duties of a law enforcement liaison, all staff will wear issued attire/shirt bearing the SANE of Butler County logo. Jeans or khaki pants are acceptable.

Clothing Items or dress that is prohibited include but may not be limited to:

- Oversized/Baggy clothing article
- Any article of clothing (ie; hats, shirts, etc) that portray vulgar writing or images
- Clothing that is not intact or has rips/tears
- Clothing that may expose any part of the abdomen or mid-rift
- Transparent/sheer clothing that may expose undergarments
- Sandals or open toed shoes of any kind
- Capri pants or shorts
- Denim jeans or jeans of any kind
- Clothing, or any articles portraying endorsement of candidates, elected officials, campaigns, or any affiliation

When providing expert witness testimony in court, as a representative of SANE of Butler County (which may include but not limited to) consulting with law enforcement, attorneys, criminal justice officials, outside trainings, outside educational personnel will wear formal business attire. Jeans, scrubs or any non business dress are strictly prohibited during any interaction with the Witness Testimony, Prosecutor's Office or meetings with law

enforcement personnel, attorneys or other judicial entities unless otherwise approved by the Director.

Effective  
Date: June 1, 1999

Reviewed  
Date: 12/1/06

Revised  
Date: 4/15/2010

Revised  
Date: 11/20/2016



## Policy and Procedure Manual

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### Employment Practices

**Policy:** Procedures for Employment

**Purpose:** To ensure fair and uniform employment practices

**Procedure:** SANE of Butler County's policy is to require satisfactory completion of an application, employment interview, background check and drug screening within the last twelve months, professional references, and proof of required personnel documentation (including licensure, immunizations, completion of SANE didactic and clinical training) prior to hiring an applicant to serve as a Sexual Assault Nurse Examiner.

All employees must sign an Employee Agreement which details the SANE nurse's relationship with SANE of Butler County (including time commitment, compensation, resignation, etc.).

Employees who are unable to meet their employment obligation due to serious illness or emergency are required to inform the Executive Director immediately so that arrangements can be made to cover their employment responsibilities.

Employment is subject to approval by the Executive Director, Medical Director, Board of Directors and other applicable parties.

Effective  
Date: June 1, 1999

Reviewed  
Date: 12/1/06

Reviewed  
Date: 1/23/09



## Policy and Procedure Manual

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### Equal Opportunity/Non-Discrimination Statement

**Policy:** Equal Employment Opportunity/Non-Discrimination

**Purpose:** To ensure fair hiring and fair provision of services to sexual assault victims

**Procedure:** SANE of Butler County's policy is to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, sex, religion, national origin, age, marital status, political preference, sexual orientation, sexual identification, or status as a disabled veteran in compliance with Section 504 of the Rehabilitation Act of 1973.

SANE of Butler County's policy is to provide equal access to our patient care services without regard to race, color, sex, religion, national origin, age, marital status, political preference, sexual orientation, or status as a disabled veteran in compliance with Section 504 of the Rehabilitation Act of 1973.

Effective

Date: March 1, 1999

Revision

Date: None

Reviewed

Date: 1/23/09

Revised

Date: 11/20/2016



## Policy and Procedure Manual

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### Equipment Policy

**Policy:** Staff expectations regarding equipment issued.

**Purpose:** To ensure that personnel understand proper procedures and care for all equipment issued.

**Procedures:** Forensic Supplies:  
Applicable personnel will be provided upon hire and replacements provided as needed, with forensic supplies including a digital camera and portable photograph printer, alternative light source and light refraction goggles, forensic measuring devices, forensic magnification devices and other various articles pertinent to forensic examinations by SANE of Butler County. ALL supplies are property of SANE of Butler County and shall only be used by the employee during employment with the SANE of Butler County. Any equipment issued SHALL NOT be used for personal reasons of any kind. Use of equipment for personal reasons is immediate grounds for termination of employment and the employer may seek criminal charges if applicable. The Executive Director will maintain a log of all forensic items issued to each employee as well as replacement items.

#### Issued equipment:

All personnel may be provided electronic equipment to be used in the course of job duties and responsibilities. All issued equipment will be logged and tracked by the Director. Items may include (but not limited to) desktop computers, laptops, electronic tablets, and mobile phones. When applicable the Director will maintain a mobile device management solution to assure increased security and HIPAA compliance with the devices are intact. See also HIPAA compliance policy.

#### Proper Storage/Replacement:

All personnel are expected to have all equipment issued in secure location and accessible for use at all times when needed to perform job duties. Items should not be accessible to anyone other than the employee and kept in a secure location, locked when not in use. It is the responsibility of the employee to assure all equipment is in proper working order and charged if applicable. If any equipment is not in proper working order the employee will notify the Executive Director by completing a supply request form for replacement equipment. The employee will indicate the timeframe needed for the replacement items and which items are needed. In the event that immediate items are needed to complete duties during a forensic exam, the employee shall contact the Executive Director at the emergency telephone answering service at (toll free) 1-800-642-9961 or (local) 513-278-7271. See also Equipment Reporting/Repair Reporting Policy.

All personnel are to maintain care of the issued equipment and avoid storage of devices that may interfere with capabilities of proper functioning. Inappropriate storage may

include equipment housed in vehicles, garages, near devices with magnetic fields, or any areas with extreme temperatures.

**Return of Issued Equipment:**

If at any time the employee that has been assigned equipment needed for duties by SANE of Butler County, is relieved of duty or resigns from S.A.N.E. of Butler County, the employee will return equipment that has been assigned to them immediately to the Executive Director or other administrative personnel in person within 48 hours. If the equipment is not returned, the employee shall understand that it may be reported to the appropriate law enforcement entity and proceedings can be filed with the judicial system for return of the property and consideration for criminal charges of theft.

Effective  
Date: June 1, 1999

Revised  
Date: 3/1/2009

Revised  
Date: 11/28/2010

Revised  
Date: 5/1/2014

Revised  
Date: 11/20/2016

Revised  
Date: 1/4/2019



## Policy and Procedure Manual

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### Equipment Repair Reporting Policy

**Policy:** Equipment Repair or Malfunction Reporting Policy

**Purpose:** To ensure that personnel understand the proper process and procedure for reporting equipment repair needs or problems identified with any necessary equipment found before, during or after a SANE examination. Such equipment may be (but not limited to) the following:

- Digital camera
- Portable photograph printing devices
- Alternative light sources
- Forensic magnification devices
- Any issued electronic devices

**Procedure:** All SANE of Butler County staff/personnel must communicate equipment issues and request repairs on the Employee Gateway Admin Communication tool and shall not be later than 24 hours, once equipment malfunctions or repair need is identified. The Admin Communication Form must be completed entirely prior to being sent to the Executive Director. A phone call should be placed to the Executive Director to assure form was received and to discuss the equipment issue. Information documented on the Equipment Repair form by the employee shall be:

- Date problem found and name of reporting personnel/staff member
- Equipment name
- Description of problem identified
- Altered examination technique that directly resulted from equipment problem  
(*such as absence of photographic evidence or a decrease in quality of photographs obtained due to inability to utilize defective device*).

The Executive Director will review the form once received and resolve the equipment issue in a timely manner.

In the event that immediate items are needed to complete duties during a forensic exam, the employee shall contact the Executive Director at the emergency telephone answering service at (toll free) 1-800-642-9961 or (local) 513-330-6171.

Effective  
Date: February 5, 2010

Revised  
Date: 5/1/2014

Revised  
Date: 11/20/2016





## Policy and Procedure Manual

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### **On Call Hours – In-Office Hours Submission Policy**

***Policy:*** On Call Hours submission policy

***Purpose:*** To ensure that SANE nurses understand proper process and procedure required monthly on call hours submission to the Executive Director.

***Procedure:*** Required monthly on call hours for per diem staff and in-office hours for full time staff must be submitted to the Executive Director online submission on the Employee Gateway no later than the 20<sup>th</sup> of each month by 11:59 p.m. If on call availability is not received by the deadline each month the Executive Director may arbitrarily assign time that is submitted after the 20th day of the month. It will then be the responsibility of the SANE to trade the days that have been assigned with other employees. The employee may proceed to disciplinary action at the discretion of the Executive Director.

In the event that an employee fails to submit the required monthly on call hours or in-office hours on time by the assigned due date in accordance with this policy twice in a 12 month period that employee subject to additional disciplinary action including termination.

Per Diem Personnel must submit the required amount of on call hours each calendar month, including specified weekend commitment hours per calendar month in accordance with Policy and Procedures of the organization.

Salary staff are required to submit the assigned in-office hours each calendar month in accordance with Policy and Procedures of the organization.

Effective  
Date:

5/1/2014

Revised  
Date:

11/20/2016

Revised  
Date:

1/5/2019



## Policy and Procedure Manual

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### Annual Holiday Dates

**Policy:** Identify dates of year as designated holiday days

**Purpose:** To ensure that all personnel are aware of holiday dates for each calendar year

**Procedure:** Employees must maintain status of awareness of holiday dates for the calendar year. The dates indicated in this policy will be paid at the current on call and pay practices for holiday rates in accordance to this Policy and Procedure Manual. Salary staff shall work assigned holidays in their regular schedule. Per Diem employees must work one major and one minor holiday per calendar year. Holiday hours will be paid in accordance to the job description classifications in this Policy and Procedure manual. Holiday hours begin at 23:00 prior to the holiday date and end at 7:00 a.m. following the holiday date.

Designated annual holiday dates will be as follows:

- New Years Eve
- New Years Day
- Memorial Day
- July 4<sup>th</sup>
- Halloween
- Thanksgiving Day
- Christmas Eve
- Christmas Day
- Labor Day

Effective  
Date:

1/1/2009

Revised  
Date:

5/1/2014

Revised  
Date:

11/20/2016

Revised  
Date:

1/4/2019



## Policy and Procedure Manual

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### Incident Reporting Procedures

**Policy:** Outline of appropriate actions for completing incident report.

**Purpose:** To obtain required information for the related incident.

**Procedure:** When an incident occurs the employee shall complete an incident report form found online on the Employee Gateway within 24 hours of the incident. A phone call may be placed with administration immediately following the event however an online incident report must still be completed even if a phone call is placed with administration.

Incident report must be filled out correctly and completed. Notification of any incident should be made to the Executive Director or Administrative personnel at the emergency answering service at (toll free) 1-800-642-9961 or (local) 513-278-7271.

Incidents requiring a completed form may include (but not limited to) workplace injuries, issues with any multidisciplinary team member, or third party organization member, chain of custody errors, failure to report to a work assignment or complete a work assignment or other situations as indicated by administration

Effective  
Date: May 01, 2009

Revised  
Date: 11/20/2016

Revised  
Date: 1/4/2019



## Policy and Procedure Manual

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### Mission Statement

**Purpose:** *S.A.N.E. of Butler County* exists to promote and provide the prompt, compassionate, and caring medico-legal and evidentiary examination and treatment of sexually assaulted patients.

**Scope:** Services Provided

- Forensic exam and specimen collection
- Forensic examinations for domestic violence, law enforcement requested examinations
- Expert witness testimony in judicial/legal proceedings
- Forensic consulting and education
- Community awareness and education

#### **Primary customers**

- Patients with a reported chief complaint of sexual assault 13 years of age and older

#### **Availability of Services**

- SANE of Butler County will provide SANE nurses on-call 24 hours a day, 7 days a week who are required to respond to the hospital within 1 hour of notification

#### **Level of Service**

- SANE nurses have attended 40 classroom hours and required preceptor/clinical training hours. SANE nurses have also passed an approved examination prior to being recognized with the proper Sexual Assault Nurse Examiner credentialing agency, including but not limited to the International Association of Forensic Nursing, Ohio Association of Forensic Nursing and the Ohio Board of Nursing.

Effective  
Date:

March 1999

Revision  
Date:

12/1/06

Reviewed  
Date:

1/23/09



## Policy and Procedure Manual

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### On Call/Schedule Procedures

**Policy:** On-Call/Schedule Procedures for SANE nurses

**Purpose:** To ensure a timely response to notification of service request by contracted facilities

**Procedure:** When the on-call/scheduled SANE nurse is notified for a forensic examination:

- All employees will assure they are able to be contacted via mobile devices or by phone a minimum of ONE HOUR prior to the start of each scheduled shift to allow administration to contact them in the event that administration must advise where they must report to at the start of the assigned shift. This may include providing details on the hospital/facility that the employee must respond to at the start of their shift.
- The SANE will receive notification via mobile device of the exam information and location of the requesting facility. The Answering Service will provide pertinent exam information which may include the location of service, the return telephone number of the requesting facility or other information related to the exam
- SANE must confirm receipt of the page notification from the answering service to confirm receipt of message within **5 minutes of initial notification**.
- The SANE will contact the facility immediately to receive additional information regarding the case and provide an estimated time of arrival if advised to do so by the answering service.
- SANE will arrive at the hospital where the patient is waiting. Arrival time within the contracted time frame respective to each facility. The Executive Director will update each facility response times and relay this information to personnel.
- All employees will provide a secondary contact number in the event that the primary provided number fails to contact the employee

*If an emergency prevents the SANE nurse from responding (auto trouble, traffic, motor vehicle accident or other incident etc.), she must call the answering service as soon as possible and ask that they send out an All-Page to provide the backup, or an additional SANE to respond as replacement personnel.*

The SANE will respond to the designated facility and complete the Sexual Assault Nurse Examination according to the Ohio Protocol for Victims of Sexual Assault, Medical Protocols for SANE of Butler County and adhere to all SANE of Butler County Policies and Procedures and Medical Forensic Protocols.

If an additional sexually assaulted patient presents at any facility that SANE of Butler County provides services to while the on call SANE is conducting an examination, the SANE currently at the facility, or the medical facility will contact the answering service for notification of the additional exam. If the SANE cannot complete the first forensic examination within the specified contracted timeframe the SANE must contact the answering service and have an “all call” placed requesting a second RN, or backup on call RN to respond to complete the additional exam. Rationale for this procedure is to assure each patient receives a timely forensic exam in accordance with the respective facilities contracted time period for SANE arrival guidelines.

Immediately following completion of any examination, the SANE will submit the appropriate examination documentation through the identified electronic HIPAA compliant methods identified by the employer. Additional forensic responsibilities are outlined in detail in the SANE of Butler County Medical Protocol for Treatment

Effective Date:	June 1, 1999
Revision Date:	12/1/06
Revision Date:	1/23/09
Revision Date:	5/1/2014
Revised Date:	11/20/2016
Revised Date:	1/4/2019



## Policy and Procedure Manual

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### Payroll Policy

**Policy:** Procedures for Payment

**Purpose:** To ensure that payroll procedures are defined for all personnel.

**Procedure:** Forensic Staff:  
SANE nurses will be paid for on-call coverage and examinations in accordance to the rates described in the Policy and Procedure Manual.  
Additional hours worked will be maintained in a detailed time log for submission to the Executive Director within 24 hours of the end of each designated pay period. Submission of the time log will be online through the Employee Gateway or other methods defined by the Director. Time logs will detail various tasks and the time worked for each task.

#### Additional Staff:

Additional personnel will complete and submit a detailed time log to the Executive Director within 24 hours of the end of each designated pay period. Submission of the time log will be online through the Employee Gateway or a process defined by the Director. Time logs will detail various tasks and the time worked for each task.

#### Pay Period Dates:

The Executive Director will provide annual pay period dates to all employees. Payroll dates will be bi-weekly (every two weeks) throughout each calendar year. Upon the conclusion of the pay period, the Director will complete and submit the payroll to the contracted accounting firm for finalized processing of payroll within 5 calendar days. Payment to employees will be within 48-72 business hours (excluding weekends and holidays) following submission for processing to the accounting firm. The dates of each will be outlined and provided to employees each calendar year.

#### Payroll Errors/Correction:

If there are any discrepancies found on any personnel's payroll, notification should be made to the Director immediately. The Director will investigate the reported discrepancy for accuracy. Upon conclusion, the decision on submitting a payroll correction to the accounting firm or correction of the discrepancy on the next payroll cycle will be reached mutually by the employee and Director.

Effective  
Date: June 1, 1999

Reviewed  
Date: December 1, 2006

Reviewed  
Date: 1/23/09

Revised  
Date: 5/1/2014

Revised  
Date: 11/20/2016

Revised  
Date: 1/4/2019





## Policy and Procedure Manual

### Verification of Personnel Qualifications/Credentials

**Policy:** Verification of personnel qualifications for SANE nurses.

**Purpose:** To ensure that all SANE nurses maintain appropriate qualifications for employment

**Procedure:** SANE nurses must submit documentation of the following information to the SANE of Butler County Executive Director on an annual basis: To ensure that all SANE nurses maintain current licensure, registration, and compliance with infection control requirements; to ensure that all SANE nurses have completed the SANE training class and after class training; to ensure that all SANE nurses carry required liability insurance; to ensure that all SANE nurses are oriented to the all specified facilities that receive services from SANE of Butler County receive annual mandatory education regarding regulatory agency requirements.

SANE nurses must submit documentation of all the above information to the SANE of Butler County Executive Director. SANE nurses are responsible for submitting updated information annually and whenever necessary including but not limited to:

1. Current and renewal status as a Registered Nurse
2. Current licensure and renewal to practice nursing in the State of Ohio and maintenance of required annual continuing education ("CNE") to maintain license.
3. Proof of personal nursing liability insurance
4. Current immunizations and infection control requirements listed on the Forensic Examiner Job Description
5. Current competency to provide the evidence collection examination as defined by SANE of Butler County policy with a 40 hour didactic class with IAFN approved clinical training.
6. Any required annual facility orientation to all emergency departments or facilities that receive services from SANE of Butler County (if required for contract personnel)
7. Annual mandatory education regarding regulatory agency requirements
8. Current and renewal professional liability insurance

The SANE of Butler County Executive Director shall submit written verification that she is in receipt of these materials to each hospital in order for the SANE nurse to be eligible to maintain employment and provide patient care services through a contract employee status. Annual verification of all of the above requirements will be completed. If the above documents are not submitted to the Executive Director prior to the annual expiration, the SANE will not be able to resume duties and responsibilities associated with contract

personnel with the hospitals/facilities and may be placed on suspension until appropriate documentation is received.

Instances may involve additional document or verification of articles or items with specific contracted facilities issued by the Executive Director. These items are expected to be submitted within the designated timeframe as stated.

Effective

Date: June 1, 1999

Reviewed

Date: 12/1/06

Revised

Date: 1/23/09

Revised

Date: 5/1/2014

Revised

Date: 11/20/2016



## Policy and Procedure Manual

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### Public Speaking and News Media Contact Policy

**Policy:** Procedures for Handling Requests for Information from Community Organizations and the News Media

**Purpose:** To ensure that SANE of Butler County is represented in a clear and professional manner determined by the Board of Directors, Medical Director, and Executive Director. To ensure that SANE of Butler County maintains cooperative relationships with other Butler County organizations.

**Procedure:** A.  
SANE nurses or any employee should direct all requests for information from the news media to the Executive Director immediately. SANE nurses or any employee may not under any circumstances respond personally to media requests without prior permission from the Executive Director, and may not under any circumstances make any comment to the news media regarding criminal cases. Violation of this policy amendment is cause for immediate termination.

B.  
SANE nurses or any employee must receive permission from the Executive Director prior to providing ANY public speaking, community education, facility education, or in-service requests related to SANE of Butler County services. SANE nurses or any employee may not receive compensation for these services without prior permission from the Executive Director. Violation of this policy amendment is cause for disciplinary actions as deemed necessary by the Executive Director.

Effective  
Date: June 1, 1999

Reviewed  
Date: 12/1/06

Reviewed  
Date: 1/23/09

Revised  
Date: 5/1/2014

Revised  
Date: 11/20/2016



## Policy and Procedure Manual

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### Quality Improvement

#### Philosophy

*S.A.N.E. of Butler County* is committed continuously improving the quality of the forensic examinations of sexually assaulted patients. This commitment is based upon the organization's mission.

Quality efforts involve a continuous process for improving services, which is part of everyday decision-making practices and customer service activities. Quality improvement activities will be prioritized on an annual basis, based on our mission, customer expectations, and regulatory requirements.

#### **Action Plan**

Quality control and quality improvement mechanisms will include the following:

1. Annual documentation of the SANE nurse competencies and personnel qualifications
2. Ongoing chart review for exams performed by SANE of Butler County (carried out by Medical Director and/or Executive Director and peer review). There are indicators in place to measure quality standards, including timeliness, clarity of evidentiary photography, compliance with approved medical protocol, and completeness of documentation. These are reported to the Emergency Department Nurse manager for inclusion in the hospital's quality review reporting mechanism.
3. Annual solicitation of feedback from the Ohio Bureau of Criminal Identification and Investigation regarding the quality of the evidence collection kits received following SANE of Butler County forensic examinations.
4. Immediate supervisory feedback given to SANE nurses following any identified problems related to services provided. Feedback including but not limited to the Prosecutor's Office, Law Enforcement Personnel, BCI&I and other entities that work in collaboration with S.A.N.E. of Butler County will be used in the Quality Control Plan.
5. Ongoing maintenance of documentation of all quality improvement efforts, including written plan of correction when quality problems are identified.
6. Annual and ongoing solicitation of feedback from other organizations involved with the care of the sexually assaulted patient.

Effective date: 6/1/1999

Reviewed: 12/01/06

Reviewed: 1/23/09



## Policy and Procedure Manual

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### **Trading on Call Shifts – Per Diem Staff**

- Policy:** To indicate appropriate actions by staff when trading or requesting coverage for on call shifts.
- Purpose:** Personnel will follow this policy to take the appropriate actions when completing a trade of on call shifts or request for coverage for on call shifts. Staff are to ensure that all hours initially assigned for on call hours maintain coverage. Periods of no personnel on call due to trading or requesting time off will not be accepted and will be denied by administration.
- Procedure:** In the event of trading hours of on call time/hours or finding coverage for on call time/hours staff members for per diem personnel will assure that all hours are covered for their assigned on call time/hours.
- In the event that the staff member requests an alternate employee to cover hours the staff member must assure that all hours are covered for their shift or on call hours they are requesting to be removed from the schedule.
- It is the responsibility of the employee initially requesting to be removed from the schedule to find coverage for all hours.
- In the event of an emergency and the employee on call is unable to cover their on call shifts, it is acceptable to contact the Executive Director and make notification of hours/shifts unable to be covered. The Executive Director will then attempt to find coverage for those specified hours. This is only acceptable in the event of an emergency. All other non-emergency situations it is expected that the employee will find their own coverage for the specified on call hours.

Effective Date: 2/14/2012

Effective Date: 5/1/2014

Effective Date: 11/20/2016

Revised

Date: 1/4/2019



## Policy and Procedure Manual

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### **Back Safety**

**Policy:** Back Safety and appropriate body mechanics to reduce the potential for back injuries in the workplace and home.

**Purpose:** The participant will understand how to care for their back by learning about body mechanics, ways to change lifestyle, the difference between a strain and sprain, some common mistakes made when lifting, and the eight steps to proper lifting.

### **Procedure:**

#### **I. Objective**

SANE of Butler County requires the procedures in this plan to be followed to ensure that employees are trained to protect themselves from back injuries. The effectiveness of the Back Safety Manual, implemented by SANE of Butler County, depends on the active support and involvement of all affected employees.

#### **II. Background**

The Occupational Safety and Health Administration (OSHA) applies the General Duty Clause to workplace conditions that are likely to cause injury. Under the General Duty Clause, a company that requires employees to frequently handle or lift objects is responsible for ensuring that an adequate manual is in place to minimize the possibility of back injuries.

#### **III. Assignment of Responsibility**

##### **a. Management**

The Executive Director shall ensure that this policy and information to carry out the policy is communicated to employees. The Executive Director will ensure that the policy is utilized.

##### **b. Employees**

All employees are to attend training and follow the Back Safety Manual set by SANE of Butler County.

#### **IV. Proper Lifting Technique**

To minimize the possibility of back injury, employees need to practice safe and correct lifting techniques. The following techniques are to be utilized when lifting:

a. Plan ahead.

Before lifting an object, know where it will be placed. The path should be clear of any obstacles. This will help prevent any awkward movements while carrying the load. If lifting with another person, agree on the plan before hand.

b. Bend at the knees and keep the back straight.

Focus on keeping the spine straight to shift most of the weight off the back and onto the legs. Keep eyes up and look straight ahead. This will help keep the back straight.

c. Keep feet shoulder width apart.

Having a solid foot base will help provide more support. If feet are too close together, good balance will be difficult to achieve; too far apart, and movement will be reduced. When turning, move your feet. Never twist your back.

d. Tighten the abdominal muscles.

Keeping the abdomen tight will help the back stay in a good lifting position and help keep from straining the back.

e. Lift the object close to the body.

This will keep the body stabilized while lifting. When the object is too far from the body, additional stress is placed on the back. Get a firm grip on the object to help keep it balanced.

f. Lift with the legs.

The legs are stronger than the back. Use the strong leg muscles instead of the back muscles. When lowering the object, bend the knees and keep the back straight.

When you are setting objects down, follow the previous steps in reverse order.

## **V. Special Equipment**

Avoid lifting objects whenever possible by using equipment made for such tasks.

- Hoists
- Forklifts
- Dollies
- Carts
- Other mechanical devices.

Such equipment will be provided by hospital or facility at the site of the examination.

## **VI. Posture**

When standing or sitting for long periods of time, posture can affect the back negatively.

- When sitting, keep your knees at a 90 degree angle and feet flat on the floor.
- Sit as far back in the chair as you can.
- Keep your back straight, shifting your weight from leg to leg every few seconds.
- When sitting for long periods of time, get up and walk around occasionally.
- Standing puts less strain on your back than sitting.
- Never slouch when you are standing.

Effective

Date: 5/1/2014

Revised

Date: 11/20/2016





## Policy and Procedure Manual

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### *Fire Safety*

**Policy:** Fire Safety education is for all employees to recognize the potential for fire hazards in the workplace.

**Purpose:** Each Employee will review the Fire Safety policy and learn the importance of fire education and prevention. This policy will demonstrate to each employee the appropriate actions to take in the event of a fire and minimize the potential for fires and injury in the workplace.

### ***Procedure:***

#### **I. OBJECTIVE**

The major goal of SANE of Butler County in creating a Fire Safety Compliance Program is to minimize the number of accidents and injuries due to workplace fires. Because we recognize fires pose a significant risk, we have committed ourselves to doing as much as is practically possible to protect employees from the dangers of workplace fires.

#### **II. ASSIGNMENT OF RESPONSIBILITY**

##### **A. Plan Administrator**

The Executive Director shall manage and update the Workplace Fire Safety Plan for SANE of Butler County, and maintain all records pertaining to the plan.

##### **B. Management**

The Executive Director will implement this plan and provide safe equipment that, when used properly, will minimize or eliminate risk of occupational injuries and deaths. SANE of Butler County management will ensure proper adherence to this plan through periodic audits.

##### **C. Employees**

Employees are responsible for adhering to proper fire safety procedures as described in this plan.

Employees are also responsible for reporting all fire hazards to The Executive Director or Hospital/Facility Charge RN immediately.

##### **D. Contractors**

Contract employees shall be responsible for complying with this plan, and may be provided the training described herein by Hospital/Facility.

#### **III. Fire Prevention**

Stopping unwanted fires from occurring is the most efficient way to handle them.

##### **1. Fire Hazards**

To be able to stop unwanted fires each Hospital/Facility has first identified the major fire hazards (fuel sources) associated with the normal use and occupancy of the premises. These major fire hazards are listed on page 6. The Executive Director is the person who is responsible for seeing that this listing is completed. The listing form that is used allows us to record the following information about these fire hazards:

- A. Name of fuel source
  - B. Quantity stored on premise
  - C. Location(s) of item
  - D. Type of fire protection equipment or extinguishing agent
  - E. Special extinguishing or other information
2. Housekeeping Procedures
- Poor housekeeping procedures are often a primary or contributing cause to workplace fires. Each Hospital/Facility has established procedures for regular storage and cleanup of flammable waste. Employees shall consult with the Charge RN for the respective Hospital/Facility to receive additional information on the following:
- A. Name of flammable waste
  - B. Quantity stored on premise
  - C. Location(s) of waste
  - D. Person responsible for handling, packaging and disposal.
  - F. Methods of handling, packaging and disposal.
3. Ignition Sources
- Fires require sources of ignition. To prevent fires each Hospital/Facility has recognized sources of ignition. Each Hospital/Facility is responsible for making sure this listing is completed. Employees shall consult with the Charge RN for the respective Hospital/Facility to receive additional information on the following:
- A. Ignition source
  - B. Location
  - C. Method used to control ignition source
  - D. Person responsible for monitoring ignition source

#### IV. Fire Suppression System

Fire suppression systems should be installed in areas of greatest fire hazard and in areas of great potential for loss of life or property. Areas that are protected by a fire suppression system are listed at each Hospital/Facility. Employees shall consult with the Charge RN for the respective Hospital/Facility to receive additional information on the following

- 1. Type of extinguishing agent
- 2. Location of shut-off

The fire suppression system is maintained by each Hospital/Facility. Any malfunctions of the fire suppression system should be reported immediately.

#### V. Portable Fire Extinguishers

OSHA allows employers to request properly trained employees to attempt to extinguish incipient fires. The use of portable fire extinguishers should only be done by employees who have been trained to use them. Employees attempting to extinguished fires should only do so within the guidelines taught them in training.

- 1. SANE of Butler County\_ has determined that in the event of a fire employees should not attempt to use portable fire extinguishers. SANE of Butler County employees are to notify the emergency internal system for the respective Hospital/Facility and to notify the Charge RN or other administration immediately.
- 2. Portable fire extinguishers are maintained by each Hospital/Facility. Any damaged or used fire extinguishers should be reported immediately.

## VI. Fire Emergency Procedures

During an actual fire emergency it is important employees understand general fire procedures. These procedures are outlined below using the acronym R.A.C.E.

1. **Rescue** - Remove patients in danger immediately in accordance with Hospital/Facility procedures.
2. **Alarm** - Notify the appropriate authorities and facility emergency response system activation, pull fire alarms
- Contain** - Doors should be closed to all patient access areas as well as hallway access areas
3. **Evacuate** - at the designated location outside of the building. Internal evacuation will proceed horizontally or in accordance to the Hospital/Facility fire procedures.

## VII. Safety Training and Drills

### 1. Fire Safety Training

In order to make sure our employees are appropriately trained before a fire emergency, they are given training on the following subjects:

- a. Fire and its hazards
- b. How fire works
- c. Preventing fires
- d. Classes of fires
- e. Preparing for a fire emergency
- f. Procedures during a fire emergency

2. Each employee of SANE of Butler County will participate in the required annual training for each Hospital/Facility to review the Hospital/Facility training for fire prevention and location of escape routes, fire extinguishers and all other matters mentioned in this policy.

Effective

Date: 5/1/2014

Reviewed: 11/20/2016



## Policy and Procedure Manual

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### HIPPA Compliance

- Policy:** Health Insurance Portability and Accountability Act (HIPAA) Security Policy and Procedure
- Purpose:** The purpose of this document is to list the policies and procedures SANE of Butler County has documented and follows to remain compliant with the Security part of HIPAA. This document is used as a set of statements and instructions for SANE of Butler County's workforce to follow, and as a training guide.
- Procedure:** This document describes SANE of Butler County's policies and procedures relative to the Security part of the Health Insurance Portability and Accounting Act (HIPAA) of 1996. By having this document in place, and exercising the steps required to implement required activities, SANE of Butler County declares that it has made its best efforts to be compliant with the Security part of HIPPA, as it applies to SANE of Butler County

### Ownership and Revisions

The SANE of Butler County HIPAA Compliance officer, who is responsible for revisions and updates, owns this document. This is a "living" document. Updates that are a result of new discoveries, such as changing regulations or processes, will be added as needed by the document owner listed on the Revision History dates at the end of this policy.

### Conventions

This document uses the following conventions:

- References to other documents or to sections within a document are underlined.
- Tables appear in Arial font.

In addition to variable values, italic type indicates emphasis or a new term. Administrative Safeguards

SANE of Butler County has implemented administrative policies and procedures to prevent, detect, contain, and correct security violations. These policies and procedures are described in the following sections.

### Risk Analysis and Management

SANE of Butler County conducts accurate and thorough assessments of the potential risks and vulnerabilities to the confidentiality, integrity, and availability of electronic protected health

information held in its computer systems, on a regular basis. When SANE of Butler County's Compliance Officer believes any risks exist, the Compliance Officer addresses each risk and completes a risk mitigation report.

SANE of Butler County has implement security measures sufficient to reduce risks and vulnerabilities to a reasonable and appropriate level to comply with the HIPAA Security Rule. These measure are described in detail in Sections 3 and 4 of this document.

### **Sanction Policy**

SANE of Butler County will apply appropriate sanctions against workforce members who fail to comply with the security policies and procedures, as detailed in SANE of Butler County's Code of Conduct, which is available for review in SANE of Butler County's HIPAA Compliance policy and procedure.

### **Information System Activity Review, Login Monitoring**

SANE of Butler County has implemented the following procedure to regularly review records of information system activity:

1. The Compliance Officer reviews files contained on SANE of Butler County's computers weekly.
2. Since SANE of Butler County's computers are basic and do not have the capability of maintaining automated tracking logs, the Compliance Officer regularly monitors usage of SANE of Butler County's computers by regularly observing employee access and conduct for inappropriate access.
3. Use of employee email and shared storage will be tracked and reviewed weekly by the Compliance Officer.

### **Assigned Security Responsibility**

SANE of Butler County has named its Compliance Officer as the security official who is responsible for the development and implementation of the policies and procedures required by this HIPAA Rule. The Compliance Officer is the Executive Director.

### **Workforce Security, Authorization, Supervision, Clearance Procedure**

SANE of Butler County's policies and procedures to ensure that all members of its workforce have appropriate access to electronic protected health information, to prevent those workforce members who do not have access from obtaining access to electronic protected health information, to authorize and/or supervise workforce members who work with electronic protected health information or in locations where it might be accessed, and to determine that the access of a workforce member to electronic protected health information is appropriate, are listed below:

1. All employees who are allowed access to PHI are assigned passwords by the Compliance Officer to SANE of Butler County's computer systems and online Employee Gateway. Passwords are kept locked up and managed by the Compliance Officer during office hours.
2. Employees who do not have access cannot obtain access, as they do not have the passwords
3. Employees with access to PHI are trained in the importance of protecting electronic PHI.
4. The Compliance Officer determines what workforce members appropriately have access to PHI, based upon thorough review and understanding of SANE of Butler County's PHI

Policies and Procedures, which are contained in SANE of Butler County's HIPAA Compliance policy.

### **Termination Procedures**

When the employment of a workforce member ends, or should no longer have access to PHI as determined by the Compliance Officer, that workforce member's access to electronic PHI is terminated by removing his or her user ID from SANE of Butler County's computers or online software and programs.

### **Security Awareness, Training and Reminders**

SANE of Butler County has security awareness and training program for all members of its workforce (including management). When implementing its HIPAA Compliance Manual, SANE of Butler County performed training sessions from its HIPAA Security Compliance Policies and Procedures. During regular staff meetings, SANE of Butler County informs its staff of periodic security updates.

### **Protection from Malicious Software**

SANE of Butler County's computers have anti-virus scanning software installed, and updates to this software are purchased and installed when available. This ensures that SANE of Butler County reasonably guards against, detects and reports malicious software.

All confidential files will not be transmitted to any electronic devices that are not secured with encryption software deemed appropriate by the Compliance Officer. This includes employees personal devices of any kind.

### **Security Incident Procedures, Response and Reporting**

SANE of Butler County's Compliance Officer notes any security issues he/she is aware of in the practice's Compliance Officer Incident Log, contained in SANE of Butler County's HIPAA Compliance Manual, and addresses them on a case-by-case basis.

### **Contingency, Data Backup, Disaster Recovery, Emergency Mode Operations, Testing and Revisions**

SANE of Butler County backs up its computer systems nightly to a Compact Disk (CD) or peripheral data storage unit. The Compliance Manager secures the CD or storage unit to a safe, location nightly. Should an emergency or other occurrence (for example, fire, vandalism, system failure, and natural disaster) damage SANE of Butler County's systems that contain electronic protected health information, the Compliance Officer (or designated representative) takes the backup copy of the patient data, along with the original CDs of SANE of Butler County's software to a reputable computer service company, and restores the system to its last operational state. The Compliance Officer (or designated representative) operates SANE of Butler County's systems from that location until the disaster situation is remedied.

SANE of Butler County's Compliance Officer tests this procedure any time new software programs are installed on SANE of Butler County's computer, to ensure data can be backed up, restored and operational as soon as possible.

### **Evaluation**

SANE of Butler County 's Compliance Officer performs a technical and non-technical evaluation of the procedures in this document quarterly, or any time there are significant environmental or operational changes affecting the security of electronic protected health information.

### **Business Associate Contracts and Other Arrangements.**

SANE of Butler County has contractual agreements in place with its business associates who create, receive, maintain, or transmit electronic protected health information on our behalf, which gives us satisfactory assurances that the business associate will appropriately safeguard the information. We realize that this standard does not apply with respect to:

1. Transmission by a covered entity of electronic protected health information to a health care provider concerning the treatment of an individual;
2. Transmission of electronic protected health information by a group health plan or an HMO or health insurance issuer on behalf of a group health plan to a plan sponsor, to the extent that the relevant HIPAA requirements apply and are met; or
3. Transmission of electronic protected health information from or to other agencies providing the services when the covered entity is a health plan that is a government program providing public benefits, if the relevant HIPAA requirements are met.

### **Physical Safeguards**

SANE of Butler County has implemented physical safeguard-related policies and procedures to prevent, detect, contain, and correct security violations. These policies and procedures are described in the following sections.

### **Facility Access Controls**

SANE of Butler County has implemented the following policies and procedures to limit physical access to its electronic information systems and the facility or facilities in which they are housed, while ensuring that properly authorized access is allowed:

1. SANE of Butler County's computers are kept encrypted at all times.
2. Software, email and data storage for PHI are kept encrypted at all times.
3. Only personnel requiring access to these systems are authorized to use them.

### **Contingency Operations**

SANE of Butler County has established procedures that allow facility access in support of restoration of lost data under the disaster recovery plan and emergency mode operations plan in the event of an emergency. See Section 2.10, Contingency, Data Backup, Disaster Recovery, Emergency Mode Operations, Testing and Revisions, for details.

### **Facility Security Plan**

SANE of Butler County has implemented policies and procedures to safeguard the facility and the equipment therein from unauthorized physical access, tampering, and theft. Computers are kept in secure locations and encryption software remains updated at all times.

### **Access Control and Validation Procedures**

SANE of Butler County has implemented procedures to control and validate a person's access to facilities based on their role or function, including visitor control, and control of access to software programs for testing and revision. The Compliance Officer oversees access to facilities and computers.

### **Maintenance Records**

SANE of Butler County has implemented policies and procedures to document repairs and modifications to the physical components of its facility, related to security. The Compliance Officer ensures, on a daily basis, that the physical facility is in working order and documents any deficiencies for follow-up and repair.

### **Workstation Use**

SANE of Butler County has implemented policies and procedures that specify the proper functions to be performed, the manner in which those functions are to be performed, and the physical attributes of the surroundings of its specific workstation or class of workstation that can access electronic protected health information. Only personnel requiring access to these systems are authorized to use them.

### **Accountability**

The Compliance Officer maintains a record of the movements of hardware and electronic media and any person responsible therefore.

### **Data Backup and Storage**

The Compliance Officer or designated authorized representative creates a retrievable, exact copy of electronic protected health information, when needed, before movement of equipment.

### **Physical safeguards**

SANE of Butler County has implemented technical safeguard-related policies and procedures in the following areas to prevent, detect, contain, and correct security violations, as described in the following sections.

#### **Access Control**

SANE of Butler County has implemented technical policies and procedures for electronic information systems that maintain electronic protected health information to allow access only to those persons or software programs that have been granted access rights. See Section 3.4, Access Control and Validation Procedures, for details.

#### **Unique User Identification**

SANE of Butler County assigns a unique name and/ or number for identifying and tracking user identities by setting up login IDs and passwords to each employee, as applicable.



### **Emergency Access Procedure**

SANE of Butler County has established procedures for obtaining necessary electronic protected health information during an emergency. See Section 2.10, Contingency, Data Backup, Disaster Recovery, Emergency Mode Operations, Testing and Revisions, for more details.

### **Encryption, Decryption and Security via Facsimile**

SANE of Butler County has implemented a mechanism to encrypt and decrypt electronic protected health information whenever it is transmitting this information electronically. This mechanism utilizes a software program for encryption and authentication of transmitted data. SANE of Butler County email systems will remain an encrypted format. Any transmission of protected health information will only be sent via organization email system or encrypted facsimile to 1-866-444-7263 or through the encrypted online storage system with Virtru. Encrypted data includes transmission of facsimile information for forensic examination documents for each examination. SANE of Butler County employees will submit via facsimile all documentation after each forensic examination to the secure encrypted organizational fax. The facsimile number is 1-866-444-7263. Each employee will assure the facsimile is completed in its entirety prior to departure from the healthcare facility. The online storage services are through the email server client with online storage with a signed BAA in place along with additional encryption services.

### **Documentation and File Maintenance**

SANE of Butler County employees will have all documents related to each examination in a locked cabinet or drawer system that does not allow any person access to such files. If at any time files are not maintained in a locked and secure location it is grounds for immediate termination. Documentation and files are not allowed to remain in any vehicle at any time with exception of transporting required documents to court proceedings or other meetings that are required for law enforcement purposes. This includes camera or memory card devices used during patient forensic examinations.

### **Reporting and Investigating Security Breaches**

Questions about breach of privacy issues will be presented initially to the Compliance Officer or Executive Director.

Employees who report possible security issues in good faith will not be subjected to retaliation or harassment as a result of the report. Concerns about possible retaliation or harassment will be reported to the primary physician of the practice.

Whenever a security issue has been identified, through monitoring, reporting of possible issues, investigations, or otherwise, the Compliance Officer shall have the responsibility and authority to take or direct appropriate action to address that issue. The corrective action will be set forth in writing

Corrective actions will be designed to ensure that the specific issues are addressed and similar problems do not occur in the future.

Employees who have engaged in willful misconduct will be subject to disciplinary action, up to and including termination in appropriate cases, in accordance with company policies, procedures and codes of conduct.

The results of inquiries will be made available to the primary physician. All employees are directed cooperate fully with any inquiries undertaken pursuant to this plan. To the extent practical and appropriate, efforts will be made to maintain the confidentiality of such inquiries and the information gathered.

The Compliance Officer will maintain an incident log of security concerns that are reported, as described in this document. The log will record the issues, the individuals or departments affected, and the resolutions.

SANE of Butler County and its employees are aware of the seriousness of security breaches and understand that appropriate action must be taken to prevent similar instances from occurring.

### **Organizational and Documentation Requirements**

SANE of Butler County has implemented the organizational and documentation requirements mandated by the HIPAA Security Rule. These requirements, and SANE of Butler County's compliance declarations, are described in more detail in the following sections.

### **Documentation Form, Retention, Availability and Updates**

SANE of Butler County maintains these policies and procedures implemented to comply with the HIPAA Security Rule in written and electronic form. SANE of Butler County retains the documentation required by HIPAA Security Rule for seven years from the date of its creation or the date when it last was in effect, whichever is later. SANE of Butler County makes documentation available to those persons responsible for implementing the procedures to which the documentation pertains. SANE of Butler County reviews documentation periodically, and updates it as needed, in response to environmental or operational changes affecting the security of the electronic protected health information.

Effective Date: September 5, 2014

Revised Date: 11/20/2016



## Policy and Procedure Manual

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### *Documentation Facsimile Transmission*

**Policy:** Facsimile of documentation related to forensic examinations.

**Purpose:** The purpose of this document is to detail the process of submitting forensic examination documentation via electronic facsimile using the smartphone application through EFax.com

**Procedure:**

The SANE shall submit all required documents pertaining to the forensic examination to the mandated entities utilizing electronic facsimile through a secure transmission. The SANE shall utilize the smartphone application EFax.com to submit all documents to the Executive Director, Child Protective Services, Adult Protective Services, Regional Ombudsman Office, or other entities requiring facsimile information to be transmitted.

The SANE shall assure that use of the application will not store confidential information on his/her phone at any time including photos, or other means of copying information. The SANE shall log in using the provided credentials prior to transmitting the documents via electronic facsimile and log out of the application when all facsimiles are completed.

The SANE shall assure that all images transmitted are clear, precise and in focus prior to transmitting any documents via electronic facsimile. The SANE shall not alter any configurations in the application for user settings, contacts or any other configurations at any time.

In the event that a failure in successful transmission of documents are able to be sent through the EFax application the SANE shall submit the documents via standard facsimile. The SANE shall NOT leave the medical facility prior to transmitting and assuring successful transmission of all required documents.

Effective

Date: October 1, 2014



## Policy and Procedure Manual

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### **Subpoena Delivery and Confirmation**

***Policy:*** To explain delivery, receipt and confirmation of subpoenas

***Purpose:*** To ensure that all SANE employees are aware of the appropriate procedures and notification for subpoenas for employee safety.

***Procedure:*** SANE nurses will not provide their personal addresses in any way to prosecutors, defense attorneys, or detectives. This action is to avoid personal addresses listed on any judicial documents regarding forensic examinations for the safety of the employee.

If the SANE employee receives a subpoena from a prosecutor or defense attorney the SANE shall contact the Executive Director immediately for notification of the receipt of the subpoena. The SANE shall submit via electronic facsimile a copy of the subpoena to remain on file.

If the Executive Director receives a subpoena from a prosecutor or defense attorney, the Director will email the employee immediately a copy of the subpoena the same business day by electronic means to confirm delivery and receipt of the subpoena. Records will be kept on file for verification. It is mandatory that the employee confirms receipt through the electronic submission by checking the confirmation icon within the form WITHIN 24 hours. The employee is expected to contact the requesting attorney to schedule a pre-trial conference within 1 business day after receipt of the subpoena.

The subpoena delivery address for the organization is listed below. All SANE employees will distribute the subpoena delivery address as appropriate when consulting with law enforcement, or attorneys. Alternatively subpoenas may be faxed to the organization's fax number as listed below. In accordance with Ohio Revised Code, all subpoenas must be delivered by an OPOTA certified law enforcement agent. In the event that the prosecutor accepts sending a subpoena by facsimile the SANE employee will utilize the below listed facsimile number.

Subpoena Delivery Address:  
SANE RN Name  
c/o Butler County Sheriffs Office  
6400 Princeton Road  
Liberty Township, Ohio 45011

Facsimile Number:  
1-866-444-7263

Effective  
Date: September 1, 2014

Revised  
Date: 11/20/2016



## Return To Work / Modified Duty Program

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**Policy:** Return to work / light duty program (RTW Program)

**Purpose:** To create temporary light, limited, and/or modified duty assignments for SANE of Butler County employees for a commitment to encouraging employees to return to work within a designated spectrum to accommodate the needs of the employee and organization. This program is designed to offset workplace staff reduction and/or loss in employee wages. Employees entering into the RTW program are designed to maintain essential job duty skills if possible to increase productivity in efforts to return to pre-injury or pre-illness jobs more quickly.

**Procedure:**

1. **Note:** This document is not designed as a substitute for reasonable accommodation under any applicable federal or state laws, such as Americans with Disabilities Act, The Rehabilitation Act of 1973, or other applicable laws.
2. To preserve the ability to meet company needs under changing conditions, this company reserves the right to revoke, change, or supplement guidelines at any time with written notice. The policies and procedures in this return-to-work program are not intended to be contractual commitments and they shall not be construed as such by our employees. This policy is not intended as a guarantee of continuity of benefits or rights. No permanent employment for any term is intended or can be implied by this policy.
3. The employer will have routine communication with the employee about employee progress and ability to return to work.
4. The RTW program may include transitional work. SANE of Butler County defines transitional work as temporary modified work assignments within the worker's physical abilities, knowledge, and skills. Where feasible when not causing an undue hardship to the employer, transitional RTW positions will be made available to injured or ill employees who are unable to perform regularly assigned job duties or functions. This is in attempts to minimize or eliminate loss.

5. For any business reason, at any time, the employer may elect to change the working shift start and stop times, worked days, hours worked per week of any employee based on the business needs of the company to eliminate undue hardships to the employer.
6. SANE of Butler County will determine appropriate work hours, shifts, duration, and locations of all work assignments. Employer reserves the right to determine the availability, appropriateness, and continuation of all transitional assignments and job offers. SANE of Butler County also has the right to decline entry to any employee into the RTW program if undue hardships to the organization are evidenced
7. The physical requirements for job duties of RTW transitional/temporary work will be provided to the attending physician or medical provider. Detailed RTW transitional/temporary positions are then developed with consideration of the employee's ability, business needs of SANE of Butler County, and the availability of transitional/temporary work. This will be done by the employer submitting a detailed RTW Medical Authorization form to the attending medical provider in efforts to obtain medical authorization for the intended RTW job offer.
8. RTW program is designed for a temporary set time period. RTW program will not exceed 8 weeks or will end prior to the 8 weeks if the patient has achieved Maximum Medical Improvement (MMI) as designated by the medical provider. If employee limitations, restrictions, modifications or light duty is expected to exceed 8 weeks the Executive Director shall consult with the Board of Directors for proceeding options for the employee. The length of the RTW program will
9. If any employee is placed on light, limited, modified duty assignments the employee will be given the option of entering into the return to work program as long as the organization has sufficient financial ability to accommodate the situation. This may include but not limited to work related illness, injury, or other non-work related injuries or illness.
10. To enter into the RTW program the employee or employer may discuss entry into the program. The employee should discuss the options with the Executive Director. The Director will submit a RTW Medical Authorization to the attending medical provider to obtain medical authorization for job duties. Upon receipt of the RTW Medical authorization the employer will create a temporary transitional job offer for the employee based on needs of the organization.
11. Job duties will include employee duties from a bank of light, limited, or modified duty job functions. Upon entry into the RTW program the employee will be assigned job duties that correlate with the approved restrictions, limitations or modifications assigned by the physician.
12. Example pool of job duties for the RTW program will be listed on the RTW Program Medical Authorization Form. The Medical authorization form will be completed by the attending medical provider and signed by the attending medical physician to detail what duties the physician approves and hours/shift length and/or approved hours per week. A copy of the signed form will be provided to the employee along with the RTW job offer.

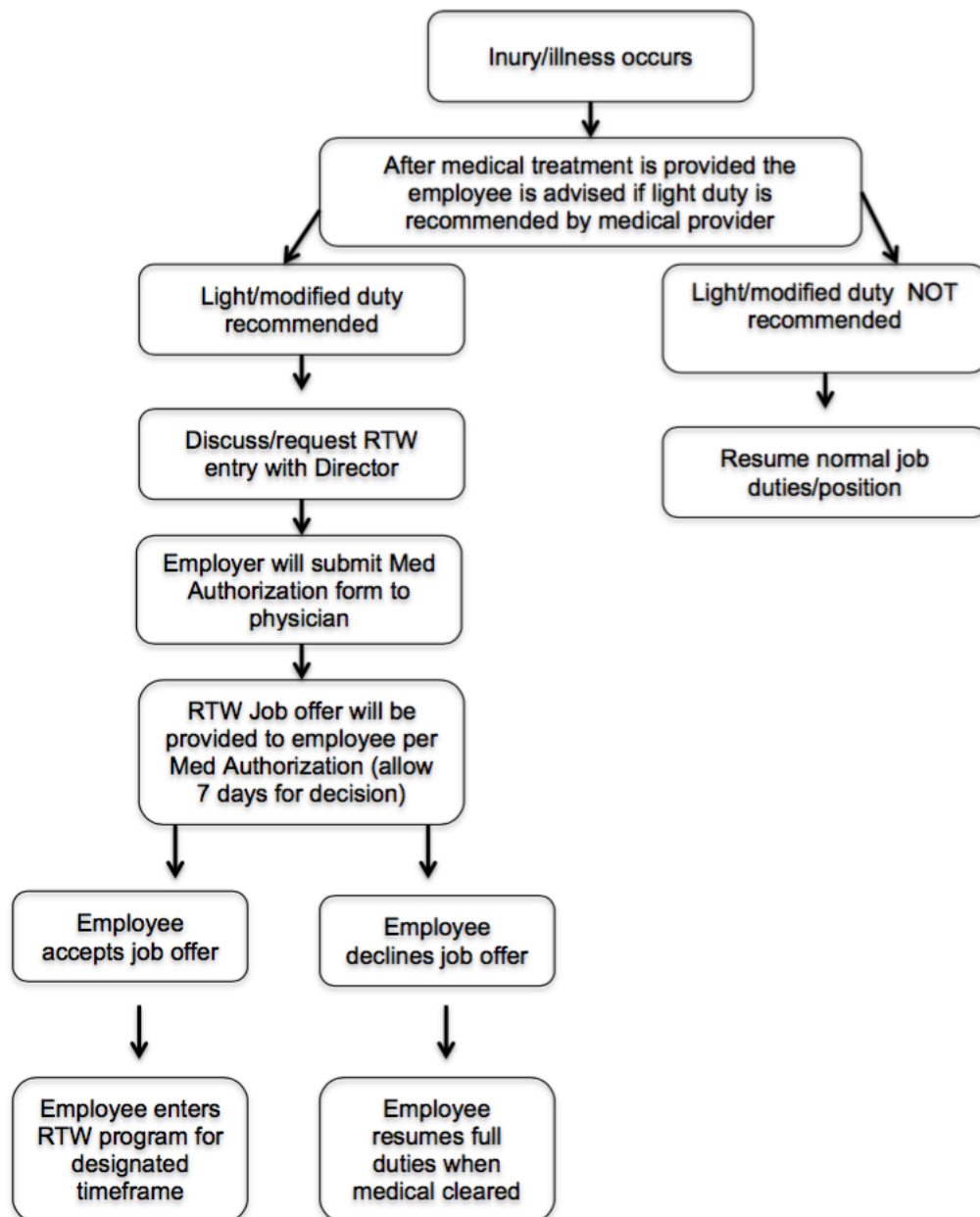
13. If the employee is injured in a work related incident the employee must have a return to work note with a clearly established job duty modification start date prior to entry into the RTW program as well as clearly documented job performance abilities on the MEDCO-14 form from a Ohio BWC certified medical facility. The attending physician will complete the RTW Medical Authorization Form to detail what job duties the employee is approved for. All documentation of return to work and job duty modifications, limitations must be on file prior to entry into the RTW program.
14. If the employee is injured in a non-work related incident the employee must have a return to work note with a clearly established job duty modification return to work start date prior to entry into the RTW program, RTW Medical Authorization Form as clearly documented job performance abilities. All documentation of return to work and job duty modifications, limitations must be on file prior to entry into the RTW program.
15. The employee will agree to not complete or attempt to complete any duties or functions that interfere with the assigned or documented restrictions, modifications, or limitations as designated by their managed health care provider.
16. The Executive Director is the RTW Program Coordinator and will supervise application, entry, and duration of the employee that has entered into the RTW program.
17. Worker unable to return to work
  - a. ■ If the worker is unable to report for any kind of work, the worker must call in at least weekly to report medical status.
  - b. ■ While off work, it is the responsibility of the worker to supply Personnel with a current telephone number (listed or unlisted) and an address where the worker can be reached.
  - c. ■ The worker will notify Personnel within 24 hours of all changes in medical condition.
18. Job Offer letter
  - a. ■ Upon creation of a signed RTW temporary/transitional Medical Authorization Form a written Job Offer letter will be prepared by the employer. It will be mailed by both regular and certified mail to the worker's last known address or presented to the worker in person or by email. Method of delivery will accommodate the employee and employer to the best of abilities.
  - b. ■ The letter will note the RTW temporary/transitional job description duties and will explain report date, wage, hours, report time duration of transitional work assignment, phone number, and location of the transitional assignment.
  - c. ■ The worker will be asked to sign the bottom of the Job Offer letter indicating acceptance or refusal of the offered work assignment within 7 days of the signed and dated RTW Medical Authorization.
  - d. ■ Copies of the Job Description, Work Releases, and Job Offer and Medical Authorization Form letters will be forwarded to applicable parties.



19. The employer cannot mandate or require the employee to accept the RTW temporary/transitional job offer however this serves notice that if the employee declines the work, the employee may become disqualified for worker's compensation benefits if the injury or illness is a work related injury or illness.
20. The RTW program will be provided at an hourly rate of pay that the employer can accommodate based on the financial needs of the organization which may not be the rate of pay the employee receives during routine regular assignments.

Effective Date: 11/7/2016

### Algorithm of RTW Process





## Policy and Procedure

## Manual

### *Vehicle/Driving Safety*

**Policy:** Workplace safety vehicle/driving policy

**Purpose:** To reduce at-fault crash costs and injuries by promoting a safe driving culture within the organization.

***Procedure:***

- To ensure that staff who drive vehicles in the course of their work demonstrate safe, efficient driving skills and other good road safety habits at all times.
- To maintain all company vehicles in a safe, clean and roadworthy condition to ensure the maximum safety of the drivers, occupants and other road users, and reduce the impacts of company vehicles on the environment – this also applies to personal vehicles used for work purposes.

## Code of conduct

The code of conduct for SANE of Butler County states that: “While driving company vehicles or own vehicles for work purposes, staff must comply at all times with traffic laws legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits”.

The following actions in company vehicles or while operating personal vehicles while on duty will be viewed as serious breaches of conduct and dismissal may be a consequence:

- drinking or being under the influence of drugs while driving
- driving while disqualified or not correctly licensed
- reckless or dangerous driving causing death or injury
- failing to stop after a crash
- acquiring demerit points leading to suspension of licence
- any actions that warrant the suspension of a licence.

Discretionary review of employee driving records may be conducted annually or at any time during employment to assure that safe driving practices are followed. The Executive Director or administration may submit the findings to the SANE of Butler County insurance carrier to determine if undue or excessive liability is present. If it is established that undue or excessive liability is present the employee may be given a written correction plan to improve driving/vehicle safety. If the employee is non-compliant with the corrective action plan the employee may be terminated.

## Responsibilities as an employee

Every driver of a company vehicle will:

- ensure they hold a current driver licence for the class of vehicle they are driving and this licence is carried when driving a company vehicle

- immediately notify their supervisor or manager if their driver licence has been suspended or cancelled, or has had limitations placed upon it
- be responsible and accountable for their actions when operating a company vehicle or driving for the purposes of work
- display the highest level of professional conduct when driving a company vehicle
- regularly check the oil, tyre pressures, radiator and battery levels of company vehicles they regularly use
- comply with traffic legislation when driving including but not limited to maintaining current auto insurance at all times and avoid texting or distracted driving at all times.
- assess hazards while driving and anticipate 'what if' scenarios
- drive within the legal speed limits, including driving to the conditions
- wear a safety belt at all times
- never drive under the influence of alcohol or drugs, including prescription and over the counter medication if they cause drowsiness – to do so will merit disciplinary measures
- avoid distraction when driving – the driver will adjust car stereos/mirrors etc before setting off, or pull over safely in order to do so
- report any near-hits, crashes and scrapes to their manager, including those that do not result in injury, and follow the crash procedures outlined in this policy
- report infringements to a manager at the earliest opportunity
- report vehicle defects to a manager before the next vehicle use.

In addition, it is required that all drivers:

- take regular and adequate rest breaks, at least every two hours
- stop when tired
- plan their journeys, taking into account pre-journey work duties, the length of the trip and post-journey commitments
- stay overnight if driving time and non-driving duties exceed 10 hours in one day.

If an employee is driving their own vehicle for the purposes of work, the same policies apply. In addition:

- the employee must seek the employer's agreement before using their vehicle for work
- the car must be legally registered, warranted and insured for the purposes of work – the employee must show evidence of this on request
- the employee must not carry loads for which the vehicle is unsuited, nor may they carry more passengers than for whom there are seat belts
- the vehicle must not be used in conditions for which it was not designed (such as off-road).

## Responsibilities as an employer

Monitoring and managing work schedules to ensure they do not encourage unsafe driving practices by:

- recommending staff to have 10 hours' minimum continuous rest and 11 hours' maximum driving time every 24 hours
- requiring non-commercial drivers to take 10-minute breaks every two hours of driving.

The person/position responsible for ensuring this is followed is the Executive Director.

## Encouraging safe driving behaviour by:

- not paying staff speeding or other infringement fines
- forbidding the use of mobile phones in vehicles while driving
- encouraging regular breaks while driving
  
- providing food and non-alcoholic drinks at work functions
- ensuring the employer is informed if existing staff become unlicensed.

Effective Date: 11/20/2016



## Policy and Procedure Manual

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### **Drug Free Workplace Policy**

**Policy:** To assure SANE of Butler County remains a drug free workplace for the safety of patients and personnel within the organization.

#### **I. Statement of policy**

Our company believes it's important to provide a safe workplace for all employees. This includes dealing with drug and alcohol use that negatively affects every workplace. Our company is concerned with the health and well being of all employees. Behaviors related to substance use can endanger all employees, not just the substance users. Our company cannot condone and will not tolerate:

- Possession of illegal drugs on company property and in an employee's system on the job;
- Possession of alcohol on company property and/or in an employee's system on the job;
- Sale, purchase, transfer, trafficking, use or possession of any illegal drugs on the job;
- Arrival or return to work with illegal drugs or alcohol in an employee's system to the extent that job performance or safety is affected.

We exempt physician prescribed medications to an employee who takes the medicine as prescribed and does not compromise workplace safety.

SANE of Butler County is committed to this drug-free policy (Policy). It establishes clear guidelines for acceptable and unacceptable employee behavior in the workplace. We will not tolerate substance use in violation of this Policy. We intend to hold everyone reasonably responsible for supporting the Policy.

This Policy describes our company's drug-free workplace program. We expect every employee to read and understand it. The Policy applies to every employee. This includes top management and contractors. Anyone who violates this Policy will be subject to the consequences stated in this document.

We intend to hold all employees accountable in terms of substance use. However, we will support employees who voluntarily identify their substance problems prior to testing.

Regardless, we will subject employees, who have substance problems but do not come forward and then test positive for drug or alcohol use, to the employment consequences stated in the policy.

This Policy and program will go into effect within 60 days of the announcement of our drug-free program and the sharing of this Policy. The program's five key parts are:

- The written policy, which clearly spells out the program rules and how everyone benefits;
- Annual substance awareness education for employees;
- Annual training for supervisors regarding their responsibilities;
- Drug and alcohol testing, the most effective way to change harmful behaviors related to substance use;
- Employee assistance.

Employees will have the opportunity to learn about how substance use affects the workplace, and the signs and symptoms of substance abuse. Employees also can learn about the dangers of substance use, and how and where to get help for themselves and their families.

The Executive Director will be our drug-free coordinator. So, everyone knows who to go to for information or help. The Executive Director will arrange drug and alcohol testing, as needed. The Executive Director also can share where employees can go to for help for themselves and their families if they have a substance problem. He or she will also arrange to get knowledgeable presenters to educate everyone about substance use.

### Protections for employees

Our program protects employees from dangerous and unproductive behaviors attributable to substance use. It also has built-in protections of employee rights.

- We keep employee records, such as testing results and referrals for help, confidential. We share information on a need-to-know basis only. Violation of confidentiality rights is subject to disciplinary action up to and including termination of employment.
- We're committed to employees who have a substance problem getting help. We will review each situation. Employee assistance is available for employees and their families through a list of resources available through our drug-free coordinator. We want you to come forward if you have a problem. Remember, if you test positive, you risk losing your job, and we don't want that to happen.
- We will train supervisors in their duties related to testing before this program begins. They will also receive annual training to identify behaviors that may indicate a substance problem exists. Supervisors will learn how to refer employees for assistance and/or testing.
- Random testing deters drug use in violation of the Policy. It also ensures we maintain confidence in our employees' abilities to perform their duties. We contracted with an outside vendor to handle random testing pools and select employees for drug testing at any time each year.
- We will provide employee identification numbers for use in the random drawings. The contractor will, in turn, furnish us with a list of individuals to test at the beginning of each selection period. It's our responsibility to notify each employee of his or her selection. We will also notify each employee of the date, time and location of the random testing.
- When notified, it's the employee's responsibility to provide a urine specimen for drug testing. An employee's failure to comply with the request for a specimen for random testing will result in consequences. This may include termination of employment.
- **Substances to be tested for and methods of testing**
- Systems presence testing is the procedure used. This is how qualified testing professionals identify the presence of one or more of prohibited controlled substances or alcohol that may be present in the employee.
- If the initial screening test proves negative, then a negative test is declared. The qualified testing professional does a second test, called a confirmatory test, only if the initial test is non-negative.

This means the results came in at or higher than the cut-off level for one or more drugs. There is also a confirmatory test for alcohol when the preliminary test is at or above the specified cut-off level.

- Experts and the courts consider the confirmatory test 100 percent accurate. Scientific experts identified standard cut-off levels for each of the tested drugs after years of research. And employers have used these successfully for decades for both federal testing and non-regulated workplace testing (your drug-free program). Professionals use these levels to interpret all drug screens/tests, including the drugs for which testing may occur under our drug-free Policy. We reserve the right to add or delete substances on the list above, especially if mandated by changes in existing federal, state or local regulations or laws.
- For alcohol testing, a medical clinic that uses only certified equipment and personnel will conduct testing. We will consider breath alcohol concentrations exceeding [fill in the cut-off level your company has chosen with advice from legal counsel, such as .04] a verified positive result. In the event of an accident where an employee has blood alcohol drawn at a medical treatment facility, we will consider a result equal to or greater than [fill in cut-off level]
- a verified positive result. The collection site will typically use an Evidentiary Breath Test (EBT) to confirm any initial positive test result performed through saliva or breath testing.
- We will terminate employees adulterating, attempting to adulterate or substituting a specimen or otherwise manipulating the testing process. We will consider refusal to produce/provide a specimen a positive test unless there's a verifiable medical reason.
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- **Specimen collection procedure**
- Trained collection personnel who meet standards for urine collection and breath alcohol testing will conduct testing. We require confidentiality from our collection sites and labs.
- We permit employees to provide urine specimens in private, but subject to strict scrutiny by collection personnel. This avoids any alteration or substitution of the specimen.
- Likewise, the collection site will conduct breath alcohol testing in an area that affords the individual privacy. In all cases, there will only be one individual tested at a time.
- We will consider failure to appear for testing when scheduled refusal to participate in testing. Such failure will subject an employee to the range of disciplinary actions, including dismissal, and an applicant to the cancellation of an offer of employment. An observed voiding will only occur if there is grounds for suspecting manipulation of the testing process.
- Everyone will attend annual education sessions. Sessions will include sharing assistance resources.
- A local clinic identified by the Executive Director will collect urine specimens and conduct breath testing. A laboratory certified by the federal government will analyze urine specimens for drugs. These labs ensure various substances present in an employee are of sufficient quantity to be a danger in the workplace. This system ensures the accuracy and fairness of every test. We also have a medical review officer (MRO), a physician trained in substance abuse, involved. When the MRO receives positive test results, he or she contacts the employee and any appropriate health-care provider or pharmacy. The MRO then can determine whether there is a valid reason for the presence of the drug in the person's system.
- Our testing program starts with an initial screening test. If the initial results are positive, the laboratory then uses a second test or confirmatory test. We established cut-off levels for each drug and for alcohol to determine what we will consider a positive test. These levels show the employee didn't just have a little of the substance in his or her system but enough to affect workplace safety and the ability to do the job. These cut-off levels come from federal guidelines and are fair for all employees.



## Employee education

Every employee will attend a session in which we discuss this Policy. You will have a chance to ask questions. We' ll distribute written copies of the Policy. We expect everyone to sign it; thus, confirming they received a copy. Later, we' ll have a qualified person explain why substance use is a workplace problem. He or she will also explain the effects of various substances, signs/symptoms of substance use, and effects of commonly used drugs in the workplace and how to get help. Education aimed at getting everyone to understand the dangers of substance use will occur each year.

## Supervisor training

We will train supervisors to recognize substance problems that may endanger the employee and others. They will also learn how to recognize Policy violations. Once trained, they will recognize behaviors that may demonstrate an alcohol/ drug problem, how to make referrals for help and for testing.

## Drug and alcohol testing

We will test for drugs and for alcohol to detect problems and get employees not to use substances in a way that violates our Policy. Testing will also allow us to take appropriate action to correct the situation. Testing will look for alcohol and the following drugs:

- Amphetamines(speed,uppers);
- Cocaine;
- Marijuana;
- Opiates (codeine, heroin, morphine);
- Phencyclidine (PCP, "angel dust" );
- [insert additional drugs that you choose to have tested].

## Employee assistance

Our company believes in offering assistance to employees with a substance problem. We will offer the following help. SANE of Butler County will make available to employees a list of local community resources to turn to for help. This list includes places to go for an assessment and for treatment.

## **II. When may testing occur?**

We will test employees for the presence of drugs in the urine and/or alcohol (through saliva, breath and/or blood) under any of the conditions outlined below.

### A. Post-offer, pre-employment [and/or new hire] drug testing

All applicants must undergo a drug test. A contractor whom we designate prior to employment will collect a urine specimen and a federally-certified laboratory will conduct the test. Any offer of employment depends upon satisfactory completion of this examination and/or screening. We and our examining physician will then determine if the applicant can perform the responsibilities of the position. New employees must submit to drug testing within 21 days of hire.

## B. Reasonable suspicion testing

We will conduct reasonable suspicion testing when a supervisor suspects an employee may be in violation of this Policy. Management will document the suspicion in writing prior to the release of the test findings. A reasonable suspicion test may occur based on:

- Observed behavior, such as direct observation of drug/alcohol use or possession and/or physical symptoms of drug and/or alcohol use;
- A pattern of abnormal conduct or erratic behavior;
- Arrest or conviction for a drug-related offense or identification of an employee as the focus of a criminal investigation into illegal drug possession, use or trafficking. The employee must notify the company within five working days of any drug-related conviction;
- Information provided either by reliable and credible sources or independently corroborated regarding an employee's substance use;
- Newly discovered evidence the employee tampered with a previous drug or alcohol test;
- Reasonable suspicion testing does not require certainty. Mere hunches, however, do not justify testing. To prevent this, we will train all managers/supervisors to recognize drug and alcohol-related signs and symptoms. Testing may be for drugs or alcohol, or both.

## C. Post-accident testing

We will conduct post-accident testing whenever an accident occurs. We consider an accident an unplanned, unexpected or unintended event that occurs on our property during the conduct of our business or during working hours, or which involves one of our motor vehicles or a personal motor vehicle used in conducting company business, or is within the scope of employment and which results in any of the following:

- A fatality of anyone involved in the accident;
- Bodily injury to the employee and/or another person that requires off-site medical attention away from the company's place of employment;
- Vehicular damage
- Non-vehicular damage

When such an accident results in one of the situations above, we will test any employee who may have caused or contributed to the accident for drugs or alcohol use, or both.

### Drug and/or alcohol testing after an accident

Once we determine a need to test, urine specimen collection (for drugs) or breath/saliva or blood (for alcohol) must occur as soon as possible after we determine a need to test. We will consider any employee who seeks to delay providing a specimen as refusing to be tested.

Employees responsible for a work-related accident in which he or she was injured must grant us the right to request attending medical personnel obtain appropriate specimens. These include breath, saliva and/or blood to conduct alcohol testing and urine to conduct drug testing.

Employees grant us access to any and all other medical information that may be relevant in conducting a complete and thorough investigation of the work-related accident. This includes a full medical report from the examining physician(s) or other health-care providers. As a condition of employment, we require a signed consent-to-test form. We reserve the right to determine who may have caused or contributed to a work-related accident. We may also choose not to test after

minor accidents if there is no violation of a safety or work rule, minor damage and/or injuries and no reasonable suspicion.

#### **D. Follow-up testing after return to duty from assessment or treatment**

We conduct this test of employees who previously tested positive but whose employment we did not terminate.

We require a negative return-to-duty test before we allow the employee to return to work. If the employee fails this test, this will result in termination of employment. Once an employee tests negative and returns to duty, management will ensure additional tests occur. Any employee with a second positive test result will be termination of employment. Follow-up tests will be unannounced. They may occur at any time for a time period management considers reasonable. The intent is to deter any subsequent use that would violate the company's Policy and result in termination of employment.

#### **E. Random drug testing**

We conduct random drug testing of all employees on an unannounced basis. Computer software, used by an outside vendor, ensures that random, neutral selection occurs. We include all employees in each random draw. Each

### **V. Review of test results**

To ensure we treat every tested employee fairly, the collection site uses the services of an MRO. The MRO is a doctor with a specialized knowledge of substance abuse disorders. He or she can determine whether there are any valid reasons for the presence in the employee's system of the substance that was tested positive. We follow the federal requirement that the MRO may not be affiliated with the federally-certified lab that does the urine analysis. SANE of Butler County will identify the MRO used.

### **VI. Employees' rights when there's a positive test result**

Upon receipt of a confirmed positive finding, the MRO will attempt to contact the employee by telephone or in person. If the MRO makes contact, he or she will inform the employee of the positive finding. The MRO will give the employee an opportunity to rebut or explain the findings.

The MRO can request information on recent medical history. He or she can also ask for medications taken within the last 30 days by the employee. If the MRO finds support in the employee's explanation, he or she may ask the employee to provide documentary evidence to support his or her position. Evidence can include treating physicians and pharmacies, which filled prescriptions, etc.

A failure on the part of the employee to provide documentary evidence will result in the MRO issuing a positive report with no attendant medical explanation. A medical disqualification of the employee will result. If the employee fails to contact the MRO as instructed, the MRO will issue a report of a positive test result.

### **VII. Reporting of results**

The collection facility will report all test results to the MRO prior to reporting the results to us. The MRO will receive a detailed report of the findings of the analysis from the testing laboratory. The collection facility will list each substance tested along with the results of the testing.

We will receive a summary report, which indicate the employee passed or failed the test. We intend these procedures to be consistent with guidelines for MROs, published by the Department of Health and Human Services.

#### **VIII. Storage of test results and right to review test**

We will store all records of drug/alcohol separately from the employee's general personnel documents. We will maintain these records under lock and key. We limit access to designated company officials.

We will use the information only to properly administer this Policy and to provide to certifying agencies for review as required by law. We charge designated company officials with access to records with the responsibility for maintaining their confidentiality. Any breach of confidentiality may be an offense resulting in termination of employment.

Any employees tested under this Policy have the right to review and/or receive a copy of their own test results. An employee may request to receive his or her test results by giving the drug-free coordinator a duly notarized Employee Request for Release of Drug Tests Results form [Note: Employers will need to create this form.]. We will use our best efforts to promptly comply with this request. And we will issue to the employee a copy of the results personally or by U.S. Certified Mail, Return Receipt Requested.

#### **IX. Positive test results**

We will immediately take employees found to have a confirmed positive drug or alcohol test off safety-sensitive duties. We will subject these employees to discipline up to and including termination.

#### **X. Termination notices**

In those cases where substance testing results in the termination of employment, termination notices will list misconduct as the reason. We will deem termination for cause.



## Policy and Procedure Manual

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### **Mobile Device Policy**

#### ***Policy:***

This policy outlines the use of mobile devices by employees of SANE of Butler County, Inc. This policy should be read and understood by all employees who:

- Want to use, or are using, a personal mobile device for work purposes
- Use a company owned mobile device
- Bring a personal mobile device onto company property

#### **Policy**

#### **Use of personal mobile devices for corporate activities:**

Employees may have the opportunity to use their personal devices for work purposes when authorized in writing, in advance, by the employee and management. Personal electronic devices include, but are not limited to, personally owned cell phones, tablets, laptops and computers.

All employees will have a Mobile Device Management system installed on their personal devices to allow control of sensitive corporate data at all times. This protects corporate data in the event that the device is lost or stolen or the employee departs from the organization in any way.

It is a requirement for all employees to allow SANE of Butler County to deploy a Mobile Device Management (MDM) application on their personal devices for protection of sensitive data.

#### **Acceptable Use on all devices:**

Mobile devices, such as smartphones and tablet computers, are important tools for the organization and their use is supported to achieve business goals. However, mobile devices (personal or company owned) also represent a significant risk to company information security and data protection. If the appropriate security applications and procedures are not applied, they can be a conduit for unauthorized access to the organization's data, network and IT infrastructure. This can subsequently lead to costly data leakages and system infection.

SANE of Butler County developed this mobile device policy to protect our information assets in order to safeguard our customers, intellectual property and reputation. This document outlines a set of practices and requirements for the safe use of all mobile devices when accessing the

corporate network and is intended to protect the security and integrity of SANE of Butler County data and technology infrastructure. SANE of Butler County reserves the right to restrict the use of personal and corporate mobile devices if users do not abide by the policies and procedures outlined below.

### **Personal Data Access**

Employees will understand what access SANE of Butler County administration has to personal data on a personal device.

Limited access to data on personal devices:

SANE of Butler County administration, through the MDM applications have the ability to monitor encryption, security controls, installed applications, app distribution, MDM profiles, jailbroken devices but not personal data –with exception of Corporate configured (e- mail, calendar, contacts).

Corporate data on personal devices:

Corporate configured data is removed once un-enrolled from MDM or reset to factory default.(this excludes any data manually moved to other applications on the device by the user). Corporate data wipe from the personal device will only remove the corporate specific information.

### **Use of company owned mobile devices:**

Certain employees may be issued a company owned mobile device. Use of these devices is contingent upon continued employment with SANE of Butler County and the device remains the sole property of SANE of Butler County provided mobile devices are part of a ‘family plan’ with shared minutes and include data usage. Excessive use of minutes or bandwidth for non- business activity is discouraged and may result in a Payroll deduction for personal usage.

### **Behavior on all devices:**

1. While at work, employees are expected to exercise the same discretion in using their personal devices as is expected for the use of company devices. Company policies pertaining to harassment, discrimination, retaliation, trade secrets, confidential information and ethics apply to the use of personal devices for work-related activities.
2. Excessive personal calls, e-mails, or text messaging during working hours, regardless of the device used, can interfere with employee productivity and be distracting to others. Employees must handle personal matters on non-work time and ensure that friends and family members are aware of the policy. Exceptions may be made for emergency situations and as approved in advance by management.
3. Mobile devices shall be turned off or set to silent or vibrate mode during meetings, conferences, and in other locations where incoming calls may disrupt normal workflow unless directed differently by management.
4. Employees may not use their personal devices for work purposes during periods of unpaid leave without authorization from management. SANE of Butler County reserves the right to deactivate the company’s application and access on the employee’s personal device during periods of unpaid leave for protection of corporate data.

### **Privacy on all devices:**

1. No employee should expect any privacy except that which is governed by law. SANE of Butler County has the right, at any time, to monitor and preserve any communications that utilize SANE of Butler County's networks in any way, including data, voicemail, telephone logs, Internet use, corporate owned devices, network traffic, etc., to determine proper utilization, regardless of the ownership status of the device used to access the company's networks.
2. Management reserves the right to review, retain, or release company-related data on mobile devices to government agencies or third parties during an investigation or litigation. Management may review the activity and analyze usage patterns and may choose to publicize this data to assure that SANE of Butler County's resources in these areas are being utilized according to this policy. Furthermore, no employee shall knowingly disable any network software or system identified as a monitoring tool.
3. Inspection: At any time, the employee may be asked to produce the mobile device for inspection. The purpose of these inspections is to ensure that the employee is following company policy.

### **Safety on all devices:**

1. Employees are expected to follow applicable state or federal laws or regulations regarding the use of electronic devices at all times.
2. Employees whose job responsibilities include regular or occasional driving are expected to refrain from using their mobile devices while driving. Regardless of the circumstances, including slow or stopped traffic, employees are required to pull off to the side of the road and safely stop the vehicle before placing or accepting a call or texting. The only exception to this stipulation is if the call can be placed or accepted entirely hands-free. Special care should be taken in situations where there is traffic, inclement weather, or unfamiliar areas.
3. Employees who are charged with traffic violations resulting from the use of mobile devices while driving will be solely responsible for all liabilities that result from such actions.
4. Employees who work in hazardous areas must refrain from using mobile devices as doing so can potentially be a major safety hazard.
5. Lost, Stolen, Hacked, or Damaged Equipment: Employees are expected to protect mobile devices used for work-related purposes from loss, damage, or theft. In an effort to secure sensitive company data, employees are required to have remote wipe software (MDM) installed on their mobile devices by the IT department prior to using the devices for work purposes.
6. This software allows all data to be erased remotely in the event the device is lost or stolen. The remote wipe process will remove all programs and data from the phone and reset it to factory defaults. SANE of Butler County will not be responsible for loss or damage of personal applications or data resulting from the use of company applications or remote wiping. Employees must notify management immediately in the event their mobile device is lost or stolen.
7. If the mobile device is damaged, the employee must notify management immediately. The employee will be responsible for the cost of repair or replacement.
  1. Employees may receive disciplinary action up to and including termination for damage to company owned mobile devices caused willfully by the employee.
  2. Termination of Employment: Upon resignation or termination of employment, the mobile device will be reset to factory defaults using the remote wipe software. SANE of Butler County will not be responsible for loss or damage of personal applications or data resulting from the remote wipe, however intentions are to only remove corporate data from personal devices. Company owned devices are fully capable of a total wipe and will be done in the event of theft, lost, stolen, compromised system.

## **Corporate Network Connectivity**

1. In order to connect mobile devices to the company network, employees must agree to the terms and conditions set forth in this policy, and install required MDM software onto their mobile devices for protection of corporate network.
2. The company defines acceptable business use as activities that directly or indirectly support the business of SANE of Butler County.
3. Employees are not permitted to access any social media platforms during work hours or while connected to the corporate network at any time.

## **Restrictions to cameras/video on all devices**

Mobile devices' cameras and video capabilities are not permitted while on-site unless prior permission is received by SANE of Butler County Executive Director.

Mobile devices may not be used at any time to:

1. Store or transmit illicit materials
2. Store or transmit proprietary information belonging to SANE of Butler County

## **Security on all devices**

1. In order to prevent unauthorized access, mobile devices must be password protected using the features of the device.
2. Passwords must contain a minimum number of characters. Passwords will be rotated every 90 days and the new password may not be one of 15 previous passwords. Password must not be the same as any other credentials used within the organization.
3. The mobile device must lock itself with a password or PIN if it is idle for five minutes.
4. Rooted (Android) or jailbroken (iOS) mobile devices are strictly forbidden from accessing

the company network.

5. Employees are prevented from downloading, installing and using any app that does not appear on the company's list of approved apps.

6. Users must not load pirated software or illegal content onto their mobile devices. 7. Users must not store company data of any kind in unapproved applications on the

mobile device.

8. Mobile devices must be kept up-to-date with manufacturer or network provided

patches. As a minimum, patches should be checked for weekly and applied at least one

time per month.

9. Mobile devices must not be connected to a PC or a laptop which does not have up-to-

date and enabled anti- malware protection and which does not company with corporate



policy.

10. Smartphones and tablets that are not on the company's list of supported devices are

not allowed to connect to the company network.

11. Users may not use corporate workstations to backup or synchronize mobile device

content such as media files unless such content is required for legitimate business

purposes.

12. Employees' access to company data is limited based on user profiles defined by IT and

automatically enforced.

13. The employee's mobile device may be remotely wiped if:

a. the device is lost,

b. the employee terminates his or her employment,

c. IT detects a data or policy breach, a virus or similar threat to the security of the

company's data and technology infrastructure.

14. Mobile devices must not be connected to a PC or a laptop which does not have up-to-

date and enabled anti-malware protection and which does not comply with corporate

policy.

15. Smartphones and tablets that are not on the company's list of supported devices are

not allowed to connect to the company network.

16. Users may not use corporate workstations to backup or synchronize mobile device

content such as media files unless such content is required for legitimate business

purposes.

17. Employees' access to company data is limited based on user profiles defined by SANE of

Butler County administration and automatically enforced.

18. The employee's mobile device may be remotely wiped if 1) the device is lost, 2) the

employee terminates his or her employment, 3) IT detects a data or policy breach, a virus or similar threat to the security of the company's data and technology infrastructure.

19. Employees must put a PIN, password or other security measures in place on every device that is used to access company information. Further, employees are required to have mobile device management (MDM) software installed on their personal mobile devices as recommended by SANE of Butler County. This software must be installed by the IT department prior to using the device for work purposes.

20. When possible, employees should use two-factor or two-step verification for added application/device security.

21. Employees may not use any cloud-based apps or backup that allows company-related data to be transferred to unsecure parties or any agency outside SANE of Butler County.

Due to security issues, mobile devices may not be synchronized to other devices in the employee's home. Making any modifications to the device hardware or software, or installing additional hardware or software, beyond authorized and routine installation updates is prohibited unless approved by SANE of Butler County Administration. Employees may not use unsecure Internet sites.

22. Family and friends should not use personal devices that are used for company purposes or have access to a touch ID enabled device with their fingerprints stored in the device to allow access, or have knowledge of the security pin/code to access the device.
23. Employees whose personal devices have camera, video, or recording capability are restricted from using those functions anywhere in the building or on company property at any time unless authorized in advance by management.



## Policy and Procedure Manual

### Workplace Violence Policy

#### Objective

<p>SANE of Butler County provides a safe workplace for all employees. To ensure a safe workplace and to reduce the risk of violence, all employees should review and understand all provisions of this workplace violence policy.</p>
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#### Prohibited Conduct

- Causing physical injury to another person.
- Making threatening remarks.
- Displaying aggressive or hostile behavior that creates a reasonable fear of injury

to another person or subjects another individual to emotional distress.

- Intentionally damaging employer property or property of another employee.
- Possessing a weapon while on company property or while on company business.
- Committing acts motivated by, or related to, sexual harassment or domestic

violence.

#### Reporting Procedures

Any potentially dangerous situations must be immediately reported to a supervisor or the human resource (HR) department. Reports can be made anonymously, and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately, and information will be disclosed to others only on a need- to-know basis. All parties involved in a situation will be counseled, and the results of investigations will be discussed with them. [Company Name] will actively intervene at any indication of a possibly hostile or violent situation.

<p>SANE of Butler County provides a safe workplace for all employees. To ensure a safe workplace and to reduce the risk of violence, all employees should review and understand all provisions of this workplace violence policy.</p>
<p>SANE of Butler County does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in</p>

violent activities. This list of behaviors provides examples of conduct that is prohibited:
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## **Risk Reduction Measures**

### ***Hiring***

The HR department takes reasonable measures to conduct background investigations to review candidates' backgrounds and to reduce the risk of hiring individuals with a history of violent behavior.

### ***Safety***

SANE of Butler County conducts annual inspections of the premises to evaluate and determine any vulnerabilities to workplace violence or hazards. Any necessary corrective action will be taken to reduce all risks.

### ***Individual situations***

Although SANE of Butler County does not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform the HR department if any employee exhibits behavior that could be a sign of a potentially dangerous situation. Such behavior includes:

- § Discussing weapons or bringing them to the workplace
- § Displaying overt signs of extreme stress, resentment, hostility or anger
- § Making threatening remarks in any capacity or form
- § Showing sudden or significant deterioration of performance
- § Displaying irrational or inappropriate behavior

### **Employees at risk**

The HR department will identify and maintain a list of employees who have been determined to be at risk for becoming victims of violence because of the nature of their job or because they are subject to harassment, violence or threats from a nonemployee. HR and security will design a plan with at-risk employees to prepare for any possible emergency situations.
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### **Dangerous/Emergency Situations**

Employees who confront or encounter an armed or dangerous person should not attempt to challenge or disarm the individual. Employees should remain calm, make constant eye contact and talk to the individual. If a supervisor can be safely notified of the need for assistance without endangering the safety of the employee or others, such notice should be given. Otherwise, employees should cooperate and follow the instructions given.
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### **Enforcement**

Threats, threatening conduct, or any other acts of aggression or violence in the
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workplace will not be tolerated. Any employee determined to have committed such acts
will be subject to disciplinary action, up to and including termination. Nonemployees
engaged in violent acts on the employer's premises will be reported to the proper
authorities and fully prosecuted.



## **Policy and Procedure Manual**

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### **Social Media Policy**

#### **PURPOSE:**

The purpose of this policy is to direct the employees of the SANE of Butler County with respect to the use of the internet, the world-wide web, and social networking as a medium of communication impacting this agency and/or any members of the multidisciplinary SART team.

#### **POLICY:**

The internet, blogs, Twitter, Facebook, the worldwide web, LinkedIn, YouTube, message boards, chat rooms, logs, journals, Instagram, social networking sites and any other medium of electronic communication shall not be used in a manner which is detrimental to the mission and function of this agency or any member of the Sexual Assault Response Team which includes numerous multidisciplinary members.

#### **Definition:**

**Social Networking:** Social network sites that use Internet services to allow individuals to construct a public or semi-public profile within that system, define a list of other users with whom they share some connection, and view and access their list of connections and those made by others within that system. The type of network and its design vary from site to site. Examples of the types of Internet based social networking sites include: blogs, networking sites, photo sharing, video sharing, microblogging, podcasts, as well as comments posted on the sites. The absence of, or the lack of explicit reference to a specific site does not limit the extent of the application of this policy.

Members of the corresponding multidisciplinary team include but not limited to law enforcement, rape crisis advocates, victim's witness, hospital personnel, Children's or Adult Protective Services, Ohio Department of Health.

#### **PROCEDURE:**

Employees of this agency are prohibited from using SANE of Butler County computers, corporate mobile devices for any unauthorized purpose including surfing the internet or participating in social networking sites.

1. Employees of SANE of Butler County are prohibited from posting, or in any other way broadcasting, without prior agency approval, information on the internet, or other medium of communication, the business of this agency to include but not limited to:

1. Photographs / images relating to any intellectual property, patient data, forensic examinations, locations of a forensic examination, processes of a forensic examination, multidisciplinary team members of this agency.
  2. Video or audio files related to any intellectual property, patient data, forensic examinations, locations of a forensic examination, processes of a forensic examination, multidisciplinary team members of this agency.
  3. Video, audio, photographs, or any other images etc. intellectual property, patient data, forensic examinations, locations of a forensic examination, processes of a forensic examination, multidisciplinary team members
  4. Logos / Uniforms / Badges or other items which are symbols associated with this agency.
  5. Any other item or material which is identifiable to this agency.
2. Employees of SANE of Butler County who utilize social networking sites, blogs, Twitter, Facebook, or other mediums of electronic communication in their off- duty time shall maintain an appropriate level of professionalism and appropriate conduct so as not to broadcast in a manner which is detrimental to the mission and function of this agency or otherwise impairs the efficiency of SANE of Butler County by causing an impact to any member of the correlated multidisciplinary team

a. Employees shall not use references in these social networking sites or other mediums of communication that in any way represent themselves as an employee of this agency without prior agency approval. This shall include but not be limited to:

- i. Text which identifies SANE of Butler County.
- ii. Photos that depict the logos, patches, badge or other identifying symbol of SANE of Butler County.
- iii. Accounts of events that occur within this agency where such information would reveal non-public information under state law; would violate confidentiality provisions of law; would impact ongoing investigations; or would otherwise impact the efficient operations of SANE of Butler County or any member of the multidisciplinary team.
- iv. Any other material, text, audio, video, photograph, or image that would be identifiable to SANE of Butler County.

2. Employees shall not use a social networking site or other medium of internet communication to post any materials of a sexually graphic nature.
  3. Employees shall not use a social networking site or other medium of internet communication to post any materials which promote violence, statement of violence, statements of intimidation, statements of threats or weaponry used in an intimidating manner.
  4. Employees shall not use social networking or other medium to promote or disseminate information in favor of recognized subversive entities.
  5. Employees shall not use a social networking site or other medium of communication to post or broadcast any materials which would be detrimental to the mission and function of SANE of Butler County or otherwise impact agency efficiency.
4. Employees of SANE of Butler County are prohibited from using their title as well as any reference to this agency in any correspondence to include emails, postings, blogs, Twitter, Facebook or other social network sites, unless the communication is of an official nature and is serving the mission of this agency. This prohibition also includes signature lines in personal email accounts. An employee may seek agency approval for such use. SANE of Butler County monitors online

activity for compliance with the laws pertaining to copyright, trademarks, and other intellectual property laws.

5. New employees: All candidates seeking employment with SANE of Butler County shall be required to disclose their participation in any social networking sites. This disclosure shall include the name of the sites. The candidate may be asked to provide SANE of Butler County access to their site as part of any background examination. SANE of Butler County will not require an applicant to provide passwords for any such accounts.
6. Administrative Investigations: Employees who are subject to administrative investigations in any manner may be ordered to provide the Butler County Sheriff's Office with access to the social networking site when the subject of the investigation is directly, narrowly, and specifically related to the employee's performance or ability to perform his or her function within the agency, or when the subject of the investigation is potentially adverse to the operation, morale, or efficiency of SANE of Butler County.
7. SANE of Butler County Executive Director will maintain and /or authorize all SANE of Butler County social media presence. Employees will not create or edit any form of social media on any platforms for any reason.
8. Personnel are not permitted to present themselves in social media as a representative spokesperson for UC health without the express written authorization of SANE of Butler County Executive Director on any social media platform or in person.
9. Employees will refrain from using social media while on work time in any capacity during administrative meetings, trainings, forensic examinations, or on the premises of any contract facility with this agency. .
10. Employees are encouraged to avoid dispute resolution through any social media or online platform. Administrative intervention into resolution achievement should be sought.
11. Identification of yourself should be clear on all social media and online platforms to clearly express any information posted is your ultimate responsibility and your person views and not the views of SANE of Butler County.
12. Your corporate email address is never to be used to register for any social media, online platform in any way unless strictly pertaining to job related forensic agencies.
13. Maintenance of the confidentiality of SANE of Butler County trade secrets and private confidential information related to SANE of Butler County will be adhered to at all times.

SANE of Butler County prohibits taking negative action against any employee for reporting a possible deviation from this policy or from cooperating with an internal investigation. Any employee who retaliates or displays actions interpreted as retaliation for reporting a possible deviation from this policy or cooperating with an internal investigation will be subject to disciplinary action and/or possible termination.





## Policy and Procedure Manual

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### **PTO / Occurrence / Bereavement Policy**

**Policy:** Paid Time Off (PTO) regulations and Sick/Call Off occurrence regulations and Bereavement time off.

**Purpose:** To allow all employees information on paid time off hour use as well as call off/sick occurrence and bereavement time use for the organization.

**Procedure:** ***Paid Time Off (PTO):***

- Full time personnel will accrue paid time off in accordance to the step position they are in for that specific year. Paid time off will accrue per check based on hours worked per payroll cycle. Use of PTO must be submitted to administration a minimum of TWO full weeks (14 days) prior to the time off requested dates. Administration will review the request and communicate with the employee for approval or denial of the PTO requested dates. If the employee requests days off and there is not sufficient PTO banked on the employee's record the time off will not be paid however it will not be counted as an occurrence if time off request has been received 14 days prior to the date off request.
- Paid time off is not applicable or available to per diem employees.

***Call Off/Occurrence:***

- All personnel will contact administration immediately in the event of a call off/occurrence to advise the employee will not fulfill their scheduled work day. Communication with administration for a call off/sick occurrence will be made by phone call to the administration phone of 513-278-7271.
- One occurrence is considered a total of two full work days the employee does not report for duty that are regularly assigned that are for TWO consecutive worked days (two consecutive worked days missed = one occurrence).
- In the event that the employee is requesting additional days beyond the two consecutive days to be excused from days a physician note must be provided to administration excusing the employee from regular assigned work duties with a clear return to work date provided. In the event the employee is unable to perform regular work duties as assigned for a period of 5 consecutive work days the employee may apply for the agency's Return to Work program which does not guarantee that a position is available at that time. An employee that has time off exceeding 5 days without a physician note will be subject to termination and/or disciplinary action

- PTO will be used in the event of an occurrence for full time personnel. If there is not sufficient PTO available for the employee to use the occurrence will not be paid. PTO is not applicable to per diem employees.
- A total of two occurrences are permitted for one calendar year for all employees. Additional occurrences that are beyond the 2 occurrences permitted per calendar year are subject to disciplinary action and/or termination regardless of physician note provided or not.

***Bereavement Time Off:***

*Immediate Family Defined for Bereavement Leave:*

- Immediate family members are defined as an employee's spouse, parents, stepparents, sisters, brothers, children, stepchildren, grandparents or grandchild. Immediate family member bereavement leave will be granted for a total of 5 days for all employees. Full time employees will have that bereavement period paid without use of PTO if approved by administration. Per Diem personnel will not have paid leave however will also be granted the 5 day bereavement period without accumulating an occurrence.
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- Non-immediate family members are defined as brother in-law, sister in-law, daughter in-law, son in-law, grandmother in-law, grandfather in-law. Non-immediate family member bereavement leave will be granted for a total of 2 days for all employees. Full time employees will have that bereavement period paid without use of PTO if approved by administration. Per Diem personnel will not have paid leave however will also be granted the 2 day bereavement period without accumulating an occurrence.
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- SANE of Butler County understands the deep impact that death can have on an individual or a family, therefore additional non-paid time off may be granted. The employee may make arrangements with administration for an additional unpaid days off in the instance of the death of an immediate family member.

*Non-Family Member Funeral Leave:*

- All regular, full-time employees may take up to one (1) day off with pay to attend the funeral of a close, non-family member. This time off will be considered and granted by a case-by-case situation by administration