



SANE of Butler County, Inc.

Policy and Procedure Manual

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Sexual Assault Nurse Examiner Job Description

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

Reports to: Executive Director and Medical Director

Salary Range:

Varies based on employment status (\$36-\$40 base salary)

Part-time, Full-time- per diem

Paid time off:

PTO accrual based on hours worked per pay period

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:

- All sites approved for SANE of Butler County services

Hours per payroll cycle (2 weeks):

All full-time personnel are required to work 80 hours in a two-week period, which is one payroll cycle. Shifts are assigned by administration

All part-time personnel are required to work hours as set forth by SANE of Butler County administration.

Weekend Requirement:

All forensic examiner employees are required to work every other weekend

Annual Incentive Pay:

All full-time personnel will receive an annual incentive pay on a goal ranging from 1 to 3% of base annual salary. Components of annual incentive pay are scored on the below criteria:

- 25% of the incentive pay is for answering all-page examinations, up to 25% (5% for each completed all page taken)
- 50% for chart audit deferrals remaining under 5% annually
- 25% for all staff meeting attendance (5% per meeting)

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 or prior to hire. Failure of ~~satisfy~~ completion or failure to pass the didactic competency assessment tool utilized by the employer will result in termination.
10. Completion of the required forensic clinical rotation and forensic clinical practicum upon hire. Failure of satisfactory completion or failure to pass the clinical competency assessment tool utilized by the employer will result in termination of the clinical practicum will result in termination.
11. SANE-A certification within 5 years of hire is encouraged to all Forensic Examiners. If SAN-A certification through the IAFN is achieved a bonus of \$1,500 will be awarded for satisfactory scored and passing the examination.
12. American Heart Association CPR certification to be valid at all times.

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.
20. 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*

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

Urine Drug Screening Panel Requirements

- *All employees must provide documentation of a negative 10 panel urine drug test including full lab results of amphetamines, barbiturates, benzodiazepines, opiates, cocaine, 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.*

21. 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 from a physician, nurse practitioner or physician assistant of the reason and 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.*
 - *If PPD is positive, or student has previous history of a positive tuberculin skin test, a normal chest X-ray is required within 12 months, unless history of INH therapy is documented. Repeat chest X-rays are not needed unless student displays symptoms or signs of TB or a clinician recommends a repeat chest X-ray. The health care provider performing the annual physical should screen for signs and symptoms of TB.*
 - *An employee may chose to do a blood test (Quantiferron level) instead of a PPD. If the blood test is positive for TB, the employee must provide written documentation from a health care provider defining treatment and release to work in a clinical*

setting.

- *COVID-19: Full COVID-19 vaccination per CDC recommendations, which includes, but not limited to, all current or future applicable recommended booster vaccinations is required.*
- *Any other additional vaccinations that become mandated by contracted healthcare facilities is required.*

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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 will be sent via TigerConnect. The examiner is expected to respond with “received” when paged by dispatch/administration.

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 secure texting app: TigerConnect for all business-related communication as applicable. All employees must maintain the app installed on their smart-phone device at all times for consistent communication capabilities critical to perform their duties. Alternatively if an employee cannot be reached, administrative and answering service personnel may contact employees on their personnel mobile phone for communication.

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

Staff will utilize the emergency secure texting app: TigerConnect to communicate with administration or the answering service during an active forensic examination or emergency situations at any time. Employees shall never use native communication applications that are not HIPAA compliant to communicate regarding any business information.

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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Policy and Procedure Manual

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 or other methods deemed appropriate by administration 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.

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Policy and Procedure Manual

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 and electronic versions of documentation including iPads Files are prohibited from being stored in vehicles with exception to transport from the forensic examination. All paper files must be distributed to the Executive Director within 24 hours of completion of the examination. iPad and electronics must remain in a locked status and/or secure while stored at home and in transit and on examinations

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

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Policy and Procedure Manual

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.

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Policy and Procedure Manual

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 without printed patterns or logos from other companies. 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.

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Policy and Procedure Manual

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.

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.

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Policy and Procedure Manual

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.

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Policy and Procedure Manual

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 iPad, portable 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. 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, printers with . 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. It is the responsibility of the employee to assure all electronic and issued equipment is in proper working order prior to the start of each shift.

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. All employees will also be issued

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 24 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 and other actions appropriate due to the sensitive documentation in the course of business

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Date: 9/3/2021

Revised
Date: 4/10/2025

Policy and Procedure Manual

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 and/or iPad, printer, keyboard
- 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 repair or replacement via TigerConnect immediately.

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

Effective
Date:

February 5, 2010

Revised
Date:

5/1/2014

Revised
Date:

11/20/21

Policy and Procedure Manual

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, or alternatively the admin on call will send an incident via email to the employee. Notification to administration will occur immediately following the event however an incident report must still be completed even if communication administration occurs. Incident report must be filled out correctly and completed.

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

Revised
Date: 9/3/2021

Policy and Procedure Manual

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

General Examination Procedures

Policy: Examination Response Procedures for SANE nurses

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

Procedure: When the 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 60-90 minutes 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 in the event of a pending examination.
- The SANE will receive notification via mobile device through TigerConnect of the exam information and location of the requesting facility.
- SANE must confirm receipt of the page notification via TigerConnect from the admin team to confirm receipt of message within **5 minutes of initial notification**.
- Admin/Dispatch will either provide details for the examination and facility or request the examiner to call the facility to obtain details. Both methods are outlined below:
 - A. 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.
 - OR
 - B. The SANE will be provided details of the examination from admin/dispatch. The SANE will NOT call the facility unless directed to do so by admin. This is in effort to avoid the SANE having distractions while on examinations and/or driving.

Brief Exam Process:

- SANE will arrive at the hospital where the patient is waiting. Arrival time within the contracted time frame respective to each facility.

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 notify and receive report from the MD/RN/APP as applicable 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.

The SANE will provide medical report to the provider (MD//DO/APP) and conclude the forensic examination. Prior to leaving the facility the SANE will submit all documentation to administration for the exam (ex: synch iPad to server).

The SANE will send a photo of the front of kit to admin showing completed COC with a patient label on the front of kit (by name area) and and include the below:

- Photo of front of kit
- PD jurisdiction kit belongs to

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

Revised
Date: 9/3/2021

Revised
Date: 4/10/2025

Policy and Procedure Manual

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 in accordance to their designated job descriptions bi-weekly.

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

Revised
Date:

9/3/2021

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 and/or APRN
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

Revised

Date: 9/3/2021

Policy and Procedure Manual

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

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

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

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

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 implemented security measures sufficient to reduce risks and vulnerabilities to a reasonable and appropriate level to comply with the HIPAA Security Rule. These measures 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 TigerConnect HIPAA compliant application or securely with encrypted organizational email only.

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

Revised

Date: 9/3/2021

Policy and Procedure Manual

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 information including personal address, phone number, social security number or other personal data in any way to prosecutors, defense attorneys, or detectives. This action is to avoid personal information 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 secure messaging via TigerConnect 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 TigerConnect. Records will be kept on file for verification.

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. If 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
5021 Winners Circle
West Chester, Ohio 45011

Facsimile Number:
1-866-444-7263

Effective
Date: September 1, 2014

Revised
Date: 11/20/2016

Revised
Date: 9/3/202

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

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 will 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.

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 , randomly

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 and/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. 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

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 comply 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

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.
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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.

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.
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 violent activities. This list of behaviors provides examples of conduct that is prohibited:

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 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

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

Bereavement Leave Policy

PURPOSE:

To provide bereavement days for staff as needed throughout employment

POLICY:

All staff may receive up to 3 paid days off for bereavement leave as needed. This need shall be communicated to the administration on-call and dates requested should be advised.

Additional days (paid or unpaid) may be provided at the approval of administration.

Policy and Procedure Manual

Medical Leave Policy

PURPOSE:

To provide medical leave as needed throughout employment

POLICY:

Full-time and part time personnel with approved medical leave from their regularly assigned duties will receive compensation and approved time off as outlined below:

- 100% compensation of regularly scheduled hours for 1 pay period (first pay period within approved leave)
- 50% compensation of regularly scheduled hours for 1 pay period (second pay period within approved leave)
- 50% compensation of regularly scheduled hours for 1 pay period (third pay period within approved leave)

After the 3rd pay period (6 weeks) of the start of approved leave the employee will no longer receive compensation for the remaining portion of the approved medical leave.

Policy and Procedure Manual

PTO Policy

PURPOSE:

To provide paid time off throughout employment

POLICY:

Employees will accrue paid time off as applicable to each position based on the number of hours worked. PTO tracking is viewable to each employee within Deputy.

All employees are eligible to accrue additional PTO by completing forensic examinations as all-pages. This accrual may change within the organization.

Employees requesting PTO must request time off via the Deputy app. Administration will decline or approve the time off within the Deputy app.

Time off requests must be submitted minimally within 2 weeks prior to the time off with exception to sick-call/call off. Time off may be declined if other personnel are already on approved paid time off during the same dates/times.