Survivor Notification Protocol
SAFE Kit Backlog/DANY Grant Initiative

Guidelines:
All survivors have a right to be notified of the results of their SAFE Kit analysis in a prompt, sensitive manner.
Notification should be a collaboration of law enforcement and community advocates who consider safety, survivor choice and potential for re-traumalization. A survivor-centered, trauma-informed approach may encourage survivor engagement in the process and restore faith in the criminal justice system.

1. **KSP Lab alert**
   - The lab will share test results via email to:
     - KASAP
     - Attorney General
     - Commonwealth’s Attorney
     - Local Law Enforcement
     - Kentucky Association of Children’s Advocacy Centers

2. **Email will include:**
   - Results of analysis
   - Explanation that this is a DANY grant case
   - Instructions on the notification protocols and process that must be followed
   - Offer of assistance by the AG’s Office to provide support to law enforcement and victim advocates

3. **Locals to collaborate**
   - Law enforcement shall communicate with prosecutors and advocates to determine the notification logistics.
   - Decisions need to be made as to whether a community advocate accompanies law enforcement or advocate notifies survivor alone.

4. **Notification in a timely manner**
   - It should be conducted in person. Last resort should be certified letter.
   - Further guidance for conducting notification, as well as resources, will be provided to law enforcement and advocates in a toolkit.

5. **Law enforcement notifies the lab**
   - Results of notification shall be reported back to KSP via email on a form that the lab will issue to all involved agencies.

If you or someone you know has been a victim of sexual assault, call the free, 24-hour RAINN hotline at 1-800-656-HOPE. To learn more, visit KASAP.org.