

2025 Regional Sexual Assault Response Plan

OPH Region 5

Regional Medical Director:
Lacey Cavanaugh, MD

Office of Public Health Chief Medical Officer:
Juliette Saussy, MD

January 2025



Introduction

In compliance with Act No. 669 of the 2024 Regular Session of the Louisiana Legislative Session, the parishes of Allen, Beauregard, Cameron, Calcasieu, and Jefferson Davis have created a regional Sexual Assault Response Plan. The complete plan is attached to this introductory executive summary, intended to provide a quick and high-level reference to ensure compliance with the law. In the Office of Public Health (OPH) Region V, Lake Charles Memorial Hospital (LCMH) houses the SWLA SANE program and acts as the lead entity for forensic medical exams for all five parishes. Regional stakeholders came together and through the recommendations and collaboration, they developed the regional plan. We want to thank all who contributed to the plan and who work every day to ensure survivors get the best care possible.

Regional Resources and Existing Infrastructure

1. **A well-developed SWLA SANE program housed at Lake Charles Memorial Hospital.** The SWLA SANE program provides regional coverage for all survivors with SANE nurses trained to the IAFN standards. The program operates 24/7 and provides comprehensive services, including forensic medical exams. It has well developed policies, procedures, and protocols. The current SWLA SANE Program Plan is attached.
2. **A Cooperative Endeavor Agreement (CEA) that is renewed every three years.** Contributions come from multiple hospitals, police juries, district attorney offices, educational institutions, and municipal governments.
3. **A list of community stakeholders.** Please see plan Appendix A for full list of stakeholders.
4. **A Memorandum of Understanding (MOU) with the Coroner's office for each parish including Allen, Beauregard, Calcasieu, Cameron and Jeff Davis.** These MOUs designate the SWLA SANE program as the lead entity that will provide a forensic medical examination on all alleged victims of a sexually-oriented criminal offense. These MOUs were signed in 2015 and remain in effect until modified or terminated by one of the partners.
5. **A MOU with Educational and Treatment Council.** This MOU ensures every survivor has an advocate and was signed in 2021.
6. **A MOU with Bayne-Jones Army Community Hospital (BJACH).** This MOU allows the SWLA SANE program to perform a forensic medical exam on patients who initially present to BJACH. This MOU was signed in 2018 and updated in 2021.
7. **A MOU with Louisiana National Guard.** This MOU allows the SWLA SANE program to perform a forensic medical exam on members of the Louisiana National Guard.

Procedures surrounding sexual assault collection kits

The Louisiana State Police (LSP) provides sexual assault collection kits in Region V. These kits are ordered through the statewide electronic portal and shipped to the SANE (Sexual Assault Nurse Examiner) examination site located at Lake Charles Memorial Hospital.

The kits are securely stored in a locked office within a locked cabinet until they are needed. Before each exam, the SANE nurse checks the expiration date on the kit box and uses the kit's barcode for statewide tracking. To avoid overstocking and the expiration of unused kits, the SANE Coordinator or their designated representative must monitor inventory levels and order new kits as necessary.

Once the forensic medical examination is complete, the completed and sealed kit is handed over to law enforcement, adhering to chain of custody protocols. Additionally, toxicology kits (also known as blood alcohol kits) are obtained from Louisiana State Police Troop D.

Procedures and standards for a survivor to receive a forensic medical exam

Lake Charles Memorial Hospital serves as the lead entity for both adult and pediatric survivors in Region V. All nurses conducting Forensic Medical Exams (FMEs) are trained in Sexual Assault Nurse Examiner (SANE) standards, as set by the International Association of Forensic Nurses (IAFN). In addition to their formal training, SANE nurses in the program regularly participate in ongoing education, monthly peer reviews, and serve as a clinical training site for nurses in SANE training.

Anyone arriving at the LCMH Emergency Department as a result of a sexually-oriented crime has the option to receive an evaluation from a SANE-trained nurse. Hospitals and stakeholders throughout the region can access SANE nurses through the program 24 hours a day, 7 days a week, and 365 days a year. First responders and community stakeholders are well-informed about the program's location and will transport survivors to the Lake Charles Memorial Hospital Emergency Department if necessary.

It is important to note that reporting to law enforcement is **not a requirement** for receiving an exam. All survivors are assigned a confidential advocate and provided with information regarding emergency contraception and the billing process. The treating healthcare provider will offer emergency contraception if the survivor requests it and has a negative pregnancy test result.

If a survivor presents to an outlying Emergency Department, they will first undergo a medical screening and then be sent to Lake Charles Memorial Hospital for a Forensic Medical Exam. The hospital will contact the SANE program directly to arrange the exam before releasing the survivor. If the survivor is unable to self-transport, transportation will

be arranged for them. In this case, the SANE nurse on call will be contacted prior to discharge to ensure a smooth process. On-call lists are provided to each responding entity in Region V.

Procedures and standards for billing related to the forensic medical exam

A chief complaint of "SANE exam" is given to patients who present to the Lake Charles Memorial Hospital Emergency Room and are reporting a sexual assault. The Guarantor is listed in the electronic health record as Victims of Crime (VOC), and the insurance is coded as VOC. The SWLA SANE program bills the Crime Victims Reparations Board, which covers the cost of forensic medical exams for survivors.

Procedures and standards for transfer of sexual assault collection kits

Once the SANE nurse obtains a sexual assault collection kit, the nurse will ensure that chain of custody requirements are met. The nurse enters the appropriate information into the statewide tracking system for sexual assault collection kits. The nurse will remain with the kit until it is handed directly to the appropriate law enforcement agency. If the law enforcement agency cannot retrieve the kit within a timely manner, the nurse will store the kit in the designated secure, locked location until the law enforcement agency can meet the nurse to receive the kit. Law Enforcement will retrieve the kit within 72 hours. Should a survivor wish to receive an exam but not report the incident to law enforcement, the kit will be turned over to law enforcement for storage, with no identifying medical information. The SWLA SANE program will maintain a record for future reference, and law enforcement will store kits for a minimum of 20 years.

Meetings and Minutes

The Region V Sexual Assault Response stakeholder meeting was held on January 29, 2025 at 11:30am via Zoom. This meeting had to be rescheduled due to a winter weather event. Notice for this meeting was originally sent on January 13, 2025 at 10:00 am via email to each stakeholder, and was updated on January 20, 2025 when the meeting time was updated. A reminder was sent on January 28, 2025. Attendance and meeting minutes are attached.

Appendix A – Community Stakeholders

Sherriff's Offices	Louisiana State Police
Allen Parish Sherriff's Office	Louisiana State Police Troop D
Beauregard Parish Sherriff's Office	
Cameron Parish Sherriff's Office	
Calcasieu Parish Sherriff's Office	
Jefferson Davis Parish Sherriff's Office	

Coroner's Offices	District Attorney Offices
Allen Parish Coroner's Office	Allen Parish DA's Office
Beauregard Parish Coroner's Office	Beauregard Parish DA's Office
Cameron Parish Coroner's Office	Cameron Parish DA's Office
Calcasieu Parish Coroner's Office	Calcasieu Parish DA's Office
Jefferson Davis Parish Coroner's Office	Jefferson Davis Parish DA's Office

K-12 Education	Higher Education
Allen Parish School Board	McNeese State University
Beauregard Parish School Board	SOWELA Technical Community College
Cameron Parish School Board	
Calcasieu Parish School Board	
Jefferson Davis Parish School Board	

First Responders
Acadian Ambulance
Cameron Parish Ambulance District 1
Cameron Parish Ambulance District 2
Allen Parish Ambulance
Med Express

Local Law Enforcement	
DeRidder Police Department	Oakdale Police Department
Merryville Police Department	Jennings Police Department
Iowa Police Department	Lake Arthur Police Department
Sulphur Police Department	Welsh Police Department
Vinton Police Department	Lake Charles Police Department
Westlake Police Department	Coushatta Tribe Police
Kinder Police Department	Dequincy Police Department
Oberlin Police Department	Ward 3 Marshall
Ward 4 Marshall	Elton Police Department
Fenton Police Department	

Hospitals and Healthcare	
Lake Charles Memorial Hospital	Beauregard Health Systems
CHRISTUS Ochsner St. Patrick Hospital	CHRISTUS Ochsner Lake Area
Dequincy Memorial Hospital	Oakdale Community Hospital
Ochsner American Legion Hospital	West Calcasieu Cameron Hospital
Coushatta Tribe Health Unit	Region V Office of Public Health
Allen Parish Hospital	Compass Senior Care of Jennings
Cornerstone Hospital of SWLA	Archer Institute of Memorial
Lake Charles Memorial Hospital – Women’s Hospital	Oceans Behavioral Hospital
Stonebridge Health System	Rehabilitation Hospital of Jennings

Appendix B

Region V Southwest Louisiana are Sexual Assault Response Plan Review

January 29, 2025

11:30 AM to 12:30 PM

Via ZOOM

Meeting link for participation:

<https://ldhophbrcoregion5.zoom.us/j/98186421244>

Minutes

Attendees:

1. Pamela Boswell, Regional Administrator, OPH Region 5
2. Lacey Cavanaugh, Regional Medical Director, OPH Region 5
3. Michelle Clark, Family and Youth Counseling
4. Paul DeStout, Public Health Emergency Response Coordinator, OPH Region 5
5. Jacob Dore, Calcasieu Parish Sheriff's Office
6. David Duplechian, Family and Youth Counseling
7. Tammy Smith, BSN RN SAN-A SANE-P, Lake Charles Memorial Hospital
8. Billy Vincent, Acadian Ambulance Service
9. Lt. Michael Whitfield, Lake Charles City Police
10. Terra Bailey, CNO Allen Parish Community Hospital
11. Halyn Billings, Director of Risk and Compliance at Oakdale Community Hospital
12. Meagan West, RN Allen Parish Community Hospital
13. Caryn Ducote, Beauregard Parish District Attorney's Office
14. Kie McNabb, Chief Nursing Officer Beauregard Health System
15. Jamie Perkins, Patient Care Services Director Beauregard Health Systems
16. Dave Rupf, Beauregard Health System ED Director
17. Bernita Loyd Brown, Lake Charles Memorial Hospital for Women's
18. Megan Clement, Calcasieu Parish Coroner's Office
19. Dr. Felicia Coleman, Calcasieu Parish School Board, Title IX Coordinator
20. Kenzie Ellender, Calcasieu Parish Coroner's Office
21. Shelly Granger, Calcasieu Parish School Board
22. Lt. Kristi Juarez, Iowa Police Department
23. Tracy LeGros, Southwest Louisiana Crime Lab Director
24. Monica Quaal, Southwest Louisiana Crime Lab DNA Tech Leader
25. Robert Rhodes, Chief Deputy Ward 3 Marshal's Office

26. Dr. Kevin Dupke, Coroner Cameron Parish
27. Charley Lemons, Superintendent Cameron Parish Schools
28. Jake McCain, Cameron Parish Sheriff's Department
29. Shelly Medlock, Cameron Parish DA Office, Victim Assistance
30. Chad Hoffpauir, Administrator Compass Senior Care of Jennings
31. Travis Mier, Commander of Investigations Jefferson Davis Parish Sheriff's Office
32. Dana Williams, CEO, Ochsner American Legion Hospital

Dr. Lacey Cavanaugh, LDH-OPH Regional Medical Director for Region V (Allen, Beauregard, Calcasieu, Cameron & Jefferson Davis parishes) opened the meeting.

The meeting began with a panel style discussion. The panel consisted of representation from each community partner that makes up the Sexual Assault Response team whom provided an overview of their entities role in the program.

Dr. Lacey Cavanaugh introduced the panelist:

- Tammy Smith, BSN RN SAN-A SANE-P, Lake Charles Memorial Hospital
- David Duplechian, Family and Youth Counseling
- Michelle Clark, Family and Youth Counseling
- Lt. Michael Whitfield, Lake Charles City Police
- Jacob Dore, Calcasieu Parish Sheriff's Office
- Billy Vincent, Acadian Ambulance Service

Dr. Lacey Cavanaugh opened the floor to any questions or comments from the attendees.

Questions were presented by several meeting attendees and answered by the panelist.

Meeting adjourned.

Appendix C

Copy of Notices Sent to Stakeholders

Lacey Cavanaugh

Subject: Annual Region V Sexual Assault Response Plan Review
Location: <https://ldhophbrcoregion5.zoom.us/j/98186421244>

Start: Wed 1/29/2025 11:30 AM
End: Wed 1/29/2025 12:30 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Lacey Cavanaugh

Required Attendees: Lacey Cavanaugh; tammy.smith028@yahoo.com; Smith, Tammy; jeffdaviscoroner@yahoo.com; cpad2director@camtel.net; dhyde@lcmh.com; Chris Oakes; Perwin@ahmgt.com; j.perkins@beauregard.org; d.rupf@beauregard.org; kathymanuel@oasisasafehaven.org; Coleman, Felicia; Pamela Boswell; Paul Destout; jldore@cpso.com; bdevillier@cpdao.org; Landry Willis; shelly@cameronda.org

Optional Attendees: wvincent@acadian.com; mconner@acadian.com; lcad@camtel.net; ttoups@camtel.net; mistre@allenparishambulance.com; jerod.meaux@gmr.net; jreviel@allenparishhospital.com; t.thibodeaux@beauregard.org; James.Davidson@Christushealth.org; choffpauir@compasshealthcare.com; darren.williams@chghospitals.com; psavoy@ahmgt.com; bloyd@lcmh.com; kevin.ardoin@ahmgt.com; chad.ardoin@oceanshealthcare.com; dana.williams2@ochsner.org; michaelholland@hollandmd.net; emoore@stonebridgebehavioral.com; jfruge@wcch.com; jason.vanmetre@cpsb.org; brad.soileau@apsb.us; John.Hall@jdpsbk12.org; charley_lemmons@camsch.org; lhollie@beau.k12.la.us; wrousse1@mcneese.edu; neil.aspinwall@sowela.edu; david@fyca.org; mclark@oasisasafehaven.org; junenjenkins@outlook.com; mleboeuf@coroner.calcasieu.gov; allenparishcoroner@gmail.com; cameroncoroner@camtel.net; tiwanna9@bellsouth.net; joe@da33jdc.com; lhein@jeffdavisda.org; tom@cameronda.org; jrlestage@36thda.org; mquaal@cpso.com; tlegros@cpso.com; gguillory@cpso.com; tistre@cpso.com; cwilrye@westlakepd.com; ahaynes@dequincy.org; scaldwell@cityoflc.us; policechief@iowala.org; jwall@sulphur.org; chiefofpolice@cityofvinton.com; Matthew Gaspard (DPS); Benjamin Fox; nkeller@ward3marshal.com; kreeves@ward3marshal.com; bdever@wardmarshal.org; chief@townofKinder.com; chiefgradyhaynes@yahoo.com; chiefdoyle@oakdalepd.com; dhebert@allenparishso.com; wthompson@coushatta.org; pmanuel@coushatta.org; mherford@bpsheriff.org; crichard@cityofderidder.org; Cindy_Brister06@yahoo.com; bpso434@yahoo.com; chris@cameronso.org; oep@cameronpj.org; dsemmes@cityofjennings.com; Chief@townoflakearthur.org; Kmiers@jdps.org; mcrochet@welshpd.org; brucelemelle@yahoo.com; chiefalfred@villageoffenton.net; jeffdavisparishoep60@gmail.com; Kristi Juarez; Terra Bailey; Meagan West; Chief Scott Spell; Travis Mier; Kie McNabb; Haleigh Smith, RN; cameroncoroner@cameronpj.org

REMINDER: MEETING TOMORROW 1/29!!!
Zoom link below

January 20, 2025

Good morning,

Unfortunately, due to the weather forecast later this week, we will need to reschedule our Wednesday SAR plan review. Many of our partners are first responders, law enforcement, and hospitals – all of whom have many duties and responsibilities during disaster events.

We will push this meeting back by one week to allow entities to respond to and recover from the impending winter weather event.

The link and meeting details are the same – just pushed back a week.

I apologize for any inconvenience this may cause. Please reach out if any concerns.

Thanks so much for all that you do!

Warm wishes,
Lacey Cavanaugh, MD
Regional Medical Director
OPH Region V

January 13, 2025

Dear Sexual Assault Response Partner,

As you may be aware, new legislation has passed regarding community sexual assault response plans. Act 669 of the 2024 Legislative Session (attached) stipulates the procedures for responding to survivors of a sexually oriented criminal offense. As part of this legislation, the Regional Medical Directors of each region in the state are responsible for submission of a proposed sexual assault response plan each year. This plan is developed and approved by community stakeholders, which are specifically outlined in the legislation. You have been identified as a community stakeholder.

You, or a delegate from your organization, is invited to our annual stakeholder meeting to be held on Wednesday, January 22, 2025. This meeting will be held on Zoom. The plan for 2025 will be reviewed, and questions/concerns will be discussed. The SWLA SANE program will be present to answer questions.

TO ACCESS MEETING: You may log in at <https://ldhophbrcoregion5.zoom.us/j/98186421244>. **The meeting ID is 981 8642 1244.** You may also dial in via telephone by calling [1-646-255-1997](tel:1-646-255-1997). If dialing in, you will be asked to enter the meeting ID to join the meeting. See Zoom link below.

Please make every effort ensure your organization is represented. If you or your organization have feedback on this plan, but are unable to attend in person, you may email that feedback to lacey.cavanaugh@la.gov. If you do not submit feedback and do not attend the meeting, we will assume that you approve this plan and have no concerns.

If you have identified additional stakeholders that are not on this invite, please email me directly to have the invite sent to them.

Thank you for helping to ensure that survivors of sexual assault in SWLA get the absolute best care. We look forward to seeing you soon.

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Lacey Cavanaugh, MD, FAAFP, Regional Medical Director
Office of Public Health / Southwest Regional Office
2827 4th Ave Suite 100
Lake Charles, LA 70601
P-337-475-3227 F- 337-475-3222



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zoom

Hi there,

LACEY CAVANAUGH is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

One tap mobile: US: [+16462551997](tel:+16462551997) or [+14042012656](tel:+14042012656)

Meeting URL: <https://ldhophbrcoregion5.zoom.us/j/98186421244>

Meeting ID: 981 8642 1244

Join by Telephone

For higher quality, dial a number based on your current location.

Dial:
+16462551997 US
+14042012656 US
+1 309 740 3221 US
+12122258997 US
+14805624901 US

Meeting ID: 981 8642 1244

Louisiana Department of Health

628 North Fourth Street, Baton Rouge, Louisiana 70802

(225) 342-9500

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State of Louisiana
Louisiana Department of Health
Office of Public Health

Region V Sexual Assault Response Plan

2025 Coroner Signatures

In compliance with LA RS 13:5713 (F), "The coroner shall implement, fulfill, and comply with all obligations, duties, and requirements imposed upon him by R.S 40:1216.1 and by the regional sexual assault response plan approved for the coroner's health service district pursuant thereto, which the coroner shall annually sign to indicate his approval pursuant to R.S 40:1216.1(E)"

My signature below indicates I have reviewed and I approve the Region V Sexual Assault Response Plan.

A handwritten signature in black ink, appearing to be "Patrick Savoy", written over a horizontal line.

Patrick Savoy, MD

A handwritten date "2/24/2025" in black ink, written over a horizontal line.

Date

Allen Parish Coroner's Office

Jeff Landry
GOVERNOR



Michael Harrington, MBA, MA
SECRETARY

State of Louisiana

Louisiana Department of Health
OFFICE OF PUBLIC HEALTH

Region V Sexual Assault Response Plan

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My signature below indicates I have reviewed and I approve the Region V Sexual Assault Response Plan.

Signed by:

3C7A097C40F04EC...

2/12/2025

Flynn Taylor, MD

Date

Beauregard Parish Coroner's Office



State of Louisiana
Louisiana Department of Health
Office of Public Health

Region V Sexual Assault Response Plan

2025 Coroner Signatures

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My signature below indicates I have reviewed and I approve the Region V Sexual Assault Response Plan.

A handwritten signature in blue ink, appearing to read "T Welke", written over a horizontal line.

Terry Welke, MD

A handwritten date in blue ink, "01/31/2025", written over a horizontal line.

Date

Calcasieu Parish Coroner's Office

Jeff Landry
GOVERNOR



Michael Harrington, MBA, MA
SECRETARY

State of Louisiana

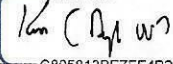
Louisiana Department of Health

Region V Sexual Assault Response Plan

2025 Coroner Signatures

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My signature below indicates I have reviewed and I approve the Region V Sexual Assault Response Plan.

Signed by:

C0056130E7EF4B2...

2/11/2025

Kevin Dupke, MD

Date

Cameron Parish Coroner's Office

Jeff Landry
GOVERNOR



Michael Hattington, MBA, MA
SECRETARY

State of Louisiana
Louisiana Department of Health
Office of Public Health

Region V Sexual Assault Response Plan

2025 Coroner Signatures

In compliance with LA RS 13:5713 (F), "The coroner shall implement, fulfill, and comply with all obligations, duties, and requirements imposed upon him by R.S 40:1216.1 and by the regional sexual assault response plan approved for the coroner's health service district pursuant thereto, which the coroner shall annually sign to indicate his approval pursuant to R.S 40:1216.1(E)"

My signature below indicates I have reviewed and I approve the Region V Sexual Assault Response Plan.

Handwritten signature of Charles Deese, D.C., MD, in black ink.

Charles Deese, D.C., MD

Handwritten date "02-06-2025" in black ink.

Date

Jefferson Davis Parish Coroner's Office