



P.O. Box234
San Marcos, TX 78667-0234
www.hcwc.org

HAYS-CALDWELL WOMEN'S CENTER
Serving Victims of abuse

O: (512) 396-3404
F: (512) 353-2018
E: info@hcwc.org

Working Agreement with Hays County Juvenile Center for Sexual Assault/Abuse Services

This working agreement is entered into this 31st day of March, 2026 by and between the Hays-Caldwell Women's Center (HCWC)/ Roxanne's House and Hays County Juvenile Center.

HCWC will provide sexual assault services to alleged victims of sexual assault/abuse if an incident occurs at this facility. HCWC is a certified sexual assault/abuse program by the Office of the Attorney General. All HCWC staff is required to complete this certified training.

These services include access to an Advocate who can provide direct services and Advocacy.

Advocacy is defined as these core services:

1. Access to our 24 Hour Crisis Hotline
2. Crisis Intervention (either by telephone or face to face)
3. Telephone Accessibility
4. Face to Face Advocacy Services for SANE Exams at Hospitals
5. Including Roxanne's House, our HCWC SANE facility - for children with chronic sexual abuse
6. Roxanne's House, our Child Advocacy Center may also provide Forensic Interviews for children
7. Accompaniment to hospital, police, and district attorney's offices
8. Professional training for Prison or Detention Facility Personnel

HCWC is not mandated by law to provide these services, we are grant funded and have chosen to provide these services as HCWC has the capacity to do so. HCWC will work cooperatively with Hays County Juvenile Center to coordinate services for detainees. Flyers produced by HCWC regarding HCWC Services will be posted where detainees can view them. HCWC will fill out paperwork required by our grantors and record services provided.

AGREED UPON BY:

~~Elva Gonzalez~~ Andrea Chance
~~Director of Programs and Services~~ Advocacy Program Director

Joel Ware Jr.
Facility Administrator

Hays Caldwell Woman's Center

Hays County Juvenile Center

[Signature] Date: 03/31/2026

[Signature] Date: 3-31-2026

OUTSIDE VICTIM ADVOCATES

The HCJC has a memorandum of understanding with the Hays-Caldwell Women's Center to provide emotional support services and counseling related to sexual abuse at no cost to the victim. Residents can have reasonable communication with the Hays-Caldwell Women's Center in as confidential manner as possible to the extent to which such communication will be monitored and the extent to which reports of abuse will be forwarded to authorities (TJJD, law enforcement agencies, etc.) in accordance with mandatory reporting laws. The Hays-Caldwell Women's Center can be contacted by the following methods:

Hays-Caldwell Women's Center
P.O. Box 234
San Marcos, Texas 78667-0234
(512) 396-3404 or fax (512) 754-6268
www.HCWC.org



1-512-396-HELP (4357)
1-800-700-HCWC (4292)

- 24-Hour hotline
- Peer counseling and support groups
- Legal advocacy
their children
- Medical & Legal Accompaniment
- Programs
- * Information & referrals
- * Children's support services
- * Shelter for victims of abuse and
- * Education and prevention

ALL OUR SERVICES ARE FREE & CONFIDENTIAL

JOEL WARE JR.
FACILITY ADMINISTRATOR

CHARLES DELEON
ASSISTANT FACILITY ADMINISTRATOR

ELIZABETH FERMAN
DIRECTOR OF COUNSELING SERVICES

SANDRA PARRA
ASSISTANT FACILITY ADMINISTRATOR



HAYS COUNTY JUVENILE CENTER

2250 Clovis Barker Road • San Marcos, Texas 78666 512/393-5220 • Fax 512/393-5227

Memorandum of Understanding

The **Hays County Juvenile Center (HCJC)** and **Hays-Caldwell Women's Center/Roxanne's House**, Children's Advocacy Centers of Texas, are entering into this collaborative agreement with the purpose of meeting the requirements of Section 115.321 Evidence protocol and forensic medical examinations of the Prison Rape Elimination Act (PREA) 2003.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. The parties agree to attempt to make available to the victim a victim advocate from a rape crisis center. If a rape crisis center is not available to provide victim advocate services, the **HCJC** shall make available to provide these services a qualified staff member from a community-based organization or a qualified agency staff member. The **HCJC** agrees to document its efforts to secure services from rape crisis centers. A rape crisis center refers to an entity that provides intervention and related assistance, such as the services specified in 42 U.S.C 14043g(b)(2)(C), to victims of sexual assault of all ages. The **HCJC** may utilize a rape crisis center that is part of a governmental unit as long as the center is not part of the criminal justice system (such as a law enforcement agency) and offers a comparable level of confidentiality as a nongovernmental entity that provides similar victim services.
2. The parties agree that as requested by the victim, the victim advocate, qualified agency staff member, or qualified community-based organization staff member shall accompany and support the victim through the forensic medical examination process and investigatory interviews and shall provide emotional support, crisis intervention, information, and referrals.
3. The parties agree that a qualified agency staff member or a qualified community - based staff member shall be an individual who has been screened for appropriateness to serve in this role and has received education concerning sexual assault and forensic examination issues in general.

EXECUTED, as authorized by the action of each entity on the dates shown below, but effective the 31st day of March 2026.

Hays County Juvenile Center (HCJC)

Hays's Caldwell Woman's Center/Roxanne's House

By: _____

By: _____

Printed Name: Joel Ware Jr

Printed Name: Andrea Chance

3-27-2026

JOEL WARE JR.
FACILITY ADMINISTRATOR

ELIZABETH FURMAN
DIRECTOR OF COUNSELING SERVICES

CHARLES DELEON
ASSISTANT FACILITY ADMINISTRATOR

SANDRA PARRA
ASSISTANT FACILITY ADMINISTRATOR



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Memorandum of Understanding

The **Hays County Juvenile Center (HCJC)** and the **San Marcos Police Department (SMPD)** are entering into this collaborative agreement with the purpose of meeting the requirements of Section 115.321 Evidence protocol and forensic medical examinations of the Prison Rape Elimination Act (PREA) 2003.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. **HCJC** shall ensure in allegations of sexual abuse that all usable physical evidence is preserved for administrative and criminal proceeding, but **HCJC** personnel will not collect physical evidence.
2. The parties agree to follow a uniform evidence protocol that maximizes the potential for obtaining usable physical evidence for administrative proceedings and criminal prosecutions.
3. The parties agree the evidence protocol shall be developmentally appropriate for youth and, as appropriate, shall be adapted from or otherwise based on the most recent edition of the U.S. Department of Justice's Office on Violence Against Women publication, "A National Protocol for Sexual Assault Medical Forensic Examinations, Adults/Adolescents," or similarly comprehensive and authoritative protocols developed after 2011.
4. The parties shall offer all residents who experience sexual abuse access to forensic medical examinations whether on-site or at an outside facility, without financial cost, where evidentiary or medically appropriate. Such examinations shall be performed by Sexual Assault Forensic Examiners (SAFEs) or Sexual Assault Nurse Examiners (SANEs) where possible. If SAFEs or SANEs cannot be made available, the examination can be performed by other qualified medical practitioners designated by **SMPD**. The **HCJC** agrees to document its efforts to provide SAFEs or SANEs.
5. The parties agree to attempt to make available to the victim a victim advocate from a rape crisis center. If a rape crisis center is not available to provide victim advocate services, the **HCJC** shall make available to provide these services a qualified staff member from a community-based organization or a qualified agency staff member. The **HCJC** agrees to document its efforts to secure services from rape crisis centers. A rape crisis center refers to an entity that provides intervention and related assistance, such as the services specified in 42 U.S.C 14043g(b)(2)(C), to victims of

sexual assault of all ages. The **HCJC** may utilize a rape crisis center that is part of a governmental unit as long as the center is not part of the criminal justice system (such as a law enforcement agency) and offers a comparable level of confidentiality as a nongovernmental entity that provides similar victim services.

6. The parties agree that as requested by the victim, the victim advocate, qualified agency staff member, or qualified community-based organization staff member shall accompany and support the victim through the forensic medical examination process and investigatory interviews and shall provide emotional support, crisis intervention, information, and referrals.
7. The parties agree to the extent the **HCJC** itself is not responsible for investigating allegations of sexual abuse, the **HCJC** shall request that the **SMPD** follow the requirements of (1) through (6) of this memorandum of understanding.

EXECUTED, as authorized by the action of each entity on the dates shown below.

Hays County Juvenile Center (HCJC)

By: _____
Printed Name: Joel Wern Jr
Date: 3-27-26

San Marcos Police Department (SMPD)

By: _____
Printed Name: DANIEL CASAS, 116
Date: 4/16/26