



DEPARTMENT OF CORRECTIONS
Institutions



Title:	Prison Rape Elimination Act	DOC Policy: 40.1.13
Effective:	12/1/13	Supersedes: 11/1/08
Applicability:	All DOC employees, contractors, and volunteers	
Directives Cross-Reference:	Unusual Incident Reporting Process – 40.1.4 Administrative Housing – Div 046 Procedure in the Event of Sexual Abuse – P-B-05 Mental Health Codes and Levels of Services – MH-G-01.1	
Attachments:	PREA Reporting Flowchart Form – OIC PREA Checklist (CD 1621) Form – Facility Transfer Victimization Screening Tool (CD 1619) Form – Staff Reporting Responsibilities (CD 1620) Form – PREA Acknowledgement Statement (CD 1623) Form – Intake Victimization Screening Tool (CD 1625)	

I. PURPOSE

This document provides uniform guidelines and procedures to reduce the risk of prison sexual abuse and sexual harassment. The department is committed to a zero-tolerance standard for sexual abuse and sexual harassment.

- A. The department will immediately respond to, investigate, and support the prosecution of sexual abuse and sexual harassment in Oregon's prisons, both internally and externally in partnership with law enforcement and county prosecutors.
- B. Through continual education of staff and inmates, the department will increase awareness of safe reporting mechanisms and available services to victims and concerned citizens, thereby creating institutional cultures that discourage sexual abuse and sexual harassment and misconduct.
- C. Through classification, assignment, review of new technologies, and improvements to institution architecture where feasible, the department will identify opportunities to separate and carefully monitor both sexually abused and vulnerable inmates and sexual abusers and victims to reduce the incidence of sexual misconduct.
- D. The department will establish data collection systems to accurately track sexual abuse and sexual harassment, facilitate identification of the core causal factors, and annually incorporate 'lessons learned' into improved operations and services toward a sustainable zero-tolerance standard.

II. DEFINITIONS

- A. **Agency PREA Coordinator:** An administrator responsible for the development, implementation, and oversight of the department's compliance with the PREA standards in all of the department's facilities.

- B. **Gender Nonconforming:** A person whose appearance or manner does not conform to traditional societal gender expectations.
- C. **Inspector General Hotline:** Special posted telephone number(s) designated for inmates and staff to call in and report any alleged misconduct on the part of any DOC inmates(s) or staff. The caller provides information on a message answering machine that is reviewed every business day by the Inspector General's Office.
- D. **Intersex:** A person whose sexual or reproductive anatomy or chromosomal pattern does not seem to fit typical definitions of male or female. Intersex medical conditions are sometimes referred to as disorders of sex development.
- E. **Non-Assaultive Sexual Activity:** Engaging in sexual activity and the sexual activity is conducted without violence, threat of violence, coercion, or use of a weapon.
- F. **PREA Compliance Manager:** A management staff person designated by the institution functional unit manager to coordinate communication with the alleged victim and aggressor and to coordinate follow-up to incidents of inmate sexual abuse and sexual harassment within that institution. The PREA compliance manager will serve as the team lead for all PREA after action reviews.
- G. **Sexual Abuse:** Sexual abuse of an inmate by another inmate and sexual abuse of an inmate by a staff member.
 - 1. Sexual abuse of an inmate by another inmate includes any of the following acts, if the victim does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse:
 - a. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
 - b. Contact between the mouth and the penis, vulva, or anus;
 - c. Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object or other instrument; and
 - d. Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to a physical altercation.
 - 2. Sexual abuse of an inmate by a staff member, contractor or volunteer includes any of the following acts, with or without consent of the inmate, detainee, or resident:
 - a. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
 - b. Contact between the mouth and the penis, vulva, or anus;
 - c. Contact between the mouth and any body part where the staff member, contractor, or volunteer has the intent to abuse, arouse or gratify sexual desire;
 - d. Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
 - e. Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks that is

- unrelated to the official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse or gratify sexual desire;
- f. Any attempt, threat, or request by a staff member, contractor, or volunteer to engage in the activities described by paragraphs (A) – (E) of this section;
 - g. Any display by a staff member, contractor, or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of an inmate, detainee, or resident, and
 - h. Voyeurism by a staff member, contractor, or volunteer. Voyeurism by a staff member, contractor or volunteer means an invasion of privacy of an inmate by staff for reasons unrelated to official duties, such as peering at an inmate who is using a toilet in his or her cell to perform bodily functions; requiring an inmate to expose his or her buttocks, genitals, or breasts; or taking images of all or part of an inmate's naked body or of an inmate performing bodily functions.
- H. **Sexual Abuse Liaison:** A management staff person designated by the institution functional unit manager to coordinate response, reporting, and monitoring of inmate abuse within that institution. The sexual abuse liaison shall be assigned as the Sexual Abuse Response Team (SART) leader.
 - I. **Sexual Abuse Response Team (SART):** A team of institution staff consisting of (at a minimum) a Behavioral Health Services (BHS) staff member designated by BHS Administration, a Medical Services staff member, and the sexual abuse liaison who are designated by the institution functional unit manager to respond to all allegations of inmate sexual abuse or sexual coercion. For the purposes of SART activation, minimum institutions that do not have BHS staff on site will be assigned a SART member by the Behavioral Health Services administrator.
 - J. **Sexual Coercion:** Compelling or inducing another person to engage in sexual abuse by deceit, threats, force or intimidation or for personal favors.
 - K. **Sexual Harassment:** Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one inmate directed toward another; and repeated verbal comments or gestures of a sexual nature to an inmate by a staff member, contractor or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.
 - L. **Sexual Solicitation:** The solicitation of another person to engage in sexual activity.
 - M. **Special Needs Inmate Evaluation Committee (SNIEC):** An institution committee that reviews, evaluates, and manages the needs of special population inmates housed in the custody of the Department of Corrections facilities.
 - N. **Staff:** For purposes of this policy staff includes DOC employees, OCE employees, contract service providers, and volunteers.
 - O. **Sexual Abuse Victim:** Any inmate who, through documentation, evidence, or as result of reasonable suspicion on the part of staff, has suffered sexual coercion, sexual solicitation, sexual harassment or sexual abuse by another inmate or a staff person during the immediate incarceration.
 - P. **Substantiated Allegation:** An allegation that was investigated and determined to have occurred.

- Q. **Transgender:** A person whose gender identity (i.e., internal sense of feeling male or female) is different from a person's assigned sex at birth.
- R. **Unfounded Allegation:** An allegation that was investigated and determined not to have occurred.
- S. **Unsubstantiated Allegation:** An allegation that was investigated and produced insufficient evidence to make a final determination as to whether or not the event occurred.

III. PREVENTION PLANNING

- A. DOC staff must be able to recognize the signs of sexual abuse and sexual harassment and understand their responsibility in the detection, prevention, response and reporting of an alleged sexual abuse or sexual harassment.
- B. Security staffing standards and deployment of video monitoring systems or technology shall be assessed for adjustments and documented by the PREA compliance managers for facilities affected and communicate to agency PREA coordinator.
- C. Each facility shall require intermediate and higher level supervisors to conduct and document unannounced rounds on all shifts to deter staff sexual abuse and sexual harassment. Staff is prohibited from alerting other staff members that the supervisory rounds are occurring.
- D. Each institution shall implement policies and procedures that enable inmates to shower, perform bodily functions, and change clothing without nonmedical staff of the opposite gender viewing their breasts, buttocks, or genitalia, except in exigent circumstances or when such viewing is incidental to routine cell checks.
- E. The Oregon Department of Corrections will, to the degree possible within limited resources and applicable laws, protect inmate victims and reporters of sexual abuse, sexual solicitation, sexual harassment and sexual coercion from retaliation.
- F. When designing or acquiring any new facility and in planning any substantial expansion or modification of existing facilities, the department shall consider the effect of the design, acquisition, expansion, or modification upon the agency's ability to protect inmates from sexual abuse.
- G. When installing or updating a video monitoring system, electronic surveillance system, or other monitoring technology, the agency shall consider how such technology may enhance the agency's ability to protect inmates from sexual abuse.
- H. The department shall ensure that each facility it operates develops and documents a staffing plan that provides for adequate levels of staffing to protect inmates against sexual abuse.
- I. The agency shall not place lesbian, gay, bisexual, transgender, or intersex inmates in dedicated facilities, units, or wings solely on the basis of such identification or status, unless such placement is in a dedicated facility, unit, or wing established in connection with a consent decree, legal settlement, or legal judgment for the purpose of protecting such inmates.

IV. TRAINING AND EDUCATION

A. Staff Training

- 1. DOC employees will receive training, based on PREA employee training standards, on inmate sexual abuse and sexual harassment every two years. The

agency shall provide refresher information on current sexual abuse and sexual harassment policies on years when trainings are not conducted.

2. The department shall train staff responsible for the supervision of inmates in how to conduct cross-gender pat-down searches, and searches of transgender and intersex inmates, in a professional and respectful manner, and in the least intrusive manner possible, consistent with security needs.
3. The department shall ensure that all volunteers and contractors who have contact with inmates have been trained on their responsibilities based on the services they provide and level of contact they have with inmates, but all volunteers and contractors who have contact with inmates shall be notified of the agency's zero-tolerance policy regarding sexual abuse and sexual harassment and informed how to report such incidents.
4. In addition to general training provided to all employees, contractors and volunteers the agency shall ensure that specialized training is offered to Health Services professionals, SART members, DOC investigators, and other staff identified by the department.
5. The Professional Development Unit (PDU) will be responsible for the development and implementation of curriculum for new employee orientation and annual training.
6. All training will be approved by the PDU.

B. Inmate Education

1. Upon admission to DOC custody inmates will receive information about:
 - a. How to avoid risk situations related to sexual abuse and harassment;
 - b. How to safely report sexual abuse or sexual harassment, sexual coercion and sexual solicitation;
 - c. How to obtain mental health services and/or medical services if victimized;
 - d. What the risks and potential consequences are for engaging in any type of sexual activity while incarcerated;
 - e. An inmate's right to be free from sexual abuse and harassment;
 - f. An inmate's right to be free from retaliation from reporting such incidents; and
 - g. The agencies policies and procedures for responding to such incidents.
2. As part of the orientation process at the Intake Center staff will show a presentation to all inmates covering the same issues listed in section A above.
3. The department shall ensure that key information is continuously and readily available or visible to inmates through posters, inmate handbooks, or other written formats.
4. Each institution will display posters or other materials, in appropriate locations to include housing units and common areas where inmates gather, which are designed to inform all inmates:
 - a. That DOC has a zero-tolerance policy toward sexual abuse and sexual harassment;

- b. That all inmates are encouraged to report any and all instances of sexual abuse or sexual harassment; and
 - c. The current methods available for reporting.
5. The agency shall provide inmate education in formats accessible to all inmates, including those who are limited English proficient, deaf, visually impaired, or otherwise disabled, as well as to inmates who have limited reading skills.

V. SCREENING FOR RISK OF SEXUAL VICTIMIZATION AND ABUSIVENESS

The department shall provide housing assignments that reduce the likelihood of sexual abuse and sexual harassment while an inmate is in DOC custody.

A. Inmates will be assessed at the Intake Center and again within 72 hours of transfer to another facility to determine whether they meet specific criteria indicating either vulnerability to sexual abuse or a history of sexually abusive behavior. Inmates may not be disciplined for refusing to answer, or for failing to disclose information in regards to the assessment questions.

1. Vulnerable Inmates: Inmates will be evaluated at Intake to specifically determine their vulnerability to sexual abuse as indicated by the following risk factors:
 - a. Age;
 - b. Physical stature;
 - c. Mental, physical or developmental disability;
 - d. Sex offender status, (per criminal history);
 - e. First time offender status, (first time in DOC custody);
 - f. Past history of victimization (per collateral info in chronos, police reports, etc.);
 - g. Inmate's own perception of vulnerability; and/or
 - h. Perception of inmate to be lesbian, gay, bisexual, transgender, intersex, or gender nonconforming.
2. An inmate should be designated with and identified for vulnerability if:
 - a. Three or more of the above criteria apply, or
 - b. One or more of these factors apply with sufficient documentation by the reviewer to warrant concern.
3. Inmates at high risk for sexual victimization shall not be placed in administrative housing unless an assessment of all available alternatives determines that there is no available alternative means of separation from likely abusers. If a facility cannot conduct such an assessment immediately, the facility may hold the inmate in administrative housing for less than 24 hours while completing the assessment.
 - a. Inmates placed in administrative housing for this purpose shall have access to programs, privileges, education, and work opportunities to the extent possible. If the facility restricts access to programs, privileges, education, or work opportunities, the facility shall document:
 - The opportunities that have been limited;
 - The duration of the limitation; and
 - The reasons for such limitations

- b. The facility shall assign such inmates to administrative housing only until an alternative means of separation from likely abusers can be arranged. Such an assignment shall not ordinarily exceed a period of 30 days. An inmate placed in involuntary administrative housing exceeding 30 days will receive a hearing by a hearings officer in accordance with the rule on **Administrative Housing** (OAR 291-046).
 - c. If an administrative housing assignment is made the officer-in-charge shall clearly document:
 - The basis for the facility's concern for the inmate's safety; and
 - The reason why no alternative means of separation can be arranged.
 - d. Every 30 days, the facility shall afford each such inmate a review to determine whether there is a continuing need for separation from the general population.
4. Inmates will be evaluated at Intake to specifically determine if there are indications that he or she is a sexually abusive inmate, prone to victimize other inmates, especially in regard to sexual behavior. Staff shall utilize the Intake Victimization Screening Tool form CD 1625 for the evaluation. Indications include the following:
 - a. History of sexually abusive behavior (per criminal history, misconduct reports and/or UIR regarding sexual activity or abuse, as well as collateral info in chronos, police reports, etc.).
 5. In deciding inmate housing and programming assignments for transgender or intersex inmates, the department shall consider on a case-by-case basis whether a placement would ensure the inmate's health and safety, and whether the placement would present management or security problems.
 - a. If requested, transgender and intersex inmates shall be given the opportunity to shower separately from other inmates.
 - b. A transgender or intersex inmate's own views with respect to his or her own safety shall be given serious consideration.
- B. The PREA compliance manager will review placement and programming assignments for each transgender or intersex inmate at least twice each year to review any threats to safety experienced by the inmate.
 - C. Based upon additional relevant information being received, a second assessment of the inmate will be completed prior to 30 days from their arrival at a new institution. Staff shall utilize the Facility Transfer Victimization Tool form (CD 1619) for the assessment. If this secondary assessment does not occur within 30 days the SART liaison will document the reason for the delay. Attachment B (Facility Transfer Victimization Tool)
 - D. An inmate's risk level shall be reassessed when warranted due to a referral, request, incident of sexual abuse, or receipt of additional information that bears on the inmate's risk of sexual victimization or abusiveness.
 - E. The department makes individualized determinations about how to ensure the safety of each inmate including housing, work assignments and access to services.
 - F. The department shall use information from the risk screening to inform housing, bed, work, education, and program assignments with the goal of keeping separate those inmates at high risk of being sexually victimized from those at high risk of being sexually abusive.

VI. REPORTING

A. Inmate Reporting

1. Access to services for the victim of non-abusive sexual activity, sexual abuse, sexual solicitation, sexual harassment or sexual coercion will not be dependent on the victim's willingness to report or provide testimony; however, in large measure, the reporting is critical to the timely delivery of necessary services to the victim and holding perpetrators accountable.
2. Inmates are encouraged to report when either of the following conditions exists:
 - a. The inmate has been or is currently a victim of sexual abuse, sexual solicitation, sexual harassment or sexual coercion while incarcerated; or
 - b. The inmate has knowledge of sexual abuse, sexual solicitation, sexual harassment or sexual coercion having occurred or occurring in a correctional institution.
 - 1) Inmates who report to DOC staff that they have been sexually abused or have knowledge of another inmate who has been sexually abused, sexually solicited, sexually harassed or sexually coerced, do so with the understanding that DOC staff will investigate and where appropriate, refer to the Oregon State Police and Special Investigations Unit.
 - 2) Information provided by inmates to DOC staff will be subject to verification by investigators. Information provided in confidential communications to the DOC staff listed below will be shared consistent with and according to the standards required by state statute, professional licensure, and ethical standards.
 - DOC Medical Services staff
 - Behavioral Health Services staff
 - Chaplains
 - 3) When interviewing inmates concerning sexual abuse, sexual solicitation, sexual harassment and sexual coercion, all DOC staff will inform inmates of any limits to confidentiality prior to conducting the interview.
3. PREA information collected during investigations or intake assessments is considered sensitive and should only be shared with those staff with a need to know as part of their assigned duties.
4. Under no circumstances should access to treatment resources be denied an inmate victim solely because the inmate will not fully disclose details to investigative staff or Health Services staff.
5. The credibility of an alleged victim, suspect, or witness shall be assessed on an individual basis and shall not be determined by the person's status as inmate or staff. ODOC will not require an inmate who alleges sexual abuse to submit to a polygraph examination or other truth-telling device as a condition for proceeding with the investigation of such an allegation.
6. Inmates who allege sexual abuse and sexual harassment by staff or other inmates, and whose allegations are proven by investigators to be false will be held accountable through all means available to the DOC.

B. Staff Reporting

1. When an inmate reports incidents of sexual abuse, sexual solicitation, sexual harassment or sexual coercion to DOC staff members, staff will, except as noted elsewhere in this policy, contact the OIC or supervisor.
2. The OIC will initiate action as outlined in this policy and the OIC PREA Checklist (CD 1621) to mitigate:
 - a. Immediate harm to the victim or reporter; and/or
 - b. Damage to potential crime scenes or evidence.
3. The Department of Corrections, through the Inspector General's Office, shall offer a "PREA Hotline" to accept recorded reports of sexual abuse or sexual harassment in DOC institutions or other areas under DOC control. Such reports will be investigated within the limitations of information provided. When the victims of sexual abuse, sexual solicitation, sexual harassment or sexual coercion can be identified by investigators, they will be offered access to necessary services available through DOC, regardless of their willingness to report or provide testimony.
4. Staff shall accept reports made verbally, in writing, anonymously, and from third parties and shall promptly document any reports. Upon notification by an inmate that he/she has been sexually abused or coerced into unwanted sexual contact, the staff member shall immediately complete the Staff Reporting Responsibilities form (CD 1620). (See the attached PREA Reporting Chart.)

VII. OFFICIAL RESPONSE FOLLOWING AN INMATE REPORT

- A. Upon receiving an allegation that an inmate was sexually abused while confined at another facility, the PREA compliance manager that received the allegation shall notify the PREA compliance manager or appropriate official of the agency where the alleged abuse occurred within 72 hours after receiving the allegation and document the notification.
- B. The PREA compliance manager shall be responsible for monitoring all inmates and staff who report sexual abuse or sexual harassment or cooperate with sexual abuse or sexual harassment investigations from retaliation by other inmates or staff.
 1. Monitoring will continue for at least 90 days following a report of sexual abuse. The PREA compliance manager shall monitor the conduct and treatment of inmates or staff who reported the sexual abuse and of inmates who were reported to have suffered sexual abuse to see if there are changes that may suggest possible retaliation by inmates or staff, and shall act promptly to remedy any such retaliation.
 2. All actions taken to remedy any such retaliation will be documented and forwarded to the agency PREA coordinator and the sexual abuse liaison.
 3. Items the agency should monitor include:
 - a. Inmate disciplinary reports;
 - b. Housing assignments;
 - c. Program changes; and
 - d. Negative performance reviews or reassignments of staff.
- C. In the case of inmates, such monitoring shall also include periodic status checks.

- D. The agency shall continue such monitoring beyond 90 days if the initial monitoring indicates a continuing need.
- E. If any other individual who cooperates with an investigation expresses a fear of retaliation, the agency shall take appropriate measures to protect that individual against retaliation.
- F. An agency's obligation to monitor shall terminate if the agency determines that the allegation is unfounded.
- G. The department shall make available to inmates mailing addresses and telephone numbers, (including toll-free hotline numbers where available), of local, State, or national victim advocacy or rape crisis organizations and outside victim advocates for emotional support services related to sexual abuse. The facility shall enable reasonable communication between inmates and these organizations and agencies, in as confidential a manner as possible.

VIII. INVESTIGATIONS

- A. Inmate allegations that a staff member has committed sexual harassment against the inmate will be investigated by the department manager or designee at that institution or location. The Human Resources manager may be part of the interviewing process or the conclusion of the investigation as deemed necessary by the manager.
- B. Reporting to Inmates: In the event of an inmate allegation of sexual abuse, the PREA compliance manager shall:
 - 1. Following an investigation into an inmate's allegation that he or she suffered sexual abuse in an agency facility, the PREA compliance manager of that facility shall inform the inmate as to whether the allegation has been determined to be substantiated, unsubstantiated, or unfounded;
 - 2. If the agency did not conduct the investigation, it shall request the relevant information from the investigative agency in order to inform the inmate.
 - 3. Following an inmate's allegation that a staff member has committed sexual abuse against the inmate and the finding are substantiated or unsubstantiated; the PREA compliance manager shall inform the inmate whenever:
 - a. The staff member is no longer posted within the inmate's unit;
 - b. The staff member is no longer employed at the facility;
 - c. The agency learns that the staff member has been indicted on a charge related to sexual abuse within the facility; and/or
 - d. The agency learns that the staff member has been convicted on a charge related to sexual abuse within the facility.
 - 4. All such notifications or attempted notifications shall be documented by the PREA compliance manager.
 - 5. The PREA compliance manager's obligation to report shall terminate if the inmate is released from the department's custody.
 - 6. The departure of the alleged abuser or victim from the employment or control of the facility or agency shall not provide a basis for terminating an investigation.

IX. MEDICAL AND MENTAL CARE

It is the intention of DOC that there will be no long-term forfeiture of services and programs for victims of sexual abuse, sexual coercion, sexual harassment or sexual solicitation. Recognizing that the safety of the victim is paramount, the least restrictive housing program assignments will be implemented to achieve that goal.

- A. Medical: Medical access to services for victims of sexual abuse will be handled in accordance with Health Services policy on procedure #P-B-05 (Procedure in the Event of Sexual Assault) that includes:
 - 1. Timely, unimpeded access to emergency medical treatment without financial cost as determined by the medical practitioners' professional judgment;
 - 2. Necessary post event treatment including coordination with community hospitals;
 - 3. Testing and prophylactic treatment for sexually transmitted disease (STD);
 - 4. Comprehensive information and timely access to all lawful pregnancy related medical services;
 - 5. Referral to Behavioral Health Services; and
 - 6. Communication with the sexual abuse liaison regarding any information deemed not confidential.
- B. Behavioral Health Services: Mental health services for victims of sexual abuse will be provided in accordance with Behavioral Health Service policies and procedures which include:
 - 1. Timely, unimpeded access to appropriate mental health evaluation services without financial cost as determined by the mental health treatment providers' professional judgment;
 - 2. Comprehensive information of limits of confidentiality and duty to report;
 - 3. Completion of a mental health evaluation to include a suicide risk screening interview;
 - 4. Notification to the OIC and Medical Services regarding recommended actions that may include suicide precautions;
 - 5. Provision of follow-up mental health services based on MH-G-01.1 Mental Health Codes and Levels of Services;
 - 6. Communication with the sexual abuse liaison regarding any information deemed not confidential; and
 - 7. Consultation with the OIC and Medical Services regarding suicide precaution measures that will be implemented if the inmate is housed at an institution where there is no mental health services on site.

X. DATA COLLECTION AND REVIEW

- A. The department shall collect information related to the purposes outlined at the beginning of this policy; specifically to gather data that will help DOC reduce the risk that sexual abuse and/or sexual harassment would occur within DOC facilities.
- B. The agency PREA coordinator shall be responsible to identify the specific data that must be collected and to work with the PREA compliance manager from each institution to assure data is submitted within the required timeframe. The agency also shall obtain incident-based and aggregated data from every private facility with which it contracts for

the confinement of its inmates. This data will be compiled into monthly and annual reports for submission to the Director. The purpose of these reports is to:

1. Establish a baseline of data documenting the prevalence of incidents involving sexual abuse as determined from all available sources; including misconduct reports, unusual incident reports, and reports to the Inspector General's Hotline;
2. Provide information to DOC administrators concerning where efforts are needed for the improvement of institutional operations related to the reduction of sexual abuse;
3. Document that there is accountability for those who perpetrate sexual abuse by tracking:
 - a. The adjudication of misconduct reports related to sexual abuse including the disposition of each case;
 - b. The status of investigations conducted by the Special Investigations Unit and/or the Oregon State Police concerning suspected incidents of sexual abuse;
 - c. Referrals of sexual abuse cases for prosecution, including the status and outcome of such efforts within the judicial system; and
 - d. The retention of all written reports referenced as long as the alleged abuser is incarcerated by the department, plus five years.
4. Document that victims of sexual abuse receive appropriate follow-up care as outlined in this policy, (IX. Victim Services), including data related to each of the steps listed in that section.
5. Compile information collected directly from the inmate population by means of various survey methods which relate to the prevalence of sexual abuse within the institutions, including the circumstances that contribute to this kind of behavior, in order to provide insight into potential strategies for its reduction or elimination by:
 - a. Identifying problem areas;
 - b. Taking corrective action on an ongoing basis;
 - c. Preparing an annual report of its findings and corrective actions for each facility, as well as the agency as a whole;
 - d. Including an assessment of the agency's progress in addressing sexual abuse by comparing the current year's data and corrective actions with those from prior years.
 - e. Ensuring the agency's report shall be approved by the agency head and made readily available to the public through its website; and
 - f. Redacting specific material from the reports when publication would present a clear and specific threat to the safety and security of a facility, and indicating the nature of the material redacted.
6. The incident-based data collected shall include, at a minimum, the data necessary to answer all questions from the most recent version of the Survey of Sexual Violence conducted by the Department of Justice. Upon request, the PREA administrator shall provide all such data from the previous calendar year to the Department of Justice no later than June 30.

- C. Ensure that annual audits include inspection for areas and situations where sexual abuse may be likely to occur and recommend mitigation for those areas and situations;
- D. Collect and compile data and coordinate surveys to ensure continuity of services, operational improvements, and establishment of baselines;
- E. Produce an annual summary for the Director on the frequency and severity of sexual abuse/sexual harassment within DOC institutions including trends during the year, comparisons to previous years, and deficiencies identified in the annual audit.

XI. POLICY CLARIFICATION

All employees, contractors and volunteers of the Department of Corrections shall sign the PREA Acknowledgement Statement.

As required by the Prison Rape Elimination Act, the Department of Corrections shall conduct criminal background records checks at least every five years of permanent, temporary employees and contractors, volunteers and interns.

XII. IMPLEMENTATION

This policy will be adopted immediately without further modification.

Certified: signature on file
Birdie Worley, Rules Coordinator

Approved: signature on file
Mitch Morrow, Deputy Director