

DOC Sexual Assault Response Team (SART) Guidelines

The following are guidelines for Sexual Assault Response Teams (SART), with respect to incidents of sexual abuse and sexual harassment within their facility including work, programs and camps.

Following these guidelines ensures that SART's address all areas and provide a timely and sensitive response to incidents of sexual abuse and sexual harassment.

Communication

1. SART Team Members will communicate with other areas, including work crew supervisors, OCE, education, chaplains, etc. to ensure all staff who need to know information regarding an inmate's PREA designation receive information in a timely manner.

Ongoing Monitoring

SART Team Liaison will conduct, or assign a SART Team Member to conduct ongoing monitoring for retaliation, safety and continued intervention.

1. SART Team Members/Liaison will follow interview form (to be developed / abbreviated screening form) when asking inmates sensitive questions. Questions may include perceived vulnerability, warning signs of retaliation and if other incidents have occurred.
2. Consider behavioral changes, housing history, inmate conduct order/misconduct reports, work placement, program placement, and education placement and receive input from unit staff, BHS, etc. Careful not to provide therapy to the inmate, but provide a referral to BHS as needed.
3. Assure there is not interference with ongoing investigation.

SART Liaison Responsibilities

1. Supervision of the SART team.
2. Serve as the backup for the PREA Compliance Manager (PCM). If the PCM is unavailable, the SART Liaison will assume PCM duties.
3. SART Liaisons will assist PCM's in recruitment for SART team members upon direction of Superintendent.
4. An incident review on all substantiated or unable to substantiate cases will be completed within thirty days post conclusion of an investigation, unless the incident is unfounded.
 - a. Gather all relevant documentation as requested by the Agency's PREA Coordinator.

5. Review SART Interview forms conducted by SART team members to ensure that all investigations are completed and accurate, warning signs of retaliation are addressed and that appropriate staff have been notified of outcomes.
6. Prepare all investigative outcome documents for review by PCM and incident review team.
7. Schedule and supervise regular meetings with SART team members to review incidences and determine follow up actions.
8. Report out at MDT meetings regarding PREA investigations and/or inmate concerns.
9. Ensure all initial facility intake assessments are completed within 72 hour and follow up 30 day assessments are completed when additional information warranting a second review is found.
10. SART Liaison or designee will monitor for retaliation regarding staff-to-inmate allegations. SART Liaison or designee will follow interview form (to be developed / abbreviated screening form) when asking inmates sensitive questions. Questions may include perceived vulnerability, warning signs of retaliation and if other incidents have occurred.
11. Organize and provide SART Team training to new SART Team Members.

SART Team Member Duties:

1. Assist with investigations of sexual abuse as directed by the SART Liaison and PCM. Complete SART Interview Form and forward to PCM and SART Liaison.
2. Assist with 90 day retaliation tracking. (confidential log)
3. Consider at least temporary reassignment of the alleged perpetrator of a sexual abuse incident, when the alleged perpetrator and victim are assigned to the same unit.
 - a. Access to the alleged victim should be controlled in order to assure no threats, coercion, and the criminal investigation is not compromised.
 - b. Consider both the physical and emotional well-being of the alleged victim in determining the need for reassignment.
 - c. If the alleged victim is being considered for reassignment, clearly document why the alleged victim instead of the alleged perpetrator is being reassigned.
4. Guard the alleged victim's right of confidentiality and privacy by limiting the "need to know" personnel.

5. Conduct preliminary screening interviews when an allegation has been made to determine level and type of incident. If a SART team member is not available, the OIC will designate a staff member to conduct the interview.
6. Provide documentation to the OIC regarding preliminary screening interviews.

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