



**DEPARTMENT OF CORRECTIONS**  
**Institutions**



<b>Title:</b>	<b>Prison Rape Elimination Act</b>	<b>DOC Policy: 40.1.13</b>
<b>Effective:</b>	<b>1/20/2022</b>	<b>Supersedes: 11/20/18</b>
<b>Applicability:</b>	<b>All DOC employees, contractors, and volunteers</b>	
<b>Directives Cross-Reference:</b>	<b>Investigations – 70.1.4</b> <b>Administrative Housing – Div 046</b> <b>Prohibited Conduct and Processing Disciplinary Actions – Div 105</b> <b>Procedure in the Event of Sexual Abuse – P-F-06.1</b> <b>Mental Health Codes and Levels of Services – MH-G-01.1</b>	
<b>Attachments:</b>	<b>PREA Reporting Flowchart</b> <b>Form – OIC PREA Checklist (CD 1621)</b> <b>Form – Staff Reporting Responsibilities (CD 1620)</b> <b>Form – PREA Acknowledgement Statement (CD 1623)</b>	

**I. PURPOSE**

This document provides uniform guidelines and procedures to reduce the risk of prison sexual abuse and sexual harassment. The department has a zero-tolerance 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 adults in custody (AIC), 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 sexually abused and vulnerable AICs 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. Adult in Custody (AIC):** Any person under the supervision of the Oregon Department of Corrections who is not on parole, probation, or post-prison supervision status.
- B. Agency PREA Coordinator:** An administrator responsible for the development,

implementation, and oversight of the department's compliance with the PREA standards in all the department's facilities.

- C. Gender Nonconforming:** A person whose appearance or manner does not conform to traditional societal gender expectations.
- D. Inspector General Hotline:** Special posted telephone number(s) designated for AICs and staff to call in and report any alleged misconduct on the part of any DOC AICs or staff. The caller provides information on a message answering machine that is reviewed every business day by the Inspector General's Office.
- E. 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.
- F. 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.
- G. PREA Compliance Manager:** A management staff person designated by the institution functional unit manager, with sufficient time and authority to coordinate the facility's efforts to comply with the federal PREA standards.
- H. Sexual Abuse:** Sexual abuse of an AIC by another AIC and sexual abuse of an AIC by a staff member.
  - 1. Sexual abuse of an AIC by another AIC 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 AIC by a staff member, contractor or volunteer includes any of the following acts, with or without consent of the AIC, 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 their uncovered genitalia, buttocks, or breast in the presence of an AIC, 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 AIC by staff for reasons unrelated to official duties, such as peering at an AIC who is using a toilet in their cell to perform bodily functions; requiring an AIC to expose their buttocks, genitals, or breasts; or taking images of all or part of an AIC's naked body or of an AIC performing bodily functions.
- I. **Sexual Abuse Liaison:** A management staff person designated by the institution functional unit manager to coordinate response, reporting, and monitoring of AIC abuse within that institution. The sexual abuse liaison shall be assigned as the Sexual Abuse Response Team (SART) leader.
  - J. **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 AIC 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.
  - K. **Sexual Coercion:** Compelling or inducing another person to engage in sexual abuse by deceit, threats, force, intimidation, or for personal favors.
  - L. **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 AIC directed toward another, and repeated verbal comments or gestures of a sexual nature to an AIC 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.
  - M. **Sexual Solicitation:** The solicitation of another person to engage in sexual activity.
  - N. **Staff:** For purposes of this policy staff includes DOC employees, Oregon Corrections Enterprise (OCE) employees, contract service providers, and volunteers.
  - O. **Sexual Abuse Victim:** Any AIC 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 AIC or a staff person during 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. POLICY**

#### **A. PREVENTION PLANNING**

1. 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.
2. 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 the Agency PREA Coordinator.
3. 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 are prohibited from alerting other staff members that the supervisory rounds are occurring.
4. Each institution shall implement policies and procedures that enable AICs 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.
5. Opposite gender staff shall announce themselves prior to entering an AIC housing unit by the method approved by the agency.
6. When the Oregon Department of Corrections learns that an AIC is subject to a substantial risk of imminent sexual abuse, it will take immediate action to protect the AIC.
7. 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 AICs from sexual abuse.
8. 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 AICs from sexual abuse.
9. The department shall ensure that each facility it operates develops and documents a staffing plan that provides for adequate levels of staffing to protect AICs against sexual abuse.
10. The agency shall not place lesbian, gay, bisexual, transgender, or intersex AICs 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 AICs.

#### **B. TRAINING AND EDUCATION**

##### **1. Staff Training**

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

## **2. AIC Education**

- a. Upon admission to DOC custody AICs will receive information about:
  - (1) The agency's zero-tolerance policy regarding sexual abuse and sexual harassment;
  - (2) How to avoid risk situations related to sexual abuse and harassment;
  - (3) How to safely report allegations or suspicion of sexual abuse or sexual harassment, sexual coercion, and sexual solicitation;
  - (4) How to obtain mental health services and/or medical services if victimized;
  - (5) What the risks and potential consequences are for engaging in any type of sexual activity while incarcerated;
  - (6) An AIC's right to be free from sexual abuse and harassment;
  - (7) An AIC's right to be free from retaliation from reporting such incidents; and
  - (8) The agencies policies and procedures for responding to such incidents.
- b. The department shall ensure that key information is continuously and readily available or visible to AICs through posters, AIC handbooks, or other written formats.
- c. Each institution will display posters or other materials, in appropriate locations to include housing units and common areas where AICs gather, which are designed to inform all AICs:
  - (1) That DOC has a zero-tolerance toward sexual abuse and sexual harassment;

- (2) That all AICs are encouraged to report any and all instances of sexual abuse or sexual harassment; and
- (3) The current methods available for reporting.
- d. The agency shall provide AIC education in formats accessible to all AICs, including those who are limited English proficient, deaf, visually impaired, or otherwise disabled, as well as to AICs who have limited reading skills.

### **C. 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 AIC is in DOC custody.

- 1. AICs will be assessed within 72 hours of arrival at all DOC facilities and again within 30 days to determine whether they meet specific criteria indicating either vulnerability or likelihood of perpetrating sexual abuse. AICs may not be disciplined for refusing to answer, or for failing to disclose information regarding the assessment questions.
  - a. Vulnerable AICs: AICs will be evaluated at Intake to specifically determine their vulnerability to sexual abuse as indicated by the following risk factors:
    - (1) Age;
    - (2) Physical stature;
    - (3) Mental, physical, or developmental disability;
    - (4) Sex offense convictions;
    - (5) First time offender status (first time in DOC custody);
    - (6) Past history of sexual victimization;
    - (7) AIC's own perception of vulnerability;
    - (8) Whether the AIC is or is perceived to be lesbian, gay, bisexual, transgender, intersex, or gender nonconforming; and
    - (9) Whether the AIC's criminal history is exclusively nonviolent.
  - b. Aggressive AICs: AICs will be evaluated to specifically determine if there are indications that they may be a sexually abusive AIC, or are prone to victimize other AICs, especially in regard to sexual behavior. The initial screening shall consider prior acts of sexual abuse, prior convictions for violent offenses, and history of prior institutional violence or sexual abuse, as known to the agency, in assessing AICs for risk of being sexually abusive. DOC shall not consider lesbian, gay, bisexual, transgender, or intersex identification or status as an indicator of likelihood of being sexually abusive.
  - c. An AIC should be identified for potential vulnerability or potential aggressiveness by utilizing an objective risk screening tool unless there is sufficient documentation by the reviewer to warrant concern.
  - d. An AIC'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 AIC's risk of sexual victimization or abusiveness.
  - e. AICs 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 AIC in administrative housing for less than 24 hours while completing the assessment.

- (1) AICs 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.
  - (2) The facility shall assign such AICs 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 AIC 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).
  - (3) If an administrative housing assignment is made, the officer-in-charge shall clearly document:
    - The basis for the facility's concern for the AICs safety; and
    - The reason why no alternative means of separation can be arranged.
  - (4) Every 30 days, the facility shall afford each such AIC a review to determine whether there is a continuing need for separation from the general population.
- f. In deciding AIC housing and programming assignments for transgender or intersex AICs, the department shall consider on a case-by-case basis whether a placement would ensure the AIC's health and safety, and whether the placement would present management or security problems.
- (1) If requested, transgender and intersex AICs shall be given the opportunity to shower separately from other AICs.
  - (2) A transgender or intersex AIC's own views with respect to their own safety shall be given serious consideration.
2. The PREA Compliance Manager or designee will review placement and programming assignments for each transgender or intersex AIC at least twice each year to review any threats to safety experienced by the AIC.
  3. The department makes individualized determinations about how to ensure the safety of each AIC including housing, work assignments and access to services.
  4. 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 AICs at high risk of being sexually victimized from those at high risk of being sexually abusive.

## **D. REPORTING**

### **1. AIC Reporting**

- a. Access to services for the victims of 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.

- b. AICs are encouraged to report when either of the following conditions exists:
  - (1) The AIC has been or is currently a victim of sexual abuse, sexual solicitation, sexual harassment, or sexual coercion while incarcerated; or
  - (2) The AIC has knowledge or suspicions of sexual abuse, sexual solicitation, sexual harassment, or sexual coercion having occurred or occurring in a correctional institution, or any staff neglect or violation of responsibilities that may have contributed to such an incident.
    - a) AICs who report to DOC staff that they have been sexually abused or have knowledge or suspicions of another AIC 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.
    - b) Information provided by AICs 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
    - c) When interviewing AICs concerning sexual abuse, sexual solicitation, sexual harassment, and sexual coercion, all DOC staff will inform AICs of any limits to confidentiality prior to conducting the interview.
- c. 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.
- d. Under no circumstances should access to treatment resources be denied an AIC victim solely because the AIC will not fully disclose details to investigative staff or Health Services staff.
- e. 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 AIC or staff. DOC will not require an AIC 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.
- f. The agency may discipline an AIC for alleging sexual abuse, only when it is in bad faith. A report of sexual abuse made in good faith based upon a reasonable belief that the alleged conduct occurred shall not constitute falsely reporting an incident or lying, even if an investigation does not establish evidence sufficient to substantiate the allegation. Abusers shall be disciplined in accordance with (OAR 291-105) **Prohibited Conduct and Processing Disciplinary Actions**.
- g. AIC interpreters, AIC readers, or other types of AIC assistants should not be used except in limited circumstances where an extended delay in obtaining an effective interpreter could compromise the AIC's safety, the performance of first-response duties, or the investigation of the AIC's allegations.



## **2. Staff Reporting**

- a. All staff will report immediately any knowledge, suspicion, or information regarding sexual abuse, sexual harassment, retaliation by AIC or staff for reporting, or staff neglect or violation of responsibility that may have contributed to such incidents. When an AIC reports 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 immediately.
- b. The OIC will initiate action as outlined in this policy and the OIC PREA Checklist (CD 1621) to mitigate:
  - (1) Immediate harm to the victim or reporter; and/or
  - (2) Damage to potential crime scenes or evidence.
- c. 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. Staff may utilize the Inspector General's Hotline or the Governor's Office to privately report all allegations of sexual abuse or sexual harassment. 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.
- d. Staff shall accept reports made verbally, in writing, anonymously, and from third parties and shall promptly document any reports. Upon notification by an AIC that they have 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.)
- e. If the alleged victim is under the age of 18 or considered a vulnerable adult under a state or local vulnerable persons statute, the department shall report the allegation to the designated State or local services agency under applicable mandatory reporting laws.

## **E. OFFICIAL RESPONSE FOLLOWING AN AIC REPORT**

1. Upon receiving an allegation that an AIC was sexually abused while confined at another facility, the head of the facility that received the allegation shall notify the head of the facility or appropriate office of the agency where the alleged abuse occurred.
  - a. Such notification shall be provided as soon as possible, but no later than 72 hours after receiving the allegation.
  - b. The agency shall document that it has provided such notification.
  - c. The facility head or agency office that receives such notification shall ensure that the allegation is investigated.
2. The PREA Compliance Manager shall be responsible for monitoring all AICs and staff who report sexual abuse or sexual harassment or cooperate with sexual abuse or sexual harassment investigations from retaliation by other AICs or staff.
  - a. 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 AICs or staff who reported the sexual abuse and of AICs who were reported to have

suffered sexual abuse to see if there are changes that may suggest possible retaliation by AICs or staff, and shall act promptly to remedy any such retaliation.

- b. All actions taken to remedy any such retaliation will be documented and forwarded to the Agency PREA Coordinator and the sexual abuse liaison.
- c. Items the agency should monitor include:
  - (1) AIC disciplinary reports;
  - (2) Housing assignments;
  - (3) Program changes; and
  - (4) Negative performance reviews or reassignments of staff.
- d. In the case of AICs, such monitoring shall also include periodic status checks.
- e. The agency shall continue such monitoring beyond 90 days if the initial monitoring indicates a continuing need.
- f. 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.
- g. An agency's obligation to monitor shall terminate if the agency determines that the allegation is unfounded

#### **F. AIC ACCESS TO OUTSIDE CONFIDENTIAL SERVICES**

1. The department shall make available to AICs mailing addresses and telephone numbers, (including toll-free crisis line 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 AICs and these organizations and agencies, in as confidential a manner as possible.
2. As requested by the AIC, a victim advocate shall accompany and support the AIC through the forensic medical examination and investigatory interview providing emotional support, crisis intervention, information, and referrals.

#### **G. INVESTIGATIONS**

1. Allegations of sexual abuse or sexual harassment of an AIC by a staff member as defined in this policy will be reviewed and referred to the appropriate investigator as specified in the DOC policy on **Investigations** 70.1.4.
2. Allegations of sexual abuse or sexual harassment of an AIC by an AIC will be referred to the appropriate investigator as specified in the DOC policy on **Investigations** 70.1.4.
3. Reporting to AICs: In the event of an AIC allegation of sexual abuse, the PREA compliance manager shall:
  - a. Following an investigation into an AIC's allegation that they suffered sexual abuse in an agency facility, the PREA Compliance Manager or designee at that facility shall inform the AIC as to whether the allegation has been determined to be substantiated, unsubstantiated, or unfounded;
  - b. If the agency did not conduct the investigation, it shall request the relevant information from the investigative agency in order to inform the AIC;
  - c. Following an AIC's allegation that a staff member has committed sexual abuse against the AIC and the findings are substantiated or unsubstantiated; the PREA

Compliance Manager or designee shall inform the AIC whenever:

- (1) The staff member is no longer posted within the AIC's unit;
  - (2) The staff member is no longer employed at the facility;
  - (3) The agency learns that the staff member has been indicted on a charge related to sexual abuse within the facility; and/or
  - (4) The agency learns that the staff member has been convicted on a charge related to sexual abuse within the facility.
- d. All such notifications or attempted notifications shall be documented by the PREA Compliance Manager or designee.
  - e. The PREA Compliance Manager or designee's obligation to report shall terminate if the AIC is released from the department's custody.
  - f. 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.
  - g. DOC shall impose no standard higher than a preponderance of evidence in determining whether allegations of sexual abuse or sexual harassment are substantiated.

## H. 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.

1. Medical: Medical access to services for victims of sexual abuse will be handled in accordance with Health Services policy on procedure #P-F-06.1 (**Procedure in the Event of Sexual Abuse**) that includes:
  - a. Timely, unimpeded access to emergency medical treatment without financial cost as determined by the medical practitioners' professional judgment;
  - b. Necessary post event treatment including coordination with community hospitals;
  - c. Testing and prophylactic treatment for sexually transmitted infections (STI);
  - d. Comprehensive information and timely access to all lawful pregnancy related medical services;
  - e. Referral to Behavioral Health Services; and
  - f. Communication with the sexual abuse liaison regarding any information deemed not confidential.
2. 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:
  - a. Timely, unimpeded access to appropriate mental health evaluation services without financial cost as determined by the mental health treatment providers' professional judgment;
  - b. Comprehensive information of limits of confidentiality and duty to report;
  - c. Completion of a mental health evaluation to include a suicide risk screening interview;
  - d. Notification to the OIC and Medical Services regarding recommended actions that

may include suicide precautions;

- e. Provision of follow-up mental health services.
- f. Communication with the PREA Compliance Manager regarding any information deemed not confidential; and
- g. Consultation with the OIC and Medical Services regarding suicide precaution measures that will be implemented if the AIC is housed at an institution where there are no mental health services on site.

#### **I. DISCIPLINARY ACTIONS FOR STAFF, CONTRACTORS AND VOLUNTEERS**

1. Staff shall be subject to disciplinary sanctions up to and including termination for violating agency sexual abuse or sexual harassment policies.
2. Termination shall be the presumptive disciplinary sanction for staff who have engaged in sexual abuse.
3. Disciplinary actions for violations of agency policies relating to sexual abuse or sexual harassment (other than actually engaging in sexual abuse) shall be commensurate with the nature and circumstances of the acts committed, the staff member's disciplinary history, and the sanctions imposed for comparable offenses by other staff with similar histories.
4. All terminations for violations of agency sexual abuse or sexual harassment policies, or resignations by staff who have been terminated if not for their resignation, shall be reported to law enforcement agencies, unless the activity was clearly not criminal, and to any relevant licensing bodies.
5. Any contractor or volunteer who engages in sexual abuse shall be prohibited from contact with AICs and shall be reported to law enforcement agencies, unless the activity was clearly not criminal, and to relevant licensing bodies.
6. The facility shall take appropriate remedial measures and shall consider whether to prohibit further contact with AICs, in the case of any other violation of agency sexual abuse or sexual harassment policies by contractor or volunteer.

#### **J. DATA COLLECTION AND REVIEW**

1. 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.
2. The facility shall conduct a sexual abuse incident review at the conclusion of every sexual abuse investigation, including where the allegation has not been substantiated, unless the allegation has been determined to be unfounded. Such review shall ordinarily occur within 30 days of the conclusion of the investigation. The review team shall include upper-level management officials, with input from line supervisors, investigators, and medical or mental health practitioners. The review team shall:
  - a. Consider whether the allegation or investigation indicates a need to change policy or practice to better prevent, detect, or respond to sexual abuse;
  - b. Consider whether the incident or allegation was motivated by race, ethnicity, gender identity, lesbian, gay, bisexual, transgender or intersex identification, status, or perceived status; or gang affiliation; or was motivated or otherwise caused by other group dynamics at the facility;

- c. Examine the area in the facility where the incident allegedly occurred to assess whether physical barriers in the area may enable abuse;
  - d. Assess the adequacy of staffing levels in that area during different shifts;
  - e. Assess whether monitoring technology should be deployed or augmented to supplement supervision by staff; and
  - f. Prepare a report of its findings, including but not necessarily limited to determinations made and any recommendations for improvement and submit such report to the PREA Compliance Manager, Superintendent, Agency PREA Coordinator, and when the allegation is substantiated, Institutions Administrator.
  - g. The facility shall implement the recommendations for improvement or shall document its reasons for not doing so.
  - h. 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 AICs. This data will be compiled in annual reports for submission to the Director. The Agency PREA Coordinator will prepare the annual report that will include:
    - (1) Identifying problem areas;
    - (2) Taking corrective action on an ongoing basis;
    - (3) Preparing an annual report of its findings and corrective actions for each facility, as well as the agency as a whole;
    - (4) 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.
    - (5) Ensuring the agency's report shall be approved by the agency head and made readily available to the public through its website; and
    - (6) 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.
  - i. 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 Agency PREA Coordinator shall provide all such data from the previous calendar year to the Department of Justice no later than June 30 or by the date requested.
3. Ensure that audits include inspection for areas and situations where sexual abuse may be likely to occur and recommend mitigation for those areas and situations.
  4. Collect and compile data and coordinate surveys to ensure continuity of services, operational improvements, and establishment of baselines.

## **K. 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.

**IV. IMPLEMENTATION**

This policy will be adopted immediately without further modification. DOC institutions may develop an institution-specific procedure to implement this policy.

Certified: signature on file  
Julie Vaughn, Rules Coordinator

Approved: signature on file  
Heidi Steward, Deputy Director