



**Alvis House  
PO Box 6868  
Columbus, OH 43205  
614-252-8402**

**STANDARD NUMBERS**

**Policy and Procedures**

**VII. Administration and Management**

**Alvis House Policy: 1300.05b**

**Expected Practices: PREA Coordinator**

**ACA:**

**Effective Date: 8/10**

**ODRC:**

**Annual Review Required: yes**

**FBOP:**

**Pages: two**

**DADAS:**

**PREA: 115.211, 115.213, 115.287, 115.288,**

**Reviewed on: 3/12 Revised on: 7/11**

**ODMRDD:**

I. Policy

Alvis House has zero tolerance toward all forms of sexual abuse/misconduct. The agency's Prison Rape Elimination Act (PREA) Coordinator will oversee agency efforts to comply with PREA standards

II. Procedure

A. Alvis House's Vice President of Operations shall serve as the agency's PREA coordinator and oversee agency efforts to comply with PREA standards. The PREA coordinator's job includes:

1. The point of contact and reporting for a client's allegation of sexual assault or abuse.
2. Working with staff development and clinical services staff to develop and implement a training plan that fulfills the PREA training standards, including training for appropriate staff on how to detect/assess signs of sexual abuse, evidence preservation, appropriate responses, etc.
3. Monitoring defendant/offender screening procedures and investigations according to the PREA standards.

4. Overseeing internal audits of the agency's compliance with PREA standards.
  5. Providing access to records and materials to external auditors monitoring PREA compliance.
- B. The PREA coordinator will work with Sexual Abuse Response Teams (SARTs) to analyze sexual abuse data and make recommendations for improvements.
1. Analysis will include a review of critical incidents and an examination of areas in the facility where sexual abuse has occurred or may be likely to occur.
  2. The SART will assess whether physical barriers may allow the abuse to go undetected, the adequacy of staffing levels in those areas during different shifts, and the need for monitoring technology to supplement facility staff supervision.
- C. The PREA coordinator will supervise the agency's data collection process. At least annually, the PREA coordinator will ensure a report is prepared that details sexual abuse findings and corrective actions for each Alvis House residential community corrections facility and for the agency as a whole.
1. The annual report will include a comparison of the current year's data and corrective actions with those from prior years.
  2. The report will provide an assessment of the agency's progress in addressing sexual abuse.
  3. Alvis House's report will be approved by the President & CEO, submitted to the Board of Trustees and made available to the public through the Alvis House website or upon request.