

Sexual Assault Procedures

Shift Commander or Security Supervisor Responsibilities Checklist: If a staff member believes or is informed that an inmate is/has been involved in a sexual assault, the following procedures must be followed. **AT NO TIME WILL STAFF LEAVE THE VICTIM ALONE UNTIL THE INMATE HAS BEEN EVALUATED BY MENTAL HEALTH STAFF.**

No.	Required Staff Activity	Date	Time	Responsible Staff Member (Print)	Badge #
1.	Any staff member who has knowledge or has been informed of a sexual assault shall interview the victim to determine the identity of the suspect(s).				
2.	Question the victim only to determine the identity of the person(s), where and when the sexual assault occurred.				
3.	Security Supervisor will begin the checklist to determine the person(s) involved.				
4.	Ensure the victim is immediately escorted to the Health Unit for examination, treatment, and evaluation by Medical and Mental Health staff.				
5.	If determined appropriate by the Medical and/or Mental Health provider, transport the inmate to the hospital emergency room for collection of forensic evidence and medical procedure.				
6.	Ensure that the victim is protected and has no contact with any other inmates. At no time will the victim be left alone before or after being evaluated by Mental Health staff for suicide risk. The suspect(s) and the victim shall not be permitted to communicate and shall be escorted and held separately out of sight and sound from each other.				
7.	Identify and secure the crime scene until the Criminal Investigations Unit (CIU) investigator arrives. Secure all evidence and ensure that the victim does not wash, brush his/her teeth, shower or change clothes, pursuant to Department Order 608, <u>Criminal Investigations</u> .				
8.	If additional resources are required, initiate IMS, if not previously initiated, and ensure that health care/mental health intervention is immediately rendered if necessary.				

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9.	Ensure that upon return from the hospital emergency room, medical treatment or mental health/suicide watch, the victim is interviewed for Protective Segregation needs.				
10.	Immediately notify CIU. CIU shall respond immediately and utilize the procedure customarily employed in the investigation of sex crimes.				
11.	Ensure that the crime scene is secured as outlined in Department Order 608, <u>Criminal Investigations</u> .				
12.	Remove suspect(s), whether staff, inmate or witnesses from the area and isolate the suspect(s) until questioned by the CIU investigator. At no time will the suspect(s) be left unattended.				
13.	CIU shall collect and preserve all evidence and ensure that the suspect(s) does not wash, brush his/her teeth, shower or change clothes.				
14.	After CIU has completed the inmate suspect(s) interview, the inmate suspect(s) shall be taken to the Medical Unit for evaluation and documentation by Medial And Mental Health staff. Mental Health Staff shall also evaluate the non-employee suspects. If a forensic examination is appropriate the suspect shall be taken to a hospital emergency room for such an examination.				
15.	If the suspect is a staff member, the staff member shall be reassigned to a post with no inmate contact or placed on Administrative Leave pending completion of the investigation as outlined in Department Order 601, <u>Administrative Investigations</u> .				

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16.	Ensure that the inmate victim and suspect(s) are separately escorted and held out of sight and sound from each other. The suspect(s) and victim shall not be permitted to communicate.				
17.	Ensure that upon the conclusion of the medical and mental health examination, the inmate suspect(s) is assigned to detention pending conclusion of the investigative process.				
18.	Ensure that a Significant Incident Report is initiated as outlined in Department 105, <u>Information Reporting</u> .				
19.	Proper notification shall be made to the Off-Site Duty Officer, if after normal business hours.				
20.	Proper notification shall be made to the Warden.				
21.	Proper notification shall be made to the Unit Deputy Warden.				
22.	Proper notification shall be made to the Unit Chief of Security.				
23.	Proper notification shall be made to Central Office Communications.				
24.	Upon conclusion of the assessment and examination process and in consultation with Mental Health staff, determine an appropriate housing assignment for the victim.				