

## PREA – Immediate Response Procedures

Upon witnessing or receiving a report of sexual abuse, the first responder shall:

1. Notify the Shift Commander, Intelligence Gathering Captain, DSIS, or Security Lieutenant to ensure:
  - alleged victim is escorted to the medical department;
  - reported crime scene is secured until appropriate steps can be taken to collect evidence.
2. Separate the alleged victim and alleged abuser.
3. If alleged incident occurred within 96 hours, instruct the alleged victim and perpetrator not to shower, brush teeth, urinate, defecate, eat, drink, change clothing, or anything that would destroy evidence.
4. No photographs are to be taken by institutional staff within 96 hours of the alleged abuse. Photographs, if necessary, will be taken by hospital staff.

## PREA – Medical Staff

The following processes shall occur if alleged sexual abuse occurred **within the past 96 hours** and the alleged victim reports any allegation involving penetration.

- Nursing staff shall complete a:
  - DC-586 BB Net–Rape–Sexual Abuse
  - DC-457 Medical Incident/Injury Report
  - DC-487 Transfer Health Information Form
  - DC-97 Mental Health Referral Form
- Medical staff shall not photograph the alleged victim for any reason
- Alleged victim should be immediately transported to the hospital
- Nursing staff shall coordinate aftercare following the inmate's return from the hospital
- Facility physician shall consult with the outside provider and determine continued treatment plan
- If the alleged victim refuses to undergo the forensic examination for medical treatment, he/she must sign the DC-462 Release from Responsibility for Medical Treatment

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5. Medical will determine if alleged victim is transported to an outside hospital for a forensic examination by a SAFE/ SANE certified medical professional.
6. Alleged victim will be offered timely information about and access to emergency contraception and sexually transmitted infections prophylaxis.
7. PCM will offer alleged victim an opportunity to talk to an outside victim advocate and receive continued care.
8. Ongoing medical and mental health treatment will be made available to inmates who have been victimized by sexual abuse.
9. Alleged victims and reporting parties of sexual abuse must be monitored and protected from retaliation for at least 90 days.
10. Submit all required written reports and checklists pursuant to DOC policy.

## PREA – Medical Staff

The following processes shall occur if alleged sexual abuse occurred **more than 96 hours ago**, or did not involve penetration.

- Alleged victim shall not be transported to the outside hospital
- Facility physician shall examine the alleged victim
- If alleged victim refuses to undergo the exam, or any treatment, he/she must sign the DC-462, Release from Responsibility for Medical Treatment
- Nursing staff shall complete a DC-457, Medical Incident/Injury Report
- Medical staff may photograph visible injuries but not photograph the absence of injuries
- Facility physician shall test for sexually transmitted diseases and determine the need for treatment as appropriate
- Nursing staff shall complete a DC-97 Mental Health Referral Form



## BCC PREA Sexual Abuse Allegation Compliance Manager Duties

Until proven, victim and abuser are considered "alleged".

1. Call "911" if a physical and/or sexual assault is currently in progress.
  2. Escort the victim to a safe location away from others and separate from the abuser.
  3. If within 96 hours of incident, instruct the victim to not shower, brush teeth, urinate, defecate, eat, drink, change clothing, or anything that would destroy evidence.
  4. Do not interview the victim or anyone else, simply report the current information.
  5. Notify the Facility Director/PCM/designee.
  6. Contact the BCC Management Operations Center (BCC-MOC) and follow the directions provided.
  7. Preserve/protect possible crime scene(s).
  8. Do not take any photographs/video of the alleged victim or abuser.
  9. Follow procedures and submit all required written reports pursuant to BCC-ADM 008, PREA Procedures Manual.
- Every allegation of sexual abuse must be reported to law enforcement. The victim may choose not to cooperate, but notification must occur. Document response.
  - Every victim must be offered medical evaluation/treatment at an outside hospital. Staff should encourage treatment, but the victim has the final decision.
  - A staff member must accompany the victim to the hospital for support. Staff may not enter the examining room during the SAFE/SANE examination, even if requested by the alleged victim.
  - Every victim must be offered the opportunity to talk to an outside victim advocate and receive continued care.
  - Victims, reporters of abuse and those who cooperate with abuse investigations must be monitored and protected from retaliation for at least 90 days.
  - Follow procedures and submit all required written reports pursuant to BCC-ADM 008, PREA Procedures Manual.