

# PREA CHECKLIST

## PREA Policy Reporting & Investigation of Sexual Assaults

Shift Leader: \_\_\_\_\_ DATE: \_\_\_\_\_

Victim(s) JJIS #: \_\_\_\_\_ Alleged Abuser(s) JJIS #: \_\_\_\_\_

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- Ensure the victim is safe and kept separated (sight and sound) from the alleged abuser.
- Notify the Detention Facility Manager and the PREA Coordinator and advise on the status of the victim and the alleged abuser.
- Isolate victim and Detention Manager/PREA Coordinator ask the following questions:

When did the assault occur?

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Where did the assault occur?

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Was the assault:

- Anal  Oral  Other: \_\_\_\_\_

When was the last time you Showered?

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Have you changed clothes since the assault? If yes, where is the clothing?

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Have you brushed your teeth since the assault? If yes, what is the location of the toothbrush?

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Who assaulted you?

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# PREA CHECKLIST

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- If deemed appropriate maintain crime scene and chain of custody for evidence until the scene and evidence is released by the investigating law enforcement agency. Evidence may include but is not limited to the victim and aggressor's toothbrush, undergarments, clothing, personal items in cell.
- Place the alleged, identified youth suspect(s) in a dry segregation cell(s) **if within 96 hours** or empty regular cell(s) if over 96 hours.

**Do not interview the alleged suspect(s) unless authorized by the investigating law enforcement agency.**

- Notifications: **\*Any life threatening injuries call 9-1-1\***

### IMMEDIATE NOTIFICATIONS

<u>Name</u>	<u>Date</u>	<u>Time</u>	
_____	_____	_____	Detention Manager/PREA Coordinator
_____	_____	_____	Juvenile Department Director
_____	_____	_____	Officer of the Day (OD)
_____	_____	_____	County Dispatch
_____	_____	_____	Law Enforcement Agency Case # _____
_____	_____	_____	Health Services Manager
_____	_____	_____	Behavioral Health Services

- Within 96 hours:** Work with Health Services and the investigating law enforcement agency to arrange for transport to a designated medical facility for treatment, examination, documentation, collection of forensic evidence, testing for sexually transmitted diseases, and referral for counseling.
- Over 96 hours:** Work with Health Services Staff for:
  - \_\_\_ Evaluation and determination of on-site medical evaluations versus transport to a designated medical facility for treatment, examination, and documentation.
  - \_\_\_ Testing for sexually transmitted diseases.
  - \_\_\_ Referral to Behavioral Health Services for counseling.
- Remove victim from assault area, place on 5 minute checks.
- Place both victim and perpetrator on peer restriction.
- Prepare JJIS Incident Report.

# **STAFF RESPONSIBILITIES**

## **PREA Policy Reporting & Investigation of Sexual Assaults**

- A. Youth are encouraged to immediately report sexual assault to any staff member. Upon notification by a youth that he/she has been sexually assaulted or coerced into unwanted sexual contact, the staff member shall immediately:
1. Ensure the victim is safe and kept separated from the alleged perpetrator.
  2. Notify the Shift Leader.
  3. Refer to the PREA Checklist. **\*\*Note: Life threatening injuries call 911\*\***
  4. Notify the Detention Facility Manager/PREA Coordinator.
  5. Notify County Dispatch
  6. Complete JJIS Incident Report before leaving the detention facility.