

## Sexual Abuse Coordinated Team Response (Written Plan for Coordinated Response to Allegations of Sexual Abuse)

Facility Name: \_\_\_\_\_

The following is the facility written plan for the coordinate actions taken in response to an incident of sexual assault among staff first responders, medical, mental health practitioner, investigators, Facility PREA Compliance Manager, and Facility Leadership, to be taken in response to an incident of sexual assault.

Staff members will coordinate their response with other facility department upon receiving an allegation that a youth was sexually abused while in custody.

This procedure applies only to incidents of alleged sexual abuse that:

1. With 72 hours before after receipt of the allegation; and
2. Involve any of the following:
  - a. Contact between the penis and 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, however slight, by a hand, finger, object, or other instrument.

Procedures:

### 1. First Responders.

- A. Any staff member who receives an allegation from a youth that the youth has been sexually abused must immediately:
  - a. Separate the alleged victim and abuser.
  - b. Notify the on-duty supervisor and/or administrative duty officer;
  - c. Preserve and protect any crime scene until appropriate steps can be taken to collect any evidence to include perpetrators' room and clothing.
  - d. Request that the alleged victim and the perpetrator not take any actions that could destroy physical evidence including washing, brushing teeth, changing clothes, urinating, defecating, drinking or eating. Water should be shutoff in both rooms to ensure water is not used / available to destroy evidence.  
  
**Note:** If the first responder is a non-direct care staff member, he or she is required to instruct the victim and perpetrator not to take any actions that could destroy physical evidence and they immediately notify direct care staff.
  - e. Immediately contact Senior Staff on duty and notify Control Room Operator. Notification of control room must be done using a code and not call out in a way other youth can hear the radio transmission.
  - f. Complete the Special Incident Report (SIR).

**2. Control Room Operator.**

- a. The Control Room Operator immediately contacts Senior Staff on duty, medical staff, Facility Leadership, and Mental Health Staff.

**3. Medical Staff.**

- a. Assessment of the victim's acute medical needs and notify the Facility Director of the allegation of sexual assault and assessment. Resident must be transported to a hospital or local facility for a forensic examination without delay.
- b. Explain the role of a victim advocate and offer the youth an outside victim advocate or staff member to be present during the exam (Mental Health Staff or Staff Member that the youth trusts).
- c. If the victim requests and outside advocate, notify the outside victim advocate according to the MOU establish by the Facility and the Office of Victim Services.
- d. Upon return from the hospital or forensic exam youth will be provide a copy of DJJ Victim Services contact card.

**4. Mental Health Staff.**

- a. Provides crisis intervention counseling or the victim may request an outside advocate. Offer the presence to the mental Health Staff if the youth request the presence of an advocate to be present during the forensic medical exam.
- b. Upon return from the hospital or forensic exam mental health staff will make sure the resident is classified and housed appropriately.

**5. The Administrative Duty Officer (ADO):**

- a. The alleged perpetrator is kept physically separated from the alleged victim, which:
  1. May involve referring the alleged perpetrator to another housing unit or facility if appropriate.
  2. Must involve developing a safety plan within 24 hours to ensure the alleged perpetrator has no contact with the alleged victim pending the outcome of the investigation. **If alleged perpetrator is not placed on pre-hearing confinement he/she must immediately be placed on a Special Management Plan/Safety Plan for protection of other residents as well as the perpetrator.**
- b. The crime scene is secured and the victim and perpetrator are prevented from taking any actions that may destroy physical evidence (such as washing/showering, changing clothes, brushing teeth, combing hair, or using the restroom) until an investigator arrives on the scene; and
- c. The incident is documented.

**6. Investigator (s).**

- A. Inform the victim of his or her rights under relevant policies, federal and state laws. Handle the custody of evidence.
- B. Assigned investigators from OI conduct investigations in accordance with applicable criminal and administrative investigative procedures.

- C. Interview the victim and any witnesses.
- D. Collect Evidence and control custody of evidence.

**7. Facility Leadership.**

Upon receiving a report of sexual abuse, the Director or his/her designees;

- A. Provide for any special needs the victim may have.
- B. Immediately report incident to Department of Family and Children's Services (Mandated Reporting).
- C. Ensure that the SIR Administrative Review is completed and SIR entered into SIR Database within 24 hours of the incident occurring or within 24 hours of first knowledge of the incident as required by Policy 8.5, Special Incident and Child Abuse Reporting.
- D. Notifies the alleged victim's parent/guardian of the allegation.
- E. Verifies that the alleged perpetrator was kept physically separated from the alleged victim was referred to Medical for assessment;
- F. Facility staff transport the alleged victim to a local hospital or clinic for a SANE or SAFE examination;
- G. Submits an Special Incident Report (SIR), within 24 hours after being notified by staff of the incident;
- H. Ensures that the appropriate Mental Health Staff;
  - Completes a safety plan and updates the Safe Housing Re-Assessment , for the alleged victim within 72 hours; and
  - Update the custody and housing for the alleged perpetrator within 72 hours; and
- I. Ensures the alleged perpetrator is transferred to another dorm or facility, if appropriate. Response to Allegations of Sexual Abuse.

**8. Sexual Abuse Coordinated Team Members.**

A. The Sexual Abuse Coordinated Team Members must include, at a minimum:

- The staff member who was the first responder;
- Medical and mental health professionals at the facility who were involved when the incident was reported;
- The OI investigator assigned to the case; in person or via telephone.
- The PREA compliance manager; and
- Facility leadership, including the director, assistant director (s), a shift supervisor (on duty at time of incident), and the Captain.

**B. The PREA compliance manager or director may serve as chair of the Team. They must re-convene the Team within 10 days after the completion of a PREA investigation by the Office of Investigation for case findings substantiated or unsubstantiated for all PS1, PS2, PS3, PS4, PY1 and PY2.**

C. The Team:

- Considers whether the incident or allegation was motivated by race, gender identity; ethnicity; identification or status as lesbian, gay, bisexual, transgender, or intersex; gang affiliation; or other group dynamics at the facility;
- Examines the area where the incident occurred and assesses whether physical barriers enabled the abuse to occurs;
- Reviews whether staffing level (i.e., ratios) in that area are adequate during all shifts;
- Assesses whether additional video monitoring is needed to supplement supervision by staff; and
- Considers whether the incident indicates a need to change policy, procedures, or practice.

D. The PREA Compliance Manager:

- Prepares a report that include the Team's findings and recommendations for improvement;

- Submit all minutes on DJJ 23.1 Attachment J, Sexual Abuse Coordinated Team Meeting Minutes. A copy of the minutes are forward to the following staff:

1. Director
2. Assistant Director of Security
3. Assistant Director of Programs
4. PREA File for Agency PREA Coordinator Review

- E. If the facility is unable to implement the committee's recommendations, the PREA Compliance Manager:

- Documents the reasons; and
- Forwards a copy to the following staff members:
  - o Director
  - o Agency PREA Coordinator
  - o Assistant Director of Security
  - o Assistant Director of Programs

***All members of the Sexual Abuse Coordinated Response Team names are listed below and signatures indicating that they understand their responsibilities.***

1. \_\_\_\_\_
2. \_\_\_\_\_
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Date Completed: \_\_\_\_\_