

JACKSON COUNTY TRANSITION CENTER

PRISON RAPE ELIMINATION ACT

PURPOSE:

This policy provides uniform guidelines and procedures to reduce the risk of sexual abuse and sexual harassment. The Jackson County Transition Center is committed to a zero-tolerance standard for sexual abuse and sexual harassment.

- A. The department will immediately respond to and support the prosecution of sexual abuse and sexual harassment both internally and externally in partnership with law enforcement, Human Resources, and county prosecutors.
- B. Through continual education of staff and clients, the department will increase awareness of safe reporting mechanisms and available services to victims and concerned citizens, thereby creating a culture that discourages sexual abuse, sexual harassment and misconduct.
- C. Through intake screening, dorm assignments, review of technologies, and improvements to architecture where feasible, the department will identify opportunities to separate and carefully monitor both sexually abused and vulnerable clients and sexual abusers and victims to reduce the incidence of sexual misconduct.
- D. The department will establish data collection systems to accurately track sexual abuse and sexual harassment, facilitate identification of the core causal factors, and annually incorporate 'lessons learned' into improved operations and services toward a sustainable zero-tolerance standard.

DEFINITIONS:

- A. **Agency PREA Coordinator:** An administrator responsible for the development, implementation, and oversight of the department's compliance with the PREA standards.
- B. **Gender Nonconforming:** A person whose appearance or manner does not conform to traditional societal gender expectations.
- C. **Intersex:** A person who's sexual or reproductive anatomy or chromosomal pattern does not seem to fit typical definitions of male or female. Intersex medical conditions are sometimes referred to as disorders of sex development.
- D. **Non-Assaultive Sexual Activity:** Engaging in sexual activity and the sexual activity is conducted without violence, threat of violence, coercion, or use of a weapon.
- E. **Sexual Abuse:** Sexual abuse of a client by another client and sexual abuse of a client by a staff member.
 - a. Sexual Abuse of a client by another client includes any of the following acts, if the victim does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse:

- i. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
 - ii. Contact between the mouth and the penis, vulva, or anus;
 - iii. Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object or other instrument; and
 - iv. Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to a physical altercation.
 - b. Sexual Abuse of a client by a staff member, contractor, or volunteer includes any of the following acts, with or without consent of the client or resident.
 - i. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
 - ii. Contact between the mouth and the penis, vulva, or anus;
 - iii. Contact between the mouth and any body part where the staff member, contractor, or volunteer has the intent to abuse, arouse or gratify sexual desire;
 - iv. Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire.;
 - v. Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks that is unrelated to the official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse or gratify sexual desire;
 - vi. Any attempt, threat, or request by a staff member, contractor, or volunteer has the intent to abuse or gratify sexual desire;
 - vii. Any display by a staff member, contractor, or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of a client or resident, and
 - viii. Voyeurism by a staff member, contractor, or volunteer. Voyeurism by a staff member, contractor or volunteer means an invasion of privacy of an client by staff for reasons unrelated to official duties, such as peering at a client who is using a toilet to perform bodily functions; requiring a client to expose his or her buttocks, genitalia, or breasts; or taking images of all or part of a client's naked body or of a client performing bodily functions.
- F. **PREA Compliance Manager:** A management staff person who coordinates communication with the alleged victim and aggressor and to coordinate follow-up to incidents of client sexual abuse and sexual harassment within the facility. The PREA compliance manager will serve as the team lead for all PREA after action reviews.
- G. **Sexual Abuse Incident Review Team:** Comprised of PREA Coordinator, PREA Compliance Manager, two line supervisors, PREA Liaison, qualified mental health person, and investigator. The sexual abuse incident review team conducts reviews at the conclusion of every sexual abuse investigation.

- H. **Sexual Abuse Liaison:** A staff person designated to coordinate response, reporting, data collection, and monitoring of client abuse within the facility.
- I. **Sexual Coercion:** Compelling or inducing another person to engage in sexual abuse by deceit, threats, force or intimidation or for personal favors.
- J. **Sexual Harassment:** Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one client directed toward another: and repeated verbal comments or gestures of a sexual nature to a client by a staff member, contractor or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene languages or gestures.
- K. **Sexual Solicitation:** The solicitation of another person to engage in sexual activity.
- L. **Special Needs Evaluation Committee (SNEC):** A committee that reviews, evaluates, and manages the needs of special population clients.
- M. **Staff:** For purposes of this policy staff includes employees, contract service providers, and volunteers.
- N. **Sexual Abuse Victim:** Any client who, through documentation, evidence, or as result of reasonable suspicion on the part of staff, has suffered sexual coercion, sexual solicitation, sexual harassment or sexual abuse by another client or a staff person during the immediate sanction or other living situation.
- O. **Substantiated Allegation:** An allegation that was investigated and determined to have occurred.
- P. **Transgender:** A person whose gender identity (i.e., internal sense of feeling male or female) is different from a person's assigned sex at birth.
- Q. **Unfounded Allegation:** An allegation that was investigated and determined not to have occurred.
- R. **Unsubstantiated Allegation:** An allegation that was investigated and produced insufficient evidence to make a final determination as to whether or not the event occurred.

PREVENTION PLANNING:

- A. Staff must be able to recognize the signs of sexual abuse and sexual harassment and understand their responsibility in the detection, prevention, response and reporting of an alleged sexual abuse or sexual harassment.
- B. Security staffing standards and deployment of video monitoring systems or technology shall be assessed for adjustments and documented by the PREA compliance manager for facilities affected and communicate to agency PREA coordinator.
- C. The facility requires to conduct and document unannounced rounds on all shifts to deter sexual abuse and sexual harassment. Staff is prohibited from alerting other staff that the rounds are occurring.
- D. The facility implemented policy and procedure that enables clients to shower, perform bodily functions, and change clothing without nonmedical staff of the opposite gender viewing their breasts, buttocks, or genitalia, except in exigent circumstances or when such viewing is incidental to routine rounds.
- E. Opposite gender staff announce themselves prior to entering any dorm by the method approved by the agency.

- F. Cross-gender unclothed and pat down searches are prohibited.
- G. Unclothed searches conducted by staff will be of the same gender as the client, unless there is an emergency. Except in emergencies, clients undergoing unclothed searches will be removed to a private area for the search. The facility shall document all unclothed searches to include cross-gender and cross-gender visual body cavity searches.
- H. The facility shall not search or physically examine a transgender or intersex client for the sole purpose of determining the client's genital status. If the client's genital status is unknown, it may be determined during conversations with the client, by reviewing medical records, or, if necessary, by learning that information as part of a broader medical examination conducted in private by a medical practitioner
- I. Jackson County Transition Center staff will, to the degree possible within limited resources and applicable laws, protect victims and reporters of sexual abuse, sexual solicitation, sexual harassment and sexual coercion from retaliation.
- J. When planning any substantial expansion or modification of existing facilities, the department shall consider the effect of the design, expansion, or modification upon the agency's ability to protect clients from sexual abuse.
- K. When installing or updating a video monitoring system, electronic surveillance system, or other monitoring technology, the agency shall consider how such technology may enhance the agency's ability to protect clients from sexual abuse.
- L. The facility shall develop and document a staffing plan that provides for adequate levels of staffing to protect clients against sexual abuse.
- M. The agency shall not place lesbian, gay, bisexual, transgender, or intersex clients in dedicated facilities, units, or wings solely on the basis of such identification or status.

TRAINING AND EDUCATION:

- A. Staff Training
 - a. Employees will receive training, based on PREA employee training standards, on client sexual abuse and sexual harassment every two years. The agency shall provide refresher information on current sexual abuse and sexual harassment policies on years when trainings are not conducted.
 - b. The department shall train staff responsible for the supervision of clients in how to conduct searches of transgender and intersex clients, in a professional and respectful manner, and in the least intrusive manner possible, consistent with security needs.
 - c. The department shall ensure that all volunteers and contractors who have contact with clients have been trained on their responsibilities based on the services they provide and level of contact they have with clients, but all volunteers and contractors who have contact with clients shall be notified of the agency's zero-tolerance policy regarding sexual abuse and sexual harassment and informed how to report such incidents.
 - d. In addition to general training provided to all employees, contractors and volunteers the agency shall ensure that specialized training is required of health service professionals, investigators, and other staff identified by the department.

- e. The PREA Coordinator and/or PREA Compliance Manager will be responsible for the development and implementation of curriculum for new employee orientation and annual training.
 - f. All training will be approved by the PREA Coordinator and/or PREA Compliance Manager.
 - g. The agency shall train staff in how to conduct searches of transgender and intersex residents, in a professional and respectful manner, and in the least intrusive manner possible, consistent with security needs.
- B. Client Training
- a. Upon admission to the Jackson County Transition Center clients will receive information about:
 - i. How to avoid risky situations related to sexual abuse and harassment;
 - ii. How to safely report allegations or suspicion of sexual abuse or sexual harassment, sexual coercion and sexual solicitation;
 - iii. How to obtain mental health services and/or medical services if victimized;
 - iv. What the risks are potential consequences are for engaging in any type of sexual activity while incarcerated;
 - v. A client's right to be free from sexual abuse and harassment;
 - vi. A client's right to be free from retaliation from reporting such incidents;
 - vii. The facility's policies and procedures for responding to such incidents.
 - b. As part of the orientation process at intake staff will show a presentation to all clients covering the same issues.
 - c. The facility shall ensure that key information is continuously and readily available or visible to clients through posters, client handbooks, or other written formats.
 - d. The facility will display posters or other materials, in appropriate locations to include houses, dorms, common areas and where clients gather, which are designed to inform all clients:
 - i. That Jackson County Transition Center has a zero-tolerance policy toward sexual abuse and sexual harassment;
 - ii. That all clients are encouraged to report any and all instances of sexual abuse or sexual harassment; and
 - iii. The current methods available for reporting.
 - e. The facility shall provide client education in formats accessible to all clients, including those who are limited English proficient, deaf, visually impaired, or otherwise disabled, as well as to clients who have limited reading skills.

SCREENING FOR RISK OF SEXUAL VICTIMIZATION AND ABUSIVENESS:

The department shall provide housing assignments that reduce the likelihood of sexual abuse and sexual harassment while a client is at the Jackson County Transition Center.

- A. Clients will be assessed at intake and again within 72 hours of transfer to another facility to determine whether they meet specific criteria indicating either vulnerability to sexual abuse or a history of sexually abusive behavior. Clients may not be disciplined for refusing to answer, or for failing to disclose information in regards to the assessment questions.

- a. Vulnerable clients: Clients will be evaluated at intake and specifically determine their vulnerability to sexual abuse as indicated by the following risk factors:
 - i. Age;
 - ii. Physical stature;
 - iii. Mental, physical or developmental disability;
 - iv. Sex offender status, (per criminal history);
 - v. First time offender status, (first time at JCTC);
 - vi. Past history of victimization (per collateral info in chronos, previous stays, etc.);
 - vii. Client's own perception of vulnerability; and/or
 - viii. Perception of client to be lesbian, gay, bisexual, transgender, intersex, or gender nonconforming.
 - b. A client should be designated with and identified for vulnerability if:
 - i. Three or more of the above criteria apply; or
 - ii. One or more of these factors apply with sufficient documentation by the reviewer to warrant concern.
 - c. Clients at high risk for sexual victimization shall not be placed in administrative housing unless an assessment of all available alternatives determines that there is no available alternative means of separation from likely abusers. If the facility cannot conduct such an assessment immediately, the facility may hold the client in administrative housing for less than 24 hours while completing the assessment.
 - i. Clients placed in administrative housing for this purpose shall have access to programs, privileges, education, and work opportunities to the extent possible. If the facility restricts access to programs, privileges, education, or work opportunities, the facility shall document:
 - 1. The opportunities that have been limited;
 - 2. The duration of the limitation; and
 - 3. The reason for such limitations
 - d. The facility shall assign such clients to administrative housing only until an alternative means of separation from likely abusers can be arranged. Such an assignment shall not ordinarily exceed a period of 30 days. A client placed in involuntary administrative housing exceeding 30 days will receive a hearing by a hearings officer in accordance with the facility policy.
 - e. If an administrative housing assignment is made the PREA Compliance Manager shall clearly document:
 - i. The basis for the facility's concern for the client's safety; and
 - ii. The reason why no alternative means of separation can be arranged.
 - f. Every 30 days, the facility shall afford each such client a review to determine whether there is a continuing need for separation from the general population.
- B. Clients will be evaluated at intake to specifically determine if there are indications that he or she is a sexually abusive client, prone to victimize other clients, especially in regard to sexual behavior. Staff shall utilize the intake Victimization Screening Tool for the evaluation. Indications include following:

- a. History of sexually abusive behavior (per criminal history, behavior reports, and Incident reports, as well as collateral info in chronos, police reports, etc.).
- C. In deciding client housing and programming assignments for transgender or intersex clients, the department shall consider on a case-by-case basis whether a placement would ensure the client's health and safety, and whether the placement would present management or security problems.
 - a. If requested, transgender and intersex clients shall be given the opportunity to shower separately from other clients.
 - b. A transgender or intersex client's own views with respect to his or her own safety shall be given serious consideration.
- D. The PREA Liaison will review placement and programming assignments for each transgender or intersex client at least twice each year to review any threats to safety experienced by the client.
- E. Based upon additional relevant information being received, a second assessment of the client will be completed prior to 30 days from their arrival at a new institution. Staff shall utilize the Victimization Screening Tool for the assessment. If the secondary assessment does not occur within 30 days the PREA Liaison will document the reason for the delay.
- F. A client's risk level shall be reassessed when warranted due to a referral, incident of sexual abuse, or receipt of additional information that bears on the client's risk of sexual victimization or abusiveness.
- G. The department makes individualized determinations about how to ensure the safety of each client including housing, work assignments and access to services.
- H. The facility shall use information from the risk screening to inform housing, bed, work, education, and program assignments with the goal of keeping separate those clients at high risk of being sexually victimized from those at high risk of being sexually abusive.

REPORTING:

Client Reporting

- A. Access to services for the victim of non-abusive sexual activity, sexual abuse, sexual solicitation, sexual harassment or sexual coercion will not be dependent on the victim's willingness to report or provide testimony; however, in large measure, the reporting is critical to the timely delivery of necessary services to the victim and holding perpetrators accountable.
- B. Clients are encouraged to report when either of the following conditions exists:
 - a. The client has been or is currently a victim of sexual abuse, sexual solicitation, sexual harassment or sexual coercion while incarcerated; or
 - b. The client has knowledge or suspicions of sexual abuse, sexual solicitation, sexual harassment, or sexual coercion having occurred or occurring in a correctional institution, or any staff neglect or violation of responsibilities that may have contributed to such an incident.
 - i. Clients who report to staff that they have been sexually abused or have knowledge or suspicions of another client who has been sexually abused, sexually solicited, sexually harassed or sexually coerced, do so with the understanding that staff will investigate where appropriate and refer to the PREA Coordinator and/or Jackson County Sheriff's Department.

- ii. Information provided by clients to staff will be subject to verification by investigators. Information provided in confidential communications to staff listed below will be shared consistent with and according to the standards required by state statute, professional licensure, and ethical standards.
 - 1. Medical staff
 - 2. Behavioral Health staff
 - 3. Chaplains
 - iii. When interviewing clients concerning sexual abuse, sexual solicitation, sexual harassment and sexual coercion, all staff will inform clients of any limits to confidentiality prior to conducting the interview. Staff interviews will be limited to the PREA checklist questionnaire.
- C. PREA information collected during investigations or intake assessments is considered sensitive and should only be shared with those staff with a need to know as part of their assigned duties.
- D. Under no circumstances should access to treatment resources be denied a client victim solely because the client will not fully disclose details to investigative staff or health services.
- E. The credibility of an alleged victim, suspect, or witness shall be assessed on an individual basis and shall not be determined by the person's status as client or staff. The facility will not require a client who alleges sexual abuse to submit to a polygraph examination or other truth-telling device as a condition for proceeding with the investigation of such an allegation.
- F. Clients who allege sexual abuse and sexual harassment by staff or other clients, and whose allegations are proven by investigators to be false will be held accountable through all means available to the facility or investigative agency. The facility may discipline a client for alleging sexual abuse, only when it is in bad faith.
- G. Client interpreters, client readers, or other types of client assistants should not be used except in limited circumstances where an extended delay in obtaining an effective interpreter would compromise the client's safety, the performance of first-responder duties or the investigation of the client's allegations.

Grievance Process

- A. The grievance process provides an avenue for each participant, feeling aggrieved, to have the grievance heard and dealt with formally. All grievances should be written on Program grievance forms, which can be obtained from the Control Center or Office.

Sexual abuse grievance reports do not have a time limit. The participant is not expected to resolve nor turn the grievance into a staff member that is the subject of the complaint. The grievance will not be referred to the staff member if they are the subject of the complaint. A decision will be submitted to the participant within 90 days of submission. The facility may extend, up to 70 days, the period of time prior to submitting a decision if there is not a sufficient amount of time to make said decision.

If an emergency grievance is necessary for the safety of the participant, either the participant, staff member, or third party may file the grievance for immediate investigation. The PREA Coordinator along with the review team will investigate and make a decision regarding the safest housing placement possible. During the investigative period the participant may reside in

administrative housing. The investigation period will be conducted and a decision to the participant within 24 hours.

Staff Reporting

- A.** All staff will report immediately any knowledge, suspicion, or information regarding sexual abuse, sexual harassment, retaliation by client or staff for reporting, or staff neglect or violation of responsibility that may have contributed to such incidents. When a client reports incidents of sexual abuse, sexual solicitation, sexual harassment or sexual coercion to staff members, staff will, except as noted elsewhere in this policy, contact the supervisor on duty immediately.
- B.** The supervisor will initiate action as outlined in this policy and PREA checklist to mitigate:
 - a.** Immediate harm to the victim or reporter: and/or
 - b.** Damage to potential crime scene or evidence.
- C.** Jackson County Transition Center shall offer a “hotline” to accept reports of sexual abuse or sexual harassment. Such reports will be investigated within the limitations of information provided. When the victims of sexual abuse, sexual solicitation, sexual harassment or sexual coercion can be identified by investigators, they will be offered access to necessary services available through Jackson County Transition Center and/or Community Works, regardless of their willingness to report or provide testimony.
- D.** Staff shall accept reports made verbally, in writing, anonymously, and from third parties and shall promptly document any reports. Upon notification by a client that he/she has been sexually abused or coerced into unwanted sexual contact, the staff member shall immediately complete the PREA checklist form and an incident report.

OFFICIAL RESPONSE FOLLOWING A CLIENT REPORT:

- A.** Upon receiving an allegation that a client was sexually abused while confined at another facility, the PREA Coordinator shall notify the PREA compliance manager or appropriate official of the agency where the alleged abuse occurred within 72 hours after receiving the allegation and document the notification.
- B.** The PREA Coordinator, PREA Compliance Manager, and Supervisors shall be responsible for monitoring all client and staff who report sexual abuse or sexual harassment or cooperate with sexual abuse or sexual harassment investigations from retaliation by other clients or staff.
 - a.** Monitoring will continue for at least 90 days following a report of sexual abuse. The PREA Coordinator, PREA Compliance Manager, and Supervisors shall monitor the conduct and treatment of clients and staff who reported the sexual abuse and of clients who were reported to have suffered sexual abuse to see if there are changes that may suggest possible retaliation by clients or staff, and shall act promptly to remedy any such retaliation.
- C.** All actions taken to remedy any such retaliation will be documented and forwarded to the agency PREA Coordinator and the PREA liaison.
- D.** Items the agency should monitor include:
 - a.** Client disciplinary reports;
 - b.** Housing assignments;

- c. Program changes; and
- d. Negative performance reviews or reassignments of staff.
- E. In the case of clients, such monitoring shall also include periodic status checks.
- F. The agency shall continue such monitoring beyond 90 days if the initial monitoring indicates a continuing need.
- G. If any other individual who cooperates with an investigation expresses a fear of retaliation, the facility shall take appropriate measures to protect that individual against retaliation.
- H. The facility's obligation to monitor shall terminate if the facility or outside investigative agency determines that the allegation is unfounded.
- I. The facility shall make available to clients mailing addresses and telephone numbers, (including toll-free hotline numbers where available), of local, State, or national victim advocacy or rape crisis organizations and outside victim advocates for emotional support services related to sexual abuse. The facility shall enable reasonable communication between clients and these organizations and agencies, in as confidential a manner as possible.

INVESTIGATIONS:

- A. Investigations of sexual abuse by a client or staff member will be investigated and referred to the appropriate agency as specified in the policy.
- B. Client allegations that a staff member has committed sexual harassment against the client will be investigated by the facility, Human Resources and JCSO if deemed appropriate. The Human Resources department will be part of the interviewing process and the conclusion of the investigation.
- C. Reporting to clients: In the event of a client allegation of sexual abuse, the PREA Coordinator with the assistance of the PREA Compliance Manager shall:
 - a. Following an investigation into a client's allegation that he or she suffered sexual abuse in the facility, the PREA Coordinator shall inform the client as to whether the allegation has been determined to be substantiated, unsubstantiated, or unfounded;
 - b. If the facility did not conduct the investigation, it shall request the relevant information from the investigative agency in order to inform the client.
 - c. Following a client's allegation that a staff member has committed sexual abuse against the client and the finding are substantiated or unsubstantiated; the PREA Coordinator shall inform the client whenever:
 - i. The staff member is no longer posted at the facility;
 - ii. The staff member is no longer employed at the facility;
 - iii. The facility learns that the staff member has been indicted on a charge related to sexual abuse within the facility; and/or
 - iv. The facility learns that the staff member has been convicted on a charge related to sexual abuse within the facility.
 - d. All such notifications or attempted notifications shall be documented by the PREA Liaison.
 - e. The PREA Liaison's obligation to report shall terminate if the client is released from the facility.
 - f. The departure of the alleged abuser or victim from the employment or control of the facility shall not provide a basis for terminating an investigation.

- g. Jackson County Transition Center shall impose no standard higher than a preponderance of evidence in determining whether allegations of sexual abuse or sexual harassment are substantiated.
 - h. The facility shall conduct a sexual abuse incident review at the conclusion of every sexual abuse investigation, including where the allegation has not been substantiated, unless the allegation has been determined to be unfounded.
- D. All sexual abuse incident investigations will be reviewed at their conclusion by the Sexual Abuse Review Team. The review team will;
- a. Consider whether the allegations or investigation indicates a need to change policy or practice to better prevent, detect, or respond to sexual abuse;
 - b. Consider whether the incident was motivated by race, ethnicity, gender identity, lesbian, gay, bisexual, transgender, or intersex identification status, or perceived status. Gang affiliation or was motivated by other group dynamics;
 - c. Examine the alleged area of the incident to assess whether physical barriers in the area may enable abuse;
 - d. Assess the staffing level in the area during the shift;
 - e. Assess monitoring technology should be deployed or augmented; and
 - f. Prepare a report of findings with recommendations for improvement and submit report to the facility PREA Coordinator.

MEDICAL AND MENTAL HEALTH CARE:

It is the intention of Jackson County Transition Center that there will be no long-term forfeiture of services and programs for victims of sexual abuse, sexual coercion, sexual harassment or sexual solicitation. Recognizing that the safety of the victim is paramount, the least restrictive housing program assignments will be implemented to achieve that goal.

- A. Medical: Medical access to services for victims of sexual abuse will be handled through one of three local hospitals; Ashland Community Hospital, Rogue Valley Medical Center, or Providence:
 - a. Timely, unimpeded access to emergency medical treatment without financial cost;
 - b. Necessary post event treatment including coordination with community hospitals;
 - c. Testing and prophylactic treatment for sexually transmitted disease (STD), provided by the treating hospital;
 - d. Comprehensive information and timely access to all lawful pregnancy related medical services;
 - e. Referral to Jackson County Mental Health or referral from Victim Advocates for counseling;
 - f. Communication with the PREA Compliance Manager regarding any information deemed not confidential.
- B. Mental Health services for victims of sexual abuse will be provided by Victim Advocates, Jackson County Mental Health, or the facility Qualified Mental Health Professional (QMHP) which include:
 - a. Timely, unimpeded access to appropriate mental health evaluation services without financial cost;
 - b. Comprehensive information of limits of confidentiality and duty to report;
 - c. Completion of mental health evaluation to include a suicide risk screening interview;

- d. Referral to follow-up mental health services including crisis hotline and/or 2 North;
- e. Communication with the PREA Compliance Manager regarding any information deemed not confidential; and
- f. Consultation with medical services and the QMHP regarding suicide precaution measures that will be implemented if the client remains at the facility.

DATA COLLECTION AND REVIEW:

- A. The department shall collect information related to the purposes outlined at the beginning of this policy; specifically to gather data that will help Jackson County Transition Center reduce the risk that sexual abuse and/or sexual harassment would occur with the facility.
- B. The agency PREA Coordinator shall be responsible to identify the specific data that must be collected and to work with the PREA Liaison to assure data is submitted within the required timeframe. This data will be compiled into monthly and annual reports for submission to the Director. The purpose of these reports is to:
 - a. Establish a baseline of data documenting the prevalence of incidents involving sexual abuse as determined from all available sources; including misconduct reports, unusual incident reports, and report to the hotline.
 - b. Provide information to Jackson County administrators concerning where efforts are needed for the improvement of institutional operations related to the reduction of sexual abuse;
 - c. Document that there is accountability for those who perpetrate sexual abuse by tracking:
 - i. The adjudication of misconduct reports related to sexual abuse including the disposition of each case;
 - ii. The status of investigations conducted by the Jackson County Sheriff's Department and/or Jackson County Human Resources concerning suspected incidents of sexual abuse;
 - iii. Referrals of sexual abuse cases for prosecution, including the status and outcome of such efforts within the judicial system; and
 - iv. The retention of all written reports referenced as long as the alleged abuser is incarcerated by the department, plus five years.
 - d. Document that victims of sexual abuse receive appropriate follow-up care as outlined in this policy, including data related to each of the steps listed in that section.
 - e. The incident-based data collected shall include, at a minimum, the data necessary to answer all questions from the most recent version of the Survey of Sexual Violence conducted by the Department of Justice. Upon request, the PREA Coordinator shall provide all such data from the previous calendar year to the Department of Justice no later than June 30.
- C. Ensure that annual audits include inspection for areas and situations where sexual abuse may be likely to occur and recommended mitigation for those areas and situations;
- D. Collect and compile data and coordinate surveys to ensure continuity of services, operational improvements, and establishment of baselines;

- E. Produce an annual summary for the Director on the frequency and severity of sexual abuse/sexual harassment within Jackson County Transition Center including trends during the year, comparisons to previous years, and deficiencies identified in the annual audit.

POLICY CLARIFICATION:

All employees, contractors and volunteers of Jackson County Transition Center shall sign the PREA Acknowledgement Statement.

As required by the Prison Rape Elimination Act, Jackson County Transition Center shall conduct criminal background records checks at least every five years of permanent, temporary employees and contractors, volunteers and interns.

PRISON RAPE ELIMINATION ACT (PREA)

PREA ACKNOWLEDGMENT STATEMENT

The Jackson County Transition Center has a ZERO-TOLERANCE of sexual abuse and sexual harassment within its facility. The intent of PREA is to ensure a safe, humane, and secure environment, free from the threat of sexual abuse and sexual harassment for all clients and employees, volunteers, contractors and intern workers.

You have an obligation to maintain clear boundaries with clients and to maintain an ethical supervision relationship with objectivity and professionalism. You must not allow the development of personal, unduly familiar, emotional, or sexual relationship to occur with clients. Any sexual contact between a client and an employee, volunteer, contractor, or intern is sexual abuse.

All forms of sexual contact and sexual harassment between clients and employees/volunteers/contractors/interns are prohibited by Jackson County Transition Center policy and may be against Oregon law. Therefore, if you are aware of any such incidents, you have a duty to report them to your supervisor.

I have read and reviewed the PREA policy. I acknowledge that I understand the Jackson County Transition Center's position on zero-tolerance of sexual abuse and sexual harassment, and I acknowledge that I will report any findings of sexual abuse or sexual harassment immediately. _____

Print name: _____

Signature: _____ Date: _____

Name and Title of Supervisor: _____

Signature of Supervisor: _____ Date: _____

Place the original copy in the employee personnel file.

Supervisors must keep a copy in the contractor/volunteer working file.