

WESTERN TIDEWATER REGIONAL JAIL Policies and Procedures	Number: 5.15	Effective Date: July 2005 Revised Date: March 2013 Revised Date: July 2015 Revised Date: September 2016
	Section: Security	
	Subject: Prison Rape Elimination Act (PREA)	
	References: Department of Justice 28 CFR Part 115.	
	Approved: William C. Smith, Superintendent	

I. Policy

It is the policy of Western Tidewater Regional Jail to develop a written institutional plan to coordinate actions taken in response to an incident of sexual abuse, among staff first responders, medical and mental health staff, investigators, and facility leadership. Western Tidewater Regional Jail has a zero tolerance policy toward all forms of sexual abuse and sexual harassment either by staff or other inmates.

II. Definitions

- A. Gender nonconforming- A person whose appearance or manner does not conform to traditional societal gender expectations.

- B. Intersex- A person who's sexual or reproductive anatomy or chromosomal pattern does not seem to fit typical definitions of male or female.

- C. Transgender- A person whose gender identity (internal sense of feeling male or female) is different from the person's assigned sex at birth.

- D. Sexual Abuse- Abuse by another inmate or a staff member, contractor, or volunteer when the victim does not consent and is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse.
1. Sexual Abuse by another inmate includes:
 - a. Contact between the penis and the vulva or the penis and the anus, including penetrations, however slight.
 - b. Contact between the mouth and penis, vulva, or anus.
 - c. Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument.
 - d. Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person.
 2. Sexual Abuse by a staff member, contractor, or volunteer includes:
 - a. Sexual touching by a staff member, contractor, or volunteer which includes:
 - 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, penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument
 - iii. Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person, with the intent to abuse, arouse, or gratify sexual desire.
 - b. Any attempted, threatened, or requested sexual touching by a staff member, contractor, or volunteer.

- c. Indecent exposure by a staff member, contractor, or volunteer which includes:
 - i. Displays by a staff member, contractor, or volunteer of their uncovered genitalia, buttocks, or breast in the presence of an inmate.

- d. Voyeurism by a staff member, contractor, or volunteer that involves an invasion of an inmate's privacy by staff for reasons unrelated to official duties such as :
 - i. Peering at an inmate who is using a toilet in their cell to perform bodily functions.
 - ii. Requiring an inmate to expose their buttocks, genitals or breast or taking images of all or part of an inmate's naked body or of an inmate performing bodily functions, regardless of what the staff member does with the images afterwards.

- E. 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 inmate toward another and repeated verbal comments or gestures of a sexual nature to an inmate by a staff member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

- F. PREA Coordinator- An upper-level, agency-wide person with sufficient time and authority to develop, implement, and oversee agency efforts to comply with the PREA standards within the facility.

- G.

- H. Youthful Inmates- Persons under the age of eighteen (18) in adult prisons, jails, and lockups.

III. Procedures

A. General

1. Western Tidewater Regional Jail written policy mandates a zero tolerance toward all forms of sexual abuse and sexual harassment.
2. The policy outlines the agency's approach to preventing, detecting, and responding to such conduct.
3. The PREA Coordinator will be employed with Western Tidewater Regional Jail and designated as an upper-level position with sufficient time and authority to develop, implement, and oversee the Jail efforts to comply with PREA standards.
4. Western Tidewater Regional Jail will develop, document, and make the best efforts to comply on a regular basis with a staffing plan that provides adequate levels of staffing to protect inmates against sexual abuse.
5. Supervisors will conduct unannounced supervisor rounds of the Jail daily to identify and deter staff sexual abuse and sexual harassment.
6. Staff is prohibited from alerting other staff members when the Supervisor is conducting their supervisor rounds. Any violations will result in disciplinary actions.

7. Youthful inmates will not be placed in any housing unit within sight, sound, or physical contact with any adult inmate through the use of a shared dayroom or other common space, shower area, or sleeping quarters.
8. In areas outside of housing units, staff must maintain sight and sound separation between youthful inmates and adult inmates, or provide **direct staff supervision** (the youth must be within sight at all times) when youthful inmates and adult inmates have sight, sound, or physical contact.
9. Western Tidewater Regional Jail will make the best efforts to avoid placing Youthful inmates in isolation.
10. Youthful inmates will be allowed daily large-muscle exercise and access to other programs and work opportunities to the extent possible and absent of exigent circumstances.
11. Western Tidewater Regional Jail employees will not conduct cross-gender strip searches or cross-gender visual body cavity searches (anal or genital opening) except in exigent circumstances or when performed by medical doctor.
12. All cross-gender strip searches, cross-gender visual body cavity searches, and cross-gender pat-down searches of female inmates will be documented.

13. Inmates will be allowed 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 during required security rounds.
14. Staff will announce “Male on the Floor” or “Female on the Floor” anytime the opposite gender enters an inmate housing unit.
15. Staff will not search or physically examine a transgender or intersex inmate for the sole purpose of determining the inmate’s genital status.
16. If the genital status is unknown, it may be determined during conversations with the inmate, reviewing medical records, or as part of a broader medical examination conducted in private by medical personnel.
17. Western Tidewater Regional Jail will not hire or promote anyone or enlist the services of any contractor, who may have contact with inmates, that:
 - a. Have engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility or other institution.
 - b. Have been convicted of engaging or attempting to engage in sexual activity by overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse.
 - c. Have been civilly or administratively adjudicated to have engaged in sexual activity.

- d. The Jail shall consider any incidents of sexual harassment in determining whether to hire or promote or enlist services.
18. A criminal background records check will be conducted before hiring new employees or enlisting services from volunteers or contractors, who may have contact with inmates.
19. Criminal background records checks will be conducted on all current employees, volunteers, and contractors, who may have contact with inmates at least every five (5) years.
20. All applicants and employees, who may have contact with inmates, will be asked directly about previous misconduct in all written applications, interviews for hiring or promotion, or during written evaluations.
21. Employees must disclose any such misconduct. Any material omission or false information regarding misconduct will be grounds for termination.
22. Western Tidewater Regional Jail will provide information on substantiated allegations of sexual abuse or sexual harassment involving a former employee upon receiving a request from an institutional employer for whom such employee has applied to work, unless prohibited by law.
23. Western Tidewater Regional Jail will consider the Jail's ability to protect inmates from sexual abuse during any planned expansions, modifications, or video equipment updates to the Jail.

B. Training and Education

1. All Western Tidewater Regional Jail employees, who have contact with inmates will be trained on the following:
 - a. The Jail's zero-tolerance policy for sexual abuse and sexual harassment.
 - b. The employee's responsibilities under the Jails' sexual abuse and sexual harassment policy.
 - c. Inmates' rights to be free from sexual abuse and sexual harassment.
 - d. The right of inmates and employees to be free from retaliation for reporting sexual abuse and sexual harassment.
 - e. The dynamics of sexual abuse and sexual harassment in a Jail setting such as: creating substitute families, power domination through aggression, and a young inmate being at risk for violent assault.
 - f. The common reactions of sexual abuse and sexual harassment victims such as: hostility, withdrawn, denial, afraid of sexual transmitted diseases, and fear of staff.
 - g. How to detect and respond to signs of threatened and actual sexual abuse such as: ensure safety, stabilize the situation, securing the scene, separate the ones involved, ask questions, and report incident to a Supervisor.
 - h. How to avoid inappropriate relationships with inmates.
 - i. How to communicate effectively and professionally with inmates, including lesbian, gay, bisexual, transgender, intersex, or other nonconforming inmates.
 - j. How to comply with relevant laws related to mandatory reporting of sexual abuse to outside authorities.

2. All current employees will be initially trained in the PREA standards and refresher training will be provided to employees every two (2) years thereafter.
3. All volunteers and contractors, who have contact with inmates, will be trained on the Western Tidewater Regional Jail's PREA policy.
4. All training will be documented with the signature of the employee, volunteer, or contractor verifying they understand the training.
5. All security staff will be trained on the Western Tidewater Regional Jail's policy for conducting proper pat down searches on Transgender/Intersex Inmates.
6. All inmates during intake will receive a WTRJ Inmate Handbook explaining the Jail's zero-tolerance policy regarding sexual abuse and sexual harassment and how to report incidents or suspicions of sexual abuse or sexual harassment.
7. All inmates will receive information about sexual abuse and sexual harassment through the in-house video system.
8. All inmate education materials will be in formats accessible to all inmates in accordance with Title II of the Americans with Disabilities Act, 42 U.S.C. Formats include, but not limited to: interpreters for the deaf or hard hearing, reading the material to visual impaired, and providing interpreters services for Non-English speaking inmates.

9. WTRJ prohibits the use of inmate interpreters, inmate readers, or other types of inmate assistants except in limited circumstances where an extended delay could compromise the inmate's safety, the performance of first-response duties, or the investigation of the inmate's allegations.
10. Information will be continuously and readily available or visible to inmates through posters, inmate handbooks, or other written formats.
11. All sexual abuse investigators, who conduct investigations in a confinement setting will be specialized trained in the following techniques:
 - a. Interviewing sexual abuse victims.
 - b. Proper use of Miranda Warning
 - c. Proper use of the Garrity warning.
 - d. Sexual abuse evidence collection in confinement settings.
 - e. The criteria and evidence required to substantiate a case for administrative action or prosecution referral.
12. The PREA coordinator will maintain documentation that agency investigators have completed the required specialized training in conducting sexual abuse investigations.
13. All full and part-time medical and mental health care practitioners that work regularly in the Jail will be trained in the following:
 - a. How to detect and assess signs of sexual abuse and sexual harassment.
 - b. How to preserve physical evidence of sexual abuse.

- c. How to respond effectively and professionally to victims of sexual abuse and sexual harassment.
 - d. How and to whom to report allegations or suspicions of sexual abuse and sexual harassment.
14. Medical staff employed by Western Tidewater Regional Jail will not conduct forensic examinations.

C. Reporting

1. All staff is required to report immediately any knowledge, suspicion, or information regarding an incident of sexual abuse or sexual harassment, retaliation against inmates or staff, and any staff neglect or violation of responsibilities that may have contributed to an incident or retaliation that occurs in Western Tidewater Regional Jail or any other facility to their Supervisor and/or any other Supervisor up to and including: Captains, Major, Deputy Superintendent, and Superintendent.
2. Staff will not reveal any information related to a sexual abuse report to anyone except designated supervisors, officials, who are responsible for treatment, investigation, and other security and management decisions.
3. Medical and mental health staff is required to report sexual abuse and required to inform inmates of staff's duty to report, and the limitations of confidentiality.

4. The first Security staff member to respond following a report of an alleged inmate sexually abuse will follow the written institutional plan for responding to an incident of sexual abuse.
(See attachment 1)
5. If the first staff responder is not a Security staff member (Volunteer or Contractor), the responder will follow the written institutional plan for responding to an incident of sexual abuse.
(See attachment 1)
6. Information reported by a third-party concerning an alleged sexual abuse or sexual harassment will be forward to the Watch Commander or their designee to investigate.
7. Western Tidewater Regional Jail's PREA policy will be posted on the Jail's website.
8. Western Tidewater Regional Jail inmates can privately report sexual abuse, sexual harassment, retaliation by other inmates or staff and staff neglect by using the following:
 - a. Request Forms
 - b. Grievance Forms
 - c. Verbal Reporting
 - d. Sexual Abuse Hotline
 - e. Third-party reporting.
9. Western Tidewater Regional Jail Staff can privately report sexual abuse and sexual harassment of inmates to their Supervisor or any other facility Supervisor or by using the Sexual Abuse Hotline.

10. Any verbal reports will be immediately documented by the staff member receiving the information and forwarded to a Supervisor.
11. If Western Tidewater Regional Jail receives an allegation, that an inmate was sexually abused, while confined at another facility, the Superintendent or their designee will notify the facility head where the alleged abuse occurred within 72 hours .The notification will be documented.
12. Staff or inmates who report sexual abuse or sexual harassment or cooperate with sexual abuse or sexual harassment investigations will not be subject to retaliation by other staff or inmates.
13. After the report of sexual abuse, the Superintendent or their designee will monitor the conduct and treatment of inmates or staff who reported the sexual abuse or inmates who experience the sexual abuse for at least 90 days for possible retaliation.
14. The Jail will not impose a time limit on when an inmate can submit a grievance regarding an allegation of sexual abuse.
15. The Jail will not require the inmate to use any informal grievance process or attempt to resolve with staff, an alleged incident of sexual abuse.
16. The Jail will not require the inmate to submit a grievance to a staff member who is the subject of the complaint.
17. The Jail will not refer a grievance to a staff member who is the subject of the complaint.

18. The Jail will issue a final decision on the merits of any portion of a grievance alleging sexual abuse within 90 days of the initial filing of the grievance.
19. The Jail may claim an extension of time to respond up to 70 days, if the normal time period for response is insufficient to make an appropriate decision.
20. The Jail will notify the inmate in writing of any extension and provide a date by which a decision will be made.
21. Fellow inmates, staff members, family members, attorneys, and outside advocates will be permitted to assist inmates in filing requests for administrative remedies relating to sexual abuse allegations.
22. If an inmate declines to have third-party assistance in filling a grievance alleging sexual abuse, WTRJ will document the inmate decision to decline.
23. All emergency grievances alleging an inmate is subject to a risk of imminent sexual abuse will be forward immediately to the Watch Commander or their designee.
24. All emergency grievances initial responses will be within 48 hours and a final Jail decision within 5 calendar days.

D. Screening for Risk

1. All inmates will be screen during intake using an objective screening instrument for their risk of being sexually abused by other inmates or sexually abusive toward other inmates.

2. The intake screening will normally take place within 72 hours of arrival at the facility and with a reassess of the inmate no later than 15 days from the inmate's arrival.
3. An inmate's risk level will be reassessed due to a referral, request, incident of sexual abuse, or receipt of additional information that bears on the inmate's risk of sexual victimization or abusiveness.
4. The intake screening will consider at the minimum the following :
 - a. Whether the inmate has a mental, physical, or developmental disability.
 - b. Age of the inmate.
 - c. Physical build of the inmate.
 - d. If the inmate has previously been incarcerated.
 - e. If the inmate's criminal history is exclusively nonviolent.
 - f. If the inmate has prior convictions for sex offenses against an adult or child.
 - g. If the inmate is or is perceived to be gay, lesbian, bisexual, transgender, intersex, or gender nonconforming.
 - h. If the inmate has previously experienced sexual victimization.
 - i. The Inmate's own perception of vulnerability.
 - j. If the inmate is detained solely for civil immigration purposes.
5. Inmates will not be disciplined for refusing to answer, or for not disclosing complete information in response to the risk screening.

6. Information from the risk screening will be used to determine housing, bed, work, education, and program assignments to prevent inmates with the high risk of being sexually victimized from those at the risk of being sexually abusive.
7. Transgender and Intersex inmates will be assigned to male or female blocks on a case by case basis and based on the health and safety of the inmate and the security needs of the Jail.
8. A transgender and intersex inmate's own views with respect to their own safety will be given serious consideration.
9. Transgender and Intersex inmate placements will be reassessed at least every two (2) years to review any threats to the safety of the inmate.
10. Transgender and Intersex inmates will be given the opportunity to shower separately from other inmates.
11. Lesbian, gay, bisexual, transgender, or intersex inmates will not be placed in dedicated blocks based solely on their identification or status unless in connection with a consent decree, legal settlement, or legal judgment for the purpose of protecting such inmate.
12. Inmates at high risk for sexual victimization will not be placed in segregated housing unless other alternatives are not available.
13. Inmates placed in segregated housing will have access to programs, privileges, education, and work opportunities to the extent possible.

14. Inmates in segregated housing will be reviewed at least every 30 days to determine whether there is a continuing need for separation from the general population.

E. Medical and Mental Care

1. If the intake screening indicates that a Jail inmate has experienced prior sexual victimization in an institutional setting or in the community, the inmate will be offered a follow-up meeting with medical or mental health within 14 days.
2. All information related to sexual victimization and abusiveness that occurred in an institutional setting shall be strictly limited to medical, mental health, and any other staff on a need to know basis.
3. Medical and mental health personnel will obtain informed consent from inmates before reporting information about prior sexual victimization that did not occur in an institutional setting, unless the inmate is under the age of 18.
4. All inmate victims of sexual abuse will receive timely, unimpeded access to emergency medical treatment and crisis intervention services.
5. All inmate victims of sexual abuse while in the Jail will be offered information and access to emergency contraception and sexually transmitted infections prophylaxis in accordance with professionally accepted standards of care, where medically appropriate.

6. The Jail will offer medical and mental health evaluation and treatment to all inmates who have been victimized by sexual abuse in any prison, jail, lockup, or juvenile facility.
7. The evaluation and treatment of such victims will include:
 - a. Follow-up services.
 - b. Treatment plans.
 - c. Referrals for continued care following their transfer or release.
8. Suffolk Police Department Investigative Unit will follow a uniform evidence protocol for obtaining usable physical evidence for administrative proceedings and criminal prosecutions.
9. The Suffolk Police Department Investigative Unit's evidence protocol will be based on the most recent edition of the U.S. Department of Justice's Office on Violence against Women publications or A National Protocol for Sexual Assault Medical Forensic Examinations, Adults/Adolescents.
10. The forensic examination will be performed by Sexual Assault Forensic Examiners (SAFE's) or Sexual Assault Nurse Examiners (SANE) at a local hospital without a financial cost to the victim.
11. The Jail will attempt to make available to the victim an advocate from a rape crisis center to accompany and support the victim through the forensic medical examination process, investigatory interviews and for emotional support, crisis intervention information, and referrals.

12. Inmate victims of sexual abusive vaginal penetration while in the Jail will be offered pregnancy tests.
13. Inmate victims who become pregnant while in the Jail will receive comprehensive information about all lawful pregnancy-related medical services.
14. Inmate victims of sexual abuse while in the Jail will be offered tests for sexually transmitted infections as medically appropriate.
15. All treatment services for sexual abuse will be provided to the victim without financial cost and regardless of whether the victim names the abuser or cooperates with any investigation arising out of the incident.
16. Inmates will be provided access to an outside advocacy group through the use of a mailing address and hotline number for outside emotional support services related to sexual abuse.
17. The Jail will allow reasonable communication between inmates and an outside advocacy group in a confidential manner as possible.
18. The Jail will inform the inmates that communication with outside advocacy groups will be monitored and reports of abuse will be forwarded to authorities in accordance with mandatory reporting laws.

F. Investigations

1. All investigations into allegations of sexual abuse and sexual harassment will be done promptly, thoroughly, and objectively.

2. Investigators with special training in sexual abuse investigations will be used when sexual abuse is alleged.
3. Investigators will be responsible to gather and preserve direct and circumstantial evidence, available physical and DNA evidence, and available electronic monitoring data.
4. Investigators will interview alleged victims, suspected perpetrators, and witnesses and will review prior complaints and reports of sexual abuse involving the suspected perpetrator.
5. No compelled interviews will be conducted by the Jail until consulting with prosecutors as to whether compelled interviews may be an obstacle for subsequent criminal prosecution.
6. The credibility of an alleged victim, suspect, or witness will be assessed on an individual basis and will not be determined by the person's status as an inmate or staff.
7. The Jail will not require an inmate, who alleges sexual abuse, to submit to a polygraph examination or other truth-telling device as a condition for proceeding with the investigation of alleged allegation.
8. Administrative investigations will include an effort to determine whether staff actions or failures to act contributed to the abuse.
9. All administrative and criminal investigations will be documented in written reports that include:
 - a. Description of the physical and testimonial evidence
 - b. The reasoning behind credibility assessments.
 - c. Investigative facts and findings.

10. Any substantiated allegations of conduct that appears criminal will be referred for prosecution.
11. All written reports of administrative and criminal investigations will be retained by the Jail for as long as the alleged abuser is incarcerated or is employed by the agency, plus five years.
12. An investigation will not be terminated just because the alleged abuser or victim departs from employment or control of the Jail.
13. Western Tidewater Regional Jail will cooperate with outside investigators and will remain informed about the progress of the investigation.
14. The Jail will not impose a standard higher than a preponderance of the evidence in determining whether allegations of sexual abuse or sexual harassment are substantiated.
15. Following an investigation into allegations of sexual abuse or sexual harassment, the inmate will be informed whether the allegation has been determined to be substantiated, unsubstantiated, or unfounded.
16. Following an inmate's allegation that a staff member committed sexual abuse against the inmate, the Jail will inform the inmate (unless the Jail has determined the allegation is unfounded) whenever:
 - a. The staff member is no longer posted within the inmate's housing unit.
 - b. The staff member is no longer employed at the Jail.
 - c. The Jail learns that the staff member has been indicted on a charge related to sexual abuse within the Jail.

- d. The Jail learns that the staff member has been convicted on a charge related to sexual abuse within the facility.
17. Following an inmate's allegation that another inmate has sexually abused them, the Jail will inform the alleged victim whenever:
 - a. The Jail learns that the alleged abuser has been indicted on a charge related to sexual abuse within the Jail.
 - b. The Jail learns that the alleged abuser has been convicted on a charge related to sexual abuse within the Jail.
 18. All notifications and attempted notifications will be documented.
 19. The Jail's obligation to report shall be terminated upon the inmate's release from the Jail's custody.

G. Discipline

1. Western Tidewater Regional Jail staff will be subject to disciplinary sanctions up to and including termination for violating the sexual abuse and sexual harassment policies.
2. Staff that has engaged in sexual abuse will be terminated from the Western Tidewater Regional Jail.
3. Other disciplinary sanctions for violating the sexual abuse or sexual harassment policy that does not include actually engaging in sexual abuse will be based on the following:
 - a. The nature and circumstances of the acts committed.
 - b. The staff member's disciplinary history.
 - c. The sanctions imposed for similar offenses by other staff with similar histories.

4. All terminations or resignations for violations of the Jail's sexual abuse or sexual harassment policy will be reported to the Suffolk Police Department unless the activity was not criminal.
5. Any contractor or volunteer who engages in sexual abuse will be prohibited from contact with inmates and will be reported to Suffolk Police Department unless the activity was not criminal.
6. In case of any other violation of agency sexual abuse or sexual harassment policy by a contractor or volunteer, the Jail will consider whether to prohibit further contact with inmates.
7. Inmates will be subject to disciplinary sanctions through a formal disciplinary process following:
 - a. An administrative finding that the inmate engaged in Inmate-on-Inmate sexual abuse.
 - b. Following a criminal finding of guilt for Inmate-on-Inmate sexual abuse.
8. Inmate disciplinary sanctions will take in consideration the following:
 - a. The nature and circumstances of the abuse committed.
 - b. The inmate's disciplinary history.
 - c. The sanctions imposed for similar offenses by other inmates with similar histories.
 - d. Inmates' mental disabilities or mental illness.
9. The Jail will discipline an inmate for sexual contact with staff only upon a finding that the staff member did not consent to such contact.

10. An inmates' report of sexual abuse made in good faith and based on reasonable belief will not be disciplined for falsely reporting an incident or lying, even if the investigation does not establish evidence sufficient to substantiate the allegation.
11. Western Tidewater Regional Jail prohibits all sexual activity between inmates and will discipline inmates for any such activities.
12. Western Tidewater Regional Jail will not deem the activity as sexual abuse if it was not coerced.

H. Data Collection and Review

1. A sexual abuse incident review will be conducted within 30 days after the conclusion of every sexual abuse investigation unless the allegation has been determined to be unfounded.
2. The review team will consist of upper-level management officials, supervisors, investigators, and medical/mental health personnel.
3. The review team will consider the following:
 - a. A need to change policy or practice to better prevent, detect, or respond to sexual abuse
 - b. If the incident or allegation was motivated by race, ethnicity, gender identity, lesbian, gay, bisexual, transgender, or intersex identification, status, perceived status, gang affiliation.
 - c. The area in the Jail where the alleged incident occurred to assess whether physical barriers in the area may permit abuse.

- d. The adequacy of staffing levels in that area during different shifts.
 - e. Whether monitoring technology should be deployed or augmented to supplement supervision by staff.
 - f. The review team will prepare a report of the findings, determinations, and any recommendations for improvement and submit the report to the Superintendent and the PREA Coordinator.
 - g. The Jail will implement the review team's recommendations for improvements, or will document the reasons for not doing so.
3. The Jail will collect annually accurate, uniform data for every allegation of sexual abuse necessary to answer all questions from the most recent version of the Survey of Sexual Violence conducted by the Department of Justice.
4. Upon request, the Jail will provide all such data from the previous calendar year to the Department of Justice no later than June 30.
5. The report will be made readily available to the public through the Jail's website excluding all personal identifiers after final approval by the Superintendent.
6. The Jail will ensure all data collected is securely retained for at least 10 years after the date of the initial collection unless Federal, State, or local law requires otherwise.

Attachment 1

WTRJ Written Plan for Responding to an Incident of Sexual Abuse/Assault/Harassment.

Security Staff

1. Any security staff receiving information regarding an incident of sexual abuse, assault or harassment will immediately notify their supervisor.
2. Security staff will attempt to identify the aggressor and separate the victim from the aggressor and place in a secure area.
3. If the abuse occurred within a time period which still allows for the collection of physical evidence, **request the alleged victim** not take any actions which could destroy physical evidence, including, as appropriate:
 - a. Not to shower or clean themselves in any way
 - b. Not to brush their teeth
 - c. Not to change clothes
 - d. Not to use the restroom
 - e. Not to eat or drink anything
 - f. Not to do anything which may destroy evidence of the assault

Support Staff

1. Any support staff receiving information regarding an incident of sexual abuse, assault or harassment will report the incident to the Shift Commander and their supervisor immediately.
2. The support staff will make an attempt to identify or assist the security staff in separating the victim from the aggressor.

3. The support staff will advise the inmate:
 - a. Not to shower or clean themselves in any way
 - b. Not to use the restroom
 - c. Not to eat or drink anything
 - d. Not to brush their teeth
 - e. Not to change clothes
 - f. Not to do anything which may destroy evidence of the assault
4. The support staff will write an incident report on any information provided to them verbally and forward the report to the on duty Watch Commander or designee.

Volunteer/Contractor

1. If the first person to receive a report of sexual abuse, assault or harassment is a volunteer or contractor, he or she will report the incident to the nearest security staff.
2. The volunteer/contractor will make an attempt to identify or assist the security staff in separating the victim from the aggressor.
3. The volunteer/contractor will advise the inmate:
 - a. Not to shower or clean themselves in any way
 - b. Not to use the restroom
 - c. Not to eat or drink anything
 - d. Not to brush their teeth
 - e. Not to change clothes
 - f. Not to do anything which may destroy evidence of the assault
4. The volunteer/contractor will write an incident report on any information provided to them verbally and forward the report to the on duty Watch Commander or designee.

Watch Commander

1. If the incident is recent (where the physical evidence is still available), the Watch Commander will have the inmate escorted to medical.
2. The Watch Commander will secured the scene and contact Suffolk Police Department.
3. The Watch Commander will notify the Director of Security, Deputy Superintendent and Superintendent.
4. The Watch Commander will have the inmate transported to Sentara Obici Hospital for an examination.
5. If the incident is not recent (where the physical evidence is no longer available), the Watch Commander will collect information regarding the incident, provide original copies of the incident reports to the Director of Security, Deputy Superintendent and Superintendent.

Medical

1. Any physical examination of an alleged victim of sexual assault will be conducted in accordance with a SANE (Sexual Assault Nurse Examiner) representative at the Sentara Obici Hospital and a representative from the Suffolk Police Department.
2. WTRJ medical staff are prohibited from participating in the collection of forensics information that may be used against an inmate in disciplinary or legal proceedings.

PREA Coordinator

1. The PREA Coordinator will review the reports and make an assessment regarding revisions/updates/technology/etc., which may eliminate future incidents.