

# Beaver County Jail Policy and Procedures

Document #: 1.12D

revised 11/2015

Section: Administration, Organization & Management

Chapter: Organization

Subject: Prison Rape Elimination Act for Volunteers, Contractors & Outside Agencies

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- I. **Policy:** The Beaver County Jail shall have zero-tolerance policy for sexual abuse and sexual harassment. All Volunteers, Outside Agencies providing a Service and Contractor who have contact with inmates will receive training on the Prison Rape Elimination Act (PREA). The level and type of training provided is based on the Services they provide and level of contact they have with inmates, their training shall be tailored to the gender of the inmates at this facility. Refresher training will be conducted every two years to ensure that they know and understand; this agency's current sexual abuse and sexual harassment policies and procedures. In years in which they do not receive refresher training, this Facility shall provide refresher information on current sexual abuse and sexual harassment policies during their yearly Volunteer Training. Volunteers are required to have a "Criminal History" Background Check completed yearly.
  
- II. **Procedure:** At the end of the Training all Staff Volunteers, Outside Agencies providing a Service and Contractor who have contact with inmates will be required to do the following:
  - 1) Fulfill their responsibilities under this Facilities sexual abuse and sexual harassment prevention, detection, reporting, and response policies and procedures.
  - 2) Understand the Inmates' right to be free from sexual abuse and sexual harassment.
  - 3) Understand the right of inmates and employees to be free from retaliation for reporting sexual abuse and sexual harassment.
  - 4) The dynamics of sexual abuse and sexual harassment in confinement.
  - 5) The common reactions of sexual abuse and sexual harassment victims.
  - 6) How to detect and respond to signs of threatened and actual sexual abuse;
  - 7) How to avoid inappropriate relationships with inmates.
  - 8) How to communicate effectively and professionally with inmates, including lesbian, gay, bisexual, transgender, intersex, or gender nonconforming inmates; and
  - 9) How to comply with relevant laws related to mandatory reporting of sexual abuse to outside authorities.

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- III. General Information:** The agency shall document, through Staff's signature that they understand the training they have received. This Facility shall not permit "Volunteers" inside the Facility who have committed sexual abuse in an institutional setting or who have been adjudicated to have done so in the Community.

The Warden and PREA **Compliance Manager** will be notified immediately of any sexual harassment or assault complaints lodged by an Inmate against any Volunteer, Contractor or Support Staff. He or She will in turn notify the Board of Prison, keeping them abreast of the Investigation and the County Detectives PREA Investigator Unit. Depending on the severity of the complaint based on the preliminary investigation of a sexual harassment the Warden may be required to turn the Case over to the County Detectives PREA Investigator Unit.

A complaint of a sexual assault will be handled by the County Detectives PREA Investigator Unit who will be assisted as needed by the Warden and the Facility's **PREA Manager**.

In a Case of sexual assault of an Inmate by a Volunteer, Contractor or a Member of a Support Staff; any visible marking will be photograph. If there is any visible evidence available, it will be collected from the scene where the assault occurred. All collected evidence will be inventoried and documented and held for the Detectives. In a case of sexual harassment during the investigative process the accused Volunteer, Contractor or Support Staff member may not permitted to have any contact with their accuser. After the investigation depending on the severity of the sexual harassment the accused Volunteer, Contractor or Support Staff member could face a suspension or be permanently suspended from entering into the secure area of this Facility. In case of sexual assault they face loss of Job, Criminal charges and Incarceration. **Any documentation collected will be kept on file for seven (7) years after the release, resignation or retirement of an alleged victim and perpetrator**

- IV. Source:** Federal PREA Standard 28 CFR § 115.32, 115.77 PA Title 37 Chapter 95.221(6)

- V. Definitions:** *Refer to Glossary attached to Policy 1.12*

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Warden Schouppe

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*Refer to Annual Review Page for Revisions & Reviews*

**Effective: 6/2013**

**Revised 10/2015**

**Revised 7/2014**