

# Beaver County Jail Policy and Procedures

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revised 10/2010

Section: Administration, Organization & Management

Chapter: Management

Subject: Sexual Assault/Rape & Misconduct

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- I. **Policy:** The Beaver County Jail shall have a policy that is applicable for every inmate, employee, contractor, and visitor and volunteer; regarding the prevention, detection, response and investigation of sexual assault (rape).
  
- II. **Procedure:** The Shift Supervisor will be notified by the staff member and/or anyone inside the facility of a sexual assault, as soon as the information has been received. This includes information about an assault that occurred but the subject was afraid to come forward any sooner.  
For assault's that have just occurred the Shift Supervisor will notify medical and have subject transported as soon as possible to the Medical Department. If any physical markings are found, or evidence is present in the area where the assault occurred; photographs or digital photos will be taken immediately. Remember to allow the subject to speak and also be medically treated while maintaining their dignity and confidentiality. The subject will not be allowed to shower, wash or change clothing, if assault was oral they will not be allowed to drink or brush their teeth. All actions must be taken to make sure that no evidence will be damaged or destroyed. If subject has had vaginal, oral or anal penetration within the last 72 hours they will be transported to the Hospital to be examined and a rape kit will be collected.  
For an assault that is reported and no time period can be established on when the incident took place, the Shift Supervisor will contact the Medical Department and if any physical injuries are present photographs or digital photos will be taken.

**Regardless of when the allegation of vaginal, oral or anal penetration occurred the subject must be tested for the following sexually transmitted diseases:**

- a. Human Immunodeficiency Virus (HIV)
- b. Gonorrhea \*
- c. Hepatitis C
- d. Hepatitis B
- e. Chlamydia

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- f. Syphilis
- g. Pregnancy Test (*females only*)
- h. Any other diseases as per the order of the physician.

**\*Prophylaxis treatment will be given in the form of an antibiotic also included in that list are Bacterial Vaginitis (*females only*).**

The decision will be based on the type and risk of HIV exposure, if the source is known to be positive or negative and has been taking anti-viral in the past.

If the source is Hepatitis B positive, the victim will receive Hepatitis B immune globulin within seven days from the exposure; if the subject is unvaccinated they will begin the Hepatitis B vaccine series. (*A subpoena may be needed in order to obtain medical records or needed blood testing of an inmate refusing to cooperate with Authorities*)

While subject is being checked in Medical, the Shift Supervisor will via landline contact the Warden, Deputy Warden and the Captain if they are not in the Facility. The Warden or his designee will then contact the County Detectives. The Deputy Warden will make arrangement for Crisis Intervention and any additional long term treatment or follow-ups.

- III. **General Information:** Reports will be submitted by all parties involved in the incident in a timely fashion. Any information obtained by an inmate or outside parties must be written on a "Statement of Fact" form.

All information collected will be kept in strict confidence with limited parties knowing the information. There will never be retaliatory action taken against subject's who report sexual contact or provide information during an investigation. If the victim is an inmate he/she should be monitored in general population and only be placed in Administrative Segregation if he/she cannot be protected by any other means.

In cases of sexual assault of a non-staff member i.e. (contractor, volunteer, visitor etc.), medical will respond, the subject will be transported or escorted to the hospital by another staff member or BCSO. The Warden will be notified immediately along with the County Detectives. Any visible marking will be photographed along with any visible evidence collected, from the scene where the assault occurred. All collected evidence will be inventoried and documented and held for the Detectives.

Upon completion of the investigation all documentation of any sexual assault or allegation of sexual assault shall be submitted to the PA DOC and the United States Department of Justice, if applicable.

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IV. **Sources:** PA Title 37 Chapter 95.221(6 & (9) & 246(2), the County of Beaver

V. **Definitions:** *Refer to Glossary*

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*Warden Schouppe*

*Refer to Annual Review Page for Revisions & Reviews*

***Effective 9/15/2000***