

COMMONWEALTH OF MASSACHUSETTS

DEPARTMENT OF CORRECTION

103 DOC 519

SEXUAL HARASSMENT/ABUSE RESPONSE AND PREVENTION
POLICY (SHARPP)

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<p style="text-align: center;">MASSACHUSETTS DEPARTMENT OF CORRECTION</p>	<p style="text-align: center;">Chief of PREA Audits, Operation And Investigations</p>
<p style="text-align: center;">SEXUAL HARASSMENT/ABUSE RESPONSE AND PREVENTION POLICY</p>	<p style="text-align: center;">103 DOC 519</p>

PURPOSE AND SCOPE: To provide Department of Correction (Department) guidelines which address prohibited and/or illegal sexual harassment and/or sexually abusive behaviors involving:

- Inmate perpetrator against inmate victim; or
- Department employee, contractor or volunteer perpetrator against inmate victim.

REFERENCES: M.G.L., c. 124, § 1; M.G.L., c. 268, § 21A; Prison Rape Elimination Act (PREA) of 2003, Public Law 108-79; Prisons and Jail Standards, United States Department of Justice Final Rule, 28 C.F.R. Part 115, May 17, 2012

APPLICABILITY: Department Employees
Contractors
Volunteers
Inmates

PUBLIC ACCESS: Yes

LOCATION: Department Central Policy File
Each Institution's Policy File
Office of Affirmative Action Policy File
Each Inmate Law Library

STAFF RESPONSIBLE FOR IMPLEMENTATION AND MONITORING OF POLICY:

- Deputy Commissioner of the Prison Division
- PREA Coordinator
- Assistant Deputy Commissioners
- Superintendents
- PREA Managers
- Chief of Office of Investigative Services

EFFECTIVE DATE: 03/30/2020

CANCELLATION: 103 DOC 519 cancels all previous Department policies, statements, procedures, directives, bulletins, orders, notices, rules and regulations regarding prevention and intervention of sexual harassment and sexually abusive behavior involving inmate victims which are inconsistent with this policy.

SEVERABILITY CLAUSE: If any part of 103 DOC 519 is, for any reason, held to be unconstitutional, contrary to statute, or in excess of the authority of the Commissioner, such decisions shall not affect any other part of this policy.

519.01 **DEFINITIONS**

Allegation- Any incident reported to, or by, a Department staff person, contractor, volunteer, third party, or inmate, involving an inmate victim of sexual harassment/sexually abusive behavior, which incident may lead to, or is pending the outcome of, an investigation.

At Risk- Inmates who exhibit characteristics consistent with potential victims or with potential perpetrators of sexual harassment and/or sexually abusive behavior.

Exigent Circumstances- Any set of temporary and unforeseen circumstances which require immediate action in order to combat a threat to the life/safety of individuals and/or to the security or overall orderly operation of an institution.

Gender Dysphoria (GD)- The formal diagnosis used by psychologists and physicians to describe individuals who experience significant distress over the sex and gender they were assigned at birth.

Inmate- For the purposes of this policy only, any individual, whether in pretrial, non-sentenced, or sentenced status, who is confined in a correctional institution, including residents of the Massachusetts Treatment Center and patients at the Bridgewater State Hospital.

Intersex- An individual whose sexual or reproductive anatomy or chromosomal pattern does not appear to fit typical definitions of male or female. Intersex medical conditions are sometimes referred to as disorders of sex development.

LGBTI- Acronym commonly used to refer to lesbian, gay, bisexual, transgender, and intersex individuals.

Physical Assault- Any intentional or reckless action taken by an individual which causes injury or creates potential injury to another individual, including, but not limited to, physical contact, contact by means of

an object, or contact by means of bodily fluids (e.g., spitting, throwing urine, etc.).

Prison Rape Elimination Act (PREA)- Federal legislation (Public Law No. 108-79), enacted in 2003 to provide for the analysis of the incidence and effects of prison rape in federal, state and local institutions, and to provide information, resources, recommendations, and funding, to protect individuals from prison rape.

PREA Annual Safety Assessment- A yearly assessment designed to ensure that an institution's physical plant and operational system are assessed in relation to the National Prison Rape Elimination Commission standards and the Department performance measures and policies.

PREA Committee- An institutional level staff committee comprised of individuals deemed integral to the successful implementation of the PREA process. The committee, led by the institution's PREA Manager, shall meet at least monthly to review, assess and/or discuss issues germane to the institution's PREA activities. This committee is also responsible for reviewing all sexual harassment/abuse investigations (substantiated and unsubstantiated allegations), which have been closed within the last thirty (30) days.

PREA Coordinator- An upper level Department staff person responsible for developing, implementing, and overseeing, the Department's efforts to comply with the Department of Justice (DOJ) PREA standards and with the Department's PREA related policies in all of the Department's institutions. The PREA Coordinator is the Chief of PREA Audits, Operations and Investigations.

PREA Manager- The institutional level manager responsible for implementing and monitoring the Sexual Harassment/Abuse Response Prevention Policy (SHARPP) and coordinating the institution's compliance with the PREA standards. In most circumstances the PREA Manager will be the Deputy Superintendent of Reentry.

Sexual Abuse, Inmate-on-Inmate- Sexual abuse of an inmate by another inmate includes any of the following acts if the inmate victim does not consent, is coerced into such act by overt or implied threats, or is unable to consent or refuse:

- (1) Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
- (2) Contact between the mouth and the penis, vulva, or anus;
- (3) Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument; and
- (4) 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.

Sexual Abuse, Staff-on-Inmate- Sexual abuse of an inmate by a staff member includes any of the following acts, with or without consent of the inmate:

- (1) Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
- (2) Contact between the mouth and the penis, vulva, or anus;
- (3) Contact between the mouth and any body part where the staff member has the intent to abuse, arouse, or gratify sexual desire;
- (4) 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 has the intent to abuse, arouse, or gratify sexual desire;
- (5) Any other intentional contact, either directly or through the clothing, of, or with, the genitalia, anus, groin, breast, inner thigh, or the buttocks, which contact is unrelated to official duties or where the staff member has the intent to abuse, arouse, or gratify sexual desire;
- (6) Any attempt, threat, or request, by a staff member to engage in the activities described in paragraphs (1)-(5) of this section;

- (7) Any display by a staff member of his or her uncovered genitalia, buttocks, or breast, in the presence of an inmate, and
- (8) Voyeurism by a staff member, which is defined as an invasion of the privacy of an inmate by a staff member for reasons unrelated to official duties (e.g., peering at an inmate who is using a toilet in his/her cell to perform bodily functions, requiring an inmate to expose his/her buttocks, genitals, or breasts, or taking images of all or part of an inmate's naked body or of an inmate performing bodily functions).

Sexual Assault Investigator- A Department employee, assigned by the Superintendent and/or Chief of the Office of Investigative Services (OIS)/Internal Affairs Unit (IAU), to investigate allegations of sexual harassment/sexually abusive behavior, and who has received the required specialized training to conduct such investigations.

Sexual Assault Nurse Examiner (SANE) Program- A program which coordinates expert forensic and medical intervention in order to increase successful prosecution of sex offenders and to ensure essential medical care for victims of sexual assault who are examined at SANE designated emergency Departments.

Sexual Harassment- Sexual harassment is defined as:

- (1) 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 directed toward another; and
- (2) Repeated verbal comments or gestures of a sexual nature to an inmate by a staff member, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

Staff Member- For the purpose of this policy, the term "staff member" shall include Department employees, contract staff, and volunteers.

Staff Sexual Misconduct- Any sexual contact between an inmate and a staff member is considered sexual misconduct, even if the inmate consents; as inmates

are deemed incapable of granting consent in these circumstances.

Victim Inmate Advocate- The individual assigned to meet with inmate victims of sexual harassment/sexually abusive behavior in order to educate them about the treatment and services available to them, to inform them about the status of the investigation, and to educate them about the disciplinary and classification processes pertaining to allegations of sexual harassment and sexually abusive behavior. The Victim Inmate Advocate shall be a qualified community-based representative who has been screened for appropriateness to serve in this role and received education/training concerning sexual harassment/assault and forensic examination issues in general.

519.02 **POLICY STATEMENT**

The Department has zero tolerance for all forms of sexual harassment/sexually abusive behavior and is committed to preventing, detecting, and responding to any such conduct. The Department shall embrace the standards set forth by the National Prison Rape Elimination Act (Public Law No. 108-79) and the American Correctional Association (ACA) for all state correctional jurisdictions.

Allegations of sexual harassment/sexually abusive behavior involving staff on staff or inmate on staff shall be covered in 103 DOC 522, Internal Affairs Unit, and 103 DOC 407, Victim Service Unit. This policy addresses the security, treatment, and management issues related to inmate victims of sexual harassment and/or abuse.

All intentional acts of sexual harassment/sexually abusive behavior or intimacy between an inmate and a staff member, or between inmates, regardless of consensual status, are prohibited. The perpetrators shall, where appropriate, be subject to administrative, criminal and/or disciplinary sanctions. The Department is committed to investigating, disciplining (up to and including termination) and referring for prosecution, staff members and inmates who engage in sexual

harassment/sexually abusive behavior. The Department is equally committed to providing crisis intervention and ongoing treatment or referrals to the victims of these acts.

The Department resolves to:

- Prohibit all forms of sexual harassment and sexual activity involving inmates.
- Accurately identify and track perpetrators and inmate victims of sexual harassment/sexually abusive behavior;
- Screen and assess inmates for their risk of being sexually harassed/abused by other inmates or of sexually harassing or sexually abusing other inmates.
- Provide ongoing education for staff members regarding their responsibility for prevention, detection, and responding, when allegations are observed or made known to them;
- Provide effective and ongoing orientation for inmates regarding how to avoid victimization and how to report incidents of sexual harassment/abuse;
- Provide for a thorough investigation of all reported allegations of sexual harassment/abuse and pursue discipline and/or prosecution of perpetrators when appropriate;
- Provide effective short and long-term treatment for victims of sexual harassment/sexually abusive behavior.

519.03 **REPORTING REQUIREMENTS**

A. Staff Reporting

Allegations of inmate-on-inmate or staff-on-inmate sexual harassment/sexually abusive behavior shall immediately be reported by staff members to the Shift Commander verbally and followed up with a confidential incident report to the Superintendent before the end of the staff member's shift. This includes any specific knowledge, reasonable suspicion, or credible information, regarding an allegation of sexual harassment/abuse which occurred at an institution, an act of retaliation against an inmate or staff member who reported such an allegation, and any staff neglect

or violation of responsibilities that may have contributed to an incident, allegation, and/or an act of retaliation.

Apart from reporting to designated supervisors and/or officials, staff members shall not reveal any information related to an allegation of sexual harassment/abuse to anyone other than to the extent necessary to provide treatment, to conduct an investigation, and/or to make other security and management decisions.

During non-business hours, a sexual harassment/abuse allegation shall be reported to the Shift Commander who shall ensure that the Superintendent is immediately notified. Failure of any staff member to report an allegation of sexual harassment/abuse may result in disciplinary action, up to and including termination.

Staff members shall accept reports made verbally, in writing, anonymously, and/or from third parties. All verbal reports shall be promptly documented using the IMS's Confidential Incident Report.

The Superintendent shall ensure that the Duty Station is notified of all allegations of sexual harassment/sexually abusive behavior. If the allegations involve a possible violation of the law, the Chief of OIS/IAU shall be promptly notified and shall then notify the jurisdictionally appropriate District Attorney's office once it is determined that sufficient probable cause exists to warrant such notification.

B. Inmate Reporting

The Department shall maintain for inmates multiple internal mechanisms for privately reporting sexual harassment/abuse, retaliation by other inmates or staff members for reporting sexual harassment/abuse, and/or staff member neglect or violation of responsibilities that may have contributed to incidents of sexual harassment/abuse and retaliation. A Department hotline number (508-422-3486) shall be designated within the inmate telephone system. The Department shall allow for universal and unimpeded

access by all inmates within the Department to the hotline number and it shall be listed in all institutional inmate orientation manuals. It is not recorded and is available to all inmates without using their PIN numbers. Each institution shall also establish a site specific inner perimeter security (IPS) hotline which may be utilized. Additional methods to report sexual harassment/abuse or retaliation include, but are not limited to, the inmate grievance system, staff access periods, the institution's PREA Manager, IPS staff members, and third party reporting.

C. Outside Agencies

Upon a Superintendent's receipt of an allegation that an inmate was sexually harassed/abused while confined at another institution or agency, the Superintendent shall notify the appropriate Superintendent or Chief Administrative Officer of the agency where the alleged abuse occurred. Such notifications shall be provided as soon as possible, but no later than seventy-two (72) hours after receiving the allegation, and shall be documented in writing. The Superintendent or agency office receiving such notification shall ensure that the allegation is investigated, and shall provide periodic updates and a copy of the final investigation report to the notifying institution which currently houses the alleged inmate victim.

D. Third Party Reporting by Inmates

Inmates may also report sexual harassment/abuse to external public or private agencies via correspondence or via use of the inmate telephone system. Calls to "privileged" numbers, including universally approved legal assistance phone numbers, pre-authorized personal attorney telephone numbers, a foreign national's pre-authorized telephone number to his/her consulate office or diplomat, pre-authorized clergy telephone numbers, and pre-authorized licensed psychologist, social worker and/or mental health professional telephone numbers, are not subject to telephone monitoring and are not recorded.

The Massachusetts Department of Correction has incorporated and enhanced a third party reporting

system which includes a form for the public to access through the Massachusetts Department of Correction (MADOC) www.mass.gov/doc. At this site, released inmates, a family member or loved one of an inmate will have access to report a PREA allegation.

The Department shall accept and investigate all verbal, written, and anonymous third party reports of sexual harassment/abuse. Third party entities may report abuse to the Department Duty Station at Line 1 (508-422-3481) and Line 2 (508-422-3483). These reports shall be immediately forwarded to the appropriate Superintendent or Division head.

The Department also provides a way for inmates to report abuse or harassment to a public or private entity or office that is not part of the agency, and that is able to receive and immediately forward inmate reports of sexual abuse and sexual harassment to agency officials, allowing the inmate to remain anonymous upon request. Inmates can write to the following address:

Massachusetts State Police
Division of Investigative Services
470 Worcester Road
Framingham, MA 01702
ATTN: PREA COORDINATOR

519.04 PREVENTION

All staff members are responsible for contributing to the prevention of sexual harassment/sexually abusive behavior perpetrated by staff upon inmates or by inmates upon inmates as outlined in this policy.

Inmates are responsible for familiarizing themselves with the Department's orientation material concerning 103 DOC 519, Sexual Harassment/Abuse Response Prevention Policy (SHARPP), and other related material made available. Inmates are also responsible for reporting allegations in a timely fashion to a staff member or third party (for the purposes of forwarding the allegation to the Department or law enforcement) in order to ensure their safety and the safety of others.

The Department strives to create a safe environment for staff members and inmates that is free from sexual harassment/abuse and exploitation. Planning and implementing measures to prevent sexual harassment and sexually abusive behavior is a priority for the Department. In this regard, the Department shall provide for the following resources and practices:

A. Training and Education

The Division of Staff Development and the PREA Coordinator shall provide ongoing training to ensure that all Department employees and contractors are educated regarding their responsibilities to prevent and report incidents of sexual harassment/sexually abusive behavior. In addition, specialized training shall be provided for those employees who respond to and investigate PREA incidents. The Director of Program Services is responsible for educating volunteers regarding their responsibilities to prevent and report incidents of sexual harassment/sexually abusive behavior.

B. Identification and Reporting

The Department shall utilize an internal risk housing tool to assess inmates for their risk of vulnerability or predatory behavior in accordance with 103 DOC 401, Booking and Admissions.

(1) Inmates at risk or who have a history of sexual harassment/abuse victimization:

(a) All inmates entering a Department institution, and upon subsequent transfers between institutions, shall be screened within twenty-four (24) hours by a qualified medical professional for a history of, and the risk for, sexual harassment/abuse victimization, in accordance with 103 DOC 630, Medical Services. If the Department learns that an inmate is subject to a substantial risk of imminent sexual harassment/abuse, it shall take immediate action to protect that inmate. Inmates identified through self-reports or medical

reports as having a history of sexual harassment/abuse victimization, and/or who are at risk of being a victim of inmate sexual harassment/abuse, shall be referred to a mental health clinician for assessment, monitoring, and counseling. Such reports shall be documented in the appropriate IMS screen and a confidential incident report shall be written to the Superintendent to ensure that appropriate steps (e.g., investigation, housing assignment, etc.) are taken.

- (b) Once an inmate is identified as having been a victim, or as being at risk for such, the Superintendent shall carefully assess the immediate needs and housing assignment of that inmate. Where double bunking is necessary, the staff members making assignments shall rely upon standard guidelines for cell matching, and upon good judgment, in selecting a cellmate for the inmate, keeping in mind the inmate's victimization history and/or the inmate's "at risk" status. Similar consideration shall be given for placement of an inmate in a dormitory setting.
 - (c) Inmates at high risk for sexual harassment/abuse victimization shall not be placed in involuntary segregated housing unless an assessment of all available alternatives has been made, and there has been a determination that there is no available alternative means of separating the inmate from likely abusers. If an institution cannot conduct such an assessment immediately, the institution may hold the inmate in segregated housing for less than twenty-four (24) hours while completing the assessment.
- (2) Inmates with a history of, or who are at risk for, inmate predatory sexual harassment/sexually abusive behavior:

- (a) All inmates entering a Department institution, and upon subsequent transfer between institutions, shall be screened within twenty-four (24) hours of their arrival by a qualified medical professional for a history of sexual harassment/sexually abusive behavior in accordance with 103 DOC 630, Medical Services. Inmates identified through self reports or medical reports as having a history of sexual harassment/sexually abusive behavior shall be documented in the appropriate IMS screen and a confidential incident report written to the Superintendent to ensure that appropriate steps (e.g., investigation, housing assignment, referral to treatment program) are taken.
- (b) Booking officers and the Criminal History Records Information (CHRI) staff shall also screen inmates for a history of sexual harassment/sexually abusive behavior by conducting a review of criminal record information, (e.g., judgment and commitment orders; 6 part record and board of probation records). Inmates identified as having a history of sexual harassment/sexually abusive behavior not previously identified, shall be documented in the appropriate IMS screen and a confidential incident report shall be submitted to the superintendent.
- (c) The Department shall utilize the internal housing risk placement screen on IMS to help identify inmates with a risk of sexual harassment/sexually abusive behavior. Those inmates identified shall be referred to appropriate institutional programming. The program referral shall be made part of the inmate's individualized program plan and shall be monitored in accordance with 103 DOC 653, Identification, Treatment and Correctional Management of Gender Non-Conforming Inmates. Placement and programming assignments for each transgender or intersex inmate shall be reassessed at

least twice each year to review any threats to safety experienced by the inmate.

- (d) Upon learning that an inmate has been identified as a predator, or is at risk for such, the Superintendent shall carefully assess the immediate needs and housing assignment of the inmate. Where double bunking is necessary, the staff members making assignments shall rely upon standard guidelines for cell matching, and upon good judgment, in selecting a cellmate for the inmate, keeping in mind the inmate's predatory history and/or the inmate's "at risk" status. Similar consideration shall be given for placement of an inmate in a dormitory setting.

C. Inmate Education

- (1) Each Superintendent shall ensure that new inmates to the Department receive gender specific verbal, written and video presentations about inmate sexual violence in English and/or Spanish. Videos shall also be available in closed caption for the deaf and hard of hearing. All written orientation materials about sexual harassment/sexually abusive behavior shall be provided in English and/or Spanish. Other limited or non-English speaking inmates shall receive translation into their own language(s) via the telephonic interpreter service. When a literacy problem exists, a staff member shall assist the inmate in understanding the material.
- (2) All Superintendents shall provide intrasystem transfer inmates with verbal and written information regarding prevention/intervention, self-protection, reporting sexual harassment/abuse, treatment, and counseling.
- (3) All inmate orientation manuals shall include a section that addresses these issues in accordance with 103 DOC 401, Booking and Admissions.

- (4) Each institution shall take the necessary and appropriate steps to ensure inmates with disabilities (including, but not limited to, inmates who are hard of hearing or deaf, have low vision, are blind, or those who have intellectual, psychiatric, or communication disabilities), have an equal opportunity to participate in, or benefit from, all aspects of the Department's efforts to prevent, detect, and respond to any and all allegations of sexual harassment and/or sexual abuse.

D. Public Education

The Department is committed to the continued communication with, and education of, inmate family members, Department constituents, other state agencies, community work crew recipients, work release employers, and the general public, regarding the PREA initiatives undertaken by the Department and how they can support these efforts. This includes informational pamphlets, friends and family handbook, video presentations, discussion forums, postings on the Department's internet page, social media, and news releases, as appropriate.

519.05 **INTERDICTION**

- A. Each Superintendent shall identify an institutional PREA Manager who shall normally be the Deputy Superintendent of Reentry. This position shall be delineated on the facility organizational chart and through a letter of appointment.
- B. At least annually, each Superintendent or designee shall conduct a PREA Safety Assessment of his/her institution in accordance with Attachment IV. Consideration shall be given to past PREA events, staffing plans, recent changes to the institution environment and the unique mission and population assigned to the institution. Consideration shall be given to identifying operational practices which are in need of improvement. A copy of the PREA Safety Assessment shall be submitted to the Department's PREA Coordinator for review no later than the last working day of March.

- C. Each Superintendent or designee shall monitor a list of known PREA victims and known PREA predators assigned to his/her institution using the IMS Housing Risk Assessment tool, and monitor the behavior and wellbeing of the inmates identified on this list. Efforts should be taken to ensure the list is accurate and remains current.
- D. Each Superintendent or designee shall ensure that reports by staff members and third parties regarding reasonable suspicions of sexual harassment/sexually abusive behavior or related activities are referred to investigators for follow-up and/or investigation.
- E. On an annual basis, each Superintendent or designee shall ensure and document that every staff member assigned to his/her institution has his/her home phone number(s) and/or cell phone number(s) checked against the inmate telephone database. Any positive matches shall be reported, via the investigative intake form, to the Chief of the OIS/IAU for appropriate action.
- F. Superintendents shall implement procedures which enable inmates to shower, perform bodily functions, and change clothing, without non-medical staff of the opposite gender viewing their breasts, buttocks or genitalia, except in exigent circumstances or when such viewing is incidental to routine cell checks. Inmates who are housed in a dormitory setting shall be informed that there is no expectation of privacy, but, in order to afford some privacy when necessary, they may change clothing in the inmate bathroom. Inmates shall be informed of this during their orientation to the institution, as well as through a posting of this requirement within the dormitory itself.
- G. Pursuant to 103 DOC 512, Post Orders, Superintendents shall require staff of the opposite gender to verbally announce, or have verbally announced for them, their presence when entering an inmate housing unit whenever such entry changes the status quo of the gender of staff on duty in that area. Such announcements shall also be entered into the IMS Unit Log. In the event that there is no PA system available within an inmate housing unit, announcements shall be made as the staff member goes floor-by-floor.

- H. Pursuant to M.G.L. c. 119, § 58, the Department of Correction does not house youthful offenders.

519.06 **INTERVENTION**

The fundamental objective of the Department is to ensure the safety of all persons, whether Department employees, contractors, volunteers, inmates, or third parties. To this end, it is an integral part of everyone's role with the Department to report and respond to all allegations of sexual harassment/sexually abusive behavior in accordance with the assigned duties of each person's respective post and assigned responsibilities.

A. Immediate Response to Sexually Abusive Behavior Allegation

Each institution shall maintain an Emergency Response Plan and sexual assault response kits containing the items necessary to facilitate their response to sexual assault allegations. Response plans shall be maintained in the Shift Commander's office and the IPS office, and shall contain the following actions:

- (1) Separate alleged victim and perpetrator;
- (2) Immediately notify the Shift Commander;
- (3) Secure the scene, if warranted, for subsequent crime scene processing;
- (4) Ask the victim and ensure that the perpetrator does not take any action that would destroy physical evidence (e.g., washing, eating, drinking, brushing teeth, changing clothes, etc.);
- (5) Receive the reporter's information on what took place. Make note of the behavior and appearance of the inmate(s) involved and identify any witness(es) to the incident;
- (6) Immediately escort the inmate victim to the institution's Health Services Unit for

emergency medical care/mental health treatment;

- (7) Enter detailed information on an IMS incident report before the end of the shift.
- (8) Remain on shift until debriefed by the Sexual Assault Investigator.

B. Medical Response to Sexually Abusive Behavior Allegation:

- (1) Inmate victims of sexual abuse shall receive timely, unimpeded access to emergency medical treatment and crisis intervention services. A qualified health care professional shall evaluate and document the extent of the physical injury and provide emergency medical treatment as needed;
- (2) An emergency mental health referral to the on-site mental health professional shall be made following the completion of the medical evaluation;
- (3) Upon completion of the medical and mental health evaluation, the Superintendent/designee, in consultation with medical and mental health personnel, shall determine whether a referral to an outside hospital with a rape crisis unit and SANE Program services is warranted. Factors to be considered include, but are not limited to, the time frame between the alleged assault and complaint, as well as the extent and nature of the allegation, as described in 103 DOC 630, Medical Services;
- (4) If the determination is made that the inmate victim should be sent to an outside hospital, and if the inmate victim consents, the inmate victim shall be transported to an outside hospital with a SANE Program where he/she shall receive essential medical intervention, including preventative treatment for HIV, sexually transmitted diseases, and pregnancy, if appropriate. The guidelines for referring an inmate to an outside hospital for rape crisis

intervention services shall be found in 103 DOC 630, Medical Services;

- (5) In the event that the inmate has injuries warranting immediate medical treatment, the inmate may be taken to a non-SANE medical site for stabilization prior to transportation to a SANE site for an examination;
- (6) Upon return from the outside hospital, the inmate victim shall be brought to the Health Services Unit for appropriate follow-up care, including a mental health screening by qualified contractual health care personnel. If, during this screening, there are any indications that the inmate victim is at risk to hurt him/herself or others, a mental health professional shall be immediately notified. Otherwise, the inmate victim shall be seen by a mental health professional within twenty-four (24) hours, or no later than the next business day, to assess the need for crisis intervention and long-term counseling, pursuant to 103 DOC 650, Mental Health Services;
- (7) An inmate victim may be allowed to refuse institutional and/or rape crisis intervention treatment at an outside hospital. In these situations, the inmate victim shall be permitted to refuse treatment at the institution. Before the refusal is accepted, the Department's contractual medical and mental health provider shall attempt to encourage the inmate to go to the outside hospital for treatment.

In cases where the inmate victim continues to refuse treatment, the inmate victim shall sign a Refusal of Treatment form pursuant to 103 DOC 630, Medical Services. Provisions shall be made for testing sexually transmitted diseases (e.g., HIV, gonorrhea, hepatitis) as well as prophylactic treatment, follow-up care and counseling pursuant to 103 DOC 631, Communicable Disease, 103 DOC 620, Special Health Care Practices, and 103 DOC 650, Mental Health Services;

- (8) Once cleared by medical and mental health staff, the Superintendent/designee shall determine an appropriate housing assignment for the inmate victim;
- (9) Community based victim advocacy services are offered to the inmate as part of the SANE examination at the outside hospital/rape crisis center. Any contracted advocate or community-based advocate assigned shall be coordinated by the Director of the Victim Services Unit. The advocate assigned shall accompany and support the victim through the forensic medical examination process and investigatory interviews, informational meetings, and referrals.
- (10) Rape crisis services shall be provided at no cost to the alleged victim unless the claim of being sexually assaulted was knowingly false.

C. Security Response to Sexual Abuse Allegations

- (1) All reports of sexual activity are to be considered PREA until a full investigation indicates otherwise.
- (2) Whenever possible, evidence collection shall be conducted by a trained Sexual Assault Investigator prior to the inmate's transport to an outside hospital.
- (3) Evidence collected at an outside hospital involving allegations of inmate-on-inmate sexually abusive behavior shall be retained by the transporting officer in accordance with 103 DOC 518, Inner Perimeter Security Team (IPS). In instances where the alleged perpetrator is a staff member, the outside hospital staff shall notify the State Police who shall transport any evidence collected to the State Police Crime Lab for analysis.
- (4) Any staff member receiving such a complaint shall follow institutional notification procedures, including the filing of an incident report.

- (5) As appropriate, OIS/IAU shall be notified during business hours (Monday-Friday 7:00am - 5:00pm) by telephone. The telephone number for the OIS is 508-422-3652, and the telephone number for the IAU is 508-422-3635. The Investigative Services Duty Officer shall be notified during non-business hours via the duty station at 508-668-2760.
- (6) If the Superintendent believes a felony may have been committed, he/she, in consultation with the Chief of OIS/IAU, shall notify the appropriate district attorney's office and the State Police detective unit assigned to the district attorney's office, and shall ensure that the Department seeks assistance and begins a cooperative investigation with these agencies.
- (7) If an inmate's involvement in the alleged sexually abusive behavior is suspected, he/she shall be placed in a secure setting pending investigation.
- (8) The Superintendent or designee shall ensure that a PREA database case is opened for all investigations and that all appropriate documentation is recorded.
- (9) The Superintendent or designee shall ensure that appropriate documentation is entered into IMS as required by 103 DOC 426, Conflicts.

D. Investigation Response to Sexual Harassment/ Sexually Abusive Behavior Allegations:

- (1) The Department shall ensure that an administrative or criminal investigation is completed for all allegations of sexual harassment/abuse utilizing those staff members who have received specialized training as it relates to a PREA investigation.
- (2) The assigned trained sexual assault investigator shall ensure that all evidence collected at the institution or at any hospital (Sexual Assault Evidence Collection Kit/Rape Kit, etc.) is

transported to the State Police Laboratory as soon as possible. Evidence retained in excess of twenty-four (24) hours (weekends/holidays), shall be properly refrigerated;

- (3) Potential witnesses shall be interviewed in an attempt to gather information, corroborate the victim's statements, and/or to identify any suspect(s). Care should be taken to ensure the safety and security of potential witnesses from retribution or retaliation, and, if necessary and warranted, potential inmate witnesses shall be afforded opportunities for changes in housing placement, more secure housing, and/or accelerated classification for transfer;
- (4) If sufficient information or evidence is obtained during the investigation, a disciplinary report shall be issued pursuant to 103 CMR 430, Inmate Discipline.
- (5) All PREA investigations shall be in a six-part format in accordance with 103 DOC 518.

E. Classification Response to Sexual Harassment/ Sexually Abusive Behavior Allegations

The Superintendent shall ensure that an inmate's risk level is reassessed upon a referral, request, incident of sexual abuse, or receipt of additional information that bears on the inmate's risk of sexual victimization or abusiveness. A new Inmate Housing Risk Assessment is to be completed on the inmate predator and/or inmate victim. The new Inmate Housing Risk Assessment will be utilized to inform housing, bed, work, education, and program assignments with the goal of keeping separate those inmates at high risk of being sexually victimized from those at high risk of being sexually abusive.

519.07 INVESTIGATION OF SEXUALLY ABUSIVE/HARASSING BEHAVIOR COMPLAINTS

The Department shall ensure that all available means are used to fully investigate allegations of sexual abuse and/or sexual harassment. Within seventy-two (72) hours of the reported incident, the site's

Superintendent will review and assess all reported allegations of sexual harassment/sexually abusive behavior and determine the appropriate course of action.

A. Sexually Abusive/Harassing Behavior Between Inmates

Investigations of reported allegations of sexual harassment/sexually abusive behavior between inmates shall be initiated by the Superintendent utilizing appropriately trained facility investigative staff or, upon request to the Chief of the OIS/IAU, in conjunction with an investigator from OIS. The investigator assigned by the Superintendent is responsible for producing an investigative report and completing the PREA database case file within thirty (30) days. Extensions may be requested from and approved by the Superintendent for good cause. All investigative written material shall be uploaded to the PREA database.

B. Staff Accused of Sexually Abusive/Harassing Behavior with Inmates

If a staff member is accused of sexual harassment/sexually abusive behavior with an inmate, the Superintendent shall request a Category II investigation by submitting an Investigative Services Intake Form pursuant to 103 DOC 522, Internal Affairs Unit, and shall notify his/her respective Assistant Deputy Commissioner. The accused staff member may be placed by the Superintendent or Department Head on "no inmate contact status" or "detached with pay status" by the Commissioner pending an investigation of the matter. Contractors who are accused of sexual harassment/sexually abusive behavior may be removed from the institution until the investigation is completed. All volunteers who are accused shall be barred from entering any correctional institution until the investigation is completed.

The Chief of the OIS/IAU shall provide necessary access to the complaint intake and status screens of PREA cases for review by the institution's Superintendent. The format for the investigative

report shall follow the procedures set forth in 103 DOC 518. Inner Perimeter Security Team (IPS). The Chief of the OIS/IAU, having oversight of the investigation shall also ensure that a PREA database case file is promptly opened and completed within thirty (30) days. Extension requests for good cause shall be granted by the Chief of OIS/IAU.

C. Retaliation

Retaliation by any staff member against another employee, contractor, volunteer or inmate, for reporting an allegation of sexual harassment/ sexually abusive behavior, for assisting in making such a report, or for cooperating in the investigation of such an allegation, regardless of the merits or disposition of the allegation, is strictly prohibited. Any such occurrence is a very serious matter that may result in discipline, up to and including termination.

The Department protects all inmates and staff members who report sexual harassment/abuse, or who cooperate with sexual harassment/abuse investigations, from retaliation by other inmates or staff members.

The Department employs multiple protective measures, including, but not limited to, housing changes or transfers for inmate victims or abusers, and removal of alleged staff members or inmate abusers from contact with victims. The Department also provides emotional support services for inmates or staff members who fear retaliation for reporting sexual harassment/abuse or for cooperating with an investigation.

Superintendents shall ensure the following:

- For a period of at least 90 days following a report of sexual harassment/abuse, IPS staff shall regularly meet with and monitor the conduct and treatment of inmates or staff members who reported the sexual abuse, and of inmates who were reported to have suffered sexual abuse, to see if there are claims and/or changes that may suggest possible retaliation by inmates or staff members, and shall act promptly to remedy any

such retaliation.

- IPS staff should monitor any inmate disciplinary reports, housing changes, program changes, or negative performance reviews or reassignments of staff members.
- Monitoring shall continue beyond 90 days if the initial monitoring indicates a continued need. In the case of inmates, such monitoring shall also include periodic status checks.
- The documentation of monitoring must be recorded using Attachment V and maintained in the investigation file in the PREA database.

If any other individual who cooperates with an investigation expresses a fear of retaliation, the Department shall take appropriate measures to protect that individual against any form of retaliation.

The Department's obligation to monitor shall terminate if the investigation determines that the allegation is unfounded.

D. Reporting to Inmates

Following an investigation into an inmate's allegation that he/she suffered sexual harassment/abuse in a Department institution, the Superintendent shall inform the alleged victim as to whether the allegation has been determined to be substantiated, unsubstantiated, or unfounded, by utilizing Attachment I.

If the Department did not conduct the investigation, it shall request the relevant information from the investigative agency in order to inform the inmate.

Following an inmate's allegation that a staff member has committed sexual harassment/abuse against him/her, the Department shall subsequently inform the victim inmate of the staff member's status utilizing Attachment II (unless the investigation has determined

that the allegation is unfounded).

Following an inmate's allegation that he or she has been sexually harassed/abused by another inmate, the Department shall subsequently inform the alleged victim inmate of the legal status of the incident utilizing Attachment III.

The Department's obligation to report shall terminate if the victim inmate or perpetrator inmate is released from the agency's custody.

519.08 **PREA COMMITTEES AND SEXUAL HARASSMENT/ABUSE INCIDENT REVIEWS**

Each institution shall establish a PREA committee comprised of the PREA Manager, upper-level management officials, line supervisors, investigators, medical and/or mental health practitioners, and any other individual deemed integral to successful implementation of the PREA process at that site. The PREA committee is to conduct monthly documented meetings to assess site specific sexual harassment/abuse issues and guide the institution's compliance with DOJ PREA standards and SHARPP. The committee's activities are to be coordinated by the site's PREA Manager.

The facility shall also conduct a sexual harassment/abuse incident review at the conclusion of all substantiated and unsubstantiated investigations. Investigations which result in a determination of "unfounded" do not need to be formally reviewed as part of the aforementioned incident review meeting.

Incident reviews shall ordinarily occur within thirty (30) days of the conclusion of the investigation. The date of the conclusion of an investigation is the date the Superintendent/designee enters the official outcome of the investigation into the Department's PREA database.

A. The review team shall:

- (1) Consider whether the allegation or investigation indicates a need to change policy or practice to better prevent, detect, or respond to sexual harassment/abuse;
- (2) Consider whether the incident or allegation was motivated by race, ethnicity, gender identity, sexual orientation, transgender or intersex (LGBTI) identification status or perceived status, gang affiliation, or whether the incident was motivated or otherwise caused by other group dynamics at the institution;
- (3) Examine where the incident allegedly occurred to assess whether physical barriers in the area may have enabled the incident;
- (4) Assess the adequacy of staffing levels where the incident allegedly occurred during various shifts;
- (5) Assess whether monitoring technology should be deployed or enhanced to supplement supervision by staff; and,
- (6) Document the review process by using the PREA database. The committee shall document its findings, including, but not limited to, determinations made pursuant to the above and any recommendations for improvement. The institution shall implement the recommendations for improvement or shall document its reasons for not doing so.

519.09 DATA COLLECTION/ANALYSIS/STORAGE

All incidents or allegations of sexually abusive/harassing behavior shall be documented in a timely and accurate manner via the investigative process and in the PREA database by the certified investigators assigned by Superintendents or the Chief of the OIS/IAU. On a monthly basis, each PREA Manager and the Chief of OIS/IAU, or their respective designees, are required to review each PREA

allegation/incident logged into their respective institutional database, ensuring that all the appropriate data fields have been completed and are accurately documented, and that all appropriate documentation has been uploaded.

Other sources may be queried to develop intelligence information that may become useful to prevent sexual harassment/sexually abusive behavior. These sources may include, but are not limited to, inmate correspondence, inmate telephone records/recordings, inmate grievances, and institution climate reports.

A. Collection

The Department shall collect accurate, uniform data for every allegation of sexual harassment/abuse at institutions through the use of the PREA database.

The Departmental PREA Coordinator/designee shall aggregate the incident-based sexual abuse data at least annually and submit a report to the DOJ as required.

The incident-based data collected shall include, at a minimum, the data necessary to answer all inquiries and surveys by the DOJ.

The Department shall maintain, review, and collect data as needed from all available incident-based documents, including reports, investigation files and sexual abuse incident reviews. The Department shall also attempt to obtain incident-based and aggregated data from every private facility with which it contracts for the confinement of its inmates.

Upon request, the Department's PREA Coordinator shall provide all such data from the previous calendar year to the DOJ.

B. Data review for corrective action

The Department shall review data collected and aggregated in order to assess and improve the effectiveness of its sexual harassment/abuse response prevention policy and all such efforts related to the prevention, detection and response to any and all

sexual harassment/abuse allegations. Additionally, the collection and review of such data serves to give the Department the ability to continually enhance and improve its practices and training, including:

- (1) Identifying problem areas;
- (2) Taking corrective action on an ongoing basis; and
- (3) Preparing an annual report of its findings and corrective actions for each facility, as well as the Department as a whole.

- a. Such report shall include a comparison of the current year's data and corrective actions with those from prior years and shall provide an assessment of the agency's progress in addressing sexual abuse/harassment within the Department.

- b. The Department's report shall be approved by the Commissioner and made readily available to the public through the Department's website.

- c. The Department shall redact specific material from the report when publication would present a clear and specific threat to the safety and/or security of an institution, but shall indicate the nature of the material redacted.

C. Data storage, publication, and destruction

The Department shall ensure that data collected is securely retained and only shared with individuals, institutions, and/or agencies, on a "need to know basis."

- (1) The Department shall attempt to make all aggregated sexual harassment/abuse data from institutions under its direct control, and private facilities with which it contracts with, readily available to the public at least annually

through its Departmental website.

- (2) Before making aggregated sexual harassment/abuse data publicly available, the Department shall remove all personal identifiers.
- (3) The Department shall maintain collected sexual harassment/abuse data for at least ten (10) years after the date of the initial collection. Destruction of any records shall be done in accordance with the latest Massachusetts Statewide Records Retention Schedule.

519.10 SUPERVISION AND MONITORING

At least annually, the Department's Deputy Commissioner of Prisons or Chief of Staff will meet with the PREA Coordinator to assess, determine, and document, whether adjustments are needed to any institution staffing plans. In doing so, a review of the institution PREA safety assessment and other available resources of information shall be utilized. This assessment shall be used to determine and document whether adjustments are needed to:

- The staffing plan established pursuant to 103 DOC 510, Security Staffing and Analysis;
- The institution's deployment of video monitoring systems and other monitoring technologies; and
- The resources the institution has available to commit to ensure adherence to the staffing plan.

519.11 FALSE ALLEGATIONS

If a Department investigation reveals that an inmate or staff member knowingly made a false allegation or a false material statement, the Department may take appropriate disciplinary action and/or refer the matter for criminal action under the Massachusetts General Laws, as appropriate. This information shall be included in any orientation booklet as well as

within the training provided to Department employees, contractors or volunteers and inmates.

519.12 **PREA AUDITS**

All eligible DOC institutions will undergo a DOJ PREA audit every three years under the supervision and guidance of the Department's PREA Coordinator. The scheduling, preparation, and execution, of all audits will be strictly adhered to in accordance with the direction provided to each institution during their respective audit cycle. All institutions are required to utilize the electronic PREA audit folder format (or an audit instrument required by the DOJ) to demonstrate compliance with all of required standards outlined in the Prisons and Jail Standards.

All DOC institutions (including those which are not required to undergo a DOJ PREA audit) will be required to show adherence to the this policy and the DOJ PREA standards (Prisons and Jail Standards) during their respective DOC Operational Audits conducted by the PDCU.

519.13 **EMERGENCIES**

Whenever, in the opinion of the Commissioner or the Superintendent of a state correctional institution, an emergency exists which requires suspension of all or part of this policy, the Superintendent may order such suspension. However, any such suspension lasting beyond forty-eight (48) hours must be authorized by the Commissioner.

Attachment I

Inmate Notification - Allegation of Sexual Abuse/Harassment

To:

From: Superintendent

Date:

Re: PREA Notification (Case #)

Pursuant to 28 Code of Federal Regulations part 115 PREA Regulations, §**115.73(a)** Reporting to Inmates, I am notifying you of the following;

An investigation has been conducted into your allegation that you suffered sexual abuse and/or harassment, and the result is;

- Substantiated
- Unsubstantiated
- Unfounded

If you have any questions or concerns, please feel free to correspond with my office.

CC:

PREA Database

Inmate Notification - Staff Allegation

To:

From: Superintendent

Date:

Re: PREA Notification (Case #)

Pursuant to 28 Code of Federal Regulations part 115 PREA Regulations, §115.73(c) Reporting to Inmates, I am notifying you of the following;

Based upon the findings rendered in PREA Investigation # , I am informing you of the following;

The staff member in your complaint is no longer posted within your unit.

The staff member in your complaint is no longer employed at the facility.

The staff member in your complaint has been indicted on a charge related to sexual abuse within the institution.

The staff member in your complaint has been convicted on a charge related to sexual abuse within the institution.

Please be advised that notifications on this matter will cease upon your release from custody.

If you have any questions or concerns, please feel free to correspond with my office.

CC:

PREA Database

Attachment III

Inmate Notification - Inmate Allegation

To:

From: Superintendent

Date:

Re: PREA Notification (Case #)

Pursuant to 28 Code of Federal Regulations part 115 PREA Regulations, §115.73(d) Reporting to Inmates, I am notifying you of the following;

Based upon the findings rendered in PREA Investigation # , I am informing you of the following;

- The inmate in your complaint has been indicted on a charge related to sexual abuse within the institution.
- The inmate in your complaint has been convicted on a charge related to sexual abuse within the institution.

Please be advised that notifications on this matter will cease upon your release from custody.

If you have any questions or concerns, please feel free to correspond with my office.

CC: PREA Database



Massachusetts Department of Correction
Facility Annual PREA Safety Assessment
Attachment IV
in accordance with 103 DOC 519
Sexual Harassment/Abuse Response Prevention Policy (SHARPP)



Facility:		Assessment Year:	
Facility PREA Manager:		Date submitted:	

Does the facility have a PREA committee established? Yes No How often does the committee meet? _____

Facility Checklist

Does the facility have PREA response kits and checklists available for staff? Yes No How many? _____
 Location: _____

How many cameras does the facility have? _____ How many are inoperable? _____ Pending Installation: _____

Does the facility require additional cameras to ensure compliance with PREA? Yes No If yes, how many? _____ and why? _____

Has the facility completed the annual phone number audit of all employees, contractors and volunteers? Yes No
Date completed: _____ by whom: _____

Were there any positive matches? Yes No If yes, what action was taken? _____

How many PREA allegations were made during the assessment year? _____ Number referred to outside agency: _____

How many PREA facility investigations were: *Substantiated: _____ Un-substantiated: _____ Un-founded: _____*
On-going: _____

Did IPS staff meet with, monitor and document the conduct and treatment of inmates or staff who reported the sexual abuse and of inmates who were reported to have suffered sexual abuse to see if there are claims and/or changes that may suggest possible retaliation by inmates or staff for at least 90 days following the allegation(s)? Yes No If no, explain: _____

Did the PREA committee meet within 30 days of all completed PREA investigation? Yes No If no, explain: _____
(Required in all substantiated and un-substantiated cases)

What area(s) of the facility have you identified as vulnerable w/ regard to PREA related activity and what has been done to mitigate vulnerability? _____

Have any changes been made to the physical plant during the past year? Yes No If yes, explain? _____

Do you have any current concerns as they relate to PREA compliance? Yes No If yes, explain? _____

Are all staff (vendor/volunteer & DOC) on track to receive required PREA Training? Yes No If No, explain? _____

Do you have transgender and/or intersex inmates residing at the facility? Yes No

- Have alternative shower times been offered Yes No
- Has placement and programming been reassessed at least twice each year Yes No

As a result of your PREA investigation(s), did the facility... (check all that apply)

- Recommend/Request additional surveillance cameras: Require Staff Training: Request adjustments to staff levels:
- Need for changes to the environment: Are there operational practice to be improved upon:
- Make adjustments to Post orders: Identify areas as prone to be at risk for a PREA incident:

If any box is checked, please explain: _____

	<p>Massachusetts Department of Correction Sexual Abuse Retaliation Monitoring Log Attachment V <i>in accordance with 103 DOC 519</i> Sexual Harassment/Abuse Response Prevention Policy (SHARPP)</p>	
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In accordance with 103 DOC 519.07C, for at least 90 days following the initiation of an investigation into an allegation of sexual harassment/abuse, IPS staff shall regularly meet with, and monitor the conduct and treatment of staff or inmates in any allegation (including alleged victim, alleged perpetrator, reporter or anyone else who cooperates with the investigation) to ensure that no retaliation is taken against the inmate(s) and/or staff member(s) as a result of their involvement.

INSTRUCTIONS: To be completed at the onset of a sexual abuse investigation (substantiated or un-substantiated) for monitoring staff and inmates. One form should be utilized for each person. Monitoring shall continue beyond 90 days if the initial monitoring indicates a continued need. Retaliation monitoring can cease if an investigation determines that the allegation is unfounded.

BASIC INFORMATION

<i>Date Allegation Received</i>	<i>Facility</i>	
<i>Type of Monitoring</i> <input type="checkbox"/> New 90 day monitoring <input type="checkbox"/> 30 day monitoring	<i>Monitoring Expiration Date:</i>	
<i>Assigned Monitor</i>	<i>Title</i>	<i>Date Assigned</i>
<i>Staff / Inmate Being Monitored</i>	<i>Inmate No.</i>	
<i>Monitoring Reason</i> <input type="checkbox"/> Reported Sexual Abuse/Harassment <input type="checkbox"/> Victim / Alleged Abuse <input type="checkbox"/> Fear of Retaliation is expressed for Cooperating with Sexual Abuse / Harassment Investigation		

MONITORING – WEEK 1

<i>Date</i>
<i>Action(s) Taken</i> <input type="checkbox"/> Reviewed Disciplinary Reports <input type="checkbox"/> Reviewed Housing Changes <input type="checkbox"/> Face to Face contact <input type="checkbox"/> Reviewed Program changes <input type="checkbox"/> Reviewed Performance evaluations <input type="checkbox"/> Reviewed Staff Re-assignments
<i>Comments</i>

MONITORING – WEEK 2

<i>Date</i>
<i>Action(s) Taken</i> <input type="checkbox"/> Reviewed Disciplinary Reports <input type="checkbox"/> Reviewed Housing Changes <input type="checkbox"/> Face to Face contact <input type="checkbox"/> Reviewed Program changes <input type="checkbox"/> Reviewed Performance evaluations <input type="checkbox"/> Reviewed Staff Re-assignments
<i>Comments</i>

MONITORING – WEEK 3

<i>Date</i>
<i>Action(s) Taken</i> <input type="checkbox"/> Reviewed Disciplinary Reports <input type="checkbox"/> Reviewed Housing Changes <input type="checkbox"/> Face to Face contact <input type="checkbox"/> Reviewed Program changes <input type="checkbox"/> Reviewed Performance evaluations <input type="checkbox"/> Reviewed Staff Re-assignments
<i>Comments</i>

MONITORING – WEEK 4

<i>Date</i>
<i>Action(s) Taken</i> <input type="checkbox"/> Reviewed Disciplinary Reports <input type="checkbox"/> Reviewed Housing Changes <input type="checkbox"/> Face to Face contact <input type="checkbox"/> Reviewed Program changes <input type="checkbox"/> Reviewed Performance evaluations <input type="checkbox"/> Reviewed Staff Re-assignments
<i>Comments</i>

MONITORING – WEEK 5

<i>Date</i>
<i>Action(s) Taken</i> <input type="checkbox"/> Reviewed Disciplinary Reports <input type="checkbox"/> Reviewed Housing Changes <input type="checkbox"/> Face to Face contact <input type="checkbox"/> Reviewed Program changes <input type="checkbox"/> Reviewed Performance evaluations <input type="checkbox"/> Reviewed Staff Re-assignments
<i>Comments</i>

MONITORING – WEEK 6

<i>Date</i>
<i>Action(s) Taken</i> <input type="checkbox"/> Reviewed Disciplinary Reports <input type="checkbox"/> Reviewed Housing Changes <input type="checkbox"/> Face to Face contact <input type="checkbox"/> Reviewed Program changes <input type="checkbox"/> Reviewed Performance evaluations <input type="checkbox"/> Reviewed Staff Re-assignments
<i>Comments</i>

MONITORING – WEEK 7

<i>Date</i>
<i>Action(s) Taken</i> <input type="checkbox"/> Reviewed Disciplinary Reports <input type="checkbox"/> Reviewed Housing Changes <input type="checkbox"/> Face to Face contact <input type="checkbox"/> Reviewed Program changes <input type="checkbox"/> Reviewed Performance evaluations <input type="checkbox"/> Reviewed Staff Re-assignments
<i>Comments</i>

MONITORING – WEEK 8

<i>Date</i>
<i>Action(s) Taken</i> <input type="checkbox"/> Reviewed Disciplinary Reports <input type="checkbox"/> Reviewed Housing Changes <input type="checkbox"/> Face to Face contact <input type="checkbox"/> Reviewed Program changes <input type="checkbox"/> Reviewed Performance evaluations <input type="checkbox"/> Reviewed Staff Re-assignments
<i>Comments</i>

MONITORING – WEEK 9

<i>Date</i>
<i>Action(s) Taken</i> <input type="checkbox"/> Reviewed Disciplinary Reports <input type="checkbox"/> Reviewed Housing Changes <input type="checkbox"/> Face to Face contact <input type="checkbox"/> Reviewed Program changes <input type="checkbox"/> Reviewed Performance evaluations <input type="checkbox"/> Reviewed Staff Re-assignments
<i>Comments</i>

MONITORING – WEEK 10

<i>Date</i>
<i>Action(s) Taken</i> <input type="checkbox"/> Reviewed Disciplinary Reports <input type="checkbox"/> Reviewed Housing Changes <input type="checkbox"/> Face to Face contact <input type="checkbox"/> Reviewed Program changes <input type="checkbox"/> Reviewed Performance evaluations <input type="checkbox"/> Reviewed Staff Re-assignments
<i>Comments</i>

MONITORING – WEEK 11

<i>Date</i>		
<i>Action(s) Taken</i>		
<input type="checkbox"/> Reviewed Disciplinary Reports	<input type="checkbox"/> Reviewed Housing Changes	<input type="checkbox"/> Face to Face contact
<input type="checkbox"/> Reviewed Program changes	<input type="checkbox"/> Reviewed Performance evaluations	<input type="checkbox"/> Reviewed Staff Re-assignments
<i>Comments</i>		

MONITORING – WEEK 12

<i>Date</i>		
<i>Action(s) Taken</i>		
<input type="checkbox"/> Reviewed Disciplinary Reports	<input type="checkbox"/> Reviewed Housing Changes	<input type="checkbox"/> Face to Face contact
<input type="checkbox"/> Reviewed Program changes	<input type="checkbox"/> Reviewed Performance evaluations	<input type="checkbox"/> Reviewed Staff Re-assignments
<i>Comments</i>		

MONITORING – WEEK 13

<i>Date</i>		
<i>Action(s) Taken</i>		
<input type="checkbox"/> Reviewed Disciplinary Reports	<input type="checkbox"/> Reviewed Housing Changes	<input type="checkbox"/> Face to Face contact
<input type="checkbox"/> Reviewed Program changes	<input type="checkbox"/> Reviewed Performance evaluations	<input type="checkbox"/> Reviewed Staff Re-assignments
<i>Comments</i>		

CONCLUSION

<i>Finding</i>	
<input type="checkbox"/> Monitoring Complete – No Retaliation Found <input type="checkbox"/> Monitoring Complete – Retaliation Address and Resolved <input type="checkbox"/> Continue Monitoring for 30 days for the following reasons:	
<i>Assigned Monitor Signature</i>	<i>Date</i>

Outside Agency Notification Letter

Dear

Pursuant to the Prison Rape Elimination Act (PREA), Prisons and Jail Standards, United States Department of Justice Final Rule, 115.36, (Reporting to Other Confinement Facility) and the Department of Correction's 103 DOC 519 Sexual Harassment/Abuse Response Prevention policy, this letter serves as notification that inmate (name and commitment #), currently committed to (name of facility/agency) is alleging that he/she was sexually harassed/assaulted) while in the custody of your facility/agency.

Inmate (name) made this allegation during (date/time) and provided the following details (list any details). I am forwarding you this information for further investigation in accordance with the aforementioned standard and policy.

Please provide periodic updates of the investigation process and a copy of the final investigation report. Our facility point of contact for this matter is: (PREA Manager's name and phone number).

Your anticipated cooperation and immediate attention concerning this most important issue is appreciated.

Sincerely

(Superintendent)

Cc: Facility PREA Manager

PREA Database

PREA Allegation Form

Please use the form on this page to submit a PREA allegation to the Department of Correction.

Inmate's Information

Commitment Number*

Name*

First Name

Last Name

Date of Birth*

Facility Where Alleged Incident Occurred*

Date and Time of Incident

 :

Name of Alleged Perpetrator (if known)

Name Any Witnesses (if known)

2000/2000

Please Describe What Happened*

2000/2000

Your Information

Name

First Name

Last Name

Phone

Email

Submit Form