

(Facility Name) PREA Local Procedure Directive and Coordinated Response Plan

The purpose of this directive is to provide a written institutional plan to coordinate actions taken in response to an incident of sexual abuse, among staff first responders, medical and mental health practitioners, investigators and facility leadership.

STAFF CONTACT INFORMATION

FACILITY NAME

Facility Name			
Position	Name	Phone Number	Email Address
Warden			
PREA Compliance Manager			
SART Retaliation Monitor			
PREA Compliance Manager			
SART Security			
SART Mental Health			
SART Medical			
Staff Training			
Inmate Education			

REPORTING DUTIES

Upon immediate notification of a sexual abuse, these actions should be taken in the order noted below.

FIRST STEPS

- Notify your Shift OIC and ensure the victim is separated from the aggressor.
- Instruct the alleged victim to refrain from changing clothes, drinking, eating, brushing teeth, or any other activity that could destroy any physical evidence.
- If known, instruct the alleged perpetrator to refrain from changing clothes, drinking, eating, brushing teeth, or any other activity that could destroy any physical evidence.
- Secure the crime scene if applicable to restrict access to the area and to prevent handling of evidence until an internal investigator arrives.
- Ensure the victim receives immediate medical attention (in accordance with SOP 507.04.84, Medical Management of Suspected Sexual Abuse and SOP 507.04.91, Medical Management of Suspected Sexual Assault, Abuse or Harassment), followed by a mental health evaluation within 24 hours, (in accordance with SOP 508.22, Mental Health Management of Suspected Sexual Abuse, Contact or Harassment).
- If applicable, ensure SANE protocol is enacted in accordance with 208.06 Attachment 5 and the Department's PREA Coordinator is notified.
- Implement Local PREA Notification Procedures to ensure all required personnel are notified that an incident has occurred.
- Ensure the incident report and supporting documentation has been completed before leaving the institution for the day.
- Ensure the victim receives a SART evaluation promptly within 24 hours.
- Ensure the alleged victim is housed separately from the alleged perpetrator; inmate shall be placed in involuntary protective custody only after other alternatives have been exhausted to ensure the safety of the victim.
- If applicable, ensure the alleged perpetrator has been placed in administrative segregation.
- If the alleged perpetrator is a staff member, separate the staff member from the alleged victim pending further instructions from Warden/Superintendent.

- **If applicable, consult with the SART the Regional Director, and SAC within 72 hours of the reported incident to determine how long the alleged victim or perpetrator should remain segregated from the general population, and document the final decision in the inmate's file with specific reasons for returning the offenders to the general population or keeping the offenders segregated.**
- **If the alleged victim is under the age of 18, the Regional Director in conjunction with the Director of Investigations, or designee, shall report the allegation to the Department of Family and Children Services, Child Protective Services Section, reference O.C.G.A §19-7-5.**
- **If the alleged victim is considered a vulnerable adult under O.C.G.A. §30-5-4, then the Director of Investigations, or designee, will make notification to the appropriate outside law enforcement agency.**

Safe Housing

Identify the location of this facility's safe dorm(s) and or safe beds in this section.

Identifying "at risk" Inmates at this facility

Describe the process in place at this facility to identify inmates that have a serious sexual predation history or who are "at risk" of engaging in sexually abusive behavior and or inmates who are "at risk" of sexual victimization while in GDC custody. Also explain the process used to identify these inmates to the appropriate staff. Keep it brief and to the point.

Upon immediate notification of a sexual harassment or report of retaliation these actions should be taken in the order noted below.

- **Notify your immediate supervisor who should immediately and directly forward this information to: (insert the appropriate information for your facility: the SART Leader, Compliance Manager, Retaliation Monitor.**