

PREA COORDINATED RESPONSE PLAN

1	ALLEGATIONS ARE REPORTED	Notify Shift Commander									
2	MAKE NOTIFICATIONS	Shift Commander through PREA page and e-mail will notify Sheriff; Special Sheriff; Superintendent; Assistant Superintendent; PREA Coordinator; PREA Manager and IPS.	PREA Manager shall ensure that appropriate conflict documentation is entered into OMS.	If incident involves an employee of PCCF contact CPAC.							
3	SECURE INMATES AND AREA OF INCIDENT	Response from PREA Manager with instructions to IPS.	Secure the scene for crime scene processing.	Receive an incident number through Communications.	Video and photograph crime scene.	Cell search should be conducted by IPS investigators for evidence.	All evidence collection for the victim (s)/ perpetrator (s) will be done in a dry cell and secure area in the Health Services Unit.	Collect evidence using the Sexual Assault Response Kit/ Predator or Victim.	All evidence should be cataloged and placed in evidence by IPS.	Collect all phone calls, mail and video for review.	Preserve direct and circumstantial evidence.
4	MEDICAL/ MENTAL HEALTH	Health care professional shall evaluate and document the extent of the physical injury.	Provide medical treatment if needed.	Make emergency mental health referral to the on-site mental health professional.	Medical and mental health shall attempt to persuade the inmate to go to the outside hospital for treatment. If inmate refuses he should sign a Refusal of Treatment form.	Upon completion of medical and mental health evaluation, the Superintendent or designee in consultation with medical and mental health, shall determine whether to transport to Jordan Hospital.	Sexual Assault Response Kits will be maintained by the primary Sexual Assault IPS Officer.	Collect evidence using the Sexual Assault Response Kit.	Preserve direct and circumstantial evidence.		
5	MEDICAL TREATMENT	Insure inmate victim is taken to institution Health Services	Health care professional shall evaluate and document the extent of the physical injury.	Provide medical treatment if needed.	Make emergency mental health referral to the on-site mental health professional.						
6	TRANSPORT TO BI PLYMOUTH HOSPITAL	Insure inmate victim is taken to institution Health Services	Notify transportation unit of inmates transfer to Jordan Hospital.	Any evidence collected at hospital should be done by BCI and maintained by BCI.							
7	SANE NURSE	Sane Nurse should see victim inmate at hospital.	Sane Nurse should be interviewed by IPS.								
8	RETURN TO INSTITUTION										
9	IF POSSIBLE INTERVIEW INMATE	Inmate should be placed in a secure setting pending investigation.	IPS should interview victim inmate as soon as medically stable.								
10	IF POSSIBLE INTERVIEW PERP	Inmate should be placed in a secure setting pending investigation.	Medical staff should evaluate assailant before being placed in segregation.	Interview should be conducted by IPS as soon as possible and recorded.	If staff member is suspected of sexually abusive behavior with an inmate, the Superintendent shall request a Category II investigation and CPAC should be notified.						
11	REFRIGERATE EVIDENCE OR TRANSPORT TO CRIME LAB	Prior to transportation of the evidence to the state police crime lab, an BCI									
12	VICTIM UNDER OBSERVATION	Victim should be monitored by Unit Officer's.	Victim should be followed by Medical and Mental Health Professionals.								
13	WITNESS INTERVIEWS	Conduct interviews as soon as possible by IPS investigators.									
14	INTELLIGENCE GATHERING	Talk to inmates who may have knowledge of incident.									
15	COMPLETION OF INVESTIGATION	The facility shall conduct a sexual abuse incident review at the conclusion of all sexual abuse investigations.	The incident review shall occur within thirty days of the conclusion of the investigation.								
16	SUBMIT CONFLICTS IF APPROPRIATE										
17	SUBMIT REPORTS	If sufficient information or evidence is obtained during investigation, a disciplinary report shall be issued.	D-Report Packet.	Incident Report.	Evidence and chain of custody report.	IPS should contact DA's Office for a prosecutive opinion.					
18	SUBMIT FINDINGS INTO PREA DATA BASE	IPS Investigator should complete executive summary and six-part investigation.	Enter the known information into the PREA Data Base.								
19	PREA COORDINATOR	Review of investigation and declare conclusion or continuance.									
20	30 DAY REVIEW PANEL	The incident review shall occur within thirty days of the conclusion of the investigation.									
21	BEGIN 90 DAY MONITORING PERIOD										
22	CLOSE INVESTIGATION										