	POLICY TITLE				Sexual Abuse Prevention and Response										
	CHAPTER		14		POLICY NUMBER		14-2 DHS		Page 1 of 30						
	EFFECTIVE DATE						SUPERSEDES DATE								
	NOVEMBER 3, 2014						FEBRUARY 26, 2013								
SIGNATURE ON FILE AT FACILITY SUPPORT CENTER Harley G. Lappin Executive Vice President/Chief Corrections Officer SIGNATURE ON FILE AT FACILITY SUPPORT CENTER Steven E. Groom Executive Vice President/General Counsel				FACILITY NAME		STEWART DETENTION CENTER									
				FACILITY EFFECTIVE DATE						FACILITY SUPERSEDES DATE					
				JANUARY 14, 2015						NOVEMBER 20, 2013 Supercedes 14-2(01)					

14-2.1 POLICY:

Sexual abuse in detention centers is a public safety issue that can impact facility order and security. It victimizes vulnerable detainees, causes psychological trauma, can increase the spread of communicable diseases, and can elevate the risk of tension. This policy provides CCA detention facilities with a mechanism for complying with the Prison Rape Elimination Act (PREA) and the PREA National Standards, and reducing the occurrence of sexual abuse.

CCA has mandated zero-tolerance towards all forms of sexual abuse. Such conduct is prohibited by this policy and will not be tolerated; to include detainee-on-detainee sexual abuse and employee-on-detainee sexual abuse. When it is learned that a detainee is subject to a substantial risk of imminent sexual abuse, immediate action shall be taken to protect the detainee. It is CCA's policy to aggressively investigate all allegations, regardless of the source, and prosecute those who are involved in incidents of sexual abuse. Alleged victims of sexual abuse will be provided a supportive and protective environment. (115.11 (a), 115.62)

Sexual activity between detainees or employees/civilians/contractors and detainees, regardless of consensual status, is strictly prohibited and subject to administrative and criminal disciplinary sanctions.

14-2.2 AUTHORITY:

CCA Company Policy

14-2.3 DEFINITIONS:

Bad Faith – Acting with a dishonest belief or purpose.

Civilian – A person who is not a paid CCA employee. Such individuals may include visitors, volunteers, interns, delivery truck drivers, or service personnel repairing equipment in the facility. This does not include detainee visitors.

Contractor – A person who provides services at the facility on a recurring basis pursuant to a contractual agreement with the agency or facility. Such individuals may include the contractor's employees who manage and operate facility departments such as health and/or food services, construction workers who are temporarily working on projects within the facility, medical professionals such as a psychiatrist or medical doctor, contract attorneys, or consultants such as a professional librarian.

Detainee – Any person detained in an immigration detention facility or holding facility

Direct Staff Supervision – Security staff are in the same room with, and within reasonable hearing distance of, the detainee.

Employee – A person employed by CCA in an approved full-time or part-time position that is designated as such in the authorized staffing pattern. For the purposes of this policy, a paid intern may be considered an employee.

Exigent Circumstances – Temporary unforeseen circumstance(s) that require immediate action in order to combat a threat to the security or order of a facility or security of any person.

Facility Support Center (FSC): CCA's corporate headquarters where employees provide support and oversight in the management and operation of the company's facilities.

FSC PREA Committee – A committee comprised of senior operations, legal, and mental health managers who review issues related to PREA reporting, incident response, investigation, and prevention.

FSC PREA Coordinator – An upper-level management FSC employee designated to develop, implement, and oversee CCA's companywide efforts to comply with the PREA National Standards and the company's Sexual Abuse Response and Prevention Program. He/she must provide supervisory oversight to all CCA facilities ensuring coordination in the prevention, detection, intervention, investigation, and discipline/prosecution of sexual abuse as specified in this policy. (115.11 (b))

Gender Non-Conforming – A person whose appearance or manner does not conform to traditional societal gender expectations.

LGBTI – Lesbian, Gay (Homosexual), Bisexual, Transgender, and Intersex. This acronym will include the term Gender Non-Conforming.

Intersex – A person whose sexual or reproductive anatomy or chromosomal pattern does not seem to fit typical definitions of male or female. Intersex medical conditions are sometimes referred to as disorders of sex development.

PREA – The Prison Rape Elimination Act 42 USC 15601 et seq

PREA Compliance Manager – An Administrative Duty Officer-level manager appointed by the Facility Administrator who maintains responsibility for the facility's Sexual Abuse Response and Prevention Program.

PREA National Standards – Part 115 of Title 6 of the Code of Federal Regulations, the Prison Rape Elimination Act National Standards, including Subpart A, Standards for Immigration Detention facilities.

PREA Staffing Plan – An approved plan for staffing the facility in accordance with PREA guidelines developed by the facility in conjunction with the FSC PREA Coordinator.

Preponderance of the Evidence Standard – An evidentiary standard under which an allegation is deemed substantiated if the weight of the available evidence indicates that the allegation is more likely than not to be truthful or correct.

Qualified Health Care Professional (QHCP) – Includes physicians, physician assistants, nurse practitioners, nurses, dentists, mental health professionals, and others who, by virtue of their education, credentials, and experience are permitted by law within the scope of their professional practice to evaluate and care for patients.

Qualified Mental Health Professionals (QMHP) – Includes psychiatrists, psychologists, psychiatric social workers, psychiatric nurses and others who, by virtue of their education, credentials, and experience are permitted by law to evaluate and care for the mental health needs of patients.

Rape Crisis Center – An entity that provides intervention and related assistance, such as the services specified in 42 U.S.C. 14043g(b)(2)(C), to victims of sexual assault of all ages.

SAFE/SANE Provider – A sexual assault forensic examiner (SAFE) or sexual assault nurse examiner (SANE) is a specially trained registered nurse, physician assistant, or physician who provides comprehensive care, and timely collection of forensic evidence and testimony in sexual assault cases.

Sexual Abuse of a Detainee by Another Detainee – Any of the following acts, if the victim does not consent, is coerced into such act by overt or implied threats of violence, 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, with an intent to abuse, humiliate, harass, degrade or arouse or gratify the sexual desire of and person; or
5. Threats, intimidation, or other actions or communications by one or more detainees aimed at coercing or pressuring another detainee to engage in a sexual act.

Sexual Abuse of Detainee by an Employee, Contractor, or Civilian – Any of the following acts, if engaged in by one or more staff members, volunteers, or contract personnel who, with or without consent of the detainee engages in or attempts to engage in:

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, however slight, by a hand, finger, object, or other instrument that is unrelated to official duties or where the employee, contractor, or civilian has the intent to abuse, arouse, or gratify sexual desire;
4. Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties or where the employee, contractor, or civilian has the intent to abuse, arouse, or gratify sexual desire;
5. Any attempt, threat, intimidation, harassment, indecent, profane or abusive language, or other actions or communications, aimed at coercing or pressuring a detainee to engage in a sexual act.
6. Repeated verbal statements or comments of a sexual nature to a detainee;
7. Any display by an employee, contractor, or civilian of his or her uncovered genitalia, buttocks, or breast in the presence of a detainee; and
8. Voyeurism by an employee, contractor, or civilian.

Sexual Abuse Response Team (SART) – A team comprised of four (4) or more individuals having a primary role in responding to reported incidents of sexual abuse, victim assessment and support needs, and ensuring policy and procedures are carried out that ensure detainee safety.

Transgender – A person whose gender identity (i.e. internal sense of feeling male or female) is different from the person's sex at birth.

Voyeurism – An invasion of privacy of an detainee by an employee, contractor, or civilian for reasons unrelated to official duties, such as peering at an detainee who is using a toilet in his or her cell to perform bodily functions; requiring detainee to expose his or her buttocks, genitals, or breasts; or taking images of all or part of an detainee's naked body or of a detainee performing bodily functions.

14-2.4 PROCEDURES:

PROCEDURES INDEX

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A. CONFIDENTIALITY

1. All information concerning an event of detainee sexual abuse is to be treated as confidential. Apart from reporting to designated supervisors or officials, employees shall not reveal any information related to a sexual abuse report to anyone other than to the extent necessary, and as specified in this policy, to make treatment, investigation, and other security and management decisions. This information should never be shared with other detainees.
2. Appropriate controls shall be implemented within the facility regarding the dissemination of responses to questions asked pursuant to screening for risk of victimization and abusiveness in order to ensure that sensitive information is not exploited by employees or other detainees to the detainee's detriment. (115.41(g))
3. Security and management of documentation containing PREA information will be in accordance with CCA and/or agency policy regarding records management, records retention, HIPAA, etc.

B. HIRING AND PROMOTION

1. To the extent permitted by law, CCA will decline to hire or promote anyone who may have contact with detainees, and decline to enlist the services of any contractor, or volunteer, who may have contact with detainees, who:
 - a. Has engaged in sexual abuse in a prison, jail, holding facility, community confinement facility, juvenile facility, or other institution (as defined in 42 U.S.C. 1997);
 - b. Has been convicted of engaging or attempting to engage in sexual activity facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse; or
 - c. Has been civilly or administratively adjudicated to have engaged in the activity as outlined above in B.1.b. (115.17 (a))

NOTE: To the extent permitted by law, CCA may decline to hire or promote and may terminate employment based on material omissions regarding such misconduct, or the provision of materially false information. (115.17 (e))

2. All applicants and employees who may have direct contact with detainees shall be asked about previous misconduct, as outlined above in B.1.a.-c., in written applications or interviews for hiring or promotions, and in any interviews or written self-evaluations conducted as part of reviews of current employees. (115.17 (b))
 - a. The 14-2H Self-Declaration of Sexual Abuse form will be completed upon application for employment and as part of the promotional interview process.
 - b. The 14-2H Self-Declaration of Sexual Abuse form shall also serve as verification of an employee's fulfillment of his/her continuing affirmative duty to disclose any sexual misconduct as described in this policy, and as outlined above in B.1.a.-c.
3. Background Records Check
 - a. Before hiring new employees who may have contact with detainees, CCA shall:
 - i. Perform a criminal background records check; and (115.17 (c))
 - ii. Consistent with federal, state, and local law make its best effort to contact all prior institutional employers for information on substantiated allegations of sexual abuse or any resignation during a pending investigation of an allegation of sexual abuse as defined by this policy. The 3-20-2A Verification of Employment form shall be used to solicit such prior employment information.
 - b. CCA shall also perform a criminal background records check before enlisting the services of any contractor who may have contact with detainees. (115.17 (d))
 - c. CCA shall conduct criminal background records checks at least every five (5) years of current employees and unescorted contractors who may have contact with detainees or have in place a system for otherwise capturing such information. (115.17 (c)) Unless prohibited by law, CCA shall provide information on substantiated allegations of sexual abuse involving a former employee upon receiving a request from an institutional employer for whom such employee has applied to work. (115.17 (f))

C. TRAINING AND ACKNOWLEDGEMENT

1. Employees
 - a. All CCA facility employees shall receive training on CCA's zero-tolerance policy for sexual abuse. (115.31 (a)(1)) Such training shall be tailored to the gender of the detainees at the facility. At a minimum, all employees shall receive pre-service and annual in-service training on the following:
 - i. The PREA National Standards and other applicable state or local laws imposing criminal liability for the sexual abuse of a person held in custody;

AT THIS FACILITY, THE APPLICABLE STATE OR LOCAL LAWS GOVERNING SEXUAL ABUSE OF PERSONS IN CUSTODY IN ADDITION TO PREA ARE:

GA CODE ANN. 16-6-5.1 (WEST 2007) – SEXUAL ASSAULT**18 USC 2243 CHAPTER 109A – SEXUAL ABUSE**

- ii. An employee's duty to report any occurrence sexual abuse;
 - iii. How to fulfill employee responsibilities for sexual abuse prevention, detection, reporting, and response in accordance with this policy;
 - iv. The right of detainees to be free from sexual abuse; (115.31 (a)(2))
 - v. The right of detainees and employees to be free from retaliation for reporting sexual abuse; (115.31(a)(2))
 - vi. Definitions and examples of prohibited and illegal sexual behavior;
 - vii. Recognition of situations where sexual abuse may occur;
 - viii. Recognition of physical, behavioral, and emotional signs of sexual abuse, and methods of preventing and responding to such occurrences;
 - ix. Prevention, recognition and response to allegations or suspicions of sexual assault of detainees having mental and physical disabilities;
 - x. How to avoid inappropriate relationships with detainees;
 - xi. How to communicate effectively and professionally with detainees, including LGBTI and Gender Non-Conforming detainees;
 - xii. Procedures for reporting knowledge or suspicion of sexual abuse;
 - xiii. The requirements to limit reporting of sexual abuse to personnel with a need to know in order to make decisions concerning the victim's welfare and for law enforcement or investigative purposes. (115.31 (a)(3-9))
- b. Specialized Training
- i. In addition to the general training provided to all employees, security staff shall receive training in how to conduct cross-gender pat-down searches, and searches of transgender and intersex detainees, in a manner that is professional, respectful, and the least intrusive possible while being consistent with security needs. (115.15 (j))
 - ii. In addition to the general training provided to all employees and to the extent that CCA conducts sexual abuse investigations, investigators shall receive training on sexual abuse and conducting effective cross-agency coordination. (115.34 (a))
 - The PREA Compliance Manager shall ensure that more than one (1) person at the facility receives training as a sexual abuse investigator. This will ensure that a trained investigator is available as a back-up during employee absences (e.g. leave, paid time off, sickness, offsite training, etc.) from work.
 - Specialized training shall include effective cross agency coordination, techniques for interviewing sexual abuse victims, and sexual abuse evidence collection

- Documentation confirming that investigators have completed the required specialized training in conducting sexual abuse investigations shall be maintained in accordance with CCA Policies 1-15 Record Retention and 4-2 Maintenance of Training Records. (115.34(b))
- iii. In addition to the general training provided to all employees, all full and part-time Qualified Health Care Professionals and Qualified Mental Health Professionals, who work in the facility, (115.35 (a)) shall receive specialized medical training as outlined below:
- How to detect and assess signs of sexual abuse;
 - How to preserve physical evidence of sexual abuse;
 - How to respond effectively and professionally to victims of sexual abuse;
 - How and to whom to report allegations of sexual abuse; and
 - How to preserve physical evidence of sexual abuse. (115.35 (b)(1-4))
- c. Employees shall be required to confirm, by either electronic or manual signature, their understanding of the received training. Signed documentation will be maintained in the employee's training file.
- d. The 14-2A Policy Acknowledgement form shall be completed by each employee serving as verification of the employee's review and understanding of the contents of this policy. The completed forms will be maintained by the Manager, Human Resources. A newly signed 14-2A Policy Acknowledgement form will be required for future revisions of this policy as determined by the General Counsel or designee.
2. Civilians/Contractors
- a. All civilians/contractors who have contact with detainees shall receive training on their responsibilities pertaining to sexual abuse prevention, detection, reporting, and response as outlined in this policy. (115.32(a))
- b. The level and type of training provided to civilians/contractors shall be based on the services they provide and level of contact they have with detainees. All civilians/contractors who have contact with detainees shall be notified of CCA's zero-tolerance policy regarding sexual abuse and informed how to report such incidents. (115.32(b))
- c. Civilians/contractors shall be required to confirm, by either electronic or manual signature, their understanding of the received training. Signed documentation will be maintained in the civilian or contractor's file. (115.32 (c))
- d. Civilians/contractors who have contact with detainees on a recurring basis shall be provided a copy of this policy prior to admission to the facility to begin their assignment or task.
- e. The 14-2A Policy Acknowledgement form serves as verification of the civilian's or contractor's review and understanding of the contents of this policy and shall be completed by each civilian or contractor who has contact with detainees. The completed forms will be maintained by the Manager, Human Resources. A newly signed 14-2A, Policy Acknowledgement form, will be required for future revisions of this policy as determined by the General Counsel or designee.

D. STAFFING

1. FSC will develop, in coordination with the facility, comprehensive detainee supervision guidelines to determine and meet the facility's detainee supervision needs, and shall review those guidelines at least annually. (115.13 (b)) Each facility will ensure sufficient supervision of detainees, including through appropriate staffing levels and, where applicable, video monitoring, to protect detainees against sexual abuse. (115.13 (a))
2. In calculating staffing levels and determining the need for video monitoring, the following factors shall be take into consideration:
 - a. Generally accepted detention and correctional practices;
 - b. Any judicial findings of inadequacy;
 - c. All components of the facility's physical plant;
 - d. The composition of the detainee population;
 - e. The prevalence of substantiated and unsubstantiated incidents of sexual abuse;
 - f. Recommendations of sexual abuse incident review reports; and
 - g. Any other relevant factors, including but not limited to the length of time detainees spend in agency custody. (115.13 (c))
3. Annual PREA Staffing Plan Assessment

Whenever necessary, but no less frequently than once each year, for each CCA facility, an annual PREA staffing plan assessment will be completed.

- a. The PREA Compliance Manager will complete the 14-2I Annual PREA Staffing Plan Assessment and forward to the Facility Administrator for review. Upon completion of the Facility Administrator's review, the 14-2I Annual PREA Staffing Plan Assessment will be forwarded to the FSC PREA Compliance Coordinator.
- b. In consultation with the Business Unit Vice President, Operations, the FSC PREA Compliance Coordinator shall assess, determine, and document whether adjustments are needed to:
 - i. The staffing plan established pursuant to this section;
 - ii. The facility's deployment of video monitoring systems and other monitoring technologies; and
 - iii. The resources the facility has available to commit to ensure adherence to the staffing plan.
- c. Any changes to policy and/or procedure, physical plant, approved capital expenditures, video monitoring and/or technology, or staffing require the approval of the Business Unit Vice President, Operations.

E. SUPERVISION AND MONITORING

1. Supervision
 - a. Staff, including supervisors, shall conduct frequent unannounced facility rounds to identify and deter sexual abuse of detainees. The occurrence of such rounds shall be documented in the applicable log (e.g. ADO, post log, shift report, etc.). This practice shall be implemented for all shifts and all areas where detainees are permitted.

- b. Employees shall be prohibited from alerting other employees that supervisory rounds are occurring, unless such announcement is related to the legitimate operational functions of the facility. (115.13 (d))

2. Detainee Monitoring

Detainees identified in the intake screening as having experienced prior sexual victimization or perpetrated sexual abuse, will be immediately referred, as appropriate, to a qualified medical or mental health practitioner for medical and/or mental health follow-up as appropriate. (115.81 (a))

- a. When a referral for medical follow-up is initiated, the detainee shall receive a health evaluation no later than two working days from the date of assessment. (115.81 (b))
- b. When a referral for mental health follow-up is initiated, the detainee shall receive a mental health evaluation no later than seventy-two (72) hours after the referral. (115.81 (c))

- F. EXTERNAL VICTIM ADVOCATES AND SUPPORT SERVICES

1. CCA shall maintain or attempt to enter into Memorandums of Understanding (MOU) or other agreements with community service providers or, if local providers are not available, with national organizations that provide legal advocacy and confidential emotional support for immigrant victims of crimes. (115.53 (a)) Before developing or attempting to enter into an MOU, the facility shall contact the FSC Assistant General Counsel, Vendor Contracts. CCA shall maintain copies of agreements or documentation showing attempts to enter into such agreements.
2. Each facility shall establish, in writing, procedures to include outside agencies in the facility's sexual abuse prevention and intervention protocols, if such resources are available. (115.53 (b))
3. Detainees shall be provided access to outside victim advocates for emotional support services related to sexual abuse by giving detainees mailing addresses and telephone numbers, including toll-free hotline numbers where available, of local, state, or national victim advocacy or rape crisis organizations. Such information shall be included in the facility's Detainee Handbook. The facility shall enable reasonable communication between detainees and these organizations and agencies, in as confidential a manner as possible. (115.53 (c))
4. Detainees shall be informed, prior to giving them access, of the extent to which such communications shall be monitored and the extent to which reports of abuse will be forwarded to authorities in accordance with mandatory reporting laws. (115.53 (d))
5. As requested by the victim, the presence of his or her outside or internal victim advocate, including any available victim advocacy services offered by a hospital conducting a forensic exam, shall be allowed for support during a forensic exam and investigatory interviews (115.21 (d))

- G. SEXUAL ABUSE RESPONSE TEAM (SART)

1. Each facility will establish a SART which includes the following positions:
 - a. PREA Compliance Manager;
 - b. Medical representative;
 - c. Security representative;
 - d. Mental health representative; and

e. Victim Services Coordinator.

NOTE: The medical and/or mental health professional may serve as the facility's Victim Services Coordinator. The facility Victim Services Coordinator will not be a member of security.

2. The SART responsibilities shall include the following:

- a. Responding to reported incidents of sexual abuse;
- b. Responding to victim assessment and support needs;
- c. Ensuring policy and procedures are enforced to enhance detainee safety; and
- d. Participating in the development of practices and/or procedures that encourage prevention of sexual abuse and enhance compliance with PREA National Standards.

3. SART Member Responsibilities

a. The PREA Compliance Manager will:

- i. Review the facility's response to sexual abuse allegations, with the Administrator or designee, to ensure the policy is implemented effectively and victim needs are addressed;
- ii. Serve as a primary liaison with local law enforcement or delegate this responsibility to the facility investigator;
- iii. Ensure the completion of the 14-2C Sexual Abuse Incident Check Sheet; and
- iv. Ensure that thirty/sixty/ninety (30/60/90) day monitoring is conducted by the designated staff, following a substantiated or unsubstantiated allegation of sexual abuse, to protect against potential retaliation against detainees or employees. This shall include periodic status checks of detainees and review of relevant documentation.
 - Monitoring shall be documented on the 14-2D PREA Retaliation Monitoring Report (30/60/90) form.
 - Monitoring shall continue beyond ninety (90) days if the initial monitoring indicates a continuing need. (115.67 (c))
- v. Ensure prompt actions are taken to remedy any identified retaliation. (115.67 (c)).

b. The medical representative will:

- i. Ensure that the facility's medical staff respond appropriately in medically stabilizing an alleged victim before assessment by a community medical provider, if medically indicated; and
- ii. Address any ongoing medical care needs following the incident.

c. The security representative will:

- i. Ensure detainee safety needs are addressed, including separating the alleged victim and perpetrator; and
- ii. Ensure employee responses to reports of sexual abuse are timely and consistent with policy.

d. The mental health representative will:

- i. Ensure the alleged victim is assessed; and
- ii. Ensure mental health needs are addressed according to policy and local procedure.
- e. The Victim Services Coordinator will:
 - i. Attempt to obtain the services of a victim advocate from a rape crisis center to assist the alleged victim.
 - Efforts to identify and utilize a victim advocate shall be documented on the 14-2C Sexual Abuse Incident Check Sheet via the IRD.
 - In the absence of a victim advocate, the Victim Services Coordinator will provide detainees with confidential emotional support services related to sexual abuse.
 - ii. Ensure that detainees are aware they may access additional victim resources through community victim resource agencies; and
 - iii. Ensure that alleged victims are informed of their rights to care and protection from further victimization.

H. DETAINEE SCREENING

1. Initial

The facility shall assess all detainees on intake to identify those likely to be sexual aggressors or sexual abuse victims and shall house detainees to prevent sexual abuse, taking necessary steps to mitigate any such danger. (115.41 (a)) Upon admission to the facility, detainees shall be screened by staff assigned to perform the initial intake screening process in order to obtain information relevant to housing, voluntary work, recreation, and program assignments with the goal of keeping separate those detainees at high risk of being sexually victimized from those at high risk of being sexually abusive. (115.42(a)) The screening shall identify past victims and/or predators and assess vulnerability to sexual abuse victimization.

- a. Each new arrival shall be kept separate from the general population until he/she is classified and may be housed accordingly. (115.41 (a)) Detainees shall be screened, and the initial housing assignment should be completed within twelve (12) hours of admission to the facility. (115.41 (b))
- b. Screenings shall include interview questions and a review of the detainee's institutional file (or other documentation provided). Prior convictions of this type will also be considered. Screenings will be completed and documented using the 14-2B, Sexual Abuse Screening Tool, with referrals to Classification/Unit Staff and the Health Services Department for further evaluation and screening as necessary, unless the facility management contract requires otherwise. (115.41 (c))

AT THIS FACILITY, THE FOLLOWING SCREENING TOOL IS USED IN LIEU OF THE 14-2B SEXUAL ABUSE SCREENING TOOL:

NONE

- c. All completed 14-2B forms, or agency equivalent, will be maintained in the detainee's central file, with a copy forwarded to the detainee's medical record and/or, where applicable, the detainee's electronic records.

- d. Screening of detainees should only be used as a guideline for determining appropriate housing and services and should never be used as the sole reason for the deprivation of a program or privilege.

2. Reassessment

A reassessment of the detainee's risk level of victimization or abusiveness will be conducted by the appropriate Case Manager or a staff member designated by the Administrator. The reassessment shall occur:

- a. Between sixty (60) and ninety (90) days of the detainee's arrival at the facility. The reassessment will include any additional relevant information received by the facility since the initial intake screening; and (115.41 (e))
- b. When warranted, due to a referral, request, incident of sexual abuse, or receipt of additional information that may impact the detainee's risk of victimization or abusiveness. (115.41 (e))

NOTE: The 14-2B Sexual Abuse Screening Tool will be used for completing the reassessment.

3. Detainee Refusal to Disclose

Detainees may not be disciplined for refusing to answer, or for not disclosing complete information, in response to questions asked pursuant to the following:

- a. Whether the detainee has a mental, physical, or developmental disability;
- b. Whether the detainee is or is perceived to be LGBTI or Gender Non-Conforming;
- c. Whether the detainee has previously experienced sexual victimization; or
- d. The detainee's own perception of vulnerability. (115.41 (f))

- I. DETAINEE ORIENTATION AND EDUCATION

1. Upon arrival at the facility, all detainees shall be provided written information regarding sexual abuse prevention and reporting (e.g. detainee handbook, 14-2AA Preventing Sexual Abuse brochure, etc.). (115.33 (a) and (c)) Additionally, an orientation will be conducted during the intake process to include comprehensive information about the following topics:

- a. CCA's zero tolerance policy regarding all forms of sexual abuse;
- b. Prevention and intervention strategies;
- c. The name of the PREA Compliance Manager and how to contact him or her;
- d. Definitions and examples of detainee-on detainee sexual abuse, staff-on-detainee sexual abuse and coercive sexual activity;
- e. Explanation of methods for reporting sexual abuse, including to any staff member, to include a staff member other than an immediate point-of-contact line officer (e.g. the compliance manager or a mental health specialist, the Department of Homeland Security (DHS) Office of Inspector General (OIG));
- f. Information about self-protection and indicators of sexual abuse;
- g. An explanation that reporting an assault shall not negatively impact the detainee's immigration proceedings;

transgender or intersex detainees solely on the identity documents or physical anatomy of the detainee; a detainee's self-identification of his/her gender and self-assessment of safety needs shall always be taken into consideration as well. (115.42 (b))

- b. Placement and programming assignments for each transgender or intersex detainee shall be reassessed at least twice each year to review whether any threats to safety were experienced by the detainee. (115.42 (b))

2. Segregation Housing

- a. Use of Administrative Segregation to protect detainees at high risk for sexual abuse and assault shall be restricted to those instances where reasonable efforts have been made to provide appropriate housing and shall be made for the least amount of time practicable, and when no other viable housing options exist, as a last resort. (115.42 (b))
- b. Detainees vulnerable to sexual abuse and assault should be assigned to administrative segregation for their protection until an alternative means of separation from likely abusers can be arranged, and such an assignment shall not ordinarily exceed a period of thirty (30) days. (115.43 (b)) Staff shall document detailing reasons for placement of an individual in administrative segregation on the basis of a vulnerability to sexual abuse and assault. (115.43 (a))
- c. If involuntary segregated housing is warranted as outlined above in J.2.b., the facility will take the following actions:
 - i. A supervisory staff member shall conduct a review within seventy-two (72) hours of the detainee's placement in segregation to determine whether segregation is still warranted; and
 - ii. A supervisory staff member shall conduct, at a minimum, and identical review after the detainee has spent seven days in administrative segregation, and every week thereafter for the first thirty (30) days and every ten (10) days thereafter. (115.43 (d)(1-2))
- d. Facilities shall notify the appropriate ICE Field Office Director no later than seventy-two (72) hours after the initial placement into segregation, whenever a detainee has been placed in segregation on the basis of a vulnerability to sexual abuse or assault. (115.43 (e)) The facility staff will also contact the FSC PREA Coordinator in such circumstances.
- e. Detainees placed in segregated housing for this purpose shall have access to programs, privileges, education, and work opportunities to the extent possible. If access to programs, privileges, education, or work opportunities is restricted, the facility shall document the following:
 - i. The opportunities that have been limited;
 - ii. The duration of the limitation; and
 - iii. The reasons for such limitations. (115.43 (c))

K. SEARCHES AND OBSERVATION

1. Cross-Gender

- a. Cross-gender detainee strip searches and/or body cavity searches shall not be conducted except in exigent circumstances (that is, temporary unforeseen

circumstances that require immediate action in order to combat a threat to security or institutional order) or when performed by medical practitioners. Body cavity searches will not be performed on juveniles and, instead, shall be referred to medical personnel. (115.15 (e)) All strip searches and visual body cavity searches shall be documented. (115.15 (f))

- b. Cross-gender detainee frisk/pat searches of female detainees by male employees is prohibited except in exigent circumstances (that is, temporary unforeseen circumstances that require immediate action in order to combat a threat to security or institutional order). Cross-gender frisk/pat searches of male detainees shall not be conducted unless, after reasonable diligence, staff of the same gender is not available at the time the frisk/pat search is required or in exigent circumstances. (115.15 (b)(c))
 - c. All cross-gender frisk/pat searches will be documented in a log book. If a strip search of any detainee does occur, the search shall be documented on the 5-1B Notice to Administration (NTA) (refer to CCA Policy 5-1 Incident Reporting). (115.15 (d))
2. Searches or physical examination of a transgender or intersex detainee for the sole purpose of determining the detainee's genital status is prohibited. If the detainee's genital status is unknown, it may be determined during conversations with the detainee, by reviewing medical records, or, if necessary, by learning that information as part of a broader medical examination conducted in private by a medical practitioner. (115.15 (i))
 3. Pat and strip searches of transgender/intersex detainees will be completed by a staff member of the same sex the detainee has been classified by the customer/partner agency. Searches of breasts will be completed using the back and/or side of the hand.
 4. Detainees may shower, perform bodily functions, and change clothing without non-medical staff of the opposite gender viewing them, except in exigent circumstances (that is, temporary unforeseen circumstances that require immediate action in order to combat a threat to security or institutional order) or when such viewing is incidental to routine cell/living quarter checks. (115.15 (g))
 5. Transgender and intersex detainees shall be given the opportunity to shower separately from other detainees. (115.42 (c))

a. AT THIS FACILITY, PROCEDURES FOR SHOWERING TRANSGENDER AND INTERSEX DETAINEES SEPARATE FROM OTHER DETAINEES ARE:

ALLOWING TRANSGENDER AND INTERSEX DETAINEES TO UTILIZE A MODIFIED SHOWER SCHEDULE FROM OTHER DETAINEES

6. Employees of the opposite gender must announce their presence when entering an area where detainees are likely to be showering, performing bodily functions, or changing clothing. (115.15 (g))

L. REPORTING SEXUAL ABUSE

1. Detainee Reporting
 - a. Detainees shall be encouraged to immediately report pressure, threats, or instances of sexual abuse as well as possible retaliation by other detainees or employees for reporting sexual abuse and staff neglect or violation of responsibilities that may have contributed to such incidents. Detainees who are victims of sexual abuse have the option to report an incident to a designated

employee other than an immediate point-of-contact line officer by using any of the following methods: (115.51 (a) and (b))

- i. Submitting a request to meet with Health Services staff and/or reporting to a Health Services staff member during sick call;
- ii. Calling the facility's twenty-four (24) hour toll-free notification telephone number;
- iii. Verbally telling any employee, including the facility Chaplain;
- iv. Forwarding a letter, sealed and marked "confidential", to the Facility Administrator or any other employee;
- v. Calling or writing someone outside the facility who can notify facility staff;
- vi. Contact the respective consular office; and/or
- vii. Forwarding a letter to the FSC PREA Coordinator at the following address:

10 Burton Hills Boulevard
Nashville, TN 37215

AT THIS FACILITY, ADDITIONAL DETAINEE REPORTING METHODS REQUIRED BY THE CONTRACTING AGENCY ARE:

IN ACCORDANCE WITH ICE PBNDS 2.11, DETAINEES MAY CONTACT DHS/OIG OR ICE/OFFICE OF PROFESSIONAL RESPONSIBILITY (OPR) TO CONFIDENTIALLY REPORT SEXUAL ABUSE OR ASSAULT BY USING THE FOLLOWING METHODS OUTLINED IN ICE APPENDIX 2.11.C:

DIRECTLY REPORT TO THE U.S. DEPARTMENT OF HOMELAND SECURITY OIG VIA TELEPHONE AT 1-800-323-8603. THE NUMBER AND PERTINENT INFORMATION WILL BE SECURELY POSTED INSIDE EACH HOUSING UNIT FOR 24/7 ACCESS.

- **TELL AN ICE/ENFORCEMENT AND REMOVAL OPERATIONS (ERO) STAFF MEMBER WHO VISITS THE FACILITY;**
- **FILE A WRITTEN FORMAL REQUEST RO GRIEVANCE TO ICE/ERO;**
- **CONTACT THE ICE COMMUNITY AND DETAINEE HOTLINE (TOLL-FREE HOTLINE NUMBER 1-888-351-4024);**
- **CONTACT THE ICE OPR JOINT INTAKE CENTER (JIC) AS FOLLOWS:**
 - **CALL TOLL-FREE HOTLINE NUMBER (1-877-246-8253);**
 - **EMAIL JOINT.INTAKE@DHS.GOV; OR**
 - **SEND A LETTER TO:**

P.O. BOX 14475
1200 PENNSYLVANIA AVE. NW

WASHINGTON, D.C. 20044

- b. **Unless otherwise mandated by contract, alleged PREA incidents will not be processed through the facility's detainee grievance process. Should a report be submitted and received as a detainee grievance, whether inadvertently or due to contracting agency requirements, it will immediately be referred to the facility investigator or Administrative Duty Officer. (115.52)**
2. Employee Reporting Duties
- a. Employees must take all allegations of sexual abuse seriously, including verbal, anonymous and third-party reports, and treat them as if the allegation is credible. Staff shall promptly document any verbal reports. (115.51 (c)) All reports of sexual abuse will be reported to the facility investigator. (115.61 (b)) Employees having contact with the alleged victim should behave in a manner that is sensitive, supportive, and non-judgmental.
- i. All employees are required to immediately report:
- Any knowledge, suspicion, or information regarding an incident of sexual abuse or sexual harassment that occurred in the facility in accordance with this policy, whether or not the area is under CCA's management authority;
 - Retaliation against detainees or employees who have reported such an incident; and
 - Any employee neglect or violation of responsibilities that may have contributed to an incident or retaliation. (115.61 (a))
- ii. Employees who fail to report allegations may be subject to disciplinary action.
- b. Apart from reporting to designated supervisors or officials, employees shall not reveal any information related to a sexual abuse report to anyone other than to the extent necessary, and as specified in this policy, to make treatment, investigation, and other security and management decisions. (115.61 (c)) **When it is learned that a detainee is subject to a substantial risk of imminent sexual abuse, immediate action shall be taken to protect the detainee. (115.62)**
- c. Employees may privately report sexual abuse of detainees by forwarding a letter, sealed and marked "confidential", to the Facility Administrator. (115.61 (a))
- d. Unless otherwise precluded by federal, state, or local law, medical and mental health professionals shall be required to follow reporting procedures as outlined above in L.2.a. At the initiation of providing medical care, both medical and mental health professionals will inform detainees of their professional duty to report and the limitations of confidentiality. (115.61 (c)) Medical and mental health practitioners shall obtain informed consent from detainee before reporting information about prior sexual victimization that did not occur in an institutional setting, unless the detainee is under the age of eighteen (18).
- e. If the alleged victim is under the age of eighteen (18) or considered a vulnerable adult under a state or local vulnerable person's statute, the

allegation shall be reported to the designated state or local services agency under applicable mandatory reporting laws. (115.61 (d))

AT THIS FACILITY, THE DESIGNATED STATE AND/OR LOCAL REPORTING AGENCY (IES) IS:

ICE CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR) AND STEWART COUNTY SHERIFF'S DEPARTMENT

3. Anonymous Reporting

Each facility shall provide at least one way for detainees to report abuse to a public or private entity or office that is not part of CCA, and that is able to receive and immediately forward detainee reports of sexual abuse to facility officials, allowing the detainee to remain anonymous upon request (115.51 (a))

AT THIS FACILITY, THE FOLLOWING ANONYMOUS REPORTING MECHANISM AND PROCESS HAS BEEN ESTABLISHED:

IN ADDITION TO F.1 ABOVE, INMATES/DETAINEES MAY ANONYMOUSLY REPORT PRESSURE, THREATS OR INSTANCES OF SEXUAL VIOLENCE/MISCONDUCT:

- **DIRECTLY TO THE U.S. DEPARTMENT OF HOMELAND SECURITY OFFICE OF THE INSPECTOR GENERAL VIA TELEPHONE @ 1-800-323-8603; AND**
- **FACILITY HOTLINES: 0*911 & 1-229-555-1234.**

NOTE: THE NUMBERS AND PERTINENT INFORMATION WILL BE SECURELY POSTED INSIDE EACH HOUSING UNIT FOR ACCESS TWENTY-FOUR (24) HOURS PER DAY, SEVEN (7) DAYS PER WEEK.

4. Third Party Reporting

Each facility shall establish a method to receive third-party reports of sexual abuse and shall post this information on the facility PREA link. (115.54)

M. RESPONSE PROCEDURES

1. Any employee who discovers or learns of sexual abuse, or an allegation of sexual abuse, shall ensure that the following actions are accomplished:

- a. The alleged victim is kept safe, has no contact with the alleged perpetrator, and is immediately escorted to the Health Services Department. (115.64 (a)(1))
 - i. The Health Services Department is responsible for medical stabilization and assessment of the victim until transported to an outside medical provider, if medically indicated, for collection of evidence and any necessary medical treatment. CCA will request, in writing, that the examination be performed by a Sexual Assault Forensic Examiner (SAFE) or Sexual Assault Nurse Examiner (SANE). If a SAFE or SANE provider is not available, the examination may be performed by other qualified medical practitioners.
 - The Health Services Department shall provide services in accordance with CCA Policy 13-79 Sexual Assault Response, unless otherwise mandated by contract.

AT THIS FACILITY, THE FOLLOWING CONTRACTUALLY-REQUIRED POLICY IS USED IN LIEU OF CCA POLICY 13-79:

AT THIS FACILITY, HEALTH SERVICES ARE PROVIDED BY THE ICE HEALTH SERVICE CORPS (IHSC). IHSC POLICIES ARE UTILIZED.

- ii. If the abuse occurred within a time period that still allows for the collection of physical evidence, employees shall, to the best of their ability, ensure that the victim does not wash, shower, remove clothing without medical supervision, use the restroom facilities, eat, drink or brush his/her teeth. (115.64 (a)(3))
 - b. The highest ranking authority onsite is immediately notified and will further ensure to protect the safety of the victim and the integrity of the crime scene and any investigation. (115.54 (a)(2))
 - c. When the alleged perpetrator is a detainee, he/she is secured in a single cell (if available) in the event evidence collection is required.
 - d. All acquired information concerning the allegation is kept confidential by discussing the information with only those employees who have a direct need to know.
 - e. If the first staff responder is not a security staff member, the responder shall be required to request that the alleged victim not take any actions that could destroy physical evidence, and notify security staff. (115.64 (b))
 - f. An incident statement is written in accordance with CCA Policy 5-1 Incident Reporting.
2. Upon notification of alleged sexual abuse, the highest ranking authority onsite shall ensure that the following actions are accomplished:
- a. When the alleged perpetrator is a detainee, in order to preserve any evidence, the alleged perpetrator is not allowed to wash, shower, brush his/her teeth, use the restroom facilities, change clothes, or eat or drink while secured in segregation in a single cell (if available). (115.64 (a)(4))
 - b. The PREA Compliance Manager and the Facility Administrator or ADO are immediately notified of the allegation.
 - c. While in the Health Services Department, a brief statement is obtained from the alleged victim concerning the incident.
 - i. Based upon the alleged victim's statement regarding the location and time of the incident, ensure any crime scene is preserved. These actions shall include the following:
 - Sealing access to the immediate area of the scene, if possible;
 - Photographing the scene and visible evidence at the scene (e.g. tissue or blood); and
 - Securing any available recorded video footage of the affected area.

- d. If a victim of sexual abuse is transferred between facilities, the sending facility shall, as permitted by law, inform the receiving facility of the incident and the victim's potential need for medical or social services. (115.65 (c))
3. If the allegation involves events that took place while the alleged victim was not in CCA custody (e.g. while housed at another provider's facility), the following actions shall be taken:
 - a. The Facility Administrator that received the allegation shall contact the facility head or appropriate office of the facility where the alleged abuse took place as soon as possible, but no later than seventy-two (72) hours after receiving the allegation. (115.63 (a)(b))
 - b. Determine whether the allegation was reported and investigated.
 - i. If the allegation was reported and investigated by the appropriate officials, the facility shall document the allegation, the name and title of the person contacted, and that the allegation has already been addressed. Under this circumstance, further investigation and notification need not occur.
 - ii. If the allegation was not reported or not investigated, a copy of the statement of the detainee shall be forwarded to the appropriate official at the location where the incident was reported to have occurred.
 - c. All such contacts and notifications shall be documented on the 5-1B Notice to Administration; including the allegation, any details learned from contact with the site where the alleged abuse took place, and the facility's response to the allegation. (115.63 (c))
 - d. If an allegation is received a notification from another facility, he/she will ensure the allegation is investigated. (115.63 (d))
 4. The PREA Compliance Manager, Facility Administrator, or Administrative Duty Officer will ensure that the following is completed:
 - a. The PREA Compliance Manager, Facility Administrator or designee shall immediately report all allegations of rape, sexual assault, or employee on detainee sexual misconduct to the appropriate law enforcement agency having jurisdiction for criminal investigation if the allegation (if proven true) would be considered a criminal act under federal, state, or local law. The reporting party should request guidance from the law enforcement agency(ies) in preserving the crime scene and coordinating an investigation. Additionally, the Facility Administrator will ensure the sexual assault or abuse is reported to the ICE Field Office Director.

AT THIS FACILITY, SUCH ALLEGATIONS ARE REPORTED TO THE FOLLOWING LAW ENFORCEMENT/GOVERNMENTAL ENTITY:

ICE-COTR AND STEWART COUNTY SHERIFF'S DEPARTMENT

- b. Ensure the alleged perpetrator is secured in segregation in a single cell (when possible) pending an investigation into the allegation. Ensure the alleged victim is separated/isolated from the alleged perpetrator until completion of the investigation.

Victims shall not be held for longer than five (5) days in any type of administrative segregation, except in highly unusual circumstances or at the

request of the detainee. **(PBND 2.11)** Refer to Section J.2. above for additional information pertaining to segregated housing of detainees who are subject to victimization and/or victims of sexual abuse.

- c. If the allegation involves an employee, ensure steps are taken to place this person in a non-detainee contact role.
- d. Notify the applicable contracting governmental agency.

Any allegation of sexual abuse or assault shall be immediately and effectively reported to ICE/ERO. In turn, ICE/ERO will report the allegation as a significant incident, and refer the allegation for investigation. **(PBND 2.11)**

The facility shall notify the field office director of allegations of sexual abuse or assault using the following process **(PBND 2.11)**:

- **AT STEWART DETENTION CENTER, AN ICE NOTIFICATION FORM WILL BE WRITTEN AND EMAILED TO THE ON-SITE ASSISTANT FIELD OFFICE DIRECTOR (AFOD). THE AFOD WILL FORWARD TO AND NOTIFY THE FIELD OFFICE DIRECTOR.**

As instructed by the Field Office Director, the facility will comply with any requirements for coordination with the ICE OPR for investigation or referral of incidents of sexual assault to another investigative agency, and discipline and prosecution of assailants. **(PBND 2.11)** See ICE Appendix 2.11.c. Sexual Assault Awareness.

- e. Ensure that medical and mental health referrals are completed.
Documentation of medical and mental health evaluations and treatment, crisis intervention counseling and recommendations for post-release follow-up treatment and/or counseling shall be retained in the detainee's medical file in accordance with an established schedule. **(PBND 2.11)**
 - f. Ensure that an investigation is initiated and documented; however, investigations into allegations of sexual abuse must be investigated by an employee who has received training in the investigation of sexual abuse cases.
 - g. Ensure appropriate incident reports are completed in accordance with CCA Policy 5-1 Incident Reporting.
 - h. Review any video recordings of the alleged crime scene from the time period implicated by the allegation. Ensure all video recordings are secured and preserved from the time period implicated by the allegation.
5. A preliminary review of the incident and the facility's response shall be conducted forty-eight (48) to seventy-two (72) hours following a reportable PREA incident. The review will be convened by the FSC Managing Director, Operations, responsible for the facility.
- a. Participants will include the facility PREA Compliance Manager, Facility Administrator, facility Investigator, FSC Managing Director, and/or FSC Vice President of the Business Unit involved, and other FSC PREA committee members.
 - b. At a minimum, the review shall include:
 - i. Discussion of the incident, and whether the incident response meets applicable standards;

- ii. Appropriate categorization of the incident report;
- iii. Completion of required notifications;
- iv. A request for law enforcement involvement; and
- v. Whether employee actions or failures to act contributed to the sexual abuse.

N. POST INVESTIGATION REVIEW

1. The Facility Administrator will ensure that a post investigation review of a sexual abuse incident is conducted at the conclusion of every sexual abuse investigation and, where the allegation was not determined to be unfounded, prepare a written report within thirty (30) days of the conclusion of the investigation. (115.86 (a))
 - a. In addition to the Facility Administrator, the incident review team shall include upper-level facility management and the facility SART, with input from line supervisors, investigators, and medical or mental health practitioners.
2. The review team shall:
 - a. Consider whether the allegation or investigation indicates a need to change policy or practice to better prevent, detect, or respond to sexual abuse; (115.86 (a))
 - b. Consider whether the incident or allegation was motivated by race; ethnicity; gender identity; LGBTI and/or Gender Non-Conforming identification, status, or perceived status; or gang affiliation; or was motivated or otherwise caused by other group dynamics at the facility; (115.86 (b))
 - c. Examine the area in the facility where the incident allegedly occurred to assess whether physical barriers in the area may enable abuse;
3. All findings and recommendations for improvement will be documented on the 14-2F Sexual Abuse Incident Review Report. Completed 14-2F forms will be forwarded to the Facility Administrator, the PREA Compliance Manager, and the FSC PREA Compliance Coordinator. (115.86 (d)(6))
4. The facility shall implement the recommendations for improvement or shall document reasons for not doing so. Both the report and response shall be forward to the FSC PREA Coordinator and the ICE Prevention of Sexual Assault Coordinator. (115.86 (e))
5. Each facility shall conduct an annual review of the all sexual abuse investigations and resulting incident reviews to assess and improve sexual abuse intervention, prevention and response efforts. If the facility has not had any reports of sexual abuse during the annual reporting period, then the facility shall prepare a negative report. The results and findings of the annual review shall be provided to the Facility Administrator, FSC PREA Compliance Manager, and the ICE PSA Coordinator. (115.86 (c))

O. ADMINISTRATIVE AND CRIMINAL INVESTIGATIONS

The Facility Administrator shall ensure that an administrative investigation and a referral for a criminal investigation, where appropriate, are completed for all allegations of sexual abuse. (115.22 (a))

1. Administrative Investigation
 - a. The administrative investigation shall include an effort to determine whether staff actions or failures to act contributed to the abuse. Such investigations

shall be documented on the 5-1G Incident Investigation Report via the IRD and shall detail the following components:

- i. Investigative facts (i.e. specific details about what actually happened);
- ii. Physical evidence (e.g. clothes collected, medical evidence, etc.);
- iii. Testimonial evidence (e.g. witness statements);
- iv. Review of prior complaints and reports of sexual abuse involving the suspected perpetrator;
- v. Reasoning behind credibility assessments (i.e. why is the person deemed credible or not credible. Credibility shall be assessed on an individual basis and shall not be determined by the person's status as a detainee or employee.); (115.71(c)(iv))
- vi. Investigative findings (i.e. discovery or outcome of the investigation); and
- vii. Whether actions and/or failures of staff to act contributed to the incident, including an explanation as to what determined the conclusion.

2. Roles within a Criminal Investigation

- a. Whenever feasible, the facility shall enter into a written Memorandum of Understanding (MOU) with the outside investigating agency or entity outlining the roles and responsibilities of both the facility and the investigating entity in performing sexual abuse investigations. Before developing or attempting to enter into an MOU, the facility shall contact the FSC Assistant General Counsel, Vendor Contracts. CCA shall maintain copies of agreements or documentation showing attempts to enter into such agreements.
 - i. When outside agencies investigate sexual abuse, the facility shall cooperate with outside investigators and shall endeavor to remain informed about the progress of the investigation. (115.71 (f))
- b. The facility investigator, as delegated by the PREA Compliance Manager and/or Facility Administrator, shall establish a relationship with local law enforcement agencies and prosecutors to develop a clear understanding of the investigative guidelines and procedures during a criminal investigation of an alleged sexual abuse incident.
- c. Discussions with state or local law enforcement should articulate a delineation of roles of the facility investigator and the law enforcement investigator.
- d. Facility employees will assist the state or local law enforcement by preserving the integrity of the evidence so that cases are not lost based on lack of evidence, improper technique, and/or lack of credibility.

3. Contracting Governmental Agencies with Required Internal Investigation Processes

- a. If the contracting governmental correctional agency utilizes an internal investigative process required by contract, law, or regulation, that agency's investigative process will be invoked for allegations of sexual abuse.
- b. **AT THIS FACILITY, ADDITIONAL CONTRACTING AGENCY REQUIREMENTS PERTAINING TO THE INVESTIGATION OF RAPE, SEXUAL ASSAULT, OR EMPLOYEE ON DETAINEE SEXUAL MISCONDUCT ARE:**

IN ACCORDANCE WITH ICE PBNDS 2.11, ANY ALLEGATION OF SEXUAL ABUSE OR ASSAULT SHALL BE IMMEDIATELY AND EFFECTIVELY REPORTED TO ICE/ERO. IN TURN, ICE/ERO WILL REPORT THE ALLEGATION AS A SIGNIFICANT INCIDENT, AND REFER THE ALLEGATION FOR INVESTIGATION.

THE FACILITY SHALL NOTIFY THE FIELD OFFICE DIRECTOR OF ALLEGATIONS OF SEXUAL ABUSE OR ASSAULT USING THE FOLLOWING PROCESS:

- **AT STEWART DETENTION CENTER, AN ICE NOTIFICATION FORM WILL BE WRITTEN AND EMAILED TO THE ON-SITE ASSISTANT FIELD OFFICE DIRECTOR (AFOD). THE AFOD WILL FORWARD TO AND NOTIFY THE FIELD OFFICE DIRECTOR.**

AS INSTRUCTED BY THE FIELD OFFICE DIRECTOR, THE FACILITY WILL COMPLY WITH ANY REQUIREMENTS FOR COORDINATION WITH THE ICE OPR FOR INVESTIGATION OR REFERRAL OF INCIDENTS OF SEXUAL ASSAULT TO ANOTHER INVESTIGATIVE AGENCY, AND DISCIPLINE AND PROSECUTION OF ASSAILANTS. ALSO REFER TO ICE APPENDIX 2.11.C. SEXUAL ASSAULT AWARENESS.

4. Responsibilities of the Investigating Entity

Investigations conducted by a facility employee for allegations of sexual abuse will be handled in accordance with the Code of Federal Regulations, Title 28, Part 115.21, Evidence Protocol and Forensic Medical Examinations, as outlined below. If the facility is not responsible for investigating such allegations, the facility shall request that the responsible outside agency or entity (i.e. state or local law enforcement, contracting agency, etc.) comply with these requirements. (115.21 (e))

- a. The investigating entity shall follow a uniform evidence protocol that maximizes the potential for obtaining usable physical evidence for administrative proceedings and criminal prosecutions. (115.21 (a))
- b. The protocol shall be developmentally appropriate for youth where applicable, and, as appropriate, shall be adapted from or otherwise based on the most recent edition of the Department of Justice's Office on Violence Against Women publication, "A National Protocol for Sexual Assault Medical Forensic Examinations, Adults/Adolescents," or similarly comprehensive and authoritative protocols developed after 2011. (115.21 (a))
- c. The investigating entity shall offer all victims of sexual abuse access to forensic medical examinations, whether onsite or at an outside facility, without financial cost, where evidentiary or medically appropriate. Such examinations shall be performed by a SAFE or SANE where possible. If SAFEs or SANEs cannot be made available, the examination can be performed by other qualified medical practitioners. The investigating entity shall document its efforts to provide SAFEs or SANEs. (115.21 (c))
- d. The investigating entity shall attempt to make available to the victim a victim advocate from a rape crisis center. The investigating entity may utilize a rape crisis center that is part of a governmental unit as long as the center is not part of the criminal justice system (such as a law enforcement agency) and offers a comparable level of confidentiality as a non-governmental entity that provides similar victim services. (115.21 (b))

- a. Substantiated Incidents
 - i. All detainees found guilty of sexual abuse shall be disciplined in accordance with the facility disciplinary procedures. (115.78 (a))
 - ii. Because the burden of proof is substantially easier to prove in a detainee's disciplinary case than in a criminal prosecution, a detainee may be institutionally disciplined even though law enforcement officials decline to prosecute.
 - iii. Sanctions shall be commensurate with the nature and circumstances of the abuse committed, the detainee's disciplinary history, and the sanctions imposed for comparable offenses by other detainees with similar histories. (115.78 (b))
 - iv. The disciplinary process shall consider whether a detainee's mental disabilities or mental illness contributed to his or her behavior when determining what type of sanction, if any, should be imposed. (115.78 (d))
 - v. A detainee may be disciplined for sexual conduct with an employee only upon a finding that the employee did not consent to such contact. (115.78 (e))
 - b. Deliberate False Allegations
 - i. Detainees who deliberately allege false claims of sexual abuse can be disciplined. For the purpose of disciplinary action, a report of sexual abuse made in good faith based upon a reasonable belief that the alleged conduct occurred shall not constitute falsely reporting an incident or lying, even if an investigation does not establish evidence sufficient to substantiate the allegation. (117.78(f))
 - ii. The Facility Administrator or designee should contact law enforcement to determine if a deliberately false accusation may be referred for prosecution.
2. Employees
 - a. Staff suspected of perpetrating sexual abuse shall be removed from all duties requiring detainee contact pending the outcome of an investigation. (115.66)
 - b. Employees shall be subject to disciplinary sanctions up to and including termination for violating CCA's sexual abuse policies. Termination shall be the presumptive disciplinary sanction for employees who have engaged in sexual abuse. (115.76 (a)(b))
 - c. Disciplinary sanctions for violations of CCA policies relating to sexual abuse (other than actually engaging in sexual abuse) shall be commensurate with the nature and circumstances of the acts committed, the employee's disciplinary history, and the sanctions imposed for comparable offenses by other employees with similar histories. (115.76 (a))
 - d. All terminations for violations of CCA sexual abuse policies, or resignations by employees who would have been terminated if not for their resignation, shall be reported to law enforcement agencies, unless the activity was clearly not criminal, and to any relevant licensing bodies, to the extent known. (115.76 (c) and (d))
 3. Civilians/Contractors

- a. Contractors and civilians suspected of perpetrating sexual abuse shall be removed from all duties requiring detainee contact pending the outcome of an investigation. (115.66) (115.77 (b))
- b. Any civilian or contractor who engages in sexual abuse shall be prohibited from contact with detainees and shall be reported to law enforcement agencies and to any relevant licensing body, to the extent known. Any other violation of CCA sexual abuse policies by a civilian or contractor will result in further prohibitions. (115.77 (a-c))

S. POST INCIDENT CLASSIFICATION PROCEDURES

1. Once the investigation is complete, the necessity of filing any detainee “incompatible” or “keep separate” notices between the victim and perpetrator will be evaluated, such that the victim and perpetrator or potential perpetrator are kept separate while housed at the CCA facility or recommend a transfer to another facility.
2. The predatory detainee shall be reclassified in accordance with the applicable classification procedures.

T. COLLECTION AND USE OF DATA

1. Internal

All case records associated with claims of sexual abuse, including incident reports, investigative reports, detainee information, case disposition, medical and counseling evaluation findings, and recommendations for post-release treatment and/or counseling shall be retained in accordance with CCA Policy 1-15 Retention of Records. (115.87 (a))

a. The Facility Administrator must maintain two types of files. **(ICE RS 2.7)**

i. General files include:

- The victim(s) and assailant(s) of a sexual assault;
- Crime characteristics; and
- All formal and/or informal action taken.

ii. Investigative files include:

- All reports;
- Medical forms;
- Supporting memos and videotapes; and
- Any other evidentiary materials pertaining to the allegation.

iii. The Facility Administrator shall maintain these files chronologically in a secure location. At STEWART DETENTION CENTER, these files will be maintained electronically. **(PBNDS 2.11)**

b. Allegation Tracking

i. Each facility will ensure that incidents of sexual abuse are entered into the IRD as required by CCA Policy 5-1 Incident Reporting and 14-2BB PREA 5-1 IRD Incident Reporting Definitions. (115.87 (a))

ii. At least annually, CCA shall aggregate the incident-based sexual abuse data. (115.87 (b))

- The date, time, location, and nature of the incident;

- The demographic background of the victim and perpetrator (including citizenship, age, gender, and whether either has self-identified as gay, lesbian, bisexual, transgender, intersex or gender nonconforming);
 - The reporting timeline for the incident (including the name of the individual who reported the incident and the date and time the report was received);
 - Any injuries sustained by the victim;
 - Post-report follow up responses and action taken by the facility (e.g. housing placement/custody classification, medical examination, mental health counseling, etc.); and
 - Any sanctions imposed on the perpetrator. (115.67 (d)(1-6))
- iii. Upon request, CCA will provide all data described in this section from the previous calendar year to the Office for Civil Rights and Civil Liberties no later than June 30. (115.67 (e))
- iv. Data collected for this purpose shall be securely stored and retained in accordance with CCA Policy 1-15 Retention of Records. (115.89 (a))
- v. The PREA Compliance Manager is responsible for an annual review of the aggregate data (omitting personally identifying information) and shall present the findings to the field office director and ICE/ERO headquarters.
2. External
- a. Any requests for information from an outside agency or entity (excluding the contracting governmental agency) regarding incidents of sexual abuse shall be forwarded to and reviewed by the FSC General Counsel or designee and the Senior Director, PREA Programs and Compliance, prior to sending the response to the requesting entity.
- b. Public Access
- i. The FSC PREA Coordinator shall make all aggregated sexual abuse data available to the public at least annually through the CCA website. (115.89 (b))
- ii. Before making aggregated sexual abuse data publicly available, CCA shall remove all personal identifiers. (115.89 (c))
3. Data Review
- a. The FSC PREA Coordinator shall review all aggregated sexual abuse data collected in order to assess and improve the effectiveness of its sexual abuse prevention, detection, and response policies, practices, and training, to include:
- i. Identifying problem areas;
- ii. Taking corrective action on an ongoing basis; and
- iii. Preparing an annual report of findings and corrective actions for each facility, as well as CCA as a whole. (115.88 (a)(1-3))
- b. 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 CCA's progress in addressing sexual abuse. (115.88 (b))

- c. CCA's report shall be approved by the company's Chief Corrections Officer and made readily available to the public through the CCA website. (115.88 (c))
- d. Specific material may be redacted from the reports when publication would present a clear and specific threat to the safety and security of a facility, but the nature of the material redacted must be indicated. (115.88 (d))

U. QUALITY ASSURANCE COMPLIANCE

1. Internal Audits

The FSC Quality Assurance Department shall conduct an annual audit of all CCA facilities to ensure compliance with CCA policy, the PREA National Standards, and federal law and regulations.

2. External Audits

An external audit of all CCA facilities shall be conducted every three (3) years to ensure compliance with this policy, the PREA National Standards, and federal law and regulations. The FSC Quality Assurance Department will coordinate all such external audits in conjunction with the FSC PREA Compliance Coordinator, to include all aspects of the audit process as outlined in this section.

V. UPGRADES TO FACILITIES AND TECHNOLOGIES

1. When designing or acquiring any new facility and in planning any substantial expansion or modification of existing facilities, CCA will consider the effect of the design, acquisition, expansion, or modification on the company's ability to protect detainees from sexual abuse. Such considerations shall be documented on 7-1B PREA Physical Plant Considerations form. (115.18 (a))
2. When installing or updating a video monitoring system, electronic surveillance system, or other monitoring technology, CCA will consider how such technology may enhance the ability to protect detainees from sexual abuse. Such considerations shall be documented on the 7-1B PREA Physical Plant Considerations form. (115.18 (b))

14-2.5 REVIEW:

This policy will be reviewed by the General Counsel or qualified designee on an annual basis.

14-2.6 APPLICABILITY:

All ICE Facilities

14-2.7 APPENDICES:

- 14-2AA Preventing Sexual Abuse and Misconduct Brochure (English and Spanish)
- 14-2BB PREA 5-1 IRD Incident Reporting Definitions
- ICE 2.11C Sexual Assault Awareness
- ICE Office of the Inspector General Hotline Poster

14-2.8 ATTACHMENTS:

- 14-2A Policy Acknowledgement
- 14-2B Sexual Abuse Screening Tool
- 14-2C Sexual Abuse Incident Check Sheet
- 14-2D PREA Retaliation Monitoring Report (30/60/90)

- 14-2E Detainee Allegation Status Notification
- 14-2F Sexual Abuse Incident Review Report
- 14-2G PREA Physical Plant Considerations **[MOVED TO CCA POLICY 7-1 RECORD DRAWINGS AND ALTERATIONS/ADDITIONS AS FORM 7-1B PREA PHYSICAL PLANT CONSIDERATIONS]**
- 14-2H Self-Declaration of Sexual Abuse/Sexual Harassment
- 14-2I Annual PREA Staffing Plan Assessment
- 3-20-2A Verification of Employment
- 5-1B Notice to Administration
- 5-1E PREA Reporting

14-2.9 REFERENCES:

CCA Policy 1-15

CCA Policy 4-2

CCA Policy 5-1

CCA Policy 13-79

PREA National Standards – Title 6 of the Code of Federal Regulations, Part 115

Department of Homeland Security (DHS) Standards to Prevent, Detect, and Respond to Sexual Abuse and Assault in Confinement Facilities (Federal Register 79, No. 45, March 7, 2014)

ICE 2011 Performance-Based National Detention Standards (PBNDS)

Bureau of Justice Statistics (BJS) Survey of Sexual Violence (SSV)

ACA Standards:

ACI 4-4056

ACI 4-4084

ACI 4-4277

ACI 4-4281-1 through 8


4-ALDF-2A-29

4-ALDF-4D-22-1 through 5

4-ALDF-4D-22-7 and 8

4-ALDF-6B-02

4-ALDF-7B-10

	1-1CC POLICY/POST ORDER CHANGE NOTICE (PCN)		Page 1 of 5	
	Policy/PO Number:	14-2-DHS	Policy/PO Effective Date:	11/3/14
	POLICY TITLE:	SEXUAL ABUSE PREVENTION AND RESPONSE		
	PCN ASSIGNED NUMBER		PCN EFFECTIVE DATE	
<i>SIGNATURE ON FILE AT FACILITY SUPPORT CENTER</i> <i>Harley G. Lappin</i> <i>Executive Vice President/Chief Corrections Officer</i> <i>SIGNATURE ON FILE AT FACILITY SUPPORT CENTER</i> <i>Steven E. Groom</i> <i>Executive Vice President/General Counsel</i>	14-2-DHS(01)		MAY 26, 2015	
	FACILITY NAME	Stewart Detention Center		
	FACILITY EFFECTIVE DATE		FACILITY SUPERSEDES DATE	
	7/2/2015		[Facility Supersedes Date]	

PCNs will be located on top of the affected policy/post order, in chronological order, for hard copy policy/post order manuals and will be available in electronic policy/post order manuals. PCNs shall be removed and archived with the affected policy/post order once the policy/post order has been superseded.

CHANGE FROM

14-2.4.B. HIRING AND PROMOTION

2. All applicants and employees who may have direct contact with detainees shall be asked about previous misconduct, as outlined above in B.1.a.-c., in written applications or interviews for hiring or promotions, and in any interviews or written self-evaluations conducted as part of reviews of current employees. (115.17 (b))
 - a. The 14-2H Self-Declaration of Sexual Abuse form will be completed upon application for employment and as part of the promotional interview process.

CHANGE TO

14-2.4.B. HIRING AND PROMOTION

2. All applicants and employees who may have direct contact with detainees shall be asked about previous misconduct, as outlined above in B.1.a.-c., in written applications and in any interviews or written self-evaluations conducted as part of reviews of current employees. (115.17 (b))
 - a. The 14-2H Self-Declaration of Sexual Abuse/Sexual Harassment form will be completed as part of the hiring process and as part of the promotional process.

14-2B SEXUAL ABUSE SCREENING TOOL

CHANGE FROM

14-2B SEXUAL ABUSE SCREENING TOOL

CHANGE TO

14-2B-DHS/FRS SEXUAL ABUSE SCREENING TOOL

Created a 14-2B form for shared use by the ICE DHS and ICE FRS facilities.

CHANGE FROM/TO

"Detainee" to "detainee/resident" throughout

"Incarcerated" to "detained" throughout

Renumbered questions throughout

 ADD

Top of page: Detainee/Resident Age

 DELETE

Inmate/Resident Interview & File Review: "30-Day Reassessment"

SECTION I: INMATE/RESIDENT QUESTIONS

2. Have you ever been threatened with sexual assault by another inmate/resident while incarcerated?

3. Have you ever been approached by another inmate/resident for sex while incarcerated?

SECTION I: STAFF OBSERVATION/FILE REVIEW

11. Inmate/resident appears to be a longer, introverted, or naïve.

15. Inmate/resident is being detained solely for civil immigration purposes.

SECTION II: PREDATORY HISTORY/RISK

16. Do you have a previous conviction of sexual assault or abuse in a prison or jail?

SECTION II: STAFF OBSERVATION/FILE REVIEW

21. Inmate/resident has a security threat group affiliation.

 CHANGE FROM/TO

Section I: Renumbered question references under "Victim" from "1 or 2" to "1"

Section I: Renumbered question references under "Potential Victim" from "3-15" to "2-11"

Section II: Renumbered question references under "Predator" from "16 or 17" to "12 or 13"

Section II: Renumbered question references under "Potential Predator" from "18-21" to "14 and 15"

Directions for Completion: Revised references to question numbers in the screening tool throughout

 CHANGE FROM**SECTION I: INMATE/RESIDENT QUESTIONS**

5. Is your sexual orientation or status lesbian, gay, bisexual, transgender, intersex or gender non-conforming or do you believe you are perceived to be lesbian, gay, bisexual, transgender, intersex or gender non-conforming?

 CHANGE TO

SECTION I: DETAINEE/RESIDENT QUESTIONS

3. Is your sexual orientation or status lesbian, gay, bisexual, transgender, intersex or gender non-conforming?

CHANGE FROM

SECTION I: STAFF OBSERVATION/FILE REVIEW

14. Inmate/resident has no history of criminal or institutional violence.

CHANGE TO

SECTION I: STAFF OBSERVATION/FILE REVIEW

11. Detainee/resident has no criminal history of violence or sexual offenses.

CHANGE FROM

SECTION II: INMATE/RESIDENT QUESTIONS

17. Have you received a disciplinary sanction for sexual abuse while incarcerated in a prison or jail?

CHANGE TO

SECTION II: DETAINEE/RESIDENT QUESTIONS

12. Have you received a disciplinary sanction for sexual abuse while detained?

CHANGE FROM

DIRECTIONS FOR COMPLETION (page 3)

1. In section one, numbers 13 and 14, ask staff to respond to statements written in the negative. If an inmate/resident **has not** been previously incarcerated, the answer would be yes. If the inmate/resident has been previously incarcerated, the answer would be no. Likewise, if the inmate/resident **has no** history of criminal or institutional violence, the answer would be yes; and a no response would be appropriate if the inmate/resident has a history of criminal or institutional violence.

CHANGE TO

DIRECTIONS FOR COMPLETION (page 3)

2. In section one, numbers 10 and 11, ask staff to respond to statements written in the negative. If a detainee/resident **has not** been previously detained, the answer would be 'yes'. If the detainee/resident has been previously detained, the answer would be 'no'. Likewise, if the detainee/resident **has no** crimes of violence or sexual offenses, the answer would be 'yes'.

CHANGE FROM

DIRECTIONS FOR COMPLETION (page 3)

4. Comments should be provided for **any YES** answer in the space provided below each question or staff observation/file review item. As an example, if the inmate/resident responds he/she has been the victim of sexual assault or unwelcomed activity, and is willing to share information regarding the incident, provide a brief description (i.e. raped while in the community, sexually abused by a parent when young, other inmates/residents sexually harassed him/her, etc.). This would also apply to the staff observation items. As an example, to the observation of whether the inmate/resident appears to be a loner, introverted, or naive, a yes answer would result in staff providing why they perceived the inmate/resident in this manner (appeared to be very quiet, lacked confidence, extremely shy, averted eye contact, etc.).

CHANGE TO

DIRECTIONS FOR COMPLETION (page 3)

4. With the exception of numbers 10 and 11, comments should be provided for **any YES** answer in the space provided below each question or staff observation/file review item. As an example, if the detainee/resident responds he/she has been the victim of sexual assault or unwelcomed activity, and is willing to share information regarding the incident, provide a brief description (i.e. raped while in the community, sexually abused by a parent when young, other detainees/residents sexually harassed him/her, etc.).

14-2I ANNUAL PREA STAFFING PLAN ASSESSMENT

CHANGE FROM

14-2I ANNUAL PREA STAFFING PLAN ASSESSMENT

CHANGE TO

14-2I-DHS/FRS ANNUAL PREA STAFFING PLAN ASSESSMENT

Created a 14-2I form for shared use by the ICE DHS and ICE FRS facilities.

CHANGE FROM/TO

"Inmate/resident" to "detainee/resident" throughout

Renumbered questions throughout

DELETE

II. STAFFING PLAN REVIEW CHECKLIST

3. If the facility has received any findings of inadequacy from internal or external oversight bodies, the staffing pattern includes the necessary corrective action? Yes No NA

CHANGE FROM

II. STAFFING PLAN REVIEW CHECKLIST

4. Staffing pattern is developed to ensure that all areas of the physical plant where inmates/residents are housed or areas where inmates/residents receive services (e.g. medical, food service, classrooms, recreation, etc.) are staffed? Yes No

CHANGE TO

II. STAFFING PLAN REVIEW CHECKLIST

3. Staffing pattern is developed with consideration of all components of the physical plant (e.g. medical, food service, classrooms, recreation, etc.)? Yes No

ADD (Note: The form's previous #5 renumbered to #4 following deletion of previous #3.)

II. STAFFING PLAN REVIEW CHECKLIST

5. Staffing pattern includes consideration of the findings and recommendations of the sexual abuse incident review reports? Yes No NA

DELETE

II. STAFFING PLAN REVIEW CHECKLIST

6. Staffing pattern includes supervisory staff assigned to the various areas of the facility? Yes No
7. Staffing pattern includes positions required by state or local laws, regulations, or standards?
 Yes No NA

CHANGE FROM/TO

Changed the previous form's #8 to #6.

ADD

II. STAFFING PLAN REVIEW CHECKLIST

7. Any other relevant factors, including but not limited to, the length of time detainees/residents spend in custody? Yes No NA

If yes, what factors? _____
