



**Administrative Policies and Procedures: 18.8**

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| <b>Subject:</b>     | <b>Zero-Tolerance Standards and Guidelines for Sexual Abuse, Sexual Harassment, Assault or Rape Incidents and Prison Rape Elimination Act (PREA)</b>  |
| <b>Authority:</b>   | TCA 37-1-601 et. Seq.; 37-1-403; 37-5-105 (3), 37-5-106, 37-1-615, 39-13-501, 39-13-506, 39-13-522, 39-13-527; 39-15-210; Prison Rape Elimination Act of 2003 ( <b>PREA</b> , P.L. 108-79). |
| <b>Standards:</b>   | <b>DCS Practice Standard:</b> 8-306; Juvenile Facility <b>PREA</b> Standards; <b>COA:</b> PA-JJR 1.02, PA-JJR 15.02, PA-JJR 15.03, PA-JJR 14.01.  |
| <b>Application:</b> | To All Department of Children's Services Employees, Contractors, Volunteers and Contract Agencies with more than fifty percent delinquent youth population.                                 |

**Policy Statement:**

The Department of Children's Services (DCS) shall be committed to a zero-tolerance standard for all forms of sexual abuse/assault/misconduct/harassment or rape within its Youth Development Center facilities and Contract Agencies that provide congregate care for children/youth and shall be committed to reducing the risk of sexual abuse, sexual harassment, assault, misconduct and rape through implementation of the Prison Rape Elimination Act (**PREA**) of 2003 as outlined in *Public Law 108-79*.

**Purpose:**

The purpose of this policy is to provide guidelines for DCS's zero-tolerance for all forms of sexual abuse and sexual harassment, and the implementation of **PREA** to provide a safe, humane, and appropriately secure environment free from threat of sexual abuse/assault/misconduct/ harassment or rape is provided for all children/youth that live in congregate care settings.

**Procedures:**

**A. Designation of PREA Coordinators and/or PREA Compliance Managers**

1. **DCS** designates an upper-level, **Statewide PREA Coordinator** with sufficient time, resources, and authority to develop, implement, and oversee agency efforts to comply with the PREA standards in all of its facilities and contract providers that meet the PREA requirement. The DCS **Statewide PREA Coordinator** monitors PREA requirements and provides oversight for all applicable state-owned facilities and contract agencies. See [Protocol for Statewide PREA Coordinator](#) for detailed information on responsibilities.
2. **DCS/Contract Agencies** designates a **PREA Coordinator** with sufficient time and authority to develop, implement and oversee DCS' efforts to comply with the **PREA** standards in a Youth Development Center facility and Contract Agencies

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|   | <p>(herein referred to as congregate care settings, YDC/Agency or DCS/Agency, as applicable).</p> <p>3. When Contract Agency operates more than one (1) facility, each facility designates a PREA Compliance Manager with sufficient time and authority to coordinate the facility's efforts to comply with the <b>PREA</b> standards.</p> <p><b>Note:</b> PREA Compliance Manager duties may be the responsibility of the PREA Coordinator, when the Contract Agency operates only one (1) facility.</p>   |
| <p><b>B. Assessment process for children/youth placed in congregate care or youth development centers</b></p> | <ol style="list-style-type: none"> <li>1. During the intake process, DCS form <b>CS-0946, Prison Rape Elimination Act (PREA) Risk Assessment</b> is administered to all children/youth within seventy-two (72) hours of admission to a YDC/Agency.</li> <li>2. Once the risk assessment is completed, DCS form <b>CS-1236, Safe Housing Assessment</b>, is used to determine the appropriate housing assignment for the child/youth placed in a congregate care setting.</li> <li>3. DCS form <b>CS-1237, Safe Housing Re-Assessment</b>, is completed for children/youth in a congregate care setting at the following time intervals: <ul style="list-style-type: none"> <li>◆ Every ninety (90) days while in the congregate care setting;</li> <li>◆ Within two (2) days of any occurrence that would require a room assignment change; and</li> <li>◆ At least seven (7) days prior to a transfer to another congregate care setting.</li> </ul> </li> <li>4. Designated staff develops appropriate treatment interventions that include further assessments or screenings by a mental health professional for identified children/youth prior to assigning the child/youth to a program, education, or work to decrease the risk of sexual victimization/perpetration.</li> <li>5. If further screenings or assessments indicate a child/youth has experienced prior sexual victimization, whether it occurred in an institutional setting or in the community, designated staff ensures that the child/youth is offered a follow-up meeting with a medical or mental health practitioner within fourteen (14) days of the intake screening.</li> <li>6. If the victimization occurred while the child/youth was confined at another congregate care setting, the head of the congregate care setting that received the allegation promptly, within seventy-two hours, notifies the head of the congregate care setting where the alleged abuse occurred and reports the abuse incident directly to <b>DCS Child Abuse Hotline at 1-877 237-0004</b>.</li> <li>7. If the screening indicates that a child/youth has previously perpetrated sexual abuse/assault/misconduct/harassment, whether it occurred in an institutional setting or in the community, designated staff ensure that the child/youth is offered a follow-up meeting with a mental health practitioner within fourteen (14) days of the intake screening.</li> </ol> |

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| <b>C. Children/Youth education</b> | <ol style="list-style-type: none"><li>1. During the intake process, children/youth receive information explaining, in an age appropriate fashion, the YDC/Agency's zero tolerance policy regarding sexual abuse/assault/misconduct/harassment and how to report incidents or suspicions of sexual abuse or sexual harassment.</li><li>2. Written and verbal information on <b>PREA</b> is provided and explained to children/youth within forty-eight (48) hours of arrival at a YDC/Agency and includes, but is not limited to:<ul style="list-style-type: none"><li>◆ DCS' zero-tolerance policy regarding <b>PREA</b>;</li><li>◆ Prevention/Intervention;</li><li>◆ Self-protection and how to avoid risk situations;</li><li>◆ Consequences for engaging in any type of sexual activity while at the facility;</li><li>◆ How to safely report sexual abuse such as:<ul style="list-style-type: none"><li>● Reporting the abuse incident directly to <b>DCS Child Abuse Hotline at : 1-877 237-0004</b>.</li><li>● Reporting the abuse incident to YDC/Agency personnel (e.g., Superintendent, Director, nurse, line staff, therapist, security personnel, teacher, or physician).</li><li>● Filing a formal grievance as outlined in DCS policy <a href="#">24.5-DOE Youth Grievance Procedures</a> for youth in a YDC or as outlined in the <a href="#">Contract Provider Manual</a> for children/youth in contract agency facilities. The YDC/Agency does not require the child/youth to use any informal grievance process in an attempt to resolve with staff an alleged incident of sexual abuse.</li><li>● Reporting the abuse incident to their John L. Attorney or Guardian ad Litem.</li></ul></li></ul></li></ol> |
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|  | <ul style="list-style-type: none"> <li>• How to obtain medical and mental health treatment and counseling to include but is not limited to:</li> <li>• Female victims, as applicable, are offered pregnancy tests;             <ul style="list-style-type: none"> <li>○ If pregnancy tests are positive, such victims receive timely and comprehensive information about timely access to all lawful pregnancy related medical services;</li> <li>○ Children/youth are offered tests for sexually transmitted infections as medically appropriate; and</li> <li>○ Treatment services are provided to the victim without financial cost and regardless of whether the victim names the abuser or cooperates with any investigation arising out of the incident.</li> </ul> </li> </ul> <p>3. <b>PREA</b> information is covered in the <a href="#">Youth Handbook</a> in a YDC or equivalent information for children/youth in contract agencies.</p> <p>4. Appropriate provisions are made as necessary for children/youth who are limited English proficient, have disabilities (including those who are deaf or hard of hearing, those who are blind or have low vision), and those with low intellectual, psychiatric, or speech disabilities. The YDC/Agency does not rely on child/youth interpreters except in urgent circumstances where safety may be compromised.</p> <p>5. All YDC/Agency children/youth are required to sign DCS form <b>CS-0939, Youth Acknowledgement and Notification of Prison Rape Elimination Act (PREA)</b> to acknowledge they have been notified and informed of <b>PREA</b> and on how to report incidents of sexual abuse/assault/misconduct/harassment.</p> <ul style="list-style-type: none"> <li>a) Copies of the signed form is sent to the child/youth’s parent(s)/legal custodian, family service worker, and</li> <li>b) The original signed form is maintained in the child/youth’s case file.</li> </ul> <p>6. If youth in a YDC request to consult with an attorney, access to an attorney is completed in accordance with DCS policy <a href="#">24.12 Access to Legal Counsel for Youth in a Youth Development Center</a>. The Guardian ad Litem is contacted for children/youth in contract agencies.</p> <ul style="list-style-type: none"> <li>◆ The YDC/Agency maintains documentation on file of child/youth participation in <b>PREA</b> education sessions.</li> </ul> <p>7. The applicable YDC/Agency staff document <b>PREA</b> activities and efforts for educating and informing children/youth in <b>TFACTS</b>.</p> |
| <p><b>D. Reporting Allegations</b></p> | <p>1. <b><u>Duty to Report – Tennessee Code Annotated 37-1-403 and 37-1-605</u></b> Pursuant to <i>TCA 37-1-403</i> and <i>37-1-605</i>, any person who has knowledge of or is called upon to render aid to any child/youth who is being sexually abused, sexually assaulted or sexually harassed has the duty to report such abuse.</p> <p>2. <b>All allegations of sexual abuse are reported to the <u>DCS Child Abuse Hotline 1-877-237-0004</u>.</b></p>   |

3. Failure to comply with “duty to report” requirements result in disciplinary action up to and including termination and/or criminal charges. Refer to DCS policy [4.9 Employee Disciplinary Actions and Mediation Process](#).
4. All YDC/Agency staff report immediately and according to policy any knowledge, suspicion, or information they receive regarding an incident of sexual abuse or sexual harassment that occurred in a YDC/Agency facility, whether or not it is a part of the agency; retaliation against children/youth or staff who reported such an incident; and any staff neglect or violation of responsibilities that may have contributed to an incident or retaliation. Refer to DCS policy [4.20, Workplace Harassment](#) for guidelines and procedures on workplace harassment or retaliation.
5. Retaliation or negative consequences for reporting sexual abuse/harassment or cooperating with sexual abuse/harassment investigations is not tolerated and may result in disciplinary action up to and including termination.
6. For a period of ninety (90) days following a report, the agency monitors the treatment of child/youth or staff that made a report and the child/youth that were reported to be abused to identify attempts at retaliation or negative consequences and act immediately to remedy any such actions. Monitoring should include, but is not limited to:
  - ◆ Child/youth disciplinary reports, housing, or program changes;
  - ◆ Negative performance reviews or staff reassignments; and
  - ◆ Periodic status checks of children/youth.
7. The YDC/Agency continues monitoring beyond ninety (90) days if evidence indicates a continued need.
8. If any individual involved in a report expresses fear of retaliation, the YDC/Agency takes appropriate measures to protect the individual that includes segregated housing, as applicable, if voluntarily requested by the individual.
9. The YDC/Agency’s responsibility to monitor terminates if the allegation is unsubstantiated.
10. Children/youth may report allegations of sexual abuse/assault/misconduct/harassment to local law enforcement agencies and may remain anonymous upon request.
11. The YDC/Agency develops a method of communication for specific persons to notify for abuse/sexual abuse reporting.
12. The YDC/Agency ensures that the name of the person or persons reporting the allegation is kept confidential.
13. The credibility of an alleged victim, suspect or witness is assessed on an individual basis and is not determined by the person’s status as a child/youth or staff member.

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|  | <p>14. Pursuant <i>TCA 37-1-413</i>, any person who either verbally or by written/printed communication reports false accusations of sexual abuse commits a Class E felony. Refer to DCS Policy <a href="#">14.7 Child Protective Services Investigation Track, Section G</a>, for additional information on falsely reporting child sexual abuse. A report made in good faith upon reasonable belief of the alleged incident does not constitute a false report and may not be used as grounds for disciplinary action.</p> <p>15. After an incident is reported to Child Abuse Hotline:</p> <p>a) Special Investigations designated staff <b>IMMEDIATELY</b> notifies:</p> <ul style="list-style-type: none"> <li>◆ Executive Director of Juvenile Justice (YDC)</li> <li>◆ Executive Director of Network Development (contract agencies)</li> <li>◆ CEO/Executive Director of Contract Agency</li> <li>◆ Local Police Department</li> <li>◆ Youth’s Family Service Worker</li> </ul> <p>b) Family Service Worker <b>IMMEDIATELY</b> notifies:</p> <ul style="list-style-type: none"> <li>• Parents/legal custodians</li> </ul>   |
| <p><b>E. Response to allegations of sexual abuse</b></p> | <p>1. In response to an allegation of sexual abuse, the YDC/Agency develops a written plan to coordinate actions taken among staff first responders, medical and mental health practitioners, investigators, and YDC/Agency leadership.</p> <p>2. Upon receiving notice of an incident of sexual abuse by a child/youth, or if an employee witnesses or unexpectedly encounters an assault taking place, the employee ensures the child/youth is safe and kept separated from the perpetrator, immediately notify their Supervisor, and:</p> <p>a) Ensure child/youth does not change clothes, shower, wash, brush teeth, rinse mouth, eat, drink, or use the toilet until after all physical evidence is obtained in connection with the violation; and</p> <p>b) Secure the incident area and treat it as a crime scene.</p> <p>3. Refer to <a href="#">Protocol-First Responder Guidelines for Sexual Assault</a> for guidelines on responding to sexual assaults.</p> <p>4. For those sexual abuse incidents alleged to have occurred within seventy-two (72) hours, the YDC/Agency nursing personnel/designee offers to take the child/youth to the local hospital emergency room for examination, collection and preservation of evidence, and treatment.</p> <p>5. If the child/youth refuses medical treatment, document on form <b>CS-0991, PREA Refusal of Medical Treatment</b> that medical treatment was offered to the child/youth and if the offer for medical treatment was:</p> <ul style="list-style-type: none"> <li>◆ Refused by the child/youth, or</li> </ul> |

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|   | <ul style="list-style-type: none"> <li>◆ Accepted by the child/youth but refused to be examined after arriving at a medical facility.</li> </ul> <ol style="list-style-type: none"> <li>6. If the alleged sexual abuse incident occurred beyond seventy-two (72) hours, YDC nursing personnel or appropriate staff in a contract agency seeks the advice of a hospital regarding a forensic exam.</li> <li>7. Children/youth who are the victim of sexual abuse are provided prompt and appropriate medical treatment and counseling, to include is but not limited to:             <ol style="list-style-type: none"> <li>a) YDC/Agency staff, as applicable, provides emotional support to child/youth with the forensic medical exam process and investigation interviews.</li> <li>b) The development of a safety action plan that includes a review/adjustment, if necessary, of appropriate housing, bed, program, education and work assignments to keep child/youth safe and free from sexual abuse.</li> <li>c) An assessment by a mental health professional.</li> <li>d) Mental health counseling as needed.</li> <li>e) Follow-up services and referrals, as applicable, for continued care following transfer to, or placement in other facilities, or release from custody.</li> </ol> </li> <li>8. No child/youth victim is denied access to treatment resources and/or services for failing to fully disclose details to internal investigators, outside law enforcement investigators, and/or medical/mental health staff.</li> </ol> |
| <p><b>F. Investigations</b></p>               | <ol style="list-style-type: none"> <li>1. DCS ensures that an administrative or criminal investigation is completed for all allegations of sexual abuse/assault/misconduct/harassment.</li> <li>2. Refer to DCS policy <a href="#">14.25 Special Investigations Unit Child Protective Services Investigations</a> and <a href="#">Protocol for DCS PREA Investigators to Conduct Prison Rape Elimination Act (PREA) Investigations</a> for details regarding sexual abuse investigation process.</li> <li>3. A report of child abuse by the alleged perpetrator may be classified as “substantiated” if there is preponderance of evidence, in light of the entire record, which substantiated the individual committed physical, severe or child sexual abuse, as defined in <i>TCA §§ 37-1-102 or 37-1-602</i>. Refer to DCS policy <a href="#">14.7 Child Protective Services Investigation Track</a>.</li> </ol>   |
| <p><b>G. Documentation</b></p>                | <p>All incidents of sexual abuse/assault/misconduct/harassment and rape are documented in appropriate <b>TFACTS</b> incident reporting section as outlined in DCS policy <a href="#">1.4 Incident Reporting</a>.</p>   |
| <p><b>H. Sexual abuse incident review</b></p> | <ol style="list-style-type: none"> <li>1. The YDC/Agency conducts a sexual abuse incident review within thirty (30) days of the close of every sexual abuse investigation involving a PREA-related incident, unless the outcome was unfounded.</li> </ol>  |



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|                           | <p>2. The review team consists of <u>management level staff/designees</u>, as applicable, with input from line supervisors, investigators, and medical and/or mental health practitioners.</p> <p>3. The review team:</p> <ul style="list-style-type: none"> <li>a) Consider whether the allegation or investigation indicates a need to change policy or practice to better prevent, detect or respond to sexual abuse;</li> <li>b) Consider whether the incident or allegation was motivated by: <ul style="list-style-type: none"> <li>◆ Race;</li> <li>◆ Ethnicity;</li> <li>◆ Gender identity;</li> <li>◆ Lesbian, gay, bisexual, transgender, intersex, or gender non-conforming identification, status, or perceived status; or</li> <li>◆ Gang affiliation, or was motivated or otherwise caused by other group dynamics at the YDC/Agency.</li> </ul> </li> <li>c) Examine the area in the YDC/Agency where the incident allegedly occurred to assess whether physical barriers in the area may enable abuse;</li> <li>d) Assess the adequacy of staffing levels in that area during different shifts;</li> <li>e) Assess whether monitoring technology should be deployed or augmented to supplement supervision by staff; and</li> <li>f) Prepare a report of its findings including, but not limited to determinations made pursuant to paragraphs 2. B) of this <i>Section</i>, and any recommendations for improvement and submit the report to the Superintendent, Commissioner, Executive Director of Juvenile Justice, Executive Director of Network Development, DCS Statewide <b>PREA</b> Coordinator, and General Counsel, as <u>applicable</u>.</li> <li>g) The YDC/Agency implements the recommendations for improvement, or documents reasons for not doing so, e.g., inadequate funding or staffing issues.</li> </ul> |
| <p><b>I. Training</b></p> | <p>1. Appropriately trained employees help deter sexual assaults during the performance of their duties by:</p> <ul style="list-style-type: none"> <li>◆ Knowing and enforcing rules and procedures regarding sexual conduct of children/youth and staff;</li> <li>◆ Maintaining professionalism at all times; and</li> <li>◆ Treating any allegation of sexual assault seriously and following appropriate reporting procedures.</li> </ul>   |



2. Applicable YDC/Agency employees are trained on:
  - ◆ The zero-tolerance policy for sexual abuse and sexual harassment;
  - ◆ How to fulfill their responsibilities under agency sexual abuse and sexual harassment prevention, detection, reporting and response policies and procedures;
  - ◆ Child's/youth's right to be free from sexual abuse and sexual harassment;
  - ◆ The right of children/youth and employees to be free from retaliation for reporting sexual abuse and sexual harassment;
  - ◆ The dynamics of sexual abuse and sexual harassment in juvenile facilities;
  - ◆ How to detect and respond to signs of threatened and actual sexual abuse and how to distinguish between consensual sexual contact and sexual abuse between children/youth;
  - ◆ How to avoid relationships with children/youth;
  - ◆ How to communicate effectively and professionally with children/youth, including lesbian, gay, bisexual, transgender, intersex, or gender nonconforming children/youth.
  - ◆ How to comply with relevant laws related to mandatory reporting of sexual abuse to outside authorities; and
  - ◆ Relevant laws regarding the applicable age of consent.
3. All YDC/Agency staff and persons listed below receive **training in compliance with PREA Standards**:
  - a) All YDC/Agency employees receive training during orientation and through annual refresher training thereafter.
  - b) All YDC/Agency volunteers that have direct contact with children/youth receive training during orientation and annual refresher training thereafter.
  - c) If medical staff employed by the YDC/Agencies conduct forensic examinations, such medical staff receives the appropriate training to conduct such examinations in compliance with **PREA Standards**.
  - d) Medical and mental health care practitioners also receive the training mandated for employees under **PREA Standards § 115.331** or for contractors and volunteers under **PREA Standards § 115.332**, depending upon the practitioner's status at the facilities.
4. Employees who conduct investigations of allegations of sexual abuse/harassment on children/youth in YDC/agencies care receive training **in compliance with PREA Standards**.

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|  | <p>5. All DCS/Agency employees, volunteers and contractors are required to sign form <b>CS-0940, Employee Acknowledgement and Notification of Prison Rape Elimination Act (PREA)</b> to acknowledge they have read the DCS zero-tolerance policy and understand the training they have received.</p> <p>6. DCS/agencies maintain documentation on all employees, volunteers and contractors who receive training on <b>PREA</b>.</p>  |
| <p><b>J. Supervision and monitoring for a DCS YDC/Agency</b></p> | <p>1. The YDC/Agency develops, implements, and documents a staffing plan that provides for adequate levels of staffing, and, where applicable, video monitoring, to protect children/youth against sexual abuse. In calculating adequate staffing levels and determining the need for video monitoring, YDC/ Agency takes into consideration:</p> <ul style="list-style-type: none"> <li>◆ Generally accepted juvenile detention and correctional/secure residential practices;</li> <li>◆ Any judicial finding of inadequacies;</li> <li>◆ Any findings of inadequacy from federal investigative agencies;</li> <li>◆ Any finding of inadequacy from internal or external oversight bodies;</li> <li>◆ All components of the facilities physical plant (including “blind spots” or areas where staff or children/youth may be isolated);</li> <li>◆ The composition of the children/youth population;</li> <li>◆ The number and placement of supervisory staff;</li> <li>◆ Institution programs occurring on a particular shift;</li> <li>◆ Any applicable State or local laws, regulations or standards;</li> <li>◆ The prevalence of substantiated and unsubstantiated incidents of sexual abuse; and</li> <li>◆ Any other relevant factors.</li> </ul> <p>2. The YDC/ Agency complies with the staffing plan except during limited and discrete exigent circumstances, and fully documents deviations from the plan during such circumstances.</p> <p>3. The YDC/Agency includes in the Post Orders search procedures for intermediate-level or higher-level supervisors to conduct and document unannounced search rounds to identify and deter staff sexual abuse and sexual harassment. Post Orders must include these search procedures for both day and night shifts.</p> <p>4. Whenever necessary, but no less frequently than once each year, for the YDC/Agency, in consultation with the PREA Coordinator, the <b>PREA Compliance Manager</b> assesses, determines, and documents in form <b>CS-1045, Staffing Plan Assessment</b> whether adjustments are needed to:</p> <ul style="list-style-type: none"> <li>◆ The staffing plan;</li> </ul> |

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|                       | <ul style="list-style-type: none"> <li>◆ Prevailing staffing patterns;</li> <li>◆ The YDC/Agency’s deployment or updating of video monitoring systems and other monitoring technologies the YDC/Agency considers how such technology may enhance the YDC/Agency’s ability to protect children/youth from sexual abuse; and</li> <li>◆ The resources the YDC/Agency has available to commit to ensure adherence to the staffing plan.</li> </ul> <p>5. The PREA Compliance Manager submits the completed <b>CS-1045, Staffing Plan Assessment</b> to the PREA Coordinator for review and signature. The PREA Coordinator submits the signed form to the DCS Statewide PREA Coordinator.</p> <p>6. When designing or acquiring any new facility and in planning any substantial expansion or modification of an existing facility, the YDC/Agency considers the effect of the design, acquisition, expansion or modification upon the YDC/Agency’s ability to protect children/youth from sexual abuse.</p>  |
| <p><b>K. Data</b></p> | <p><b>1. Data Collection</b></p> <p>DCS/Agencies collect accurate, uniform data for every allegation of sexual abuse at facilities under its direct control using a standardized instrument and set of definitions as instructed by the DCS Statewide <b>PREA</b> Coordinator.</p> <ul style="list-style-type: none"> <li>a) DCS/Agencies aggregate the incident-based sexual abuse data at least annually.</li> <li>b) The incident-based data collected includes, at a minimum, the data necessary to answer all questions from the most recent version of the <b>Survey of Sexual Violence conducted by the Department of Justice</b>.</li> <li>c) DCS/Agencies maintain, review, and collect data as needed from all available incident-based documents, including reports, investigation files, and sexual abuse incident reviews.</li> <li>d) DCS/Agencies also obtain incident-based and aggregated data from <b>every contract agency</b> with which it contracts for the confinement of its children/youth.</li> <li>e) Upon request, DCS/Agencies provide all such data from the previous calendar year to the Department of Justice no later than June 30<sup>th</sup>.</li> </ul> <p><b>2. Data Review for Corrective Action</b></p> <ul style="list-style-type: none"> <li>a) DCS/Agencies review data collected and aggregated pursuant to <b>PREA Standards § 115.387</b> in order to assess and improve the effectiveness of its sexual abuse prevention, detection, and response policies, practices, and training, including: <ul style="list-style-type: none"> <li>◆ Identifying problem areas;</li> </ul> </li> </ul> |

- ◆ Taking corrective action on an ongoing basis; and
  - ◆ Preparing an annual report of its findings and corrective actions for each facility, as well as DCS/Agencies as a whole.
- b) The report includes a comparison of the current year's data and corrective actions with those from prior years and provides an assessment of the agency's progress in addressing sexual abuse.
- c) DCS/Agencies reports are approved by the DCS Commissioner/designee and contract agency Director and made readily available to the public through its website or through other means, as applicable.
- d) DCS/Agencies may redact specific material 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 is indicated.

**3. Data Storage, Publication, and Destruction**

- a) DCS/Agencies ensure that data collected pursuant to **PREA Standards § 115.387** are securely retained.
- b) DCS/Agencies make all aggregated sexual abuse data from facilities under its direct control and contract agency facilities with which it contracts, readily available to the public at least annually through its website or through other means, as applicable.
- c) Before making aggregated sexual abuse data publicly available, DCS/Agencies removes all personal identifiers.
- d) DCS/Agencies maintain sexual abuse data collected pursuant to **PREA Standards § 115.387** for at least ten (10) years after the date of its initial collection unless Federal, State, or local law requires otherwise. Refer to [CPS Records Disposition Authority \(RDA\) 2993](#) regarding closed CPS Case Files that includes documentation of administrative investigations and activities.

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| <b>Forms:</b> | <p><a href="#"><u>CS-0939, Youth Acknowledgement and Notification of Prison Rape Elimination Act (PREA)</u></a></p> <p><a href="#"><u>CS-0940, Employee/Volunteer/Contractor Acknowledgement and Notification of Prison Rape Elimination Act (PREA)</u></a></p> <p><a href="#"><u>CS-0946, Prison Rape Elimination Act (PREA) Risk Assessment</u></a></p> <p><a href="#"><u>CS-0991, PREA Refusal of Medical Treatment</u></a></p> <p><a href="#"><u>CS-1045, Staffing Plan Assessment</u></a></p> <p><a href="#"><u>CS-1219, Search Request for Transgender and Intersex Youth</u></a></p> <p><a href="#"><u>CS-1236, Safe Housing Assessment</u></a></p> <p><a href="#"><u>CS-1237, Safe Housing Re-Assessment</u></a></p> |
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| <b>Collateral documents:</b> | <p>DCS Policy – <a href="#"><u>1.4 Incident Reporting</u></a></p> <p>DCS Policy – <a href="#"><u>4.9 Employee Disciplinary Actions and Mediation Process</u></a></p> <p>DCS Policy – <a href="#"><u>4.20 Workplace Harassment</u></a></p> <p>DCS policy <a href="#"><u>5.2 Professional Development and Training Requirements</u></a></p> <p>DCS Policy – <a href="#"><u>14.1 Child Abuse Hotline</u></a></p> <p>DCS Policy – <a href="#"><u>14.25 Special Investigations Unit Child Protective Services Investigations</u></a></p> <p>DCS Policy – <a href="#"><u>24.12 Access to Legal Counsel for Youth in a Youth Development Center</u></a></p> <p>DCS Policy – <a href="#"><u>24.5-DOE Youth Grievance Procedures</u></a></p> <p><a href="#"><u>Protocol: First Responder Guidelines for Sexual Assault</u></a></p> <p><a href="#"><u>PREA Public Law 108-79, Sec. 3</u></a></p> <p><a href="#"><u>Protocol for DCS PREA Investigator to Conduct Prison Rape Elimination Act (PREA) Investigations</u></a></p> <p><a href="#"><u>Protocol for Statewide PREA Coordinator</u></a></p> |
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**Subject: Zero-Tolerance Standards and Guidelines for Sexual Abuse, Sexual Harassment, Assault or Rape Incidents and Prison Rape Elimination Act (PREA) 18.8**

| <b>Glossary:</b>                 |   |
|----------------------------------|---|
| <b>Term</b>                      | <b>Definition</b>   |
| <b>Abusive sexual contacts:</b>  | Contact of any person without his or her consent, or of a person who is unable to consent or refuse; and intentional touching, either directly or through clothing, of the genitalia, anus, groin, breast, inner thigh or buttocks of any person.   |
| <b>Congregate care:</b>          | Congregate care is designed to meet the needs of children/youth that are unable to live at home or in a foster family and require temporary care in a group or residential setting. Congregate care provides structure, counseling/therapy, behavioral intervention and other services identified in a child/youth's permanency plan for children with moderate to severe clinical needs. |
| <b>Contractors:</b>              | Any person or corporation, other than an employee, providing any service to the YDC ( <i>i.e.</i> , food services, medical, dental and mental health services, <i>etc.</i> ) for an agreed upon form of compensation. Contractors may include other local government agencies that contract with the YDC or who supervise adult inmate work crews.  |
| <b>Hostile work environment:</b> | Harassment, speech or conduct that is, based on the judgment of a reasonable person, severe or pervasive enough to create a hostile or abusive work environment, based on race, religion, sex, national origin, age, disability, veteran status, or, in some jurisdictions, sexual orientation, political affiliation, citizenship status, marital status, or personal appearance.        |
| <b>Non-consensual sex acts:</b>  | Contact of any person without his or her consent, or of a person who is unable to consent or refuse; and contact between the penis and the vagina or the penis and the anus including penetration, however slight; or contact between the mouth and penis, vagina, or anus; or penetration of the anal or genital opening of another person by hand, finger, or other object.             |

| <b>Glossary:</b>                                       |  |
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| <i>Term</i>  | <i>Definition</i>  |
| <b><i>Prison Rape Elimination Act (PREA) 2003:</i></b> | <p><b>PREA</b> is the first United States federal law passed dealing with the sexual assault of prisoners. The bill was signed into law on September 4, 2003. <b>PREA</b> covers all adult, as well as juvenile detention facilities; the definition of prison for the purposes of the act includes "any juvenile facility used for the custody or care of juvenile inmates." U.S. Congress, within the text of <b>PREA</b>, noted that young, first-time offenders are at an increased risk of sexually motivated crimes. Juveniles held in adult facilities are five times more likely to be sexually assaulted than juveniles held in juvenile facilities.</p> <p><b>PREA</b> directed the attorney general to promulgate standards for all confinement facilities including, but not limited to, local jails, police lockups, and juvenile facilities. See 42 U.S.C. § 15609(7). DOJ has promulgated standards for prisons and jails (28 C.F.R. §§ 115.11 – 115.93), lockups (28 C.F.R. §§ 115.111 – 115.193), residential community confinement facilities (28 C.F.R. §§ 115.211 – 115.293), and juvenile facilities (28 C.F.R. §§ 115.311 – 115.393).</p> <p>The Act applies to all public and private institutions that house adult or juvenile offenders and is also relevant to community-based agencies. It addresses both inmate-on-inmate sexual abuse and staff sexual misconduct.</p> <p>Additionally, on May 17, 2012, the President directed "all agencies with federal confinement facilities that are not already subject to the Department of Justice's final rule" to develop rules or procedures that comply with <b>PREA</b>.</p> <p>A public agency that contracts for the confinement of its residents with private agencies or other entities, including other government agencies, include in any new contract or contract renewal the entity's obligation to adopt and comply with the <b>PREA</b> standards.</p> <p>Any new contract or contract renewal provides for agency contract monitoring to ensure that the contractor is complying with the <b>PREA</b> standards</p> |
| <b><i>Professional Visitors:</i></b>                   | Any person having access to any of the YDC/Agencies who provides a professional service to children/youth or employees, including but not limited to, attorneys, paralegals, paraprofessionals, investigators, clergy, unpaid interns, or researchers.   |
| <b><i>Sexual abuse:</i></b>                            | Includes, but is not limited to, subjecting another person to any sexual act or contact between an employee, volunteer, contractor, or agency representative, and a child/youth by force, persuasion, inducement, or enticement; any sexual act or contact in which an employee, volunteer or agency representative participates or forces any youth to engage; subjecting another person who is incapable of giving consent by reason of their custodial status, physical or mental state; or rape, sexual molestation, prostitution or other form of sexual exploitation.  |



| <b>Glossary:</b>          |  |
|---------------------------|--|
| <b>Term</b>               | <b>Definition</b>  |
| <b>Sexual assault:</b>    | <p>Any sexual touching or contact, including but not limited to rape, sodomy or unlawful touching. <i>Child sexual abuse</i> also means one or more of the following acts:</p> <ul style="list-style-type: none"> <li>◆ Any penetration, however slight, of the vagina or anal opening of one person by the penis of another person, whether or not there is the emission of semen</li> <li>◆ Any contact between the genitals or anal opening of one person and the mouth or tongue of another person</li> <li>◆ Any intrusion by one person into the genitals or anal opening of another person, including the use of any object for this purpose</li> <li>◆ Intentional touching of the genitals or intimate parts, including the breasts, genital area, groin, inner thighs, and buttocks, or the clothing covering them, of either the child or the perpetrator</li> <li>◆ Intentional exposure of the perpetrator's genitals in the presence of a child/youth, or any other sexual act intentionally perpetrated in the presence of a child/youth, if such exposure or sexual act is for the purpose of sexual arousal or gratification, aggression, degradation, or other similar purpose</li> <li>◆ Sexual exploitation of a child/youth, which includes allowing, encouraging, or forcing a child/youth to solicit for or engage in prostitution or engage in sexual exploitation.</li> </ul> |
| <b>Sexual harassment:</b> | <p>Includes, but is not limited to, all of the following, whether by employees, volunteers, contractors, other agency representatives, or youth: Sexual advances; sexually offensive language, comments or gestures; influencing, promising or threatening any child/youth's (or employee's) safety, custody status, privacy, housing, privileges, work or program status, in exchange for personal gain or favor of a sexual nature; creating or encouraging an atmosphere of intimidation, hostility or offensiveness as perceived by any individual who observes the sexually offensive behavior or language.</p>   |

| <b>Glossary:</b>                    |  |
|-------------------------------------|--|
| <b>Term</b>                         | <b>Definition</b>  |
| <b>Sexual misconduct:</b>           | Any behavior or act of a sexual nature directed toward a child/youth by an employee, volunteer, official visitor, or agency representative. Romantic relationships between employee and child/youth are included. Consensual or non-consensual sexual acts include: intentional touching of the genitalia, anus, groin, breast, inner thigh or buttocks with the intent to abuse, arouse, or gratify sexual desire or completed, attempted, threatened or requested sexual acts; or occurrences of indecent exposure, invasion of privacy or voyeurism for sexual gratification which is an invasion of a child/youth’s privacy by an adult by peering at a child/youth in private situations outside of those required by supervisory policies, requiring a child/youth to expose any part of the body for any purpose except for medical treatment or searches pursuant to DCS policies, and includes indecent exposure to the child/youth or allowing a child/youth to expose himself or herself to an adult present in the YDC/Agency. Sexual misconduct also includes, but is not limited to, conversations or correspondence that suggests a romantic relationship between and youth and any party referenced above, demeaning references to gender or sexual preference, or sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures. |
| <b>Sexualized work environment:</b> | A work environment in which the behaviors, dress, and speech of either employees and/or child/youth create a sexually charged workplace. Sexually explicit talk, inappropriate emails, posted cartoons, jokes, or unprofessional dress characterizes a sexualized work environment. In a sexualized work environment, often employees’ off-duty behaviors, dating, and other activities intrude into the everyday work environment. In a sexualized work environment talk or actions have sexual overtones. A sexualized work environment severely erodes the professional boundaries between employees and between employee and child/youth.  |
| <b>Volunteer:</b>                   | Any person who, by mutual agreement with the agency, provides service without compensation, or who voluntarily assists children/youth or DCS in the course of the volunteer’s duties.  |