

### Facility Coordinated Response to a Sexual Assault Incident

The following is the agency written plan for each facility to coordinate actions taken in response to an incident of sexual assault among staff responders, medical, and mental health practitioner, investigators, Facility PREA Manager and facility leadership.

Staff	Task
1 <sup>st</sup> Responder	Separate the alleged victim and abuser.
1 <sup>st</sup> Responder	Preserve and protect any crime scene until appropriate steps can be taken to collect any evidence.
1 <sup>st</sup> Responder	Request that the alleged victim not take any actions that could destroy physical evidence, including washing, brushing teeth, changing clothes, urinating, defecating, drinking, or eating.  <i>Note:</i> If the 1 <sup>st</sup> Responder is a non-direct care staff member, he or she is required to instruct the victim not to take any actions that could destroy physical evidence and they immediately notify direct care staff.
1 <sup>st</sup> Responder	Immediately contact Senior Staff on duty and notify Control Room Operator.
Control Room Operator	Immediately contact Senior Staff on duty, Medical Staff, Facility Leadership, Investigations, and Mental Health Staff.
Medical Staff and/or Victim Services	Assessment of the victim's acute medical needs and notify the Facility Director of the allegation of sexual assault and assessment. Medical will immediate offer victim services by providing the victim with a pocket card develop by the Office of Victim Services.
Investigator	Informing the victim of his or her rights under relevant policies, federal and state laws. Handle the custody of evidence.
Medical Staff and/or Investigator	Explanation of the need for a forensic medical exam and offering the victim the option of undergoing one.
Medical Staff and/or Investigator	Offering the presence of a victim advocate or a staff member to be present during the exam (Mental Health Staff or Staff member that the youth trust).
Mental Health Staff	Providing crisis intervention counseling or the victim may request an outside advocate.
Medical Staff, Investigator and/or Facility Leadership	If victim request an outside advocate, notify the outside victim advocate according to the MOU establish by the Facility and the Office of Victim Services.
Investigator	Interview the victim and any witnesses.
Investigator	Collect Evidence and control custody of evidence.
Facility Leadership	Provide for any special needs the victim may have.
1 <sup>st</sup> Responder	Completed the Special Incident Report (SIR).
Facility Leadership	Immediately report incident to Department of Family and Children's Services (mandated reporting).
Facility Leadership	Ensure that the SIR Administrative Review is completed and SIR entered into SIR Database within 24 hours of the incident occurring or within 24 hours of first knowledge of the incident and required by Policy 8.5, Special Incident and Child Abuse Reporting.
Facility Leadership	Convene the PREA Incident Management Team as required by Policy 22.1, Prison Rape Elimination Act (PREA).
PREA Compliance Manager	Within ten (10) business days provide a detail report to the Agency PREA Coordinator as required by DJJ Policy 22.1, Prison Rape Elimination Act (PREA)