

## RED FLAGS

There are numerous 'red flags' that you as a contractor or volunteer should look out for when working for the VADOC:

- Overly friendly staff or offenders
- Offenders that are on a first name basis with staff, contract staff or volunteers or the exchange of personal information between the two
- Staff disappearing for long periods of time, showing up early or staying late
- Offenders accepting gifts from staff
- Staff, contract staff or volunteers showing favoritism towards an offender or probationer
- Staff, contract staff or volunteers in close proximity to or engaging in inappropriate touching with offenders

## PREVENTION

Here are a few preventative strategies to maintain professionalism and avoid inappropriate relationships with an offender or probationer:

- Focus attention to work related assignments and duties
- Be aware of your surroundings and stay alert
- Steer clear of areas with minimal or no supervision
- Do not accept gifts, favors, phone calls, cards or letters from offenders/probationers
- Avoid flirtatious behavior
- Avoid jokes/comments that could be interpreted as sexual in nature
- Avoid the consumption or accepting of alcoholic beverages or drugs
- Maintain professional boundaries at all times

## A DUTY TO REPORT

As a valued contractor or volunteer of the Virginia Department of Corrections, you have a duty to report any allegations, incidents or knowledge of asexual abuse, sexual harassment or sexual misconduct. This includes information received from a third party or through personal observations.

If a VADOC employee, contractor or volunteer engages in sexual relations and/or sexually harasses an offender or probationer, that employee, contractor or volunteer is subject to termination as well as criminal prosecution. The VADOC will ensure that all employees, contractors, volunteers and offenders are free from retaliation for reporting such behaviors.

## RESOURCES

**If you or someone you know were sexually abused or sexually harassed while in custody or under the supervision of the Virginia Department of Corrections, you may complete the Third Party Reporting Form located on the public website, email [PREAGrievance@vadoc.virginia.gov](mailto:PREAGrievance@vadoc.virginia.gov) or call the Confidential Reporting Hotline to initiate a review.**

**Confidential Reporting Hotline**

**1-855-602-7001**

## VIRGINIA DEPARTMENT OF CORRECTIONS

### A Guide to Maintaining Appropriate Boundaries with Offenders



**For Contractors and Volunteers of the Virginia Department of Corrections**

# PRISON RAPE ELIMINATION ACT: DETECTING, REPORTING, PREVENTING

The Prison Rape Elimination Act (PREA) of 2003 was enacted by Congress to address the need to protect those who are under the supervision of a U. S. Correctional Agency from sexual abuse and/or sexual harassment.

BREAK  
THE  
SILENCE

## POLICY

The Virginia Department of Corrections (VADOC) is committed to and has adopted a **ZERO-TOLERANCE** standard for sexual abuse and/or sexual harassment of offenders or probationers by all staff (including contractors/volunteers) and other offenders. The VADOC strives to cultivate an environment where employees, as well as offenders, regardless of age, race, gender or sex are both safe and free from any type of sexual related misconduct.

To comply with PREA Standard §115.32, all contractors and volunteers with the DOC who have contact (or could have contact) with offenders shall be trained on their responsibilities to prevent, detect, monitor and report allegations and incidents of sexual abuse and sexual harassment of offenders and probationers as outlined in Operating Procedure 038.3, *Sexually Abusive Behavior Prevention and Intervention*. The level and type of training provided to volunteers and contractors shall be based on the services they provide and level of contact they have with offenders as follows:

**Level 1** - Contractor/Volunteer does not have any contact with offenders. Contractor or volunteer shall receive a minimal amount of training on responsibilities to prevent, detect, monitor and report allegations and incidents of sexual abuse and sexual harassment of offenders and probationers. Such training shall include: review of Operating Procedure 038.3 *Sexually Abusive Behavior Prevention and Intervention*. Contractor/Volunteer shall sign certifying their understanding of the material presented.

**Level 2** - Contractor/Volunteer job functions do not require contact with offenders, but the possibility for contact exists. Contractor/Volunteer shall receive a median amount of training on responsibilities to prevent, detect, monitor and report allegations and incidents of sexual abuse and sexual harassment of offenders and probationers. Such training shall include: review of Operating Procedure 038.3 *Sexually Abusive Behavior Prevention and Intervention*, a review of Operating Procedure 130.1 *DOC Rules of Conduct Governing Employees' Relationship with Offenders* and Introduction to PREA training (discussion of brochure). Contractor/Volunteer shall sign certifying their understanding of the material presented.

**Level 3** - Contractor/Volunteer job functions require contact with offenders, contact with offenders is eminent. Contractor or volunteer shall receive the full training on responsibilities to prevent, detect, monitor and report allegations and incidents of sexual abuse and sexual harassment of offenders and probationers. Such training shall include: Understanding of VADOC Operating Procedure 038.3 *Sexually Abusive Behavior Prevention and Intervention*, and full PREA Training (the training provided to all new hires in our facilities). Contractor/Volunteer shall sign certifying their understanding of the material presented.

