

Bluegrass Career Development Center July 1, 2012 Operations Manual

Institutional Policy and Procedure 26.2 Prison Rape Elimination Act: Reference Corrections Policy and Procedure 14.7

BCDC will adhere to Corrections Policy and Procedure 14.7 Sexual Abuse Prevention and Intervention Programs.

BCDC has a zero tolerance for any sexual misconduct of any kind between inmates or between inmates and staff.

Any female staff that enters the BCDC restrooms and showers shall knock and announce herself prior to entering these areas each time. Any female who enters the dorm area shall announce that a female is on the floor to give all residents notice of the opposite genders presence.

BCDC staff who receive a report from a resident of any type of sexual misconduct concerning residents or staff shall immediately notify the Director. The Director shall refer the allegations in writing to the BCDC PREA Investigator. Under no circumstances shall any BCDC line staff attempt to investigate allegations of sexual misconduct by inmates or staff.

Any report received from a resident of sexual misconduct which may have occurred at the residents sending facility shall be documented. The Director shall notify the sending facilities Warden or Director within 72 hours of receiving the information. The information shall be documented and retained that the information was provided to the Facility in question.

No staff member or resident shall be retaliated against in any form for reporting sexual harassment, abuse, or cooperating with sexual allegation investigations. BCDC Administrative staff shall have the responsibility of monitoring and enforcing this directive.

Training:

All BCDC staff receives PREA Training as required by 28 C.F.R. 115.31 annually. Training is in accordance with Cpp. 14.7. As required by 28 C.F.R. 115.31 all Volunteers and Community Work Supervisors receive annual training in accordance with Cpp. 14.7.

28 C.F.R. 115.34 -28 CFR 115.71-The Director and Facility Manager are trained investigators who shall conduct all PREA Investigations concerning inmate on inmate violations. Advanced Medical provides Medical Care for our Facility. BCDC Health Care Providers have received training in accordance with Standard 28. C.F.R. 115.35. Training documentation on file for all staff, volunteers, and contractors per Cpp. 4.2.

BCDC inmates may receive support and counseling services from: Bluegrass.org/Madison County 415 Gibson Ln. Richmond Ky. 40475 Phone: 859-623-9367 -24 hour access hotline 1-800-928-8000

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All BCDC residents who have been victims of sexual abuse shall have access to Baptist Health forensic medical staff (SANE NURSES) in Richmond Ky. at no cost to the residents. Per Standard 28 C.F.R. 115.33 all residents receive an inmate handbook upon intake which addresses BCDC stance on sexual abuse of zero tolerance policy. Information provided educates inmates of the processes that may be taken to inform staff of any and all violations concerning sexual abuse and how this information may be relayed. Inmates shall be verbally addressed concerning this process upon intake. Each Tuesday at 9: 15 p.m. the PREA Training video shall be played throughout the facility which addresses the prevention of sexual abuse, self-protection, and receiving treatment and counseling. The video also addresses their rights to be free from sexual abuse, harassment, and retaliation for reporting incidents which may occur. BCDC has posters placed throughout the facility which addresses Sexual abuse. BCDC has information concerning sexual abuse written in large print, video and audio, and in (Braille) for individuals who may be visually impaired. BCDC also has information written in (Spanish) and has interpreters based in Madison County on an as needed basis. All information shall be available to inmates at all times by request and shall be published on the BCDC Website. The BCDC Counselor shall conduct a Risk Assessment within 24 hours of intake. KDOC Risk Assessments forms shall be utilized 30 days following intake and each inmate shall be reassessed per Cpp. 14.7.

Evidence Collection: BCDC will utilize a Container with the appropriate items within for PREA evidence collection.

Paper Bags for clothing collection in which each item shall be placed in separate bags tagged with name, number, date, time, identity of item, and a completed chain of evidence form attached.

Clean white sheets shall be used to have inmates stand on while they undress for evidence collection.

Upon completion the sheet is to be placed in a paper bag with the same info as in no #1.

Paper Gowns will be used when appropriate per Corrections Policy and procedure 14. 7.

Chain of evidence forms will be used appropriately and placed on each item followed by a (Incident Report).

Section one of the Sexual Offense Allegations Reporting Form shall be completed.

Section Two shall be completed by the PREA Investigator.

Copy of Cpp. 14.7 Sexual Abuse Prevention Policy.

PPE equipment

Tape

Containment tape to seal off crime scene areas if required.

Disposable camera. Digital camera also available at all times within staff office.

Alleged victim and alleged perpetrator will be separated immediately. One will be placed in the conference room under video surveillance. The other will be secured in the visitation office until proper authorities arrive to transport.

All forms and policies shall be within the PREA Evidence Collection Container.