 <p>Bartholomew County Community Corrections Center Policies and Procedures</p>	Policy Number: § 115.211	Pages: 4
Functional Area: PREA	Subject Area: Prevention Planning	
Standard: Zero Tolerance of Sexual Abuse and Sexual Harassment; PREA Coordinator		

EXPECTED PRACTICE

- (a) An agency shall have a written policy mandating zero tolerance toward all forms of sexual abuse and sexual harassment and outlining the agency's approach to preventing, detecting, and responding to such conduct.
- (b) An agency shall employ or designate an upper-level, agency-wide PREA Coordinator, with sufficient time and authority to develop, implement, and oversee agency efforts to comply with the PREA standards in all of its community confinement facilities.

PROTOCOLS

The Bartholomew County Community Corrections Center (BCCC) a division to Bartholomew County Court Services has zero tolerance for any form of sexual abuse of participants under the jurisdiction of the Community Corrections Center. This policy establishes prohibited conduct and behaviors that are broader than those established by Indiana Code as violations of law. This policy sets forth standards for reporting and investigation alleged sexual abuse of participants in the Bartholomew County Community Corrections Center.

The Director of Residential Services shall serve as the PREA Coordinator for the Bartholomew County Community Corrections Center.

All forms of sexual abuse and sexual misconduct between offenders and staff, volunteers, contractors, visitors, or other Participants. Participant on Participant, Staff on Participant and Participant on Staff sexual assault, sexual abuse, and/or sexual relationships will not be tolerated.

Participants will be free from fear of sexual assault and if a report of sexual assault is made, it will be investigated thoroughly and with respect to the Participant's safety, dignity, and privacy, without fear of retaliation.

Participant on Participant, Staff on Participant or Participant on Staff sexual abuse or assault is defined as one or more Participants engaging in, or attempting to engage in a sexual act with one another or the use of threats, intimidating, inappropriate touching, or other actions and/or communications by one or more persons aimed at coercing and/or pressuring another to engage in a sexual act.

In order to ensure safety, all Participants are encouraged to report instances of sexual assault, using one (1) or more forms of the BCCC's PREA Reporting Guidelines, which are as follows:

- Tell a Staff Member
- File a Grievance directly with the Director of Residential Services
- Call the BCCC PREA Hotline at 812-565-5922
- Dial *812 on the blue Pod Phones to speak to Bartholomew County Sheriff's Department Detectives
- Make a report directly to the Columbus Police Department located at 123 Washington Street, Columbus, IN, or by phone at 812-376-2600
- Make a report directly to the Bartholomew County Sheriff's Department located at 543 Second Street, Columbus, IN, or by phone at 812-378-1650

All allegations will be taken seriously and thoroughly investigated and staff shall take the necessary steps to separate the victim from the accused. The Director of Residential Services will make assistance available for the Participant to receive medical evaluation and care as well as needed mental health support.

Appropriate steps will be made to protect the Participant including, but not limited to: transferring to another facility where they can be housed more appropriately (i.e. single room) moved to another room in the facility closer to the staff office, increased contact with case management to provide ongoing support, etc.

Participants will be held accountable for making false allegations or lying during an investigation and may receive a major infraction. Making false allegations hurts the process and those participants who have been victimized. Also lying during an investigation doesn't allow investigators to get to the truth, minimizing our ability to hold people who have engaged in misconduct accountable or provide services to those who have been victimized.

DEFINITIONS

SEXUAL MISCONDUCT

Sexual Misconduct shall be defined as any consensual sexual contact between a participant and one or more other participants in the Community Corrections Center.

Although consensual sexual conduct between participants may not be considered a criminal offense, it is considered Misconduct and a **VIOLATION OF THE BCCC PROGRAM RULES.**

Sexual misconduct between participants will not be tolerated while in the Community Corrections Center or while participants are outside the Community Corrections Center on furlough. Any substantiated act of sexual misconduct between participants will result in the immediate incarceration of involved participants in the Bartholomew County Jail.

It is unlawful for staff, volunteers, contractors, or visitors to engage in any sexual act, with or without consent, with a participant. All forms of sexual misconduct between staff, volunteers, contractors, and visitors with a participant will be considered Sexual Assault.

SEXUAL ASSAULT

Sexual Assault shall be defined as:

1. Any Sexual Contact between a participant and a staff member, volunteer, contractor, or visitor, with or without consent.

Sexual Assault of a participant by a staff member, volunteer, contractor, or visitor, includes any of the following acts:

- Any 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 staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
- Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
- Contact between the mouth and the penis, vulva, or anus;

- Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument; and
- Any attempt, threat, or request by a staff member, contractor, or volunteer to engage in
 - Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
 - Contact between the mouth and the penis, vulva, or anus;
 - Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument; and
- Any display by a staff member, contractor, or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of a participant, and
- Voyeurism by a staff member, contractor, or volunteer.
 - Voyeurism by a staff member, contractor, or volunteer means an invasion of privacy of a participant for reasons unrelated to official duties, such as,
 - Peering at an inmate who is using a toilet in his or her cell to perform bodily functions;
 - Requiring an inmate to expose his or her buttocks, genitals, or breasts; or
 - Taking images of all or part of an inmate's naked body or of an inmate performing bodily functions.

2. The Sexual Abuse of a participant by another participant, 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.

Sexual Assault of a participant by another participant includes any of the following acts:

- Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
- Contact between the mouth and the penis, vulva, or anus;
- Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument; and


- Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to a physical altercation.

**BARTHOLOMEW COUNTY COURT SERVICES IS COMMITTED TO SWIFT
PROSECUTION OF ANYONE INVOLVED IN A SUBSTANTIATED SEXUAL ASSAULT.**

Sexual Harassment

Sexual Harassment shall be defined as:

- Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one participant directed toward another participant; and
- Repeated verbal comments or gestures of a sexual nature to participant by a staff member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.


 <div>Bartholomew County Community Corrections Center Policies and Procedures</div>	Policy Number: § 115.212	Pages: 1
Functional Area: PREA	Subject Area: Prevention Planning	
Standard: Contracting with other entities for the confinement of residents.		

EXPECTED PRACTICE

- (a) A public agency that contracts for the confinement of its residents with private agencies or other entities, including other government agencies, shall include in any new contract or contract renewal the entity's obligation to adopt and comply with the PREA standards.
- (b) Any new contract or contract renewal shall provide for agency contract monitoring to ensure that the contractor is complying with the PREA standards.
- (c) Only in emergency circumstances in which all reasonable attempts to find a private agency or other entity in compliance with the PREA standards have failed, may the agency enter into a contract with an entity that fails to comply with these standards. In such a case, the public agency shall document its unsuccessful attempts to find an entity in compliance with the standards.

PROTOCOLS

Not applicable, Bartholomew County Community Corrections does not contract with other facilities for the confinement of residents.

 <div>Bartholomew County Community Corrections Center Policies and Procedures</div>	Policy Number: PREA § 115.213	Pages: 134
Functional Area: PREA	Subject Area: Prevention Planning	
Standard: Supervision and Monitoring		

EXPECTED PRACTICE

- (a) For each facility, the agency shall develop and document a staffing plan that provides for adequate levels of staffing, and, where applicable, video monitoring, to protect residents against sexual abuse. In calculating adequate staffing levels and determining the need for video monitoring, agencies shall take into consideration:
- (1) The physical layout of each facility;
 - (2) The composition of the resident population;
 - (3) The prevalence of substantiated and unsubstantiated incidents of sexual abuse; and
 - (4) Any other relevant factors.
- (b) In circumstances where the staffing plan is not complied with, the facility shall document and justify all deviations from the plan.
- (c) Whenever necessary, but no less frequently than once each year, the facility shall assess, determine, and document whether adjustments are needed to:
- (1) The staffing plan established pursuant to paragraph (a) of this section;
 - (2) Prevailing staffing patterns;
 - (3) The facility's deployment of video monitoring systems and other monitoring technologies; and
 - (4) The resources the facility has available to commit to ensure adequate staffing levels.

PROTOCOLS

The Director of Residential Services shall regularly evaluate and review staffing assignments to meet existing and changing program and statutory requirements.

The Director of Residential Services shall regularly evaluate the Community Corrections Center's staffing needs to ensure the efficient and effective use of human resources with allotted resources.

At least annually, the Director of Residential Services shall evaluate existing staffing needs, any anticipated legal requirements and/or projected plans/goals for the Community Corrections

Center that affect staffing. The Director of Residential Services shall present oral or written recommendations regarding staffing requirements to the Community Corrections Advisory Board as needed, but at least annually.


The Director of Residential Services shall provide for relief personnel to ensure that personnel are available when additional coverage is required for training, vacations, and other authorized and unauthorized absences that leave the Community Corrections Center understaffed.

The Director of Court Services shall approve or disapprove extended leaves of absence. The Director of Residential Services shall approve or disapprove leaves of absence. The Residential Supervisor shall approve or disapprove employee requests for time off. The Residential Supervisor shall provide realistic coverage for authorized or unauthorized absences and when additional coverage is necessary. Realistic coverage shall ensure that program participants have access to staff, programs, and services and that a minimum, one male and one female staff are on duty at all times.

Relief and part-time staff shall be contacted first to fill any potential staffing requirements. Overtime shall be authorized only as a last resort and only with the authorization of the Residential Supervisor or the Director of Residential Services. The Residential Supervisor shall leave an E-mail to the Director of Residential Services with the following information: the reason the coverage was needed; the name(s) and result(s) of staff contacted and the sequence that staff were contacted, if applicable.

The Residential Supervisor shall be responsible for maintaining the staffing level and for insuring that all posts are covered according to the established staffing pattern. Any deviations from the approved staffing pattern shall be cleared by the Director of Residential Services in advance and shall be documented in writing by the Director of Residential Services.

The Director of Residential Services shall report the status of personnel in the Director of Residential Services' Bi-Annual Summary to the Judges and in the Residential/Work Release Annual Report to the Community Corrections Advisory Board.

 <div>Bartholomew County Community Corrections Center Policies and Procedures</div>	Policy Number: PREA § 115.215	Pages: 134
Functional Area: PREA	Subject Area: Prevention Planning	
Standard: Limits to cross-gender viewing and searches		

EXPECTED PRACTICE

- (a) The facility shall not conduct cross-gender strip searches or cross-gender visual body cavity searches (meaning a search of the anal or genital opening) except in exigent circumstances or when performed by medical practitioners.
- (b) As of August 20, 2015, or August 20, 2017 for a facility whose rated capacity does not exceed 50 residents, the facility shall not permit cross-gender pat-down searches of female residents, absent exigent circumstances. Facilities shall not restrict female residents' access to regularly available programming or other outside opportunities in order to comply with this provision.
- (c) The facility shall document all cross-gender strip searches and cross-gender visual body cavity searches, and shall document all cross-gender pat-down searches of female residents.
- (d) The facility shall implement policies and procedures that enable residents to shower, perform bodily functions, and change clothing without nonmedical staff of the opposite gender viewing their breasts, buttocks, or genitalia, except in exigent circumstances or when such viewing is incidental to routine cell checks. Such policies and procedures shall require staff of the opposite gender to announce their presence when entering an area where residents are likely to be showering, performing bodily functions, or changing clothing.
- (e) The facility shall not search or physically examine a transgender or intersex resident for the sole purpose of determining the resident's genital status. If the resident's genital status is unknown, it may be determined during conversations with the resident, 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.
- (f) The agency shall train security staff in how to conduct cross-gender pat-down searches, and searches of transgender and intersex residents, in a professional and respectful manner, and in the least intrusive manner possible, consistent with security needs.

PROTOCOLS

Program participants are subject to searches while participating in the Residential or Work Release Programs. Program participants will be expected to submit to any and all searches. The following is a list of searches that program participants may be subject to while participating in programming in the Bartholomew County Community Corrections Center:

HANDHELD METAL DETECTOR: Program participants will be searched by staff with a handheld metal detector upon admittance to the Community Corrections Center, anytime program participants return to the Community Corrections Center, as a part of a random contraband search, and any time that Staff has a reason to believe that program participants may have contraband that program participants are trying to conceal.

CLOTHED PAT SEARCH: Program participants will be subject to a clothed pat search upon admittance to the Community Corrections Center, anytime program participants return to the Community Corrections Center, as a part of a random contraband search, and any time that Staff has a reason to believe that program participants may have contraband that program participants are trying to conceal. Clothed Pat Searches will be conducted a staff member of the same gender.

STRIP SEARCH: Program participants may be subject to a strip search if there is sufficient reason to believe that the security of the facility is endangered or that contraband is present in the facility. All strip searches must be approved by the Residential Supervisor, the Director of Residential Services, or a Supervisor with Court Services. Strip searches will be conducted a staff member of the same gender and will be conducted in the changing area outside of the locker rooms. Strip searches must be documented on an Incident Report.

LOCKER SEARCHES: Will be conducted anytime that staff have sufficient reason to believe that program participants may have contraband in program participants' locker. Locker searches will also be conducted randomly on 20 percent of program participant's lockers weekly. Locker searches shall be documented in a Pod Log.

PERSONAL TOTE SEARCHES: Will be conducted anytime that staff have sufficient reason to believe that program participants may have contraband in program participants' personal tote. Personal tote searches will also be conducted randomly on 20 percent of program participant's personal totes weekly. Personal Tote searches shall be documented in a Pod Log.

POD SEARCHES: Will be conducted anytime that staff have sufficient reason to believe that the security of the Community Corrections Center is endangered or that contraband is present in the facility. Pod searches will also be conducted on a random basis to detect contraband in the facility. If any contraband is found, the Pod search shall be documented on an Incident Report and the contraband secured and documented according to policy.

CELL PHONE SEARCHES: May be conducted when there is reasonable cause that a program participant's cell phone contains information that the security of the facility is endangered, that indicates a program participant is engaged in the commission of a new crime, the program participant has violated the terms and conditions of their probation, or if there is reason to believe that two program participants have been using their cell phones to communicate. Cell phones may only be searched with prior approval of the Residential Supervisor, the Director of Residential Services, or another Court Services Supervisor. Program participants are to be present when their cell phone is searched by staff. Cell phone searches shall be documented on an Incident Report.


VEHICLE SEARCHES: May be conducted anytime that staff have sufficient reason to believe that a program participant may have contraband or any illegal items in their vehicle. Vehicle searches shall be documented on the Pod Log.

CANINE SEARCHES: May be conducted anytime that staff have sufficient reason to believe that the security of the Community Corrections Center is endangered or that contraband is present in the facility. Canine searches may also be conducted on a random basis to detect contraband in the facility. Canine searches may only be authorized under the authority of the Director of Residential Services. Canine searches shall be documented on an Incident Report.

BODY CAVITY SEARCHES: Will only be conducted if there is sufficient reason to believe that program participants have contraband on program participants' person that cannot be detected with a handheld metal detector search, a clothed pat search, or a strip search. Body cavity searches will only be conducted with the approval of the Sentencing Judge. Body cavity searches will only be performed by trained medical personnel. Body cavity searches shall be documented on an Incident Report.

Refusal to submit to any of the above searches may result in consequences being issued, up to and including removal from programming in the Community Corrections Center, a new Petition to Revoke Probation being filed, or an Amended Petition to Revoke Probation being filed. Refusal to submit to a search may also result in the Program Participant being remanded to the custody of the Bartholomew County Jail.

An Incident Report shall be completed for any search in which contraband was found. Contraband shall be documented on an Evidence Chain of Custody Form and secured according to policy.

 <div>Bartholomew County Community Corrections Center Policies and Procedures</div>	Policy Number: PREA § 115.216	Pages: 134
Functional Area: PREA	Subject Area: Prevention Planning	
Standard: Residents with disabilities and residents who are limited English proficient		

EXPECTED PRACTICE

(a) The agency shall take appropriate steps to ensure that residents with disabilities (including, for example, residents who are deaf or hard of hearing, those who are blind or have low vision, or those who have intellectual, psychiatric, or speech disabilities), have an equal opportunity to participate in or benefit from all aspects of the agency's efforts to prevent, detect, and respond to sexual abuse and sexual harassment. Such steps shall include, when necessary to ensure effective communication with residents who are deaf or hard of hearing, providing access to interpreters who can interpret effectively, accurately, and impartially, both receptively and expressively, using any necessary specialized vocabulary. In addition, the agency shall ensure that written materials are provided in formats or through methods that ensure effective communication with residents with disabilities, including residents who have intellectual disabilities, limited reading skills, or who are blind or have low vision. An agency is not required to take actions that it can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity, or in undue financial and administrative burdens, as those terms are used in regulations promulgated under title II of the Americans With Disabilities Act, 28 CFR 35.164.

(b) The agency shall take reasonable steps to ensure meaningful access to all aspects of the agency's efforts to prevent, detect, and respond to sexual abuse and sexual harassment to residents who are limited English proficient, including steps to provide interpreters who can interpret effectively, accurately, and impartially, both receptively and expressively, using any necessary specialized vocabulary.

(c) The agency shall not rely on resident interpreters, resident readers, or other types of resident assistants except in limited circumstances where an extended delay in obtaining an effective interpreter could compromise the resident's safety, the performance of first-response duties under § 115.264, or the investigation of the resident's allegations.

PROTOCOLS


The Bartholomew County Community Corrections Center was constructed in 2008 and meets all of the requirements of the Americans with Disabilities Act.

Bartholomew County Community Corrections will make every attempt to provide programming for participants regardless of any disabilities that they may have. Bartholomew County Community Corrections shall work to provide reasonable accommodations to any participant who has a disability, and when reasonable accommodations cannot be made, Bartholomew County Community Corrections shall work with the referring Court to get appropriate interpreters or to recommend placement on another Community Corrections Component, such as electronic monitoring or day reporting, instead of placement in Work Release.

For Non-English speaking program participants, Bartholomew County Community Corrections will translate participant manuals and PREA Resources into the participant's native language.

For participants with limited reading abilities, a staff member will read the participant manual and PREA Resources to the participant.

Bartholomew County Community Corrections will not use program participants as interpreters except in limited circumstances where an extended delay in obtaining an effective interpreter could compromise the participant's safety or the performance of first-response duties under § 115.264.

 <div>Bartholomew County Community Corrections Center Policies and Procedures</div>	Policy Number: PREA § 115.217	Pages: 134
Functional Area: PREA	Subject Area: Prevention Planning	
Standard: Hiring and promotion decisions		

EXPECTED PRACTICE

- (a) The agency shall not hire or promote anyone who may have contact with residents, and shall not enlist the services of any contractor who may have contact with residents, who—
- (1) Has engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution (as defined in 42 U.S.C. § 1997);
 - (2) Has been convicted of engaging or attempting to engage in sexual activity in the community 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
 - (3) Has been civilly or administratively adjudicated to have engaged in the activity described in paragraph (a)(2) of this section.
- (b) The agency shall consider any incidents of sexual harassment in determining whether to hire or promote anyone, or to enlist the services of any contractor, who may have contact with residents.
- (c) Before hiring new employees who may have contact with residents, the agency shall:
- (1) Perform a criminal background records check; and
 - (2) Consistent with Federal, State, and local law, make its best efforts 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.
- (d) The agency shall also perform a criminal background records check before enlisting the services of any contractor who may have contact with residents.
- (e) The agency shall either conduct criminal background records checks at least every five years of current employees and contractors who may have contact with residents or have in place a system for otherwise capturing such information for current employees.
- (f) The agency shall also ask all applicants and employees who may have contact with residents directly about previous misconduct described in paragraph (a) of this section 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. The agency shall also impose upon employees a continuing affirmative duty to disclose any such misconduct.

(g) Material omissions regarding such misconduct, or the provision of materially false information, shall be grounds for termination.

(h) Unless prohibited by law; the agency shall provide information on substantiated allegations of sexual abuse or sexual harassment involving a former employee upon receiving a request from an institutional employer for whom such employee has applied to work.

PROTOCOLS

Bartholomew County Court Services shall perform a criminal background check on all perspective staff, volunteers, or contractors prior to them being hired as an employee or approved as a volunteer or contractor. Court Services shall conduct follow-up background checks at least every five years for current employees, volunteers, and contractors.

Background checks shall be performed by the Bartholomew County Emergency Dispatch Center.


The Director of Residential Services shall request background checks for prospective staff/volunteers/contractors at the Community Corrections Center and the Assistant Chief Probation Officer shall request background checks for perspective staff/volunteers/contractors at the Court Services Building.

Court Services shall not hire or enlist the services of anyone who; (1) Has engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution (as defined in 42 U.S.C. § 1997); (2) Has been convicted of engaging or attempting to engage in sexual activity in the community 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 (3) Has been civilly or administratively adjudicated to have engaged in the activity described in paragraph (2) of this section.

Court Services shall contact all prior institutional employers listed on the application for information on substantiated allegations of sexual abuse or any resignation during a pending investigation of an allegation of sexual abuse. This will be documented on an PREA Institutional Reference Check Form. Court Services shall not employ or enlist the services of any volunteer or contractor who has had a substantiated allegation of sexual abuse or who resigned during the investigation of an allegation of sexual abuse.

All perspective staff, volunteers, or contractors shall be required to complete a PREA Acknowledgement Form and a PREA Questionnaire. Court Services shall not hire or enlist the services of anyone who answers "Yes" to any of the questions listed on the PREA Questionnaire. During annual staff reviews, staff will be required to resubmit a Staff PREA Questionnaire.

Material omissions or providing materially false information on any PREA documentation regarding sexual misconduct, sexual abuse, or sexual harassment, shall be grounds for immediate termination of employment or immediate removal of the ability to provide services as a volunteer or contractor.


 <div>Bartholomew County Community Corrections Center Policies and Procedures</div>	Policy Number: PREA § 115.218	Pages: 134
Functional Area: PREA	Subject Area: Prevention Planning	
Standard: Upgrades to facilities and technologies		

EXPECTED PRACTICE

- (a) When designing or acquiring any new facility and in planning any substantial expansion or modification of existing facilities, the agency shall consider the effect of the design, acquisition, expansion, or modification upon the agency's ability to protect residents from sexual abuse.
- (b) When installing or updating a video monitoring system, electronic surveillance system, or other monitoring technology, the agency shall consider how such technology may enhance the agency's ability to protect residents from sexual abuse

PROTOCOLS

The Bartholomew County Community Corrections Center was constructed and opened in 2008. At this point there are not any plans for expansion or modification to our facility or the video monitoring system in our facility. If expansion or upgrade is considered, the ability to protect participants from sexual misconduct or sexual abuse will be considered.

 <div>Bartholomew County Community Corrections Center Policies and Procedures</div>	Policy Number: PREA § 115.221	Pages: 134
Functional Area: PREA	Subject Area: Responsive Planning	
Standard: Evidence protocol and forensic medical examinations		

EXPECTED PRACTICE

- (a) To the extent the agency is responsible for investigating allegations of sexual abuse; the agency shall follow a uniform evidence protocol that maximizes the potential for obtaining usable physical evidence for administrative proceedings and criminal prosecutions.
- (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 U.S. 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.
- (c) The agency shall offer all victims of sexual abuse access to forensic medical examinations whether on-site or at an outside facility, without financial cost, where evidentiarily or medically appropriate. Such examinations shall be performed by Sexual Assault Forensic Examiners (SAFEs) or Sexual Assault Nurse Examiners (SANEs) where possible. If SAFEs or SANEs cannot be made available, the examination can be performed by other qualified medical practitioners. The agency shall document its efforts to provide SAFEs or SANEs.
- (d) The agency shall attempt to make available to the victim a victim advocate from a rape crisis center. If a rape crisis center is not available to provide victim advocate services, the agency shall make available to provide these services a qualified staff member from a community-based organization or a qualified agency staff member. Agencies shall document efforts to secure services from rape crisis centers. For the purpose of this standard, a rape crisis center refers to 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. The agency 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 nongovernmental entity that provides similar victim services.

- (e) As requested by the victim, the victim advocate, qualified agency staff member, or qualified community-based organization staff member shall accompany and support the victim through the forensic medical examination process and investigatory interviews and shall provide emotional support, crisis intervention, information, and referrals.
- (f) To the extent the agency itself is not responsible for investigating allegations of sexual abuse, the agency shall request that the investigating agency follow the requirements of paragraphs (a) through (e) of this section.
- (g) The requirements of paragraphs (a) through (f) of this section shall also apply to:
 - (1) Any State entity outside of the agency that is responsible for investigating allegations of sexual abuse in community confinement facilities; and
 - (2) Any Department of Justice component that is responsible for investigating allegations of sexual abuse in community confinement facilities.
- (h) For the purposes of this standard, a qualified agency staff member or a qualified community-based staff member shall be an individual who has been screened for appropriateness to serve in this role and has received education concerning sexual assault and forensic examination issues in general.

PROTOCOLS

A. Reporting of Sexual Misconduct, Sexual Abuse, or Sexual Harassment and Retaliation

1. Reporting by Participants, Third Parties and Outside Entities

- a. All forms of sexual abuse and sexual misconduct between offenders and staff, volunteers, contractors, visitors, or other Participants. Participant on Participant, Staff on Participant and Participant on Staff sexual assault, sexual abuse, and/or sexual relationships will not be tolerated.
- b. Participants will be free from fear of sexual assault and if a report of sexual assault is made, it will be investigated thoroughly and with respect to the Participant's safety, dignity, and privacy, without fear of retaliation.
- c. In order to ensure safety, all Participants are encouraged to report instances of sexual assault, using one (1) or more forms of the BCCC's PREA Reporting Guidelines, which are as follows:
 - Tell a Staff Member
 - File a Grievance directly with the Director of Residential Services
 - Call the BCCC PREA Hotline at 812-565-5922
 - Dial *812 on the blue Pod Phones to speak to Bartholomew County Sheriff's Department Detectives

- Make a report directly to the Columbus Police Department located at 123 Washington Street, Columbus, IN, or by phone at 812-376-2600
- Make a report directly to the Bartholomew County Sheriff's Department located at 543 Second Street, Columbus, IN, or by phone at 812-378-1650

2. Staff/Volunteer Reporting

- Staff shall immediately notify the Director of Residential Services of any knowledge, suspicion, or information regarding an incident of Sexual Misconduct, Sexual Abuse, Sexual Harassment, or Retaliation that occurred in the Bartholomew County Community Corrections Center.
- Staff shall not discuss this information with anyone else.
- Failure to report this information to the Director of Residential Services shall be grounds for immediate termination of employment or removal from the Bartholomew County Community Corrections Volunteer List.

B. Initial Response and Protection

1. First Responders (***Start PREA First Responder Checklist***)

- Separate Victim and Abuser (Place Alleged Abuser in between R8-R9 and place the victim in a safe location that maintains confidentiality)
- Advise Victim not to take any actions that could destroy physical evidence: washing, showering, brushing teeth, chewing gum, changing clothes, urinating, defecating, smoking, drinking, or eating.
- Preserve and Protect the crime scene until evidence can be collected.
- Notify the Director of Residential Services or in the Director's absence, notify the Residential Supervisor.
- Complete Incident Report and place it in a sealed envelope in the Director of Residential Services mailbox.
- Give signed ***PREA First Responder Checklist*** to the Director of Residential Services or the Residential Supervisor in the absence of the Director of Residential Services.

2. Director of Residential Services/Residential Supervisor Response

- Ensure that the Victim and Abuser have been separated.
- Preserve and Protect the crime scene until evidence can be collected.
- If Abuse occurred within the past 96 hours, request/advise Victim not to take any actions that could destroy physical evidence: washing, showering, brushing

teeth, chewing gum, changing clothes, urinating, defecating, smoking, drinking, or eating.


- d. Contact Columbus Regional Health to initiate a Sexual Assault Nurse Investigation (SANE) Sexual Assault Exam for the purpose of Forensic Evidence Collection.
- e. Transport Victim to Columbus Regional Health for Sexual Assault Nurse Investigation (SANE) Sexual Assault Exam for the purpose of Forensic Evidence Collection.
- f. Notify Victim of Victim Advocate Services available to them at no cost through Turning Point Domestic Violence Services.
- g. If Victim requests a Victim Advocate, contact Turning Point Crisis Hotline at 800-221-6311 and notify them that we have a Victim requesting Victim Advocate Services.
- h. Contact the Bartholomew County Prosecutor's Office to initiate investigation into the alleged Sexual Assault/Abuse.
- i. Notify the Director of Court Services of the allegation.
- j. Notify the referring Judge of the allegation.
- k. Complete Incident Report.

C. Investigations

1. All allegations will be taken seriously and thoroughly investigated.
2. For allegations of a Sexual Assault, follow the protocol listed above in Section B of this policy "Initial Response and Protection". Investigations into an alleged Sexual Assault will be turned over to the Bartholomew County Prosecutor for investigation and/or prosecution.
3. All other investigation of PREA violations shall be handled by the Director of Residential Services.
 - a. The Director of Residential Services shall investigate and determine if the alleged allegation has been determined to be substantiated, unsubstantiated, or unfounded.
 - If the allegation is substantiated and involves a staff member or volunteer, the Director of Residential Services shall:
 - Insure that that staff member is not assigned to work in the facility until action can be taken to terminate the employment of the staff member.
 - Remove the volunteer from the approved volunteer list.
 - Notify the program participant that the staff member is no longer employed with Bartholomew County Court Services,

- or that the volunteer is no longer allowed to volunteer with Bartholomew County Court Services.
- Contact the Bartholomew County Prosecutor for appropriate criminal charges if applicable.
- Notify the program participant if any criminal charges have been filed against the staff member or volunteer.
- If the allegation involves another program participant, the Director of Residential Services shall:
 - Take immediate action to remove the offender.
 - File a petition with the referring Court to revoke the offender's probation and/or placement with Bartholomew County Court Services.
 - Contact the Bartholomew County Prosecutor for appropriate criminal charges if applicable.
 - Notify the program participant if any criminal charges have been filed against the offender.
- If an allegation is determined to be unsubstantiated or unfounded, the Director of Residential Services shall:
 - Notify the participant that the allegation has been unsubstantiated or unfounded.
 - If appropriate, the Director of Residential Services may take steps to remove the participant from programming in the Bartholomew County Community Corrections Center for making false allegations.
- b. The Director of Residential Services shall monitor the conduct and treatment of participants or staff who reported the PREA allegation or who have suffered sexual assault/abuse to see if there are any changes that may suggest possible retaliation by staff or participants for at least 90 days following a report of a PREA violation.
 - The Director of Residential Services shall document all monitoring actions on the "Documentation of Retaliation" Form.
 - The Director of Residential Services shall take swift action to remedy any acts of retaliation, which could include removal of participant from programs at the Bartholomew County Community Corrections Center or termination of employment for any staff member who has been found to retaliate against a victim.

- Bartholomew County Court Services' obligation to monitor for retaliation shall terminate if the agency determines that the allegation is unfounded.

 <div>Bartholomew County Community Corrections Center Policies and Procedures</div>	Policy Number: PREA § 115.222	Pages: 134
Functional Area: PREA	Subject Area: Responsive Planning	
Standard: Policies to ensure referrals of allegations for investigations		

EXPECTED PRACTICE

- (a) The agency shall ensure that an administrative or criminal investigation is completed for all allegations of sexual abuse and sexual harassment.
- (b) The agency shall have in place a policy to ensure that allegations of sexual abuse or sexual harassment are referred for investigation to an agency with the legal authority to conduct criminal investigations, unless the allegation does not involve potentially criminal behavior. The agency shall publish such policy on its website or, if it does not have one, make the policy available through other means. The agency shall document all such referrals.
- (c) If a separate entity is responsible for conducting criminal investigations, such publication shall describe the responsibilities of both the agency and the investigating entity.
- (d) Any State entity responsible for conducting administrative or criminal investigations of sexual abuse or sexual harassment in community confinement facilities shall have in place a policy governing the conduct of such investigations.
- (e) Any Department of Justice component responsible for conducting administrative or criminal investigations of sexual abuse or sexual harassment in community confinement facilities shall have in place a policy governing the conduct of such investigations.

PROTOCOLS

- D. Reporting of Sexual Misconduct, Sexual Abuse, or Sexual Harassment and Retaliation
 - 3. Reporting by Participants, Third Parties and Outside Entities
 - d. All forms of sexual abuse and sexual misconduct between offenders and staff, volunteers, contractors, visitors, or other Participants. Participant on Participant, Staff on Participant and Participant on Staff sexual assault, sexual abuse, and/or sexual relationships will not be tolerated.

- e. Participants will be free from fear of sexual assault and if a report of sexual assault is made, it will be investigated thoroughly and with respect to the Participant's safety, dignity, and privacy, without fear of retaliation.
- f. In order to ensure safety, all Participants are encouraged to report instances of sexual assault, using one (1) or more forms of the BCCC's PREA Reporting Guidelines, which are as follows:
 - Tell a Staff Member
 - File a Grievance directly with the Director of Residential Services
 - Call the BCCC PREA Hotline at 812-565-5922
 - Dial *812 on the blue Pod Phones to speak to Bartholomew County Sheriff's Department Detectives
 - Make a report directly to the Columbus Police Department located at 123 Washington Street, Columbus, IN, or by phone at 812-376-2600
 - Make a report directly to the Bartholomew County Sheriff's Department located at 543 Second Street, Columbus, IN, or by phone at 812-378-1650

4. Staff/Volunteer Reporting

- d. Staff shall immediately notify the Director of Residential Services of any knowledge, suspicion, or information regarding an incident of Sexual Misconduct, Sexual Abuse, Sexual Harassment, or Retaliation that occurred in the Bartholomew County Community Corrections Center.
- e. Staff shall not discuss this information with anyone else.
- f. Failure to report this information to the Director of Residential Services shall be grounds for immediate termination of employment or removal from the Bartholomew County Community Corrections Volunteer List.

E. Initial Response and Protection

3. First Responders (***Start PREA First Responder Checklist***)

- g. Separate Victim and Abuser (Place Alleged Abuser in between R8-R9 and place the victim in a safe location that maintains confidentiality)
- h. Advise Victim not to take any actions that could destroy physical evidence: washing, showering, brushing teeth, chewing gum, changing clothes, urinating, defecating, smoking, drinking, or eating.
- i. Preserve and Protect the crime scene until evidence can be collected.
- j. Notify the Director of Residential Services or in the Director's absence, notify the Residential Supervisor.

- k. Complete Incident Report and place it in a sealed envelope in the Director of Residential Services mailbox.
 - l. Give signed ***PREA First Responder Checklist*** to the Director of Residential Services or the Residential Supervisor in the absence of the Director of Residential Services.
4. Director of Residential Services/Residential Supervisor Response
- l. Ensure that the Victim and Abuser have been separated.
 - m. Preserve and Protect the crime scene until evidence can be collected.
 - n. If Abuse occurred within the past 96 hours, request/advise Victim not to take any actions that could destroy physical evidence: washing, showering, brushing teeth, chewing gum, changing clothes, urinating, defecating, smoking, drinking, or eating.
 - o. Contact Columbus Regional Health to initiate a Sexual Assault Nurse Investigation (SANE) Sexual Assault Exam for the purpose of Forensic Evidence Collection.
 - p. Transport Victim to Columbus Regional Health for Sexual Assault Nurse Investigation (SANE) Sexual Assault Exam for the purpose of Forensic Evidence Collection.
 - q. Notify Victim of Victim Advocate Services available to them at no cost through Turning Point Domestic Violence Services.
 - r. If Victim requests a Victim Advocate, contact Turning Point Crisis Hotline at 800-221-6311 and notify them that we have a Victim requesting Victim Advocate Services.
 - s. Contact the Bartholomew County Prosecutor's Office to initiate investigation into the alleged Sexual Assault/Abuse.
 - t. Notify the Director of Court Services of the allegation.
 - u. Notify the referring Judge of the allegation.
 - v. Complete Incident Report.


F. Investigations

- 4. All allegations will be taken seriously and thoroughly investigated.
- 5. For allegations of a Sexual Assault, follow the protocol listed above in Section B of this policy "Initial Response and Protection". Investigations into an alleged Sexual Assault will be turned over to the Bartholomew County Prosecutor for investigation and/or prosecution.
- 6. All other investigation of PREA violations shall be handled by the Director of Residential Services.

- a. The Director of Residential Services shall investigate and determine if the alleged allegation has been determined to be substantiated, unsubstantiated, or unfounded.
- If the allegation is substantiated and involves a staff member or volunteer, the Director of Residential Services shall:
 - Insure that that staff member is not assigned to work in the facility until action can be taken to terminate the employment of the staff member.
 - Remove the volunteer from the approved volunteer list.
 - Notify the program participant that the staff member is no longer employed with Bartholomew County Court Services, or that the volunteer is no longer allowed to volunteer with Bartholomew County Court Services.
 - Contact the Bartholomew County Prosecutor for appropriate criminal charges if applicable.
 - Notify the program participant if any criminal charges have been filed against the staff member or volunteer.
 - If the allegation involves another program participant, the Director of Residential Services shall:
 - Take immediate action to remove the offender.
 - File a petition with the referring Court to revoke the offender's probation and/or placement with Bartholomew County Court Services.
 - Contact the Bartholomew County Prosecutor for appropriate criminal charges if applicable.
 - Notify the program participant if any criminal charges have been filed against the offender.
 - If an allegation is determined to be unsubstantiated or unfounded, the Director of Residential Services shall:
 - Notify the participant that the allegation has been unsubstantiated or unfounded.
 - If appropriate, the Director of Residential Services may take steps to remove the participant from programming in the Bartholomew County Community Corrections Center for making false allegations.
- b. The Director of Residential Services shall monitor the conduct and treatment of participants or staff who reported the PREA allegation or who have

suffered sexual assault/abuse to see if there are any changes that may suggest possible retaliation by staff or participants for at least 90 days following a report of a PREA violation.

- The Director of Residential Services shall document all monitoring actions on the “Documentation of Retaliation” Form.
- The Director of Residential Services shall take swift action to remedy any acts of retaliation, which could include removal of participant from programs at the Bartholomew County Community Corrections Center or termination of employment for any staff member who has been found to retaliate against a victim.
- Bartholomew County Court Services’ obligation to monitor for retaliation shall terminate if the agency determines that the allegation is unfounded.

 <div>Bartholomew County Community Corrections Center Policies and Procedures</div>	Policy Number: PREA § 115.231	Pages: 134
Functional Area: PREA	Subject Area: Training and Education	
Standard: Employee Training		

EXPECTED PRACTICE

- (a) The agency shall train all employees who may have contact with residents on:
 - (1) Its zero-tolerance policy for sexual abuse and sexual harassment;
 - (2) How to fulfill their responsibilities under agency sexual abuse and sexual harassment prevention, detection, reporting, and response policies and procedures;
 - (3) Residents' right to be free from sexual abuse and sexual harassment;
 - (4) The right of residents and employees to be free from retaliation for reporting sexual abuse and sexual harassment;
 - (5) The dynamics of sexual abuse and sexual harassment in confinement;
 - (6) The common reactions of sexual abuse and sexual harassment victims;
 - (7) How to detect and respond to signs of threatened and actual sexual abuse;
 - (8) How to avoid inappropriate relationships with residents;
 - (9) How to communicate effectively and professionally with residents, including lesbian, gay, bisexual, transgender, intersex, or gender nonconforming residents; and
 - (10) How to comply with relevant laws related to mandatory reporting of sexual abuse to outside authorities.
- (b) Such training shall be tailored to the gender of the residents at the employee's facility. The employee shall receive additional training if the employee is reassigned from a facility that houses only male residents to a facility that houses only female residents, or vice versa.
- (c) All current employees who have not received such training shall be trained within one year of the effective date of the PREA standards, and the agency shall provide each employee with refresher training every two years to ensure that all employees know the agency's current sexual abuse and sexual harassment policies and procedures. In years in which an employee does not receive refresher training, the agency shall provide refresher information on current sexual abuse and sexual harassment policies.

- (d) The agency shall document, through employee signature or electronic verification, that employees understand the training they have received.

PROTOCOLS

The Bartholomew County Community Corrections Center shall train all employees who may have contact with participants on:

- Its zero-tolerance policy for sexual abuse and sexual harassment;
- How to fulfill their responsibilities under agency PREA policies and procedures;
- Participants' right to be free from sexual abuse and sexual harassment;
- The right of participants and employees to be free from retaliation for reporting sexual abuse and sexual harassment;
- The dynamics of sexual abuse and sexual harassment in facilities;
- The common reactions of victims of sexual abuse and sexual harassment;
- How to detect and respond to signs of threatened and actual sexual abuse;
- How to avoid inappropriate relationships with participants;
- How to communicate effectively and professionally with participants, including lesbian, gay, bisexual, transgender, intersex, or gender nonconforming participants; and
- How to comply with relevant laws related to mandatory reporting of sexual abuse to outside authorities.


All new employees shall be trained in the following, prior to being approved to have contact with program participants:

- Its zero-tolerance policy for sexual abuse and sexual harassment;
- How to fulfill their responsibilities under agency PREA policies and procedures;
- Participants' right to be free from sexual abuse and sexual harassment;
- The right of participants and employees to be free from retaliation for reporting sexual abuse and sexual harassment;

All current employees who have not received such training shall be trained within one year of the effective date of the PREA standards.

Bartholomew County Court Services shall dedicate a portion of each of the Residential All-Staff Meetings for PREA related training and PREA refresher training.

Court Services shall document, through employee signature or electronic verification that employees understand the training they have received.

 <div>Bartholomew County Community Corrections Center Policies and Procedures</div>	Policy Number: PREA § 115.232	Pages: 134
Functional Area: PREA	Subject Area: Training and Education	
Standard: Volunteer and Contractor Training		

EXPECTED PRACTICE

- (a) The agency shall ensure that all volunteers and contractors who have contact with residents have been trained on their responsibilities under the agency's sexual abuse and sexual harassment prevention, detection, and response policies and procedures.
- (b) 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 residents, but all volunteers and contractors who have contact with residents shall be notified of the agency's zero-tolerance policy regarding sexual abuse and sexual harassment and informed how to report such incidents.
- (c) The agency shall maintain documentation confirming that volunteers and contractors understand the training they have received.

PROTOCOLS

Bartholomew County Court Services shall perform a criminal background check on all perspective volunteers or contractors prior to them being approved as a volunteer or contractor. Court Services shall conduct follow-up background checks at least every five years for current volunteers and contractors.

Background checks shall be performed by the Bartholomew County Emergency Dispatch Center.


The Director of Residential Services shall request background checks for prospective volunteers or contractors at the Community Corrections Center and the Assistant Chief Probation Officer shall request background checks for perspective volunteers or contractors at the Court Services Building.

Court Services shall not hire or enlist the services of anyone who; (1) Has engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution (as defined in 42 U.S.C. § 1997); (2) Has been convicted of engaging or attempting to engage in sexual activity in the community 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 (3) Has been civilly or administratively adjudicated to have engaged in the activity described in paragraph (2) of this section.

Court Services shall contact all prior institutional employers listed on the application for information on substantiated allegations of sexual abuse or any resignation during a pending investigation of an allegation of sexual abuse. This will be documented on a PREA Institutional Reference Check Form. Court Services shall not employ or enlist the services of any volunteer or contractor who has had a substantiated allegation of sexual abuse or who resigned during the investigation of an allegation of sexual abuse.

All perspective volunteers and contractors shall be required to complete a PREA Acknowledgement Form and a PREA Questionnaire. Court Services shall enlist the services of anyone who answers "Yes" to any of the questions listed on the PREA Questionnaire.

All volunteers and contractor shall attend volunteer orientation prior to being approved to volunteer or work as a contractor in the Community Corrections Center. This orientation will be conducted by the Director of Residential Services and shall include training on the Prison Rape Elimination Act and what the volunteer/contractor's responsibilities are if they are aware of any allegations of sexual abuse or sexual harassment.

 <div>Bartholomew County Community Corrections Center Policies and Procedures</div>	Policy Number: PREA § 115.233	Pages: 134
Functional Area: PREA	Subject Area: Training and Education	
Standard: Resident Education		

EXPECTED PRACTICE

- (a) During the intake process, residents shall receive information explaining the agency's zero-tolerance policy regarding sexual abuse and sexual harassment, how to report incidents or suspicions of sexual abuse or sexual harassment, their rights to be free from sexual abuse and sexual harassment and to be free from retaliation for reporting such incidents, and regarding agency policies and procedures for responding to such incidents.
- (b) The agency shall provide refresher information whenever a resident is transferred to a different facility.
- (c) The agency shall provide resident education in formats accessible to all residents, including those who are limited English proficient, deaf, visually impaired, or otherwise disabled as well as residents who have limited reading skills.
- (d) The agency shall maintain documentation of resident participation in these education sessions.
- (e) In addition to providing such education, the agency shall ensure that key information is continuously and readily available or visible to residents through posters, resident handbooks, or other written formats.


PROTOCOLS

During the intake process, participants receive information explaining Court Service's zero tolerance policy regarding sexual abuse and sexual harassment and how to report incidents or suspicions of sexual abuse or sexual harassment.

Court Services shall provide participant education in formats accessible to all participants, including those who are limited English proficient, deaf, visually impaired, or otherwise disabled, as well as to participants who have limited reading skills.

Court Services maintains documentation of resident participation in these education sessions in the participants Pod File

In addition to providing such education, Court Services shall ensure that key information is continuously and readily available or visible to participants through posters, participant manuals, or other written formats.


 <div>Bartholomew County Community Corrections Center Policies and Procedures</div>	Policy Number: PREA § 115.234	Pages: 134
Functional Area: PREA	Subject Area: Training and Education	
Standard: Specialized Training: Investigations		

EXPECTED PRACTICE

- (a) In addition to the general training provided to all employees pursuant to § 115.231, the agency shall ensure that, to the extent the agency itself conducts sexual abuse investigations, its investigators have received training in conducting such investigations in confinement settings.
- (b) Specialized training shall include techniques for interviewing sexual abuse victims, proper use of Miranda and Garrity warnings, sexual abuse evidence collection in confinement settings, and the criteria and evidence required to substantiate a case for administrative action or prosecution referral.
- (c) The agency shall maintain documentation that agency investigators have completed the required specialized training in conducting sexual abuse investigations.
- (d) Any State entity or Department of Justice component that investigates sexual abuse in confinement settings shall provide such training to its agents and investigators who conduct such investigations.

PROTOCOLS

All investigations into alleged PREA violations will be forwarded to the Columbus Police Department, the Bartholomew County Sheriff's Department, or the Indiana State Police for investigation. Bartholomew County Court Services will not conduct internal investigation into any allegations that are determined to be PREA related.

 <div>Bartholomew County Community Corrections Center Policies and Procedures</div>	Policy Number: PREA § 115.241	Pages: 134
Functional Area: PREA	Subject Area: Screening for Risk of Sexual Victimization and Abusiveness	
Standard: Screening for Risk of Victimization and Abusiveness		

EXPECTED PRACTICE

- (a) All residents shall be assessed during an intake screening and upon transfer to another facility for their risk of being sexually abused by other residents or sexually abusive toward other residents.
- (b) Intake screening shall ordinarily take place within 72 hours of arrival at the facility. 18
- (c) Such assessments shall be conducted using an objective screening instrument.
- (d) The intake screening shall consider, at a minimum, the following criteria to assess residents for risk of sexual victimization:
 - (1) Whether the resident has a mental, physical, or developmental disability;
 - (2) The age of the resident;
 - (3) The physical build of the resident;
 - (4) Whether the resident has previously been incarcerated;
 - (5) Whether the resident's criminal history is exclusively nonviolent;
 - (6) Whether the resident has prior convictions for sex offenses against an adult or child;
 - (7) Whether the resident is or is perceived to be gay, lesbian, bisexual, transgender, intersex, or gender nonconforming;
 - (8) Whether the resident has previously experienced sexual victimization; and
 - (9) The resident's own perception of vulnerability.
- (e) The intake screening shall consider prior acts of sexual abuse, prior convictions for violent offenses, and history of prior institutional violence or sexual abuse, as known to the agency, in assessing residents for risk of being sexually abusive.
- (f) Within a set time period, not to exceed 30 days from the resident's arrival at the facility, the facility will reassess the resident's risk of victimization or abusiveness based upon any additional, relevant information received by the facility since the intake screening.

- (g) A resident's risk level shall be reassessed when warranted due to a referral, request, incident of sexual abuse, or receipt of additional information that bears on the resident's risk of sexual victimization or abusiveness.
- (h) Residents may not be disciplined for refusing to answer, or for not disclosing complete information in response to, questions asked pursuant to paragraphs (d)(1), (d)(7), (d)(8), or (d)(9) of this section.
- (i) The agency shall implement appropriate controls on the dissemination within the facility of responses to questions asked pursuant to this standard in order to ensure that sensitive information is not exploited to the resident's detriment by staff or other residents.

PROTOCOLS

During the Intake Process upon arrival of a participant to the Community Corrections Center, and periodically throughout a participant's confinement, Court Services shall obtain and use information about each participant's personal history and behavior to reduce the risk of sexual abuse by or upon a participant.


Such assessments are conducted using an objective screening instrument, and at a minimum, Court Services shall attempt to ascertain information about:

- Whether the participant has a mental, physical, or developmental disability;
- The age of the participant;
- The physical build of the participant;
- Whether the participant has previously been incarcerated;
- Whether the participant's criminal history is exclusively nonviolent;
- Whether the participant has prior convictions for sex offenses against an adult or child;
- Whether the participant is or is perceived to be gay, lesbian, bisexual, transgender, intersex, or gender nonconforming;
- Whether the participant has previously experienced sexual victimization; and
- The participant's own perception of vulnerability.

This information shall be ascertained through conversations with the participant during the intake process and medical and mental health screenings; during classification assessments; and by reviewing court records, case files, behavioral records, and other relevant documentation from the resident's files.

Court Services has implemented appropriate controls on the dissemination within the facility of responses to questions asked pursuant to this standard in order to ensure that sensitive information is not exploited to the participant's detriment by staff or other participants.

Information gathered of this nature shall be placed in the participant's file.

 <div>Bartholomew County Community Corrections Center Policies and Procedures</div>	Policy Number: PREA § 115.242	Pages: 134
Functional Area: PREA	Subject Area: Screening for Risk of Sexual Victimization and Abusiveness	
Standard: Use of Screening Information		

EXPECTED PRACTICE


- (a) The agency shall use information from the risk screening required by § 115.241 to inform housing, bed, work, education, and program assignments with the goal of keeping separate those residents at high risk of being sexually victimized from those at high risk of being sexually abusive.
- (b) The agency shall make individualized determinations about how to ensure the safety of each resident.
- (c) In deciding whether to assign a transgender or intersex resident to a facility for male or female residents, and in making other housing and programming assignments, the agency shall consider on a case-by-case basis whether a placement would ensure the resident's health and safety, and whether the placement would present management or security problems.
- (d) A transgender or intersex resident's own views with respect to his or her own safety shall be given serious consideration.
- (e) Transgender and intersex residents shall be given the opportunity to shower separately from other residents.
- (f) The agency shall not place lesbian, gay, bisexual, transgender, or intersex residents in dedicated facilities, units, or wings solely on the basis of such identification or status, unless such placement is in a dedicated facility unit, or wing established in connection with a consent decree, legal settlement, or legal judgment for the purpose of protecting such residents.

PROTOCOLS

Court Services shall use all information obtained during the Intake Process and all subsequently obtained information to make bunk assignments for participants with the goal of keeping all participants safe and free from sexual abuse.

Lesbian, gay, bisexual, transgender, or intersex participants are not placed in particular housing, bed, or other assignments solely on the basis of such identification or status, nor shall Court Services consider lesbian, gay, bisexual, transgender, or intersex identification or status as an indicator of likelihood of being sexually abusive.

All participants in the Community Corrections Center shower separately from the rest of the participants.

 <div>Bartholomew County Community Corrections Center Policies and Procedures</div>	Policy Number: PREA § 115.251	Pages: 134
Functional Area: PREA	Subject Area: Reporting	
Standard: Resident Reporting		

EXPECTED PRACTICE

- (a) The agency shall provide multiple internal ways for residents to privately report sexual abuse and sexual harassment, retaliation by other residents or staff for reporting sexual abuse and sexual harassment, and staff neglect or violation of responsibilities that may have contributed to such incidents.
- (b) The agency shall also inform residents of at least one way to report abuse or harassment to a public or private entity or office that is not part of the agency and that is able to receive and immediately forward resident reports of sexual abuse and sexual harassment to agency officials, allowing the resident to remain anonymous upon request.
- (c) Staff shall accept reports made verbally, in writing, anonymously, and from third parties and shall promptly document any verbal reports.
- (d) The agency shall provide a method for staff to privately report sexual abuse and sexual harassment of residents.

PROTOCOLS

Bartholomew County Court Services has Zero Tolerance for all forms of Sexual Misconduct, Sexual Abuse, or Sexual Harassment between participants in the Community Corrections Center and staff, volunteers, visitors, contractors, or other program participants.


Participant on Participant, Staff on Participant and Participant on Staff sexual assault, sexual abuse, and/or sexual relationships will not be tolerated.

- EVERY effort will be made to prevent sexual assault and misconduct from occurring.
- EVERY allegation will be investigated.
- EVERY perpetrator punished.
- EVERY victim offered services.

Participants will be free from fear of sexual assault and if a report of sexual assault is made, it will be investigated thoroughly and with respect to the Participant's safety, dignity, and privacy, without fear of retaliation.

In order to ensure your safety, all Participants are encouraged to report instances of sexual misconduct, sexual assault, or sexual harassment to any program staff member. Participants may also make a report by:

- Notifying a staff member
- Notifying their Case Manager, Probation Officer, or Parole Officer
- Filing a Grievance directly with the Director of Residential Services
- Calling the BCCC PREA Hotline @ 812.565.5922
- Dialing *812 on Pod Phones to speak to Sheriff's Department Detectives
- Making a Report to the Columbus Police Department located at 123 Washington Street
- Making a Report to the Bartholomew County Sheriff's Department located at 543 2nd Street

 <div>Bartholomew County Community Corrections Center Policies and Procedures</div>	Policy Number: PREA § 115.252	Pages: 134
Functional Area: PREA	Subject Area: Reporting	
Standard: Exhaustion of Administrative Remedies		

EXPECTED PRACTICE

- (a) An agency shall be exempt from this standard if it does not have administrative procedures to address resident grievances regarding sexual abuse.
- (b) (1) The agency shall not impose a time limit on when a resident may submit a grievance regarding an allegation of sexual abuse.
- (2) The agency may apply otherwise-applicable time limits on any portion of a grievance that does not allege an incident of sexual abuse.
- (3) The agency shall not require a resident to use any informal grievance process, or to otherwise attempt to resolve with staff, an alleged incident of sexual abuse.
- (4) Nothing in this section shall restrict the agency's ability to defend against a lawsuit filed by a resident on the ground that the applicable statute of limitations has expired.
- (c) The agency shall ensure that—
 - (1) A resident who alleges sexual abuse may submit a grievance without submitting it to a staff member who is the subject of the complaint, and
 - (2) Such grievance is not referred to a staff member who is the subject of the complaint.
- (d) (1) The agency shall issue a final agency decision on the merits of any portion of a grievance alleging sexual abuse within 90 days of the initial filing of the grievance.
- (2) Computation of the 90-day time period shall not include time consumed by residents in preparing any administrative appeal.
- (3) The agency may claim an extension of time to respond, of up to 70 days, if the normal time period for response is insufficient to make an appropriate decision. The agency shall notify the resident in writing of any such extension and provide a date by which a decision will be made.
- (4) At any level of the administrative process, including the final level, if the resident does not receive a response within the time allotted for reply, including any properly noticed extension, the resident may consider the absence of a response to be a denial at that level.

- (e) (1) Third parties, including fellow residents, staff members, family members, attorneys, and outside advocates, shall be permitted to assist residents in filing requests for administrative remedies relating to allegations of sexual abuse, and shall also be permitted to file such requests on behalf of residents. 21
- (2) If a third party files such a request on behalf of a resident, the facility may require as a condition of processing the request that the alleged victim agree to have the request filed on his or her behalf, and may also require the alleged victim to personally pursue any subsequent steps in the administrative remedy process.
- (3) If the resident declines to have the request processed on his or her behalf, the agency shall document the resident's decision.
- (f) (1) The agency shall establish procedures for the filing of an emergency grievance alleging that a resident is subject to a substantial risk of imminent sexual abuse.
- (2) After receiving an emergency grievance alleging a resident is subject to a substantial risk of imminent sexual abuse, the agency shall immediately forward the grievance (or any portion thereof that alleges the substantial risk of imminent sexual abuse) to a level of review at which immediate corrective action may be taken, shall provide an initial response within 48 hours, and shall issue a final agency decision within 5 calendar days. The initial response and final agency decision shall document the agency's determination whether the resident is in substantial risk of imminent sexual abuse and the action taken in response to the emergency grievance.
- (g) The agency may discipline a resident for filing a grievance related to alleged sexual abuse only where the agency demonstrates that the resident filed the grievance in bad faith.

PROTOCOLS

Bartholomew County Court Services has Zero Tolerance for all forms of Sexual Misconduct, Sexual Abuse, or Sexual Harassment between participants in the Community Corrections Center and staff, volunteers, visitors, contractors, or other program participants.


Participant on Participant, Staff on Participant and Participant on Staff sexual assault, sexual abuse, and/or sexual relationships will not be tolerated.

- EVERY effort will be made to prevent sexual assault and misconduct from occurring.
- EVERY allegation will be investigated.
- EVERY perpetrator punished.
- EVERY victim offered services.

Participants will be free from fear of sexual assault and if a report of sexual assault is made, it will be investigated thoroughly and with respect to the Participant's safety, dignity, and privacy, without fear of retaliation.

In order to ensure your safety, all Participants are encouraged to report instances of sexual misconduct, sexual assault, or sexual harassment to any program staff member. Participants may also make a report by:

- Notifying a staff member
- Notifying their Case Manager, Probation Officer, or Parole Officer
- Filing a Grievance directly with the Director of Residential Services
- Calling the BCCC PREA Hotline @ 812.565.5922
- Dialing *812 on Pod Phones to speak to Sheriff's Department Detectives
- Making a Report to the Columbus Police Department located at 123 Washington Street
- Making a Report to the Bartholomew County Sheriff's Department located at 543 2nd Street

 <div>Bartholomew County Community Corrections Center Policies and Procedures</div>	Policy Number: PREA § 115.253	Pages: 134
Functional Area: PREA	Subject Area: Reporting	
Standard: Resident Access to Outside Confidential Support Services		

EXPECTED PRACTICE

- (a) The facility shall provide residents with access to outside victim advocates for emotional support services related to sexual abuse by giving residents mailing addresses and telephone numbers, including toll-free hotline numbers where available, of local, State, or national victim advocacy or rape crisis organizations, and by enabling reasonable communication between residents and these organizations, in as confidential a manner as possible.
- (b) The facility shall inform residents, prior to giving them access, of the extent to which such communications will be monitored and the extent to which reports of abuse will be forwarded to authorities in accordance with mandatory reporting laws.
- (c) The agency shall maintain or attempt to enter into memoranda of understanding or other agreements with community service providers that are able to provide residents with confidential emotional support services related to sexual abuse. The agency shall maintain copies of agreements or documentation showing attempts to enter into such agreements.


PROTOCOLS

Court Services shall provide participants with access to outside victim advocates for emotional support services related to sexual abuse.

If victim advocate services are requested, the Director of Residential Services shall contact Turning Point Crisis Hotline at 800-221-6311 and notify them that we have a Victim requesting Victim Advocate Services.

Victim Advocate Services shall be provided at no cost to the participant.

Court Services enables reasonable communication between participants and Victim Advocate Services, in as confidential a manner as possible.

 <div>Bartholomew County Community Corrections Center Policies and Procedures</div>	Policy Number: PREA § 115.254	Pages: 134
Functional Area: PREA	Subject Area: Reporting	
Standard: Third-Party Reporting		


EXPECTED PRACTICE

The agency shall establish a method to receive third-party reports of sexual abuse and sexual harassment and shall distribute publicly information on how to report sexual abuse and sexual harassment on behalf of a resident.

PROTOCOLS

In order to ensure safety, all Participants, Staff, Volunteers, or Family Members are encouraged to report instances of sexual assault, using one (1) or more forms of the BCCC's PREA Reporting Guidelines, which are as follows:

- Tell a Staff Member
- File a Grievance directly with the Director of Residential Services
- Call the BCCC PREA Hotline at 812-565-5922
- Dial *812 on the blue Pod Phones to speak to Bartholomew County Sheriff's Department Detectives
- Make a report directly to the Columbus Police Department located at 123 Washington Street, Columbus, IN, or by phone at 812-376-2600
- Make a report directly to the Bartholomew County Sheriff's Department located at 543 Second Street, Columbus, IN, or by phone at 812-378-1650

 <div>Bartholomew County Community Corrections Center Policies and Procedures</div>	Policy Number: PREA § 115.261	Pages: 134
Functional Area: PREA	Subject Area: Official Response Following a Resident Report	
Standard: Staff and Agency Reporting Duties		

EXPECTED PRACTICE

- (a) The agency shall require all staff to report immediately and according to agency policy any knowledge, suspicion, or information regarding an incident of sexual abuse or sexual harassment that occurred in a facility, whether or not it is part of the agency; retaliation against residents or staff who reported such an incident; and any staff neglect or violation of responsibilities that may have contributed to an incident or retaliation.
- (b) Apart from reporting to designated supervisors or officials, staff shall not reveal any information related to a sexual abuse report to anyone other than to the extent necessary, as specified in agency policy, to make treatment, investigation, and other security and management decisions.
- (c) Unless otherwise precluded by Federal, State, or local law, medical and mental health practitioners shall be required to report sexual abuse pursuant to paragraph (a) of this section and to inform residents of the practitioner's duty to report, and the limitations of confidentiality, at the initiation of services.
- (d) If the alleged victim is under the age of 18 or considered a vulnerable adult under a State or local vulnerable persons statute, the agency shall report the allegation to the designated State or local services agency under applicable mandatory reporting laws.
- (e) The facility shall report all allegations of sexual abuse and sexual harassment, including third-party and anonymous reports, to the facility's designated investigators.

PROTOCOLS

- G. Reporting of Sexual Misconduct, Sexual Abuse, or Sexual Harassment and Retaliation
 - 5. Reporting by Participants, Third Parties and Outside Entities

- g. All forms of sexual abuse and sexual misconduct between offenders and staff, volunteers, contractors, visitors, or other Participants. Participant on Participant, Staff on Participant and Participant on Staff sexual assault, sexual abuse, and/or sexual relationships will not be tolerated.
- h. Participants will be free from fear of sexual assault and if a report of sexual assault is made, it will be investigated thoroughly and with respect to the Participant's safety, dignity, and privacy, without fear of retaliation.
- i. In order to ensure safety, all Participants are encouraged to report instances of sexual assault, using one (1) or more forms of the BCCC's PREA Reporting Guidelines, which are as follows:
 - Tell a Staff Member
 - File a Grievance directly with the Director of Residential Services
 - Call the BCCC PREA Hotline at 812-565-5922
 - Dial *812 on the blue Pod Phones to speak to Bartholomew County Sheriff's Department Detectives
 - Make a report directly to the Columbus Police Department located at 123 Washington Street, Columbus, IN, or by phone at 812-376-2600
 - Make a report directly to the Bartholomew County Sheriff's Department located at 543 Second Street, Columbus, IN, or by phone at 812-378-1650

6. Staff/Volunteer Reporting

- g. Staff shall immediately notify the Director of Residential Services of any knowledge, suspicion, or information regarding an incident of Sexual Misconduct, Sexual Abuse, Sexual Harassment, or Retaliation that occurred in the Bartholomew County Community Corrections Center.
- h. Staff shall not discuss this information with anyone else.
- i. Failure to report this information to the Director of Residential Services shall be grounds for immediate termination of employment or removal from the Bartholomew County Community Corrections Volunteer List.

H. Initial Response and Protection


5. First Responders (***Start PREA First Responder Checklist***)

- m. Separate Victim and Abuser (Place Alleged Abuser in between R8-R9 and place the victim in a safe location that maintains confidentiality)

- n. Advise Victim not to take any actions that could destroy physical evidence: washing, showering, brushing teeth, chewing gum, changing clothes, urinating, defecating, smoking, drinking, or eating.
 - o. Preserve and Protect the crime scene until evidence can be collected.
 - p. Notify the Director of Residential Services or in the Director's absence, notify the Residential Supervisor.
 - q. Complete Incident Report and place it in a sealed envelope in the Director of Residential Services mailbox.
 - r. Give signed ***PREA First Responder Checklist*** to the Director of Residential Services or the Residential Supervisor in the absence of the Director of Residential Services.
6. Director of Residential Services/Residential Supervisor Response
- w. Ensure that the Victim and Abuser have been separated.
 - x. Preserve and Protect the crime scene until evidence can be collected.
 - y. If Abuse occurred within the past 96 hours, request/advise Victim not to take any actions that could destroy physical evidence: washing, showering, brushing teeth, chewing gum, changing clothes, urinating, defecating, smoking, drinking, or eating.
 - z. Contact Columbus Regional Health to initiate a Sexual Assault Nurse Investigation (SANE) Sexual Assault Exam for the purpose of Forensic Evidence Collection.
 - aa. Transport Victim to Columbus Regional Health for Sexual Assault Nurse Investigation (SANE) Sexual Assault Exam for the purpose of Forensic Evidence Collection.
 - bb. Notify Victim of Victim Advocate Services available to them at no cost through Turning Point Domestic Violence Services.
 - cc. If Victim requests a Victim Advocate, contact Turning Point Crisis Hotline at 800-221-6311 and notify them that we have a Victim requesting Victim Advocate Services.
 - dd. Contact the Bartholomew County Prosecutor's Office to initiate investigation into the alleged Sexual Assault/Abuse.
 - ee. Notify the Director of Court Services of the allegation.
 - ff. Notify the referring Judge of the allegation.
 - gg. Complete Incident Report.
- I. Investigations
7. All allegations will be taken seriously and thoroughly investigated.

8. For allegations of a Sexual Assault, follow the protocol listed above in Section B of this policy "Initial Response and Protection". Investigations into an alleged Sexual Assault will be turned over to the Bartholomew County Prosecutor for investigation and/or prosecution.
9. All other investigation of PREA violations shall be handled by the Director of Residential Services.
 - a. The Director of Residential Services shall investigate and determine if the alleged allegation has been determined to be substantiated, unsubstantiated, or unfounded.
 - If the allegation is substantiated and involves a staff member or volunteer, the Director of Residential Services shall:
 - Insure that that staff member is not assigned to work in the facility until action can be taken to terminate the employment of the staff member.
 - Remove the volunteer from the approved volunteer list.
 - Notify the program participant that the staff member is no longer employed with Bartholomew County Court Services, or that the volunteer is no longer allowed to volunteer with Bartholomew County Court Services.
 - Contact the Bartholomew County Prosecutor for appropriate criminal charges if applicable.
 - Notify the program participant if any criminal charges have been filed against the staff member or volunteer.
 - If the allegation involves another program participant, the Director of Residential Services shall:
 - Take immediate action to remove the offender.
 - File a petition with the referring Court to revoke the offender's probation and/or placement with Bartholomew County Court Services.
 - Contact the Bartholomew County Prosecutor for appropriate criminal charges if applicable.
 - Notify the program participant if any criminal charges have been filed against the offender.
 - If an allegation is determined to be unsubstantiated or unfounded, the Director of Residential Services shall:
 - Notify the participant that the allegation has been unsubstantiated or unfounded.

- If appropriate, the Director of Residential Services may take steps to remove the participant from programming in the Bartholomew County Community Corrections Center for making false allegations.
- b. The Director of Residential Services shall monitor the conduct and treatment of participants or staff who reported the PREA allegation or who have suffered sexual assault/abuse to see if there are any changes that may suggest possible retaliation by staff or participants for at least 90 days following a report of a PREA violation.
 - The Director of Residential Services shall document all monitoring actions on the “Documentation of Retaliation” Form.
 - The Director of Residential Services shall take swift action to remedy any acts of retaliation, which could include removal of participant from programs at the Bartholomew County Community Corrections Center or termination of employment for any staff member who has been found to retaliate against a victim.
 - Bartholomew County Court Services’ obligation to monitor for retaliation shall terminate if the agency determines that the allegation is unfounded.

 <div>Bartholomew County Community Corrections Center Policies and Procedures</div>	Policy Number: PREA § 115.262	Pages: 134
Functional Area: PREA	Subject Area: Official Response Following a Resident Report	
Standard: Agency Protection Duties		

EXPECTED PRACTICE

When an agency learns that a resident is subject to a substantial risk of imminent sexual abuse, it shall take immediate action to protect the resident.

PROTOCOLS

J. Reporting of Sexual Misconduct, Sexual Abuse, or Sexual Harassment and Retaliation

7. Reporting by Participants, Third Parties and Outside Entities

- j. All forms of sexual abuse and sexual misconduct between offenders and staff, volunteers, contractors, visitors, or other Participants. Participant on Participant, Staff on Participant and Participant on Staff sexual assault, sexual abuse, and/or sexual relationships will not be tolerated.
- k. Participants will be free from fear of sexual assault and if a report of sexual assault is made, it will be investigated thoroughly and with respect to the Participant's safety, dignity, and privacy, without fear of retaliation.
- l. In order to ensure safety, all Participants are encouraged to report instances of sexual assault, using one (1) or more forms of the BCCC's PREA Reporting Guidelines, which are as follows:
 - Tell a Staff Member
 - File a Grievance directly with the Director of Residential Services
 - Call the BCCC PREA Hotline at 812-565-5922
 - Dial *812 on the blue Pod Phones to speak to Bartholomew County Sheriff's Department Detectives
 - Make a report directly to the Columbus Police Department located at 123 Washington Street, Columbus, IN, or by phone at 812-376-2600

- Make a report directly to the Bartholomew County Sheriff's Department located at 543 Second Street, Columbus, IN, or by phone at 812-378-1650

8. Staff/Volunteer Reporting

- j. Staff shall immediately notify the Director of Residential Services of any knowledge, suspicion, or information regarding an incident of Sexual Misconduct, Sexual Abuse, Sexual Harassment, or Retaliation that occurred in the Bartholomew County Community Corrections Center.
- k. Staff shall not discuss this information with anyone else.
- l. Failure to report this information to the Director of Residential Services shall be grounds for immediate termination of employment or removal from the Bartholomew County Community Corrections Volunteer List.

K. Initial Response and Protection

7. First Responders (***Start PREA First Responder Checklist***)

- s. Separate Victim and Abuser (Place Alleged Abuser in between R8-R9 and place the victim in a safe location that maintains confidentiality)
- t. Advise Victim not to take any actions that could destroy physical evidence: washing, showering, brushing teeth, chewing gum, changing clothes, urinating, defecating, smoking, drinking, or eating.
- u. Preserve and Protect the crime scene until evidence can be collected.
- v. Notify the Director of Residential Services or in the Director's absence, notify the Residential Supervisor.
- w. Complete Incident Report and place it in a sealed envelope in the Director of Residential Services mailbox.
- x. Give signed ***PREA First Responder Checklist*** to the Director of Residential Services or the Residential Supervisor in the absence of the Director of Residential Services.

8. Director of Residential Services/Residential Supervisor Response


- hh. Ensure that the Victim and Abuser have been separated.
- ii. Preserve and Protect the crime scene until evidence can be collected.
- jj. If Abuse occurred within the past 96 hours, request/advise Victim not to take any actions that could destroy physical evidence: washing, showering, brushing teeth, chewing gum, changing clothes, urinating, defecating, smoking, drinking, or eating.

- kk. Contact Columbus Regional Health to initiate a Sexual Assault Nurse Investigation (SANE) Sexual Assault Exam for the purpose of Forensic Evidence Collection.
- ll. Transport Victim to Columbus Regional Health for Sexual Assault Nurse Investigation (SANE) Sexual Assault Exam for the purpose of Forensic Evidence Collection.
- mm. Notify Victim of Victim Advocate Services available to them at no cost through Turning Point Domestic Violence Services.
- nn. If Victim requests a Victim Advocate, contact Turning Point Crisis Hotline at 800-221-6311 and notify them that we have a Victim requesting Victim Advocate Services.
- oo. Contact the Bartholomew County Prosecutor's Office to initiate investigation into the alleged Sexual Assault/Abuse.
- pp. Notify the Director of Court Services of the allegation.
- qq. Notify the referring Judge of the allegation.
- rr. Complete Incident Report.

L. Investigations

- 10. All allegations will be taken seriously and thoroughly investigated.
- 11. For allegations of a Sexual Assault, follow the protocol listed above in Section B of this policy "Initial Response and Protection". Investigations into an alleged Sexual Assault will be turned over to the Bartholomew County Prosecutor for investigation and/or prosecution.
- 12. All other investigation of PREA violations shall be handled by the Director of Residential Services.
 - a. The Director of Residential Services shall investigate and determine if the alleged allegation has been determined to be substantiated, unsubstantiated, or unfounded.
 - If the allegation is substantiated and involves a staff member or volunteer, the Director of Residential Services shall:
 - Insure that that staff member is not assigned to work in the facility until action can be taken to terminate the employment of the staff member.
 - Remove the volunteer from the approved volunteer list.
 - Notify the program participant that the staff member is no longer employed with Bartholomew County Court Services, or that the volunteer is no longer allowed to volunteer with Bartholomew County Court Services.

- Contact the Bartholomew County Prosecutor for appropriate criminal charges if applicable.
 - Notify the program participant if any criminal charges have been filed against the staff member or volunteer.
 - If the allegation involves another program participant, the Director of Residential Services shall:
 - Take immediate action to remove the offender.
 - File a petition with the referring Court to revoke the offender's probation and/or placement with Bartholomew County Court Services.
 - Contact the Bartholomew County Prosecutor for appropriate criminal charges if applicable.
 - Notify the program participant if any criminal charges have been filed against the offender.
 - If an allegation is determined to be unsubstantiated or unfounded, the Director of Residential Services shall:
 - Notify the participant that the allegation has been unsubstantiated or unfounded.
 - If appropriate, the Director of Residential Services may take steps to remove the participant from programming in the Bartholomew County Community Corrections Center for making false allegations.
- b. The Director of Residential Services shall monitor the conduct and treatment of participants or staff who reported the PREA allegation or who have suffered sexual assault/abuse to see if there are any changes that may suggest possible retaliation by staff or participants for at least 90 days following a report of a PREA violation.
- The Director of Residential Services shall document all monitoring actions on the "Documentation of Retaliation" Form.
 - The Director of Residential Services shall take swift action to remedy any acts of retaliation, which could include removal of participant from programs at the Bartholomew County Community Corrections Center or termination of employment for any staff member who has been found to retaliate against a victim.
 - Bartholomew County Court Services' obligation to monitor for retaliation shall terminate if the agency determines that the allegation is unfounded.

 <div>Bartholomew County Community Corrections Center Policies and Procedures</div>	Policy Number: PREA § 115.263	Pages: 134
Functional Area: PREA	Subject Area: Official Response Following a Resident Report	
Standard: Reporting to other Confinement Facilities		


EXPECTED PRACTICE

- (a) Upon receiving an allegation that a resident was sexually abused while confined at another facility, the head of the facility that received the allegation shall notify the head of the facility or appropriate office of the agency where the alleged abuse occurred.
- (b) Such notification shall be provided as soon as possible, but no later than 72 hours after receiving the allegation.
- (c) The agency shall document that it has provided such notification.
- (d) The facility head or agency office that receives such notification shall ensure that the allegation is investigated in accordance with these standards.

PROTOCOLS

Upon receiving an allegation that a participant was sexually abused while confined at another facility, the Director of Residential Services shall notify the Head of the facility where the alleged abuse occurred, as soon as possible, but no later than 72 hours after receiving the allegation.

The Director of Residential Services shall document the nature of the allegation, the name of person the allegation was reported to, and the date and time the report was made.

 <div>Bartholomew County Community Corrections Center Policies and Procedures</div>	Policy Number: PREA § 115.264	Pages: 134
Functional Area: PREA	Subject Area: Official Response Following a Resident Report	
Standard: Staff First Responder Duties		

EXPECTED PRACTICE

- (a) Upon learning of an allegation that a resident was sexually abused, the first security staff member to respond to the report shall be required to:
 - (1) Separate the alleged victim and abuser;
 - (2) Preserve and protect any crime scene until appropriate steps can be taken to collect any evidence;
 - (3) If the abuse occurred within a time period that still allows for the collection of physical evidence, request that the alleged victim not take any actions that could destroy physical evidence, including, as appropriate, washing, brushing teeth, changing clothes, urinating, defecating, smoking, drinking, or eating; and
 - (4) If the abuse occurred within a time period that still allows for the collection of physical evidence, ensure that the alleged abuser does not take any actions that could destroy physical evidence, including, as appropriate, washing, brushing teeth, changing clothes, urinating, defecating, smoking, drinking, or eating.
- (b) 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 then notify security staff.

PROTOCOLS

M. Reporting of Sexual Misconduct, Sexual Abuse, or Sexual Harassment and Retaliation

9. Reporting by Participants, Third Parties and Outside Entities

- m. All forms of sexual abuse and sexual misconduct between offenders and staff, volunteers, contractors, visitors, or other Participants. Participant on Participant, Staff on Participant and Participant on Staff sexual assault, sexual abuse, and/or sexual relationships will not be tolerated.

- n. Participants will be free from fear of sexual assault and if a report of sexual assault is made, it will be investigated thoroughly and with respect to the Participant's safety, dignity, and privacy, without fear of retaliation.
- o. In order to ensure safety, all Participants are encouraged to report instances of sexual assault, using one (1) or more forms of the BCCC's PREA Reporting Guidelines, which are as follows:
 - Tell a Staff Member
 - File a Grievance directly with the Director of Residential Services
 - Call the BCCC PREA Hotline at 812-565-5922
 - Dial *812 on the blue Pod Phones to speak to Bartholomew County Sheriff's Department Detectives
 - Make a report directly to the Columbus Police Department located at 123 Washington Street, Columbus, IN, or by phone at 812-376-2600
 - Make a report directly to the Bartholomew County Sheriff's Department located at 543 Second Street, Columbus, IN, or by phone at 812-378-1650

10. Staff/Volunteer Reporting

- m. Staff shall immediately notify the Director of Residential Services of any knowledge, suspicion, or information regarding an incident of Sexual Misconduct, Sexual Abuse, Sexual Harassment, or Retaliation that occurred in the Bartholomew County Community Corrections Center.
- n. Staff shall not discuss this information with anyone else.
- o. Failure to report this information to the Director of Residential Services shall be grounds for immediate termination of employment or removal from the Bartholomew County Community Corrections Volunteer List.

N. Initial Response and Protection

9. First Responders (***Start PREA First Responder Checklist***)

- y. Separate Victim and Abuser (Place Alleged Abuser in between R8-R9 and place the victim in a safe location that maintains confidentiality)
- z. Advise Victim not to take any actions that could destroy physical evidence: washing, showering, brushing teeth, chewing gum, changing clothes, urinating, defecating, smoking, drinking, or eating.
- aa. Preserve and Protect the crime scene until evidence can be collected.
- bb. Notify the Director of Residential Services or in the Director's absence, notify the Residential Supervisor.

- cc. Complete Incident Report and place it in a sealed envelope in the Director of Residential Services mailbox.
 - dd. Give signed ***PREA First Responder Checklist*** to the Director of Residential Services or the Residential Supervisor in the absence of the Director of Residential Services.
10. Director of Residential Services/Residential Supervisor Response
- ss. Ensure that the Victim and Abuser have been separated.
 - tt. Preserve and Protect the crime scene until evidence can be collected.
 - uu. If Abuse occurred within the past 96 hours, request/advise Victim not to take any actions that could destroy physical evidence: washing, showering, brushing teeth, chewing gum, changing clothes, urinating, defecating, smoking, drinking, or eating.
 - vv. Contact Columbus Regional Health to initiate a Sexual Assault Nurse Investigation (SANE) Sexual Assault Exam for the purpose of Forensic Evidence Collection.
 - ww. Transport Victim to Columbus Regional Health for Sexual Assault Nurse Investigation (SANE) Sexual Assault Exam for the purpose of Forensic Evidence Collection.
 - xx. Notify Victim of Victim Advocate Services available to them at no cost through Turning Point Domestic Violence Services.
 - yy. If Victim requests a Victim Advocate, contact Turning Point Crisis Hotline at 800-221-6311 and notify them that we have a Victim requesting Victim Advocate Services.
 - zz. Contact the Bartholomew County Prosecutor's Office to initiate investigation into the alleged Sexual Assault/Abuse.
 - aaa. Notify the Director of Court Services of the allegation.
 - bbb. Notify the referring Judge of the allegation.
 - ccc. Complete Incident Report.


O. Investigations

- 13. All allegations will be taken seriously and thoroughly investigated.
- 14. For allegations of a Sexual Assault, follow the protocol listed above in Section B of this policy "Initial Response and Protection". Investigations into an alleged Sexual Assault will be turned over to the Bartholomew County Prosecutor for investigation and/or prosecution.
- 15. All other investigation of PREA violations shall be handled by the Director of Residential Services.

- a. The Director of Residential Services shall investigate and determine if the alleged allegation has been determined to be substantiated, unsubstantiated, or unfounded.
- If the allegation is substantiated and involves a staff member or volunteer, the Director of Residential Services shall:
 - Insure that that staff member is not assigned to work in the facility until action can be taken to terminate the employment of the staff member.
 - Remove the volunteer from the approved volunteer list.
 - Notify the program participant that the staff member is no longer employed with Bartholomew County Court Services, or that the volunteer is no longer allowed to volunteer with Bartholomew County Court Services.
 - Contact the Bartholomew County Prosecutor for appropriate criminal charges if applicable.
 - Notify the program participant if any criminal charges have been filed against the staff member or volunteer.
 - If the allegation involves another program participant, the Director of Residential Services shall:
 - Take immediate action to remove the offender.
 - File a petition with the referring Court to revoke the offender's probation and/or placement with Bartholomew County Court Services.
 - Contact the Bartholomew County Prosecutor for appropriate criminal charges if applicable.
 - Notify the program participant if any criminal charges have been filed against the offender.
 - If an allegation is determined to be unsubstantiated or unfounded, the Director of Residential Services shall:
 - Notify the participant that the allegation has been unsubstantiated or unfounded.
 - If appropriate, the Director of Residential Services may take steps to remove the participant from programming in the Bartholomew County Community Corrections Center for making false allegations.
- b. The Director of Residential Services shall monitor the conduct and treatment of participants or staff who reported the PREA allegation or who have

suffered sexual assault/abuse to see if there are any changes that may suggest possible retaliation by staff or participants for at least 90 days following a report of a PREA violation.

- The Director of Residential Services shall document all monitoring actions on the “Documentation of Retaliation” Form.
- The Director of Residential Services shall take swift action to remedy any acts of retaliation, which could include removal of participant from programs at the Bartholomew County Community Corrections Center or termination of employment for any staff member who has been found to retaliate against a victim.
- Bartholomew County Court Services’ obligation to monitor for retaliation shall terminate if the agency determines that the allegation is unfounded.

 <p>Bartholomew County Community Corrections Center Policies and Procedures</p>	<p>Policy Number:</p> <p>PREA § 115.265</p>	<p>Pages:</p> <p>134</p>
<p>Functional Area: PREA</p>	<p>Subject Area: Official Response Following a Resident Report</p>	
<p>Standard: Coordinated Response</p>		

EXPECTED PRACTICE

The facility shall develop a written institutional plan to coordinate actions taken in response to an incident of sexual abuse, among staff first responders, medical and mental health practitioners, investigators, and facility leadership.

PROTOCOLS

P. Reporting of Sexual Misconduct, Sexual Abuse, or Sexual Harassment and Retaliation

11. Reporting by Participants, Third Parties and Outside Entities

- p. All forms of sexual abuse and sexual misconduct between offenders and staff, volunteers, contractors, visitors, or other Participants. Participant on Participant, Staff on Participant and Participant on Staff sexual assault, sexual abuse, and/or sexual relationships will not be tolerated.
- q. Participants will be free from fear of sexual assault and if a report of sexual assault is made, it will be investigated thoroughly and with respect to the Participant's safety, dignity, and privacy, without fear of retaliation.
- r. In order to ensure safety, all Participants are encouraged to report instances of sexual assault, using one (1) or more forms of the BCCC's PREA Reporting Guidelines, which are as follows:
 - Tell a Staff Member
 - File a Grievance directly with the Director of Residential Services
 - Call the BCCC PREA Hotline at 812-565-5922
 - Dial *812 on the blue Pod Phones to speak to Bartholomew County Sheriff's Department Detectives
 - Make a report directly to the Columbus Police Department located at 123 Washington Street, Columbus, IN, or by phone at 812-376-2600

- Make a report directly to the Bartholomew County Sheriff's Department located at 543 Second Street, Columbus, IN, or by phone at 812-378-1650

12. Staff/Volunteer Reporting

- p. Staff shall immediately notify the Director of Residential Services of any knowledge, suspicion, or information regarding an incident of Sexual Misconduct, Sexual Abuse, Sexual Harassment, or Retaliation that occurred in the Bartholomew County Community Corrections Center.
- q. Staff shall not discuss this information with anyone else.
- r. Failure to report this information to the Director of Residential Services shall be grounds for immediate termination of employment or removal from the Bartholomew County Community Corrections Volunteer List.

Q. Initial Response and Protection

11. First Responders (***Start PREA First Responder Checklist***)

- ee. Separate Victim and Abuser (Place Alleged Abuser in between R8-R9 and place the victim in a safe location that maintains confidentiality)
- ff. Advise Victim not to take any actions that could destroy physical evidence: washing, showering, brushing teeth, chewing gum, changing clothes, urinating, defecating, smoking, drinking, or eating.
- gg. Preserve and Protect the crime scene until evidence can be collected.
- hh. Notify the Director of Residential Services or in the Director's absence, notify the Residential Supervisor.
- ii. Complete Incident Report and place it in a sealed envelope in the Director of Residential Services mailbox.
- jj. Give signed ***PREA First Responder Checklist*** to the Director of Residential Services or the Residential Supervisor in the absence of the Director of Residential Services.

12. Director of Residential Services/Residential Supervisor Response


- ddd. Ensure that the Victim and Abuser have been separated.
- eee. Preserve and Protect the crime scene until evidence can be collected.
- fff. If Abuse occurred within the past 96 hours, request/advise Victim not to take any actions that could destroy physical evidence: washing, showering, brushing teeth, chewing gum, changing clothes, urinating, defecating, smoking, drinking, or eating.

- ggg. Contact Columbus Regional Health to initiate a Sexual Assault Nurse Investigation (SANE) Sexual Assault Exam for the purpose of Forensic Evidence Collection.
- hhh. Transport Victim to Columbus Regional Health for Sexual Assault Nurse Investigation (SANE) Sexual Assault Exam for the purpose of Forensic Evidence Collection.
- iii. Notify Victim of Victim Advocate Services available to them at no cost through Turning Point Domestic Violence Services.
- jjj. If Victim requests a Victim Advocate, contact Turning Point Crisis Hotline at 800-221-6311 and notify them that we have a Victim requesting Victim Advocate Services.
- kkk. Contact the Bartholomew County Prosecutor's Office to initiate investigation into the alleged Sexual Assault/Abuse.
- lll. Notify the Director of Court Services of the allegation.
- mmm. Notify the referring Judge of the allegation.
- nnn. Complete Incident Report.

R. Investigations

- 16. All allegations will be taken seriously and thoroughly investigated.
- 17. For allegations of a Sexual Assault, follow the protocol listed above in Section B of this policy "Initial Response and Protection". Investigations into an alleged Sexual Assault will be turned over to the Bartholomew County Prosecutor for investigation and/or prosecution.
- 18. All other investigation of PREA violations shall be handled by the Director of Residential Services.
 - a. The Director of Residential Services shall investigate and determine if the alleged allegation has been determined to be substantiated, unsubstantiated, or unfounded.
 - If the allegation is substantiated and involves a staff member or volunteer, the Director of Residential Services shall:
 - Insure that that staff member is not assigned to work in the facility until action can be taken to terminate the employment of the staff member.
 - Remove the volunteer from the approved volunteer list.
 - Notify the program participant that the staff member is no longer employed with Bartholomew County Court Services, or that the volunteer is no longer allowed to volunteer with Bartholomew County Court Services.

- Contact the Bartholomew County Prosecutor for appropriate criminal charges if applicable.
 - Notify the program participant if any criminal charges have been filed against the staff member or volunteer.
 - If the allegation involves another program participant, the Director of Residential Services shall:
 - Take immediate action to remove the offender.
 - File a petition with the referring Court to revoke the offender's probation and/or placement with Bartholomew County Court Services.
 - Contact the Bartholomew County Prosecutor for appropriate criminal charges if applicable.
 - Notify the program participant if any criminal charges have been filed against the offender.
 - If an allegation is determined to be unsubstantiated or unfounded, the Director of Residential Services shall:
 - Notify the participant that the allegation has been unsubstantiated or unfounded.
 - If appropriate, the Director of Residential Services may take steps to remove the participant from programming in the Bartholomew County Community Corrections Center for making false allegations.
- b. The Director of Residential Services shall monitor the conduct and treatment of participants or staff who reported the PREA allegation or who have suffered sexual assault/abuse to see if there are any changes that may suggest possible retaliation by staff or participants for at least 90 days following a report of a PREA violation.
- The Director of Residential Services shall document all monitoring actions on the "Documentation of Retaliation" Form.
 - The Director of Residential Services shall take swift action to remedy any acts of retaliation, which could include removal of participant from programs at the Bartholomew County Community Corrections Center or termination of employment for any staff member who has been found to retaliate against a victim.
 - Bartholomew County Court Services' obligation to monitor for retaliation shall terminate if the agency determines that the allegation is unfounded.


 <div>Bartholomew County Community Corrections Center Policies and Procedures</div>	Policy Number: PREA § 115.266	Pages: 134
Functional Area: PREA	Subject Area: Official Response Following a Resident Report	
Standard: Preservation of Ability to Protect Residents from Contact with Abusers		

EXPECTED PRACTICE

- (a) Neither the agency nor any other governmental entity responsible for collective bargaining on the agency's behalf shall enter into or renew any collective bargaining agreement or other agreement that limits the agency's ability to remove alleged staff sexual abusers from contact with residents pending the outcome of an investigation or of a determination of whether and to what extent discipline is warranted.
- (b) Nothing in this standard shall restrict the entering into or renewal of agreements that govern:
 - (1) The conduct of the disciplinary process, as long as such agreements are not inconsistent with the provisions of §§ 115.272 and 115.276; or
 - (2) Whether a no-contact assignment that is imposed pending the outcome of an investigation shall be expunged from or retained in the staff member's personnel file following a determination that the allegation of sexual abuse is not substantiated.

PROTOCOLS

Not Applicable: Bartholomew County Court Services does not enter into collective bargaining agreements.

 <div>Bartholomew County Community Corrections Center Policies and Procedures</div>	Policy Number: PREA § 115.267	Pages: 134
Functional Area: PREA	Subject Area: Official Response Following a Resident Report	
Standard: Agency Protection Against Retaliation		

EXPECTED PRACTICE

- (a) The agency shall establish a policy to protect all residents and staff who report sexual abuse or sexual harassment or cooperate with sexual abuse or sexual harassment investigations from retaliation by other residents or staff and shall designate which staff members or departments are charged with monitoring retaliation.
- (b) The agency shall employ multiple protection measures, such as housing changes or transfers for resident victims or abusers, removal of alleged staff or resident abusers from contact with victims, and emotional support services for residents or staff who fear retaliation for reporting sexual abuse or sexual harassment or for cooperating with investigations.
- (c) For at least 90 days following a report of sexual abuse, the agency shall monitor the conduct and treatment of residents or staff who reported the sexual abuse and of residents who were reported to have suffered sexual abuse to see if there are changes that may suggest possible retaliation by residents or staff, and shall act promptly to remedy any such retaliation. Items the agency should monitor include any resident disciplinary reports, housing, or program changes, or negative performance reviews or reassignments of staff. The agency shall continue such monitoring beyond 90 days if the initial monitoring indicates a continuing need.
- (d) In the case of residents, such monitoring shall also include periodic status checks.
- (e) If any other individual who cooperates with an investigation expresses a fear of retaliation, the agency shall take appropriate measures to protect that individual against retaliation.
- (f) An agency's obligation to monitor shall terminate if the agency determines that the allegation is unfounded.

PROTOCOLS

S. Reporting of Sexual Misconduct, Sexual Abuse, or Sexual Harassment and Retaliation

13. Reporting by Participants, Third Parties and Outside Entities

- s. All forms of sexual abuse and sexual misconduct between offenders and staff, volunteers, contractors, visitors, or other Participants. Participant on Participant, Staff on Participant and Participant on Staff sexual assault, sexual abuse, and/or sexual relationships will not be tolerated.
- t. Participants will be free from fear of sexual assault and if a report of sexual assault is made, it will be investigated thoroughly and with respect to the Participant's safety, dignity, and privacy, without fear of retaliation.
- u. In order to ensure safety, all Participants are encouraged to report instances of sexual assault, using one (1) or more forms of the BCCC's PREA Reporting Guidelines, which are as follows:
 - Tell a Staff Member
 - File a Grievance directly with the Director of Residential Services
 - Call the BCCC PREA Hotline at 812-565-5922
 - Dial *812 on the blue Pod Phones to speak to Bartholomew County Sheriff's Department Detectives
 - Make a report directly to the Columbus Police Department located at 123 Washington Street, Columbus, IN, or by phone at 812-376-2600
 - Make a report directly to the Bartholomew County Sheriff's Department located at 543 Second Street, Columbus, IN, or by phone at 812-378-1650

14. Staff/Volunteer Reporting

- s. Staff shall immediately notify the Director of Residential Services of any knowledge, suspicion, or information regarding an incident of Sexual Misconduct, Sexual Abuse, Sexual Harassment, or Retaliation that occurred in the Bartholomew County Community Corrections Center.
- t. Staff shall not discuss this information with anyone else.
- u. Failure to report this information to the Director of Residential Services shall be grounds for immediate termination of employment or removal from the Bartholomew County Community Corrections Volunteer List.

T. Initial Response and Protection


13. First Responders (***Start PREA First Responder Checklist***)

- kk. Separate Victim and Abuser (Place Alleged Abuser in between R8-R9 and place the victim in a safe location that maintains confidentiality)
- ll. Advise Victim not to take any actions that could destroy physical evidence: washing, showering, brushing teeth, chewing gum, changing clothes, urinating, defecating, smoking, drinking, or eating.
- mm. Preserve and Protect the crime scene until evidence can be collected.
- nn. Notify the Director of Residential Services or in the Director's absence, notify the Residential Supervisor.
- oo. Complete Incident Report and place it in a sealed envelope in the Director of Residential Services mailbox.
- pp. Give signed ***PREA First Responder Checklist*** to the Director of Residential Services or the Residential Supervisor in the absence of the Director of Residential Services.
- 14. Director of Residential Services/Residential Supervisor Response
 - ooo. Ensure that the Victim and Abuser have been separated.
 - ppp. Preserve and Protect the crime scene until evidence can be collected.
 - qqq. If Abuse occurred within the past 96 hours, request/advise Victim not to take any actions that could destroy physical evidence: washing, showering, brushing teeth, chewing gum, changing clothes, urinating, defecating, smoking, drinking, or eating.
 - rrr. Contact Columbus Regional Health to initiate a Sexual Assault Nurse Investigation (SANE) Sexual Assault Exam for the purpose of Forensic Evidence Collection.
 - sss. Transport Victim to Columbus Regional Health for Sexual Assault Nurse Investigation (SANE) Sexual Assault Exam for the purpose of Forensic Evidence Collection.
 - ttt. Notify Victim of Victim Advocate Services available to them at no cost through Turning Point Domestic Violence Services.
 - uuu. If Victim requests a Victim Advocate, contact Turning Point Crisis Hotline at 800-221-6311 and notify them that we have a Victim requesting Victim Advocate Services.
 - vvv. Contact the Bartholomew County Prosecutor's Office to initiate investigation into the alleged Sexual Assault/Abuse.
 - www. Notify the Director of Court Services of the allegation.
 - xxx. Notify the referring Judge of the allegation.
 - yyy. Complete Incident Report.

U. Investigations

19. All allegations will be taken seriously and thoroughly investigated.
20. For allegations of a Sexual Assault, follow the protocol listed above in Section B of this policy "Initial Response and Protection". Investigations into an alleged Sexual Assault will be turned over to the Bartholomew County Prosecutor for investigation and/or prosecution.
21. All other investigation of PREA violations shall be handled by the Director of Residential Services.
 - a. The Director of Residential Services shall investigate and determine if the alleged allegation has been determined to be substantiated, unsubstantiated, or unfounded.
 - If the allegation is substantiated and involves a staff member or volunteer, the Director of Residential Services shall:
 - Insure that that staff member is not assigned to work in the facility until action can be taken to terminate the employment of the staff member.
 - Remove the volunteer from the approved volunteer list.
 - Notify the program participant that the staff member is no longer employed with Bartholomew County Court Services, or that the volunteer is no longer allowed to volunteer with Bartholomew County Court Services.
 - Contact the Bartholomew County Prosecutor for appropriate criminal charges if applicable.
 - Notify the program participant if any criminal charges have been filed against the staff member or volunteer.
 - If the allegation involves another program participant, the Director of Residential Services shall:
 - Take immediate action to remove the offender.
 - File a petition with the referring Court to revoke the offender's probation and/or placement with Bartholomew County Court Services.
 - Contact the Bartholomew County Prosecutor for appropriate criminal charges if applicable.
 - Notify the program participant if any criminal charges have been filed against the offender.
 - If an allegation is determined to be unsubstantiated or unfounded, the Director of Residential Services shall:

- Notify the participant that the allegation has been unsubstantiated or unfounded.
 - If appropriate, the Director of Residential Services may take steps to remove the participant from programming in the Bartholomew County Community Corrections Center for making false allegations.
- b. The Director of Residential Services shall monitor the conduct and treatment of participants or staff who reported the PREA allegation or who have suffered sexual assault/abuse to see if there are any changes that may suggest possible retaliation by staff or participants for at least 90 days following a report of a PREA violation.
 - The Director of Residential Services shall document all monitoring actions on the “Documentation of Retaliation” Form.
 - The Director of Residential Services shall take swift action to remedy any acts of retaliation, which could include removal of participant from programs at the Bartholomew County Community Corrections Center or termination of employment for any staff member who has been found to retaliate against a victim.
 - Bartholomew County Court Services’ obligation to monitor for retaliation shall terminate if the agency determines that the allegation is unfounded.

 <div>Bartholomew County Community Corrections Center Policies and Procedures</div>	Policy Number: PREA § 115.271	Pages: 134
Functional Area: PREA	Subject Area: Investigations	
Standard: Criminal and Administrative Agency Investigation		

EXPECTED PRACTICE

- (a) When the agency conducts its own investigations into allegations of sexual abuse and sexual harassment, it shall do so promptly, thoroughly, and objectively for all allegations, including third-party and anonymous reports.
- (b) Where sexual abuse is alleged, the agency shall use investigators who have received special training in sexual abuse investigations pursuant to § 115.234.
- (c) Investigators shall gather and preserve direct and circumstantial evidence, including any available physical and DNA evidence and any available electronic monitoring data; shall interview alleged victims, suspected perpetrators, and witnesses; and shall review prior complaints and reports of sexual abuse involving the suspected perpetrator.
- (d) When the quality of evidence appears to support criminal prosecution, the agency shall conduct compelled interviews only after consulting with prosecutors as to whether compelled interviews may be an obstacle for subsequent criminal prosecution.
- (e) The credibility of an alleged victim, suspect, or witness shall be assessed on an individual basis and shall not be determined by the person's status as resident or staff. No agency shall require a resident who alleges sexual abuse to submit to a polygraph examination or other truth-telling device as a condition for proceeding with the investigation of such an allegation.
- (f) Administrative investigations:
 - (1) Shall include an effort to determine whether staff actions or failures to act contributed to the abuse; and
 - (2) Shall be documented in written reports that include a description of the physical and testimonial evidence, the reasoning behind credibility assessments, and investigative facts and findings.
- (g) Criminal investigations shall be documented in a written report that contains a thorough description of physical, testimonial, and documentary evidence and attaches copies of all documentary evidence where feasible.

- (h) Substantiated allegations of conduct that appears to be criminal shall be referred for prosecution.
- (i) The agency shall retain all written reports referenced in paragraphs (f) and (g) of this section for as long as the alleged abuser is incarcerated or employed by the agency, plus five years.
- (j) The departure of the alleged abuser or victim from the employment or control of the facility or agency shall not provide a basis for terminating an investigation.
- (k) Any State entity or Department of Justice component that conducts such investigations shall do so pursuant to the above requirements.
- (l) 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.

PROTOCOLS

V. Reporting of Sexual Misconduct, Sexual Abuse, or Sexual Harassment and Retaliation

15. Reporting by Participants, Third Parties and Outside Entities

- v. All forms of sexual abuse and sexual misconduct between offenders and staff, volunteers, contractors, visitors, or other Participants. Participant on Participant, Staff on Participant and Participant on Staff sexual assault, sexual abuse, and/or sexual relationships will not be tolerated.
- w. Participants will be free from fear of sexual assault and if a report of sexual assault is made, it will be investigated thoroughly and with respect to the Participant's safety, dignity, and privacy, without fear of retaliation.
- x. In order to ensure safety, all Participants are encouraged to report instances of sexual assault, using one (1) or more forms of the BCCC's PREA Reporting Guidelines, which are as follows:
 - Tell a Staff Member
 - File a Grievance directly with the Director of Residential Services
 - Call the BCCC PREA Hotline at 812-565-5922
 - Dial *812 on the blue Pod Phones to speak to Bartholomew County Sheriff's Department Detectives
 - Make a report directly to the Columbus Police Department located at 123 Washington Street, Columbus, IN, or by phone at 812-376-2600
 - Make a report directly to the Bartholomew County Sheriff's Department located at 543 Second Street, Columbus, IN, or by phone at 812-378-1650

16. Staff/Volunteer Reporting

- v. Staff shall immediately notify the Director of Residential Services of any knowledge, suspicion, or information regarding an incident of Sexual Misconduct, Sexual Abuse, Sexual Harassment, or Retaliation that occurred in the Bartholomew County Community Corrections Center.
- w. Staff shall not discuss this information with anyone else.
- x. Failure to report this information to the Director of Residential Services shall be grounds for immediate termination of employment or removal from the Bartholomew County Community Corrections Volunteer List.

W. Initial Response and Protection

15. First Responders (***Start PREA First Responder Checklist***)

- qq. Separate Victim and Abuser (Place Alleged Abuser in between R8-R9 and place the victim in a safe location that maintains confidentiality)
- rr. Advise Victim not to take any actions that could destroy physical evidence: washing, showering, brushing teeth, chewing gum, changing clothes, urinating, defecating, smoking, drinking, or eating.
- ss. Preserve and Protect the crime scene until evidence can be collected.
- tt. Notify the Director of Residential Services or in the Director's absence, notify the Residential Supervisor.
- uu. Complete Incident Report and place it in a sealed envelope in the Director of Residential Services mailbox.
- vv. Give signed ***PREA First Responder Checklist*** to the Director of Residential Services or the Residential Supervisor in the absence of the Director of Residential Services.

16. Director of Residential Services/Residential Supervisor Response

- zzz. Ensure that the Victim and Abuser have been separated.
- aaaa. Preserve and Protect the crime scene until evidence can be collected.
- bbbb. If Abuse occurred within the past 96 hours, request/advise Victim not to take any actions that could destroy physical evidence: washing, showering, brushing teeth, chewing gum, changing clothes, urinating, defecating, smoking, drinking, or eating.
- cccc. Contact Columbus Regional Health to initiate a Sexual Assault Nurse Investigation (SANE) Sexual Assault Exam for the purpose of Forensic Evidence Collection.

dddd. Transport Victim to Columbus Regional Health for Sexual Assault Nurse Investigation (SANE) Sexual Assault Exam for the purpose of Forensic Evidence Collection.

eeee. Notify Victim of Victim Advocate Services available to them at no cost through Turning Point Domestic Violence Services.

ffff. If Victim requests a Victim Advocate, contact Turning Point Crisis Hotline at 800-221-6311 and notify them that we have a Victim requesting Victim Advocate Services.

gggg. Contact the Bartholomew County Prosecutor's Office to initiate investigation into the alleged Sexual Assault/Abuse.

hhhh. Notify the Director of Court Services of the allegation.

iiii. Notify the referring Judge of the allegation.

jjjj. Complete Incident Report.

X. Investigations

22. All allegations will be taken seriously and thoroughly investigated.


23. For allegations of a Sexual Assault, follow the protocol listed above in Section B of this policy "Initial Response and Protection". Investigations into an alleged Sexual Assault will be turned over to the Bartholomew County Prosecutor for investigation and/or prosecution.

24. All other investigation of PREA violations shall be handled by the Director of Residential Services.

a. The Director of Residential Services shall investigate and determine if the alleged allegation has been determined to be substantiated, unsubstantiated, or unfounded.

- If the allegation is substantiated and involves a staff member or volunteer, the Director of Residential Services shall:
 - Insure that that staff member is not assigned to work in the facility until action can be taken to terminate the employment of the staff member.
 - Remove the volunteer from the approved volunteer list.
 - Notify the program participant that the staff member is no longer employed with Bartholomew County Court Services, or that the volunteer is no longer allowed to volunteer with Bartholomew County Court Services.
 - Contact the Bartholomew County Prosecutor for appropriate criminal charges if applicable.

- Notify the program participant if any criminal charges have been filed against the staff member or volunteer.
 - If the allegation involves another program participant, the Director of Residential Services shall:
 - Take immediate action to remove the offender.
 - File a petition with the referring Court to revoke the offender's probation and/or placement with Bartholomew County Court Services.
 - Contact the Bartholomew County Prosecutor for appropriate criminal charges if applicable.
 - Notify the program participant if any criminal charges have been filed against the offender.
 - If an allegation is determined to be unsubstantiated or unfounded, the Director of Residential Services shall:
 - Notify the participant that the allegation has been unsubstantiated or unfounded.
 - If appropriate, the Director of Residential Services may take steps to remove the participant from programming in the Bartholomew County Community Corrections Center for making false allegations.
- b. The Director of Residential Services shall monitor the conduct and treatment of participants or staff who reported the PREA allegation or who have suffered sexual assault/abuse to see if there are any changes that may suggest possible retaliation by staff or participants for at least 90 days following a report of a PREA violation.
- The Director of Residential Services shall document all monitoring actions on the "Documentation of Retaliation" Form.
 - The Director of Residential Services shall take swift action to remedy any acts of retaliation, which could include removal of participant from programs at the Bartholomew County Community Corrections Center or termination of employment for any staff member who has been found to retaliate against a victim.
 - Bartholomew County Court Services' obligation to monitor for retaliation shall terminate if the agency determines that the allegation is unfounded.

 <div>Bartholomew County Community Corrections Center Policies and Procedures</div>	Policy Number: PREA § 115.272	Pages: 134
Functional Area: PREA	Subject Area: Investigations	
Standard: Evidentiary Standard for Administrative Investigations		

EXPECTED PRACTICE

The agency shall impose no standard higher than a preponderance of the evidence in determining whether allegations of sexual abuse or sexual harassment are substantiated.

PROTOCOLS

PROTOCOLS

Y. Reporting of Sexual Misconduct, Sexual Abuse, or Sexual Harassment and Retaliation

17. Reporting by Participants, Third Parties and Outside Entities

- y. All forms of sexual abuse and sexual misconduct between offenders and staff, volunteers, contractors, visitors, or other Participants. Participant on Participant, Staff on Participant and Participant on Staff sexual assault, sexual abuse, and/or sexual relationships will not be tolerated.
- z. Participants will be free from fear of sexual assault and if a report of sexual assault is made, it will be investigated thoroughly and with respect to the Participant's safety, dignity, and privacy, without fear of retaliation.
- aa. In order to ensure safety, all Participants are encouraged to report instances of sexual assault, using one (1) or more forms of the BCCC's PREA Reporting Guidelines, which are as follows:
 - Tell a Staff Member
 - File a Grievance directly with the Director of Residential Services
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- Make a report directly to the Bartholomew County Sheriff's Department located at 543 Second Street, Columbus, IN, or by phone at 812-378-1650

18. Staff/Volunteer Reporting

- y. Staff shall immediately notify the Director of Residential Services of any knowledge, suspicion, or information regarding an incident of Sexual Misconduct, Sexual Abuse, Sexual Harassment, or Retaliation that occurred in the Bartholomew County Community Corrections Center.
- z. Staff shall not discuss this information with anyone else.
- aa. Failure to report this information to the Director of Residential Services shall be grounds for immediate termination of employment or removal from the Bartholomew County Community Corrections Volunteer List.

Z. Initial Response and Protection

17. First Responders (***Start PREA First Responder Checklist***)

- ww. Separate Victim and Abuser (Place Alleged Abuser in between R8-R9 and place the victim in a safe location that maintains confidentiality)
- xx. Advise Victim not to take any actions that could destroy physical evidence: washing, showering, brushing teeth, chewing gum, changing clothes, urinating, defecating, smoking, drinking, or eating.
- yy. Preserve and Protect the crime scene until evidence can be collected.
- zz. Notify the Director of Residential Services or in the Director's absence, notify the Residential Supervisor.
- aaa. Complete Incident Report and place it in a sealed envelope in the Director of Residential Services mailbox.
- bbb. Give signed ***PREA First Responder Checklist*** to the Director of Residential Services or the Residential Supervisor in the absence of the Director of Residential Services.

18. Director of Residential Services/Residential Supervisor Response


- kkkk. Ensure that the Victim and Abuser have been separated.
- llll. Preserve and Protect the crime scene until evidence can be collected.
- mmmm. If Abuse occurred within the past 96 hours, request/advise Victim not to take any actions that could destroy physical evidence: washing, showering, brushing teeth, chewing gum, changing clothes, urinating, defecating, smoking, drinking, or eating.

- nnnn. Contact Columbus Regional Health to initiate a Sexual Assault Nurse Investigation (SANE) Sexual Assault Exam for the purpose of Forensic Evidence Collection.
- oooo. Transport Victim to Columbus Regional Health for Sexual Assault Nurse Investigation (SANE) Sexual Assault Exam for the purpose of Forensic Evidence Collection.
- pppp. Notify Victim of Victim Advocate Services available to them at no cost through Turning Point Domestic Violence Services.
- qqqq. If Victim requests a Victim Advocate, contact Turning Point Crisis Hotline at 800-221-6311 and notify them that we have a Victim requesting Victim Advocate Services.
- rrrr. Contact the Bartholomew County Prosecutor's Office to initiate investigation into the alleged Sexual Assault/Abuse.
- ssss. Notify the Director of Court Services of the allegation.
- tttt. Notify the referring Judge of the allegation.
- uuuu. Complete Incident Report.

AA. Investigations

25. All allegations will be taken seriously and thoroughly investigated.
26. For allegations of a Sexual Assault, follow the protocol listed above in Section B of this policy "Initial Response and Protection". Investigations into an alleged Sexual Assault will be turned over to the Bartholomew County Prosecutor for investigation and/or prosecution.
27. All other investigation of PREA violations shall be handled by the Director of Residential Services.
 - a. The Director of Residential Services shall investigate and determine if the alleged allegation has been determined to be substantiated, unsubstantiated, or unfounded.
 - If the allegation is substantiated and involves a staff member or volunteer, the Director of Residential Services shall:
 - Insure that that staff member is not assigned to work in the facility until action can be taken to terminate the employment of the staff member.
 - Remove the volunteer from the approved volunteer list.
 - Notify the program participant that the staff member is no longer employed with Bartholomew County Court Services, or that the volunteer is no longer allowed to volunteer with Bartholomew County Court Services.

- Contact the Bartholomew County Prosecutor for appropriate criminal charges if applicable.
 - Notify the program participant if any criminal charges have been filed against the staff member or volunteer.
 - If the allegation involves another program participant, the Director of Residential Services shall:
 - Take immediate action to remove the offender.
 - File a petition with the referring Court to revoke the offender's probation and/or placement with Bartholomew County Court Services.
 - Contact the Bartholomew County Prosecutor for appropriate criminal charges if applicable.
 - Notify the program participant if any criminal charges have been filed against the offender.
 - If an allegation is determined to be unsubstantiated or unfounded, the Director of Residential Services shall:
 - Notify the participant that the allegation has been unsubstantiated or unfounded.
 - If appropriate, the Director of Residential Services may take steps to remove the participant from programming in the Bartholomew County Community Corrections Center for making false allegations.
- b. The Director of Residential Services shall monitor the conduct and treatment of participants or staff who reported the PREA allegation or who have suffered sexual assault/abuse to see if there are any changes that may suggest possible retaliation by staff or participants for at least 90 days following a report of a PREA violation.
- The Director of Residential Services shall document all monitoring actions on the "Documentation of Retaliation" Form.
 - The Director of Residential Services shall take swift action to remedy any acts of retaliation, which could include removal of participant from programs at the Bartholomew County Community Corrections Center or termination of employment for any staff member who has been found to retaliate against a victim.
 - Bartholomew County Court Services' obligation to monitor for retaliation shall terminate if the agency determines that the allegation is unfounded.

 <div>Bartholomew County Community Corrections Center Policies and Procedures</div>	Policy Number: PREA § 115.273	Pages: 134
Functional Area: PREA	Subject Area: Investigations	
Standard: Reporting to Residents		

EXPECTED PRACTICE

- (a) Following an investigation into a resident's allegation of sexual abuse suffered in an agency facility, the agency shall inform the resident as to whether the allegation has been determined to be substantiated, unsubstantiated, or unfounded.
- (b) If the agency did not conduct the investigation, it shall request the relevant information from the investigative agency in order to inform the resident.
- (c) Following a resident's allegation that a staff member has committed sexual abuse against the resident, the agency shall subsequently inform the resident (unless the agency has determined that the allegation is unfounded) whenever:
 - (1) The staff member is no longer posted within the resident's unit;
 - (2) The staff member is no longer employed at the facility
 - (3) The agency learns that the staff member has been indicted on a charge related to sexual abuse within the facility; or
 - (4) The agency learns that the staff member has been convicted on a charge related to sexual abuse within the facility.
- (d) Following a resident's allegation that he or she has been sexually abused by another resident, the agency shall subsequently inform the alleged victim whenever:
 - (1) The agency learns that the alleged abuser has been indicted on a charge related to sexual abuse within the facility; or
 - (2) The agency learns that the alleged abuser has been convicted on a charge related to sexual abuse within the facility.
- (e) All such notifications or attempted notifications shall be documented.
- (f) An agency's obligation to report under this standard shall terminate if the resident is released from the agency's custody.

PROTOCOLS

BB. Reporting of Sexual Misconduct, Sexual Abuse, or Sexual Harassment and Retaliation

19. Reporting by Participants, Third Parties and Outside Entities

- bb. All forms of sexual abuse and sexual misconduct between offenders and staff, volunteers, contractors, visitors, or other Participants. Participant on Participant, Staff on Participant and Participant on Staff sexual assault, sexual abuse, and/or sexual relationships will not be tolerated.
- cc. Participants will be free from fear of sexual assault and if a report of sexual assault is made, it will be investigated thoroughly and with respect to the Participant's safety, dignity, and privacy, without fear of retaliation.
- dd. In order to ensure safety, all Participants are encouraged to report instances of sexual assault, using one (1) or more forms of the BCCC's PREA Reporting Guidelines, which are as follows:
 - Tell a Staff Member
 - File a Grievance directly with the Director of Residential Services
 - Call the BCCC PREA Hotline at 812-565-5922
 - Dial *812 on the blue Pod Phones to speak to Bartholomew County Sheriff's Department Detectives
 - Make a report directly to the Columbus Police Department located at 123 Washington Street, Columbus, IN, or by phone at 812-376-2600
 - Make a report directly to the Bartholomew County Sheriff's Department located at 543 Second Street, Columbus, IN, or by phone at 812-378-1650

20. Staff/Volunteer Reporting

- bb. Staff shall immediately notify the Director of Residential Services of any knowledge, suspicion, or information regarding an incident of Sexual Misconduct, Sexual Abuse, Sexual Harassment, or Retaliation that occurred in the Bartholomew County Community Corrections Center.
- cc. Staff shall not discuss this information with anyone else.
- dd. Failure to report this information to the Director of Residential Services shall be grounds for immediate termination of employment or removal from the Bartholomew County Community Corrections Volunteer List.

CC. Initial Response and Protection

19. First Responders (***Start PREA First Responder Checklist***)

ccc. Separate Victim and Abuser (Place Alleged Abuser in between R8-R9 and place the victim in a safe location that maintains confidentiality)

ddd. Advise Victim not to take any actions that could destroy physical evidence: washing, showering, brushing teeth, chewing gum, changing clothes, urinating, defecating, smoking, drinking, or eating.

eee. Preserve and Protect the crime scene until evidence can be collected.

fff. Notify the Director of Residential Services or in the Director's absence, notify the Residential Supervisor.

ggg. Complete Incident Report and place it in a sealed envelope in the Director of Residential Services mailbox.

hhh. Give signed **PREA First Responder Checklist** to the Director of Residential Services or the Residential Supervisor in the absence of the Director of Residential Services.

20. Director of Residential Services/Residential Supervisor Response

vvvv. Ensure that the Victim and Abuser have been separated.

www. Preserve and Protect the crime scene until evidence can be collected.

xxx. If Abuse occurred within the past 96 hours, request/advise Victim not to take any actions that could destroy physical evidence: washing, showering, brushing teeth, chewing gum, changing clothes, urinating, defecating, smoking, drinking, or eating.

yyyy. Contact Columbus Regional Health to initiate a Sexual Assault Nurse Investigation (SANE) Sexual Assault Exam for the purpose of Forensic Evidence Collection.

zzzz. Transport Victim to Columbus Regional Health for Sexual Assault Nurse Investigation (SANE) Sexual Assault Exam for the purpose of Forensic Evidence Collection.

aaaaa. Notify Victim of Victim Advocate Services available to them at no cost through Turning Point Domestic Violence Services.

bbbbb. If Victim requests a Victim Advocate, contact Turning Point Crisis Hotline at 800-221-6311 and notify them that we have a Victim requesting Victim Advocate Services.

ccccc. Contact the Bartholomew County Prosecutor's Office to initiate investigation into the alleged Sexual Assault/Abuse.

ddddd. Notify the Director of Court Services of the allegation.


eeee. Notify the referring Judge of the allegation.

ffff. Complete Incident Report.

DD. Investigations

28. All allegations will be taken seriously and thoroughly investigated.
29. For allegations of a Sexual Assault, follow the protocol listed above in Section B of this policy "Initial Response and Protection". Investigations into an alleged Sexual Assault will be turned over to the Bartholomew County Prosecutor for investigation and/or prosecution.
30. All other investigation of PREA violations shall be handled by the Director of Residential Services.
 - a. The Director of Residential Services shall investigate and determine if the alleged allegation has been determined to be substantiated, unsubstantiated, or unfounded.
 - If the allegation is substantiated and involves a staff member or volunteer, the Director of Residential Services shall:
 - Insure that that staff member is not assigned to work in the facility until action can be taken to terminate the employment of the staff member.
 - Remove the volunteer from the approved volunteer list.
 - Notify the program participant that the staff member is no longer employed with Bartholomew County Court Services, or that the volunteer is no longer allowed to volunteer with Bartholomew County Court Services.
 - Contact the Bartholomew County Prosecutor for appropriate criminal charges if applicable.
 - Notify the program participant if any criminal charges have been filed against the staff member or volunteer.
 - If the allegation involves another program participant, the Director of Residential Services shall:
 - Take immediate action to remove the offender.
 - File a petition with the referring Court to revoke the offender's probation and/or placement with Bartholomew County Court Services.
 - Contact the Bartholomew County Prosecutor for appropriate criminal charges if applicable.
 - Notify the program participant if any criminal charges have been filed against the offender.
 - If an allegation is determined to be unsubstantiated or unfounded, the Director of Residential Services shall:

- Notify the participant that the allegation has been unsubstantiated or unfounded.
 - If appropriate, the Director of Residential Services may take steps to remove the participant from programming in the Bartholomew County Community Corrections Center for making false allegations.
- b. The Director of Residential Services shall monitor the conduct and treatment of participants or staff who reported the PREA allegation or who have suffered sexual assault/abuse to see if there are any changes that may suggest possible retaliation by staff or participants for at least 90 days following a report of a PREA violation.
 - The Director of Residential Services shall document all monitoring actions on the “Documentation of Retaliation” Form.
 - The Director of Residential Services shall take swift action to remedy any acts of retaliation, which could include removal of participant from programs at the Bartholomew County Community Corrections Center or termination of employment for any staff member who has been found to retaliate against a victim.
 - Bartholomew County Court Services’ obligation to monitor for retaliation shall terminate if the agency determines that the allegation is unfounded.

 <div>Bartholomew County Community Corrections Center Policies and Procedures</div>	Policy Number: PREA § 115.276	Pages: 134
Functional Area: PREA	Subject Area: Discipline	
Standard: Disciplinary Sanctions for Staff		

EXPECTED PRACTICE

- (a) Staff shall be subject to disciplinary sanctions up to and including termination for violating agency sexual abuse or sexual harassment policies.
- (b) Termination shall be the presumptive disciplinary sanction for staff who have engaged in sexual abuse.
- (c) Disciplinary sanctions for violations of agency policies relating to sexual abuse or sexual harassment (other than actually engaging in sexual abuse) shall be commensurate with the nature and circumstances of the acts committed, the staff member's disciplinary history, and the sanctions imposed for comparable offenses by other staff with similar histories.
- (d) All terminations for violations of agency sexual abuse or sexual harassment policies, or resignations by staff 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.

PROTOCOLS

EE. Reporting of Sexual Misconduct, Sexual Abuse, or Sexual Harassment and Retaliation

21. Reporting by Participants, Third Parties and Outside Entities

- ee. All forms of sexual abuse and sexual misconduct between offenders and staff, volunteers, contractors, visitors, or other Participants. Participant on Participant, Staff on Participant and Participant on Staff sexual assault, sexual abuse, and/or sexual relationships will not be tolerated.
- ff. Participants will be free from fear of sexual assault and if a report of sexual assault is made, it will be investigated thoroughly and with respect to the Participant's safety, dignity, and privacy, without fear of retaliation.

gg. In order to ensure safety, all Participants are encouraged to report instances of sexual assault, using one (1) or more forms of the BCCC's PREA Reporting Guidelines, which are as follows:

- Tell a Staff Member
- File a Grievance directly with the Director of Residential Services
- Call the BCCC PREA Hotline at 812-565-5922
- Dial *812 on the blue Pod Phones to speak to Bartholomew County Sheriff's Department Detectives
- Make a report directly to the Columbus Police Department located at 123 Washington Street, Columbus, IN, or by phone at 812-376-2600
- Make a report directly to the Bartholomew County Sheriff's Department located at 543 Second Street, Columbus, IN, or by phone at 812-378-1650

22. Staff/Volunteer Reporting

- ee. Staff shall immediately notify the Director of Residential Services of any knowledge, suspicion, or information regarding an incident of Sexual Misconduct, Sexual Abuse, Sexual Harassment, or Retaliation that occurred in the Bartholomew County Community Corrections Center.
- ff. Staff shall not discuss this information with anyone else.
- gg. Failure to report this information to the Director of Residential Services shall be grounds for immediate termination of employment or removal from the Bartholomew County Community Corrections Volunteer List.

FF. Initial Response and Protection

21. First Responders (***Start PREA First Responder Checklist***)

- iii. Separate Victim and Abuser (Place Alleged Abuser in between R8-R9 and place the victim in a safe location that maintains confidentiality)
- jjj. Advise Victim not to take any actions that could destroy physical evidence: washing, showering, brushing teeth, chewing gum, changing clothes, urinating, defecating, smoking, drinking, or eating.
- kkk. Preserve and Protect the crime scene until evidence can be collected.
- III. Notify the Director of Residential Services or in the Director's absence, notify the Residential Supervisor.
- mmm. Complete Incident Report and place it in a sealed envelope in the Director of Residential Services mailbox.

nnn. Give signed ***PREA First Responder Checklist*** to the Director of Residential Services or the Residential Supervisor in the absence of the Director of Residential Services.

22. Director of Residential Services/Residential Supervisor Response

ggggg. Ensure that the Victim and Abuser have been separated.

hhhhh. Preserve and Protect the crime scene until evidence can be collected.

iiii. If Abuse occurred within the past 96 hours, request/advise Victim not to take any actions that could destroy physical evidence: washing, showering, brushing teeth, chewing gum, changing clothes, urinating, defecating, smoking, drinking, or eating.

jjjjj. Contact Columbus Regional Health to initiate a Sexual Assault Nurse Investigation (SANE) Sexual Assault Exam for the purpose of Forensic Evidence Collection.

kkkkk. Transport Victim to Columbus Regional Health for Sexual Assault Nurse Investigation (SANE) Sexual Assault Exam for the purpose of Forensic Evidence Collection.

lllll. Notify Victim of Victim Advocate Services available to them at no cost through Turning Point Domestic Violence Services.

mmmmm. If Victim requests a Victim Advocate, contact Turning Point Crisis Hotline at 800-221-6311 and notify them that we have a Victim requesting Victim Advocate Services.

nnnnn. Contact the Bartholomew County Prosecutor's Office to initiate investigation into the alleged Sexual Assault/Abuse.

ooooo. Notify the Director of Court Services of the allegation.

ppppp. Notify the referring Judge of the allegation.

qqqqq. Complete Incident Report.

GG. Investigations

31. All allegations will be taken seriously and thoroughly investigated.


32. For allegations of a Sexual Assault, follow the protocol listed above in Section B of this policy "Initial Response and Protection". Investigations into an alleged Sexual Assault will be turned over to the Bartholomew County Prosecutor for investigation and/or prosecution.

33. All other investigation of PREA violations shall be handled by the Director of Residential Services.

a. The Director of Residential Services shall investigate and determine if the alleged allegation has been determined to be substantiated, unsubstantiated, or unfounded.

- If the allegation is substantiated and involves a staff member or volunteer, the Director of Residential Services shall:
 - Insure that that staff member is not assigned to work in the facility until action can be taken to terminate the employment of the staff member.
 - Remove the volunteer from the approved volunteer list.
 - Notify the program participant that the staff member is no longer employed with Bartholomew County Court Services, or that the volunteer is no longer allowed to volunteer with Bartholomew County Court Services.
 - Contact the Bartholomew County Prosecutor for appropriate criminal charges if applicable.
 - Notify the program participant if any criminal charges have been filed against the staff member or volunteer.
 - If the allegation involves another program participant, the Director of Residential Services shall:
 - Take immediate action to remove the offender.
 - File a petition with the referring Court to revoke the offender's probation and/or placement with Bartholomew County Court Services.
 - Contact the Bartholomew County Prosecutor for appropriate criminal charges if applicable.
 - Notify the program participant if any criminal charges have been filed against the offender.
 - If an allegation is determined to be unsubstantiated or unfounded, the Director of Residential Services shall:
 - Notify the participant that the allegation has been unsubstantiated or unfounded.
 - If appropriate, the Director of Residential Services may take steps to remove the participant from programming in the Bartholomew County Community Corrections Center for making false allegations.
- b. The Director of Residential Services shall monitor the conduct and treatment of participants or staff who reported the PREA allegation or who have suffered sexual assault/abuse to see if there are any changes that may suggest possible retaliation by staff or participants for at least 90 days following a report of a PREA violation.

- The Director of Residential Services shall document all monitoring actions on the “Documentation of Retaliation” Form.
- The Director of Residential Services shall take swift action to remedy any acts of retaliation, which could include removal of participant from programs at the Bartholomew County Community Corrections Center or termination of employment for any staff member who has been found to retaliate against a victim.
- Bartholomew County Court Services’ obligation to monitor for retaliation shall terminate if the agency determines that the allegation is unfounded.

 <div>Bartholomew County Community Corrections Center Policies and Procedures</div>	Policy Number: PREA § 115.277	Pages: 134
Functional Area: PREA	Subject Area: Discipline	
Standard: Corrective Action for Contractors and Volunteers		

EXPECTED PRACTICE

- (a) Any contractor or volunteer who engages in sexual abuse shall be prohibited from contact with residents and shall be reported to law enforcement agencies, unless the activity was clearly not criminal, and to relevant licensing bodies.
- (b) The facility shall take appropriate remedial measures, and shall consider whether to prohibit further contact with residents, in the case of any other violation of agency sexual abuse or sexual harassment policies by a contractor or volunteer.

PROTOCOLS

HH. Reporting of Sexual Misconduct, Sexual Abuse, or Sexual Harassment and Retaliation

23. Reporting by Participants, Third Parties and Outside Entities

- hh. All forms of sexual abuse and sexual misconduct between offenders and staff, volunteers, contractors, visitors, or other Participants. Participant on Participant, Staff on Participant and Participant on Staff sexual assault, sexual abuse, and/or sexual relationships will not be tolerated.
- ii. Participants will be free from fear of sexual assault and if a report of sexual assault is made, it will be investigated thoroughly and with respect to the Participant's safety, dignity, and privacy, without fear of retaliation.
- jj. In order to ensure safety, all Participants are encouraged to report instances of sexual assault, using one (1) or more forms of the BCCC's PREA Reporting Guidelines, which are as follows:
 - Tell a Staff Member
 - File a Grievance directly with the Director of Residential Services
 - Call the BCCC PREA Hotline at 812-565-5922

- Dial *812 on the blue Pod Phones to speak to Bartholomew County Sheriff's Department Detectives
- Make a report directly to the Columbus Police Department located at 123 Washington Street, Columbus, IN, or by phone at 812-376-2600
- Make a report directly to the Bartholomew County Sheriff's Department located at 543 Second Street, Columbus, IN, or by phone at 812-378-1650

24. Staff/Volunteer Reporting

- hh. Staff shall immediately notify the Director of Residential Services of any knowledge, suspicion, or information regarding an incident of Sexual Misconduct, Sexual Abuse, Sexual Harassment, or Retaliation that occurred in the Bartholomew County Community Corrections Center.
- ii. Staff shall not discuss this information with anyone else.
- jj. Failure to report this information to the Director of Residential Services shall be grounds for immediate termination of employment or removal from the Bartholomew County Community Corrections Volunteer List.

II. Initial Response and Protection

23. First Responders (***Start PREA First Responder Checklist***)

- ooo. Separate Victim and Abuser (Place Alleged Abuser in between R8-R9 and place the victim in a safe location that maintains confidentiality)
- ppp. Advise Victim not to take any actions that could destroy physical evidence: washing, showering, brushing teeth, chewing gum, changing clothes, urinating, defecating, smoking, drinking, or eating.
- qqq. Preserve and Protect the crime scene until evidence can be collected.
- rrr. Notify the Director of Residential Services or in the Director's absence, notify the Residential Supervisor.
- sss. Complete Incident Report and place it in a sealed envelope in the Director of Residential Services mailbox.
- ttt. Give signed ***PREA First Responder Checklist*** to the Director of Residential Services or the Residential Supervisor in the absence of the Director of Residential Services.

24. Director of Residential Services/Residential Supervisor Response

- rrrr. Ensure that the Victim and Abuser have been separated.
- ssss. Preserve and Protect the crime scene until evidence can be collected.

tttt. If Abuse occurred within the past 96 hours, request/advise Victim not to take any actions that could destroy physical evidence: washing, showering, brushing teeth, chewing gum, changing clothes, urinating, defecating, smoking, drinking, or eating.

uuuuu. Contact Columbus Regional Health to initiate a Sexual Assault Nurse Investigation (SANE) Sexual Assault Exam for the purpose of Forensic Evidence Collection.

vvvvv. Transport Victim to Columbus Regional Health for Sexual Assault Nurse Investigation (SANE) Sexual Assault Exam for the purpose of Forensic Evidence Collection.

wwwww. Notify Victim of Victim Advocate Services available to them at no cost through Turning Point Domestic Violence Services.

xxxxx. If Victim requests a Victim Advocate, contact Turning Point Crisis Hotline at 800-221-6311 and notify them that we have a Victim requesting Victim Advocate Services.

yyyyy. Contact the Bartholomew County Prosecutor's Office to initiate investigation into the alleged Sexual Assault/Abuse.

zzzzz. Notify the Director of Court Services of the allegation.

aaaaa. Notify the referring Judge of the allegation.

bbbbb. Complete Incident Report.

JJ. Investigations

34. All allegations will be taken seriously and thoroughly investigated.

35. For allegations of a Sexual Assault, follow the protocol listed above in Section B of this policy "Initial Response and Protection". Investigations into an alleged Sexual Assault will be turned over to the Bartholomew County Prosecutor for investigation and/or prosecution.

36. All other investigation of PREA violations shall be handled by the Director of Residential Services.


a. The Director of Residential Services shall investigate and determine if the alleged allegation has been determined to be substantiated, unsubstantiated, or unfounded.

- If the allegation is substantiated and involves a staff member or volunteer, the Director of Residential Services shall:
 - Insure that that staff member is not assigned to work in the facility until action can be taken to terminate the employment of the staff member.
 - Remove the volunteer from the approved volunteer list.

- Notify the program participant that the staff member is no longer employed with Bartholomew County Court Services, or that the volunteer is no longer allowed to volunteer with Bartholomew County Court Services.
 - Contact the Bartholomew County Prosecutor for appropriate criminal charges if applicable.
 - Notify the program participant if any criminal charges have been filed against the staff member or volunteer.
 - If the allegation involves another program participant, the Director of Residential Services shall:
 - Take immediate action to remove the offender.
 - File a petition with the referring Court to revoke the offender's probation and/or placement with Bartholomew County Court Services.
 - Contact the Bartholomew County Prosecutor for appropriate criminal charges if applicable.
 - Notify the program participant if any criminal charges have been filed against the offender.
 - If an allegation is determined to be unsubstantiated or unfounded, the Director of Residential Services shall:
 - Notify the participant that the allegation has been unsubstantiated or unfounded.
 - If appropriate, the Director of Residential Services may take steps to remove the participant from programming in the Bartholomew County Community Corrections Center for making false allegations.
- b. The Director of Residential Services shall monitor the conduct and treatment of participants or staff who reported the PREA allegation or who have suffered sexual assault/abuse to see if there are any changes that may suggest possible retaliation by staff or participants for at least 90 days following a report of a PREA violation.
- The Director of Residential Services shall document all monitoring actions on the "Documentation of Retaliation" Form.
 - The Director of Residential Services shall take swift action to remedy any acts of retaliation, which could include removal of participant from programs at the Bartholomew County Community Corrections

Center or termination of employment for any staff member who has been found to retaliate against a victim.

- Bartholomew County Court Services' obligation to monitor for retaliation shall terminate if the agency determines that the allegation is unfounded.

 <div>Bartholomew County Community Corrections Center Policies and Procedures</div>	Policy Number: PREA § 115.278	Pages: 134
Functional Area: PREA	Subject Area: Discipline	
Standard: Disciplinary Sanctions for Residents		

EXPECTED PRACTICE

- (a) Residents shall be subject to disciplinary sanctions pursuant to a formal disciplinary process following an administrative finding that the resident engaged in resident-on-resident sexual abuse or following a criminal finding of guilt for resident-on-resident sexual abuse.
- (b) Sanctions shall be commensurate with the nature and circumstances of the abuse committed, the resident's disciplinary history, and the sanctions imposed for comparable offenses by other residents with similar histories.
- (c) The disciplinary process shall consider whether a resident's mental disabilities or mental illness contributed to his or her behavior when determining what type of sanction, if any, should be imposed.
- (d) If the facility offers therapy, counseling, or other interventions designed to address and correct underlying reasons or motivations for the abuse, the facility shall consider whether to require the offending resident to participate in such interventions as a condition of access to programming or other benefits.
- (e) The agency may discipline a resident for sexual contact with staff only upon a finding that the staff member did not consent to such contact.
- (f) 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.
- (g) An agency may, in its discretion, prohibit all sexual activity between residents and may discipline residents for such activity. An agency may not, however, deem such activity to constitute sexual abuse if it determines that the activity is not coerced.

PROTOCOLS

KK. Reporting of Sexual Misconduct, Sexual Abuse, or Sexual Harassment and Retaliation

25. Reporting by Participants, Third Parties and Outside Entities

- kk. All forms of sexual abuse and sexual misconduct between offenders and staff, volunteers, contractors, visitors, or other Participants. Participant on Participant, Staff on Participant and Participant on Staff sexual assault, sexual abuse, and/or sexual relationships will not be tolerated.
- ll. Participants will be free from fear of sexual assault and if a report of sexual assault is made, it will be investigated thoroughly and with respect to the Participant's safety, dignity, and privacy, without fear of retaliation.
- mm. In order to ensure safety, all Participants are encouraged to report instances of sexual assault, using one (1) or more forms of the BCCC's PREA Reporting Guidelines, which are as follows:
 - Tell a Staff Member
 - File a Grievance directly with the Director of Residential Services
 - Call the BCCC PREA Hotline at 812-565-5922
 - Dial *812 on the blue Pod Phones to speak to Bartholomew County Sheriff's Department Detectives
 - Make a report directly to the Columbus Police Department located at 123 Washington Street, Columbus, IN, or by phone at 812-376-2600
 - Make a report directly to the Bartholomew County Sheriff's Department located at 543 Second Street, Columbus, IN, or by phone at 812-378-1650

26. Staff/Volunteer Reporting

- kk. Staff shall immediately notify the Director of Residential Services of any knowledge, suspicion, or information regarding an incident of Sexual Misconduct, Sexual Abuse, Sexual Harassment, or Retaliation that occurred in the Bartholomew County Community Corrections Center.
- ll. Staff shall not discuss this information with anyone else.
- mm. Failure to report this information to the Director of Residential Services shall be grounds for immediate termination of employment or removal from the Bartholomew County Community Corrections Volunteer List.

LL. Initial Response and Protection

25. First Responders (***Start PREA First Responder Checklist***)

- uuu. Separate Victim and Abuser (Place Alleged Abuser in between R8-R9 and place the victim in a safe location that maintains confidentiality)

vvv. Advise Victim not to take any actions that could destroy physical evidence:

washing, showering, brushing teeth, chewing gum, changing clothes, urinating, defecating, smoking, drinking, or eating.

www. Preserve and Protect the crime scene until evidence can be collected.

xxx. Notify the Director of Residential Services or in the Director's absence, notify the Residential Supervisor.

yyy. Complete Incident Report and place it in a sealed envelope in the Director of Residential Services mailbox.

zzz. Give signed **PREA First Responder Checklist** to the Director of Residential Services or the Residential Supervisor in the absence of the Director of Residential Services.

26. Director of Residential Services/Residential Supervisor Response

ccccc. Ensure that the Victim and Abuser have been separated.

ddddd. Preserve and Protect the crime scene until evidence can be collected.

eeeeee. If Abuse occurred within the past 96 hours, request/advise Victim not to take any actions that could destroy physical evidence: washing, showering, brushing teeth, chewing gum, changing clothes, urinating, defecating, smoking, drinking, or eating.

fffff. Contact Columbus Regional Health to initiate a Sexual Assault Nurse Investigation (SANE) Sexual Assault Exam for the purpose of Forensic Evidence Collection.

ggggg. Transport Victim to Columbus Regional Health for Sexual Assault Nurse Investigation (SANE) Sexual Assault Exam for the purpose of Forensic Evidence Collection.

hhhhh. Notify Victim of Victim Advocate Services available to them at no cost through Turning Point Domestic Violence Services.

iiiiii. If Victim requests a Victim Advocate, contact Turning Point Crisis Hotline at 800-221-6311 and notify them that we have a Victim requesting Victim Advocate Services.

jjjjj. Contact the Bartholomew County Prosecutor's Office to initiate investigation into the alleged Sexual Assault/Abuse.

kkkkk. Notify the Director of Court Services of the allegation.

lllll. Notify the referring Judge of the allegation.


mmmmm. Complete Incident Report.

MM. Investigations

37. All allegations will be taken seriously and thoroughly investigated.

38. For allegations of a Sexual Assault, follow the protocol listed above in Section B of this policy "Initial Response and Protection". Investigations into an alleged Sexual Assault will be turned over to the Bartholomew County Prosecutor for investigation and/or prosecution.
39. All other investigation of PREA violations shall be handled by the Director of Residential Services.
- a. The Director of Residential Services shall investigate and determine if the alleged allegation has been determined to be substantiated, unsubstantiated, or unfounded.
- If the allegation is substantiated and involves a staff member or volunteer, the Director of Residential Services shall:
 - Insure that that staff member is not assigned to work in the facility until action can be taken to terminate the employment of the staff member.
 - Remove the volunteer from the approved volunteer list.
 - Notify the program participant that the staff member is no longer employed with Bartholomew County Court Services, or that the volunteer is no longer allowed to volunteer with Bartholomew County Court Services.
 - Contact the Bartholomew County Prosecutor for appropriate criminal charges if applicable.
 - Notify the program participant if any criminal charges have been filed against the staff member or volunteer.
 - If the allegation involves another program participant, the Director of Residential Services shall:
 - Take immediate action to remove the offender.
 - File a petition with the referring Court to revoke the offender's probation and/or placement with Bartholomew County Court Services.
 - Contact the Bartholomew County Prosecutor for appropriate criminal charges if applicable.
 - Notify the program participant if any criminal charges have been filed against the offender.
 - If an allegation is determined to be unsubstantiated or unfounded, the Director of Residential Services shall:
 - Notify the participant that the allegation has been unsubstantiated or unfounded.

- If appropriate, the Director of Residential Services may take steps to remove the participant from programming in the Bartholomew County Community Corrections Center for making false allegations.
- b. The Director of Residential Services shall monitor the conduct and treatment of participants or staff who reported the PREA allegation or who have suffered sexual assault/abuse to see if there are any changes that may suggest possible retaliation by staff or participants for at least 90 days following a report of a PREA violation.
 - The Director of Residential Services shall document all monitoring actions on the “Documentation of Retaliation” Form.
 - The Director of Residential Services shall take swift action to remedy any acts of retaliation, which could include removal of participant from programs at the Bartholomew County Community Corrections Center or termination of employment for any staff member who has been found to retaliate against a victim.
 - Bartholomew County Court Services’ obligation to monitor for retaliation shall terminate if the agency determines that the allegation is unfounded.

 <div>Bartholomew County Community Corrections Center Policies and Procedures</div>	Policy Number: PREA § 115.282	Pages: 134
Functional Area: PREA	Subject Area: Medical and Mental Care	
Standard: Access to emergency Medical and Mental Health Services		

EXPECTED PRACTICE

- (a) Resident victims of sexual abuse shall receive timely, unimpeded access to emergency medical treatment and crisis intervention services, the nature and scope of which are determined by medical and mental health practitioners according to their professional judgment.
- (b) If no qualified medical or mental health practitioners are on duty at the time a report of recent abuse is made, security staff first responders shall take preliminary steps to protect the victim pursuant to § 115.262 and shall immediately notify the appropriate medical and mental health practitioners.
- (c) Resident victims of sexual abuse while incarcerated shall be offered timely information about and timely access to emergency contraception and sexually transmitted infections prophylaxis, in accordance with professionally accepted standards of care, where medically appropriate.
- (d) Treatment services shall be 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.

PROTOCOLS

NN. Reporting of Sexual Misconduct, Sexual Abuse, or Sexual Harassment and Retaliation

27. Reporting by Participants, Third Parties and Outside Entities

- nn. All forms of sexual abuse and sexual misconduct between offenders and staff, volunteers, contractors, visitors, or other Participants. Participant on Participant, Staff on Participant and Participant on Staff sexual assault, sexual abuse, and/or sexual relationships will not be tolerated.

- oo. Participants will be free from fear of sexual assault and if a report of sexual assault is made, it will be investigated thoroughly and with respect to the Participant's safety, dignity, and privacy, without fear of retaliation.
- pp. In order to ensure safety, all Participants are encouraged to report instances of sexual assault, using one (1) or more forms of the BCCC's PREA Reporting Guidelines, which are as follows:
 - Tell a Staff Member
 - File a Grievance directly with the Director of Residential Services
 - Call the BCCC PREA Hotline at 812-565-5922
 - Dial *812 on the blue Pod Phones to speak to Bartholomew County Sheriff's Department Detectives
 - Make a report directly to the Columbus Police Department located at 123 Washington Street, Columbus, IN, or by phone at 812-376-2600
 - Make a report directly to the Bartholomew County Sheriff's Department located at 543 Second Street, Columbus, IN, or by phone at 812-378-1650

28. Staff/Volunteer Reporting

- nn. Staff shall immediately notify the Director of Residential Services of any knowledge, suspicion, or information regarding an incident of Sexual Misconduct, Sexual Abuse, Sexual Harassment, or Retaliation that occurred in the Bartholomew County Community Corrections Center.
- oo. Staff shall not discuss this information with anyone else.
- pp. Failure to report this information to the Director of Residential Services shall be grounds for immediate termination of employment or removal from the Bartholomew County Community Corrections Volunteer List.

OO. Initial Response and Protection

27. First Responders (***Start PREA First Responder Checklist***)

- aaaa. Separate Victim and Abuser (Place Alleged Abuser in between R8-R9 and place the victim in a safe location that maintains confidentiality)
- bbbb. Advise Victim not to take any actions that could destroy physical evidence: washing, showering, brushing teeth, chewing gum, changing clothes, urinating, defecating, smoking, drinking, or eating.
- cccc. Preserve and Protect the crime scene until evidence can be collected.
- dddd. Notify the Director of Residential Services or in the Director's absence, notify the Residential Supervisor.

eeee. Complete Incident Report and place it in a sealed envelope in the Director of Residential Services mailbox.

ffff. Give signed **PREA First Responder Checklist** to the Director of Residential Services or the Residential Supervisor in the absence of the Director of Residential Services.

28. Director of Residential Services/Residential Supervisor Response

nnnnnn. Ensure that the Victim and Abuser have been separated.

oooooo. Preserve and Protect the crime scene until evidence can be collected.

pppppp. If Abuse occurred within the past 96 hours, request/advise Victim not to take any actions that could destroy physical evidence: washing, showering, brushing teeth, chewing gum, changing clothes, urinating, defecating, smoking, drinking, or eating.

qqqqqq. Contact Columbus Regional Health to initiate a Sexual Assault Nurse Investigation (SANE) Sexual Assault Exam for the purpose of Forensic Evidence Collection.

rrrrrr. Transport Victim to Columbus Regional Health for Sexual Assault Nurse Investigation (SANE) Sexual Assault Exam for the purpose of Forensic Evidence Collection.

ssssss. Notify Victim of Victim Advocate Services available to them at no cost through Turning Point Domestic Violence Services.

tttttt. If Victim requests a Victim Advocate, contact Turning Point Crisis Hotline at 800-221-6311 and notify them that we have a Victim requesting Victim Advocate Services.

uuuuuu. Contact the Bartholomew County Prosecutor's Office to initiate investigation into the alleged Sexual Assault/Abuse.

vvvvvv. Notify the Director of Court Services of the allegation.

wwwwww. Notify the referring Judge of the allegation.

xxxxxx. Complete Incident Report.

PP. Investigations

40. All allegations will be taken seriously and thoroughly investigated.


41. For allegations of a Sexual Assault, follow the protocol listed above in Section B of this policy "Initial Response and Protection". Investigations into an alleged Sexual Assault will be turned over to the Bartholomew County Prosecutor for investigation and/or prosecution.

42. All other investigation of PREA violations shall be handled by the Director of Residential Services.

- a. The Director of Residential Services shall investigate and determine if the alleged allegation has been determined to be substantiated, unsubstantiated, or unfounded.
- If the allegation is substantiated and involves a staff member or volunteer, the Director of Residential Services shall:
 - Insure that that staff member is not assigned to work in the facility until action can be taken to terminate the employment of the staff member.
 - Remove the volunteer from the approved volunteer list.
 - Notify the program participant that the staff member is no longer employed with Bartholomew County Court Services, or that the volunteer is no longer allowed to volunteer with Bartholomew County Court Services.
 - Contact the Bartholomew County Prosecutor for appropriate criminal charges if applicable.
 - Notify the program participant if any criminal charges have been filed against the staff member or volunteer.
 - If the allegation involves another program participant, the Director of Residential Services shall:
 - Take immediate action to remove the offender.
 - File a petition with the referring Court to revoke the offender's probation and/or placement with Bartholomew County Court Services.
 - Contact the Bartholomew County Prosecutor for appropriate criminal charges if applicable.
 - Notify the program participant if any criminal charges have been filed against the offender.
 - If an allegation is determined to be unsubstantiated or unfounded, the Director of Residential Services shall:
 - Notify the participant that the allegation has been unsubstantiated or unfounded.
 - If appropriate, the Director of Residential Services may take steps to remove the participant from programming in the Bartholomew County Community Corrections Center for making false allegations.
- b. The Director of Residential Services shall monitor the conduct and treatment of participants or staff who reported the PREA allegation or who have

suffered sexual assault/abuse to see if there are any changes that may suggest possible retaliation by staff or participants for at least 90 days following a report of a PREA violation.

- The Director of Residential Services shall document all monitoring actions on the “Documentation of Retaliation” Form.
- The Director of Residential Services shall take swift action to remedy any acts of retaliation, which could include removal of participant from programs at the Bartholomew County Community Corrections Center or termination of employment for any staff member who has been found to retaliate against a victim.
- Bartholomew County Court Services’ obligation to monitor for retaliation shall terminate if the agency determines that the allegation is unfounded.

 <div>Bartholomew County Community Corrections Center Policies and Procedures</div>	Policy Number: PREA § 115.283	Pages: 134
Functional Area: PREA	Subject Area: Medical and Mental Care	
Standard: Ongoing Medical and Mental Health Care for Sexual Abuse Victims and Abusers		

EXPECTED PRACTICE

- (a) The facility shall offer medical and mental health evaluation and, as appropriate, treatment to all residents who have been victimized by sexual abuse in any prison, jail, lockup, or juvenile facility.
- (b) The evaluation and treatment of such victims shall include, as appropriate, follow-up services, treatment plans, and, when necessary, referrals for continued care following their transfer to, or placement in, other facilities, or their release from custody.
- (c) The facility shall provide such victims with medical and mental health services consistent with the community level of care.
- (d) Resident victims of sexually abusive vaginal penetration while incarcerated shall be offered pregnancy tests.
- (e) If pregnancy results from conduct specified in paragraph (d) of this section, such victims shall receive timely and comprehensive information about and timely access to all lawful pregnancy-related medical services.
- (f) Resident victims of sexual abuse while incarcerated shall be offered tests for sexually transmitted infections as medically appropriate.
- (g) Treatment services shall be 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.
- (h) The facility shall attempt to conduct a mental health evaluation of all known resident-on-resident abusers within 60 days of learning of such abuse history and offer treatment when deemed appropriate by mental health practitioners.

PROTOCOLS

- QQ. Reporting of Sexual Misconduct, Sexual Abuse, or Sexual Harassment and Retaliation

29. Reporting by Participants, Third Parties and Outside Entities

- qq. All forms of sexual abuse and sexual misconduct between offenders and staff, volunteers, contractors, visitors, or other Participants. Participant on Participant, Staff on Participant and Participant on Staff sexual assault, sexual abuse, and/or sexual relationships will not be tolerated.
- rr. Participants will be free from fear of sexual assault and if a report of sexual assault is made, it will be investigated thoroughly and with respect to the Participant's safety, dignity, and privacy, without fear of retaliation.
- ss. In order to ensure safety, all Participants are encouraged to report instances of sexual assault, using one (1) or more forms of the BCCC's PREA Reporting Guidelines, which are as follows:
 - Tell a Staff Member
 - File a Grievance directly with the Director of Residential Services
 - Call the BCCC PREA Hotline at 812-565-5922
 - Dial *812 on the blue Pod Phones to speak to Bartholomew County Sheriff's Department Detectives
 - Make a report directly to the Columbus Police Department located at 123 Washington Street, Columbus, IN, or by phone at 812-376-2600
 - Make a report directly to the Bartholomew County Sheriff's Department located at 543 Second Street, Columbus, IN, or by phone at 812-378-1650

30. Staff/Volunteer Reporting

- qq. Staff shall immediately notify the Director of Residential Services of any knowledge, suspicion, or information regarding an incident of Sexual Misconduct, Sexual Abuse, Sexual Harassment, or Retaliation that occurred in the Bartholomew County Community Corrections Center.
- rr. Staff shall not discuss this information with anyone else.
- ss. Failure to report this information to the Director of Residential Services shall be grounds for immediate termination of employment or removal from the Bartholomew County Community Corrections Volunteer List.

RR. Initial Response and Protection

29. First Responders (***Start PREA First Responder Checklist***)

- gggg. Separate Victim and Abuser (Place Alleged Abuser in between R8-R9 and place the victim in a safe location that maintains confidentiality)

- hhhh. Advise Victim not to take any actions that could destroy physical evidence: washing, showering, brushing teeth, chewing gum, changing clothes, urinating, defecating, smoking, drinking, or eating.
- iiii. Preserve and Protect the crime scene until evidence can be collected.
- jjjj. Notify the Director of Residential Services or in the Director's absence, notify the Residential Supervisor.
- kkkk. Complete Incident Report and place it in a sealed envelope in the Director of Residential Services mailbox.
- llll. Give signed **PREA First Responder Checklist** to the Director of Residential Services or the Residential Supervisor in the absence of the Director of Residential Services.

30. Director of Residential Services/Residential Supervisor Response


- yyyyyy. Ensure that the Victim and Abuser have been separated.
- zzzzzz. Preserve and Protect the crime scene until evidence can be collected.
- aaaaaaa. If Abuse occurred within the past 96 hours, request/advise Victim not to take any actions that could destroy physical evidence: washing, showering, brushing teeth, chewing gum, changing clothes, urinating, defecating, smoking, drinking, or eating.
- bbbbbbb. Contact Columbus Regional Health to initiate a Sexual Assault Nurse Investigation (SANE) Sexual Assault Exam for the purpose of Forensic Evidence Collection.
- ccccccc. Transport Victim to Columbus Regional Health for Sexual Assault Nurse Investigation (SANE) Sexual Assault Exam for the purpose of Forensic Evidence Collection.
- ddddddd. Notify Victim of Victim Advocate Services available to them at no cost through Turning Point Domestic Violence Services.
- eeeeeee. If Victim requests a Victim Advocate, contact Turning Point Crisis Hotline at 800-221-6311 and notify them that we have a Victim requesting Victim Advocate Services.
- ffffff. Contact the Bartholomew County Prosecutor's Office to initiate investigation into the alleged Sexual Assault/Abuse.
- ggggggg. Notify the Director of Court Services of the allegation.
- hhhhhhh. Notify the referring Judge of the allegation.
- iiiiiii. Complete Incident Report.

SS. Investigations

- 43. All allegations will be taken seriously and thoroughly investigated.

44. For allegations of a Sexual Assault, follow the protocol listed above in Section B of this policy "Initial Response and Protection". Investigations into an alleged Sexual Assault will be turned over to the Bartholomew County Prosecutor for investigation and/or prosecution.
45. All other investigation of PREA violations shall be handled by the Director of Residential Services.
- a. The Director of Residential Services shall investigate and determine if the alleged allegation has been determined to be substantiated, unsubstantiated, or unfounded.
- If the allegation is substantiated and involves a staff member or volunteer, the Director of Residential Services shall:
 - Insure that that staff member is not assigned to work in the facility until action can be taken to terminate the employment of the staff member.
 - Remove the volunteer from the approved volunteer list.
 - Notify the program participant that the staff member is no longer employed with Bartholomew County Court Services, or that the volunteer is no longer allowed to volunteer with Bartholomew County Court Services.
 - Contact the Bartholomew County Prosecutor for appropriate criminal charges if applicable.
 - Notify the program participant if any criminal charges have been filed against the staff member or volunteer.
 - If the allegation involves another program participant, the Director of Residential Services shall:
 - Take immediate action to remove the offender.
 - File a petition with the referring Court to revoke the offender's probation and/or placement with Bartholomew County Court Services.
 - Contact the Bartholomew County Prosecutor for appropriate criminal charges if applicable.
 - Notify the program participant if any criminal charges have been filed against the offender.
 - If an allegation is determined to be unsubstantiated or unfounded, the Director of Residential Services shall:
 - Notify the participant that the allegation has been unsubstantiated or unfounded.

- If appropriate, the Director of Residential Services may take steps to remove the participant from programming in the Bartholomew County Community Corrections Center for making false allegations.
- b. The Director of Residential Services shall monitor the conduct and treatment of participants or staff who reported the PREA allegation or who have suffered sexual assault/abuse to see if there are any changes that may suggest possible retaliation by staff or participants for at least 90 days following a report of a PREA violation.
 - The Director of Residential Services shall document all monitoring actions on the “Documentation of Retaliation” Form.
 - The Director of Residential Services shall take swift action to remedy any acts of retaliation, which could include removal of participant from programs at the Bartholomew County Community Corrections Center or termination of employment for any staff member who has been found to retaliate against a victim.
 - Bartholomew County Court Services’ obligation to monitor for retaliation shall terminate if the agency determines that the allegation is unfounded.

 <div>Bartholomew County Community Corrections Center Policies and Procedures</div>	Policy Number: PREA § 115.286	Pages: 134
Functional Area: PREA	Subject Area: Data Collection and Review	
Standard: Sexual Abuse Incident Reviews		

EXPECTED PRACTICE

- (a) The facility shall conduct a sexual abuse incident review at the conclusion of every sexual abuse investigation, including where the allegation has not been substantiated, unless the allegation has been determined to be unfounded.
- (b) Such review shall ordinarily occur within 30 days of the conclusion of the investigation.
- (c) The review team shall include upper-level management officials, with input from line supervisors, investigators, and medical or mental health practitioners.
- (d) The review team shall:
 - (1) Consider whether the allegation or investigation indicates a need to change policy or practice to better prevent, detect, or respond to sexual abuse;
 - (2) Consider whether the incident or allegation was motivated by race; ethnicity; gender identity; lesbian, gay, bisexual, transgender, or intersex identification, status, or perceived status; or gang affiliation; or was motivated or otherwise caused by other group dynamics at the facility;
 - (3) Examine the area in the facility where the incident allegedly occurred to assess whether physical barriers in the area may enable abuse;
 - (4) Assess the adequacy of staffing levels in that area during different shifts;
 - (5) Assess whether monitoring technology should be deployed or augmented to supplement supervision by staff; and
 - (6) Prepare a report of its findings, including but not necessarily limited to determinations made pursuant to paragraphs (d)(1)-(d)(5) of this section, and any recommendations for improvement, and submit such report to the facility head and PREA compliance manager.
- (e) The facility shall implement the recommendations for improvement, or shall document its reasons for not doing so.

PROTOCOLS

TT. Reporting of Sexual Misconduct, Sexual Abuse, or Sexual Harassment and Retaliation

31. Reporting by Participants, Third Parties and Outside Entities

- tt. All forms of sexual abuse and sexual misconduct between offenders and staff, volunteers, contractors, visitors, or other Participants. Participant on Participant, Staff on Participant and Participant on Staff sexual assault, sexual abuse, and/or sexual relationships will not be tolerated.
- uu. Participants will be free from fear of sexual assault and if a report of sexual assault is made, it will be investigated thoroughly and with respect to the Participant's safety, dignity, and privacy, without fear of retaliation.
- vv. In order to ensure safety, all Participants are encouraged to report instances of sexual assault, using one (1) or more forms of the BCCC's PREA Reporting Guidelines, which are as follows:
 - Tell a Staff Member
 - File a Grievance directly with the Director of Residential Services
 - Call the BCCC PREA Hotline at 812-565-5922
 - Dial *812 on the blue Pod Phones to speak to Bartholomew County Sheriff's Department Detectives
 - Make a report directly to the Columbus Police Department located at 123 Washington Street, Columbus, IN, or by phone at 812-376-2600
 - Make a report directly to the Bartholomew County Sheriff's Department located at 543 Second Street, Columbus, IN, or by phone at 812-378-1650

32. Staff/Volunteer Reporting

- tt. Staff shall immediately notify the Director of Residential Services of any knowledge, suspicion, or information regarding an incident of Sexual Misconduct, Sexual Abuse, Sexual Harassment, or Retaliation that occurred in the Bartholomew County Community Corrections Center.
- uu. Staff shall not discuss this information with anyone else.
- vv. Failure to report this information to the Director of Residential Services shall be grounds for immediate termination of employment or removal from the Bartholomew County Community Corrections Volunteer List.

UU. Initial Response and Protection

31. First Responders (***Start PREA First Responder Checklist***)

mmmm. Separate Victim and Abuser (Place Alleged Abuser in between R8-R9 and place the victim in a safe location that maintains confidentiality)

nnnn. Advise Victim not to take any actions that could destroy physical evidence: washing, showering, brushing teeth, chewing gum, changing clothes, urinating, defecating, smoking, drinking, or eating.

oooo. Preserve and Protect the crime scene until evidence can be collected.

pppp. Notify the Director of Residential Services or in the Director's absence, notify the Residential Supervisor.

qqqq. Complete Incident Report and place it in a sealed envelope in the Director of Residential Services mailbox.

rrrr. Give signed **PREA First Responder Checklist** to the Director of Residential Services or the Residential Supervisor in the absence of the Director of Residential Services.

32. Director of Residential Services/Residential Supervisor Response

jjjjjj. Ensure that the Victim and Abuser have been separated.

kkkkkk. Preserve and Protect the crime scene until evidence can be collected.

llllll. If Abuse occurred within the past 96 hours, request/advise Victim not to take any actions that could destroy physical evidence: washing, showering, brushing teeth, chewing gum, changing clothes, urinating, defecating, smoking, drinking, or eating.

mmmmmm. Contact Columbus Regional Health to initiate a Sexual Assault Nurse Investigation (SANE) Sexual Assault Exam for the purpose of Forensic Evidence Collection.

nnnnnn. Transport Victim to Columbus Regional Health for Sexual Assault Nurse Investigation (SANE) Sexual Assault Exam for the purpose of Forensic Evidence Collection.

oooooo. Notify Victim of Victim Advocate Services available to them at no cost through Turning Point Domestic Violence Services.

pppppp. If Victim requests a Victim Advocate, contact Turning Point Crisis Hotline at 800-221-6311 and notify them that we have a Victim requesting Victim Advocate Services.

qqqqqq. Contact the Bartholomew County Prosecutor's Office to initiate investigation into the alleged Sexual Assault/Abuse.

rrrrrr. Notify the Director of Court Services of the allegation.


ssssss. Notify the referring Judge of the allegation.

tttttt. Complete Incident Report.

VV. Investigations

46. All allegations will be taken seriously and thoroughly investigated.
47. For allegations of a Sexual Assault, follow the protocol listed above in Section B of this policy "Initial Response and Protection". Investigations into an alleged Sexual Assault will be turned over to the Bartholomew County Prosecutor for investigation and/or prosecution.
48. All other investigation of PREA violations shall be handled by the Director of Residential Services.
- a. The Director of Residential Services shall investigate and determine if the alleged allegation has been determined to be substantiated, unsubstantiated, or unfounded.
- If the allegation is substantiated and involves a staff member or volunteer, the Director of Residential Services shall:
 - Insure that that staff member is not assigned to work in the facility until action can be taken to terminate the employment of the staff member.
 - Remove the volunteer from the approved volunteer list.
 - Notify the program participant that the staff member is no longer employed with Bartholomew County Court Services, or that the volunteer is no longer allowed to volunteer with Bartholomew County Court Services.
 - Contact the Bartholomew County Prosecutor for appropriate criminal charges if applicable.
 - Notify the program participant if any criminal charges have been filed against the staff member or volunteer.
 - If the allegation involves another program participant, the Director of Residential Services shall:
 - Take immediate action to remove the offender.
 - File a petition with the referring Court to revoke the offender's probation and/or placement with Bartholomew County Court Services.
 - Contact the Bartholomew County Prosecutor for appropriate criminal charges if applicable.
 - Notify the program participant if any criminal charges have been filed against the offender.
 - If an allegation is determined to be unsubstantiated or unfounded, the Director of Residential Services shall:

- Notify the participant that the allegation has been unsubstantiated or unfounded.
 - If appropriate, the Director of Residential Services may take steps to remove the participant from programming in the Bartholomew County Community Corrections Center for making false allegations.
- b. The Director of Residential Services shall monitor the conduct and treatment of participants or staff who reported the PREA allegation or who have suffered sexual assault/abuse to see if there are any changes that may suggest possible retaliation by staff or participants for at least 90 days following a report of a PREA violation.
 - The Director of Residential Services shall document all monitoring actions on the “Documentation of Retaliation” Form.
 - The Director of Residential Services shall take swift action to remedy any acts of retaliation, which could include removal of participant from programs at the Bartholomew County Community Corrections Center or termination of employment for any staff member who has been found to retaliate against a victim.
 - Bartholomew County Court Services’ obligation to monitor for retaliation shall terminate if the agency determines that the allegation is unfounded.

 <div>Bartholomew County Community Corrections Center Policies and Procedures</div>	Policy Number: PREA § 115.287	Pages: 134
Functional Area: PREA	Subject Area: Data Collection and Review	
Standard: Data Collection		

EXPECTED PRACTICE

- (a) The agency shall collect accurate, uniform data for every allegation of sexual abuse at facilities under its direct control using a standardized instrument and set of definitions.
- (b) The agency shall aggregate the incident-based sexual abuse data at least annually.
- (c) The incident-based data collected shall include, at a minimum, the data necessary to answer all questions from the most recent version of the Survey of Sexual Violence conducted by the Department of Justice.
- (d) The agency shall maintain, review, and collect data as needed from all available incident-based documents including reports, investigation files, and sexual abuse incident reviews.
- (e) The agency also shall obtain incident-based and aggregated data from every private facility with which it contracts for the confinement of its residents.
- (f) Upon request, the agency shall provide all such data from the previous calendar year to the Department of Justice no later than June 30.


PROTOCOLS

The Director of Residential Services shall collect accurate, uniform data for every allegation of sexual abuse using a standardized instrument and set of definitions.

The Director of Residential Services shall aggregate the incident-based sexual abuse data at least annually. The incident-based data collected shall include, at a minimum, the data necessary to answer all questions from the most recent version of the Survey of Sexual Violence conducted by the Department of Justice.

The Director of Residential Services shall maintain, review, and collect data as needed from all available incident-based documents, including reports, investigation files, and sexual abuse incident reviews.

Upon request, Court Services shall provide all such data from the previous calendar year to the Department of Justice no later than June 30.

 <div>Bartholomew County Community Corrections Center Policies and Procedures</div>	Policy Number: PREA § 115.288	Pages: 134
Functional Area: PREA	Subject Area: Data Collection and Review	
Standard: Data Review for Corrective Action		

EXPECTED PRACTICE

- (a) The agency shall review data collected and aggregated pursuant to § 115.287 in order to assess and improve the effectiveness of its sexual abuse prevention, detection, and response policies, practices, and training, including:
 - (1) Identifying problem areas;
 - (2) Taking corrective action on an ongoing basis; and
 - (3) Preparing an annual report of its findings and corrective actions for each facility, as well as the agency as a whole.
- (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 the agency's progress in addressing sexual abuse.
- (c) The agency's report shall be approved by the agency head and made readily available to the public through its website or, if it does not have one, through other means.
- (d) The agency 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 must indicate the nature of the material redacted.

PROTOCOLS


Court Services shall review data collected and aggregated in order to assess and improve the effectiveness of its sexual abuse prevention, detection, and response policies, practices, and training, including:

- Identifying problem areas;
- Taking corrective action on an ongoing basis; and
- Preparing an annual report of its findings and corrective actions.

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 the progress in addressing sexual abuse.

Court Services agency's report shall be approved by the Director of Residential Services and made readily available to the public through its website.

Court Services has the option redacting specific material from the reports when publication would present a clear and specific threat to the safety and security of the Community Corrections Center, but it will indicate the nature of the material redacted.

 <div>Bartholomew County Community Corrections Center Policies and Procedures</div>	Policy Number: PREA § 115.289	Pages: 134
Functional Area: PREA	Subject Area: Data Collection and Review	
Standard: Data Storage, Publication, and Destruction		

EXPECTED PRACTICE

- (a) The agency shall ensure that data collected pursuant to § 115.287 are securely retained.
- (b) The agency shall make all aggregated sexual abuse data, from facilities under its direct control and private facilities with which it contracts, readily available to the public at least annually through its website or, if it does not have one, through other means.
- (c) Before making aggregated sexual abuse data publicly available, the agency shall remove all personal identifiers.
- (d) The agency shall maintain sexual abuse data collected pursuant to § 115.287 for at least 10 years after the date of the initial collection unless Federal, State, or local law requires otherwise.


PROTOCOLS

Court Services shall ensure that data collected are securely retained.

Court Services shall make all aggregated sexual abuse data readily available to the public annually through its website.

Before making aggregated sexual abuse data publicly available, the Director of Residential Services shall remove all personal identifiers.

Court Services shall maintain sexual abuse data collected for at least 10 years after the date of its initial collection unless Federal, State, or local law requires otherwise.


 <div>Bartholomew County Community Corrections Center Policies and Procedures</div>	Policy Number: PREA § 115.293	Pages: 134
Functional Area: PREA	Subject Area: Audits	
Standard: Audits of Standards		

EXPECTED PRACTICE

The agency shall conduct audits pursuant to §§ 115.401-405.

PROTOCOLS

The Director of Residential Services shall ensure that the Bartholomew County Community Corrections Center conducts audits pursuant to §§ 115.401-405.

 <div>Bartholomew County Community Corrections Center Policies and Procedures</div>	Policy Number: PREA § 115.401	Pages: 134
Functional Area: PREA	Subject Area: Auditing and Corrective Action	
Standard: Frequency and Scope of Audits		

EXPECTED PRACTICE

- (a) During the three-year period starting on August 20, 2013, and during each three-year period thereafter, the agency shall ensure that each facility operated by the agency, or by a private organization on behalf of the agency, is audited at least once.
- (b) During each one-year period starting on August 20, 2013, the agency shall ensure that at least one-third of each facility type operated by the agency, or by a private organization on behalf of the agency, is audited.
- (c) The Department of Justice may send a recommendation to an agency for an expedited audit if the Department has reason to believe that a particular facility may be experiencing problems relating to sexual abuse. The recommendation may also include referrals to resources that may assist the agency with PREA-related issues.
- (d) The Department of Justice shall develop and issue an audit instrument that will provide guidance on the conduct of and contents of the audit.
- (e) The agency shall bear the burden of demonstrating compliance with the standards.
- (f) The auditor shall review all relevant agency-wide policies, procedures, reports, internal and external audits, and accreditations for each facility type.
- (g) The audits shall review, at a minimum, a sampling of relevant documents and other records and information for the most recent one-year period.
- (h) The auditor shall have access to, and shall observe, all areas of the audited facilities.
- (i) The auditor shall be permitted to request and receive copies of any relevant documents (including electronically stored information).
- (j) The auditor shall retain and preserve all documentation (including, e.g., video tapes and interview notes) relied upon in making audit determinations. Such documentation shall be provided to the Department of Justice upon request.

- (k) The auditor shall interview a representative sample of inmates, residents, and detainees, and of staff, supervisors, and administrators.
- (l) The auditor shall review a sampling of any available videotapes and other electronically available data (e.g., Watchtour) that may be relevant to the provisions being audited.
- (m) The auditor shall be permitted to conduct private interviews with inmates, residents, and detainees.
- (n) Inmates, residents, and detainees shall be permitted to send confidential information or correspondence to the auditor in the same manner as if they were communicating with legal counsel.
- (o) Auditors shall attempt to communicate with community-based or victim advocates who may have insight into relevant conditions in the facility.

PROTOCOLS

The Director of Residential Services shall ensure that the Bartholomew County Community Corrections Center has a PREA Audit conducted before August 20, 2016, and during each three-year period thereafter.

Court Services shall only contract with certified PREA Auditors for the Department of Justice.

No audit may be conducted by an auditor who has received financial compensation from Bartholomew County Court Services (except for compensation received for conducting prior PREA audits) within the three years prior to Court Services' retention of the auditor.

Court Services shall not employ, contract with, or otherwise financially compensate the auditor for three years subsequent to Court Services' retention of the auditor, with the exception of contracting for subsequent PREA audits.

Each audit shall include a certification by the auditor that no conflict of interest exists with respect to his or her ability to conduct an audit of Bartholomew County Court Services.

Audit reports shall state whether Court Services policies and procedures comply with relevant PREA standards.


For each PREA standard, the auditor shall determine whether Court Services reaches one of the following findings: Exceeds Standard (substantially exceeds requirement of standard); Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period); Does Not Meet Standard (requires corrective action). The audit summary shall

indicate, among other things, the number of provisions Court Services has achieved at each grade level.

Audit reports shall describe the methodology, sampling sizes, and basis for the auditor's conclusions with regard to each standard provision, and shall include recommendations for any required corrective action.

Auditors shall redact any personally identifiable inmate or staff information from their reports, but shall provide such information to the agency upon request, and may provide such information to the Department of Justice.

Court Services shall publish the PREA Audit Final Report on the Bartholomew County Website.

 <div>Bartholomew County Community Corrections Center Policies and Procedures</div>	Policy Number: PREA § 115.402	Pages: 134
Functional Area: PREA	Subject Area: Auditing and Corrective Action	
Standard: Auditor Qualifications		

EXPECTED PRACTICE

- (a) An audit shall be conducted by:
 - (1) A member of a correctional monitoring body that is not part of, or under the authority of, the agency (but may be part of, or authorized by, the relevant State or local government);
 - (2) A member of an auditing entity such as an inspector general's or ombudsperson's office that is external to the agency; or
 - (3) Other outside individuals with relevant experience.
- (b) All auditors shall be certified by the Department of Justice. The Department of Justice shall develop and issue procedures regarding the certification process, which shall include training requirements.
- (c) No audit may be conducted by an auditor who has received financial compensation from the agency being audited (except for compensation received for conducting prior PREA audits) within the three years prior to the agency's retention of the auditor.
- (d) The agency shall not employ, contract with, or otherwise financially compensate the auditor for three years subsequent to the agency's retention of the auditor, with the exception of contracting for subsequent PREA audits.

PROTOCOLS

The Director of Residential Services shall ensure that the Bartholomew County Community Corrections Center has a PREA Audit conducted before August 20, 2016, and during each three-year period thereafter.

Court Services shall only contract with certified PREA Auditors for the Department of Justice.

No audit may be conducted by an auditor who has received financial compensation from Bartholomew County Court Services (except for compensation received for conducting prior PREA audits) within the three years prior to Court Services' retention of the auditor.

Court Services shall not employ, contract with, or otherwise financially compensate the auditor for three years subsequent to Court Services' retention of the auditor, with the exception of contracting for subsequent PREA audits.

Each audit shall include a certification by the auditor that no conflict of interest exists with respect to his or her ability to conduct an audit of Bartholomew County Court Services.


Audit reports shall state whether Court Services policies and procedures comply with relevant PREA standards.

For each PREA standard, the auditor shall determine whether Court Services reaches one of the following findings: Exceeds Standard (substantially exceeds requirement of standard); Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period); Does Not Meet Standard (requires corrective action). The audit summary shall indicate, among other things, the number of provisions Court Services has achieved at each grade level.

Audit reports shall describe the methodology, sampling sizes, and basis for the auditor's conclusions with regard to each standard provision, and shall include recommendations for any required corrective action.

Auditors shall redact any personally identifiable inmate or staff information from their reports, but shall provide such information to the agency upon request, and may provide such information to the Department of Justice.

Court Services shall publish the PREA Audit Final Report on the Bartholomew County Website.

 <div>Bartholomew County Community Corrections Center Policies and Procedures</div>	Policy Number: PREA § 115.403	Pages: 134
Functional Area: PREA	Subject Area: Auditing and Corrective Action	
Standard: Audit Contents and Findings		

EXPECTED PRACTICE

- (a) Each audit shall include a certification by the auditor that no conflict of interest exists with respect to his or her ability to conduct an audit of the agency under review.
- (b) Audit reports shall state whether agency-wide policies and procedures comply with relevant PREA standards.
- (c) For each PREA standard, the auditor shall determine whether the audited facility reaches one of the following findings: Exceeds Standard (substantially exceeds requirement of standard); Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period); Does Not Meet Standard (requires corrective action). The audit summary shall indicate, among other things, the number of provisions the facility has achieved at each grade level.
- (d) Audit reports shall describe the methodology, sampling sizes, and basis for the auditor's conclusions with regard to each standard provision for each audited facility, and shall include recommendations for any required corrective action.
- (e) Auditors shall redact any personally identifiable inmate or staff information from their reports, but shall provide such information to the agency upon request, and may provide such information to the Department of Justice.
- (f) The agency shall ensure that the auditor's final report is published on the agency's website if it has one, or is otherwise made readily available to the public.

PROTOCOLS

The Director of Residential Services shall ensure that the Bartholomew County Community Corrections Center has a PREA Audit conducted before August 20, 2016, and during each three-year period thereafter.

Court Services shall only contract with certified PREA Auditors for the Department of Justice.

No audit may be conducted by an auditor who has received financial compensation from Bartholomew County Court Services (except for compensation received for conducting prior PREA audits) within the three years prior to Court Services' retention of the auditor.

Court Services shall not employ, contract with, or otherwise financially compensate the auditor for three years subsequent to Court Services' retention of the auditor, with the exception of contracting for subsequent PREA audits.

Each audit shall include a certification by the auditor that no conflict of interest exists with respect to his or her ability to conduct an audit of Bartholomew County Court Services.


Audit reports shall state whether Court Services policies and procedures comply with relevant PREA standards.

For each PREA standard, the auditor shall determine whether Court Services reaches one of the following findings: Exceeds Standard (substantially exceeds requirement of standard); Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period); Does Not Meet Standard (requires corrective action). The audit summary shall indicate, among other things, the number of provisions Court Services has achieved at each grade level.

Audit reports shall describe the methodology, sampling sizes, and basis for the auditor's conclusions with regard to each standard provision, and shall include recommendations for any required corrective action.

Auditors shall redact any personally identifiable inmate or staff information from their reports, but shall provide such information to the agency upon request, and may provide such information to the Department of Justice.

Court Services shall publish the PREA Audit Final Report on the Bartholomew County Website.

 <div>Bartholomew County Community Corrections Center Policies and Procedures</div>	Policy Number: PREA § 115.404	Pages: 134
Functional Area: PREA	Subject Area: Auditing and Corrective Action	
Standard: Audit Corrective Action Plan		

EXPECTED PRACTICE


- (a) A finding of “Does Not Meet Standard” with one or more standards shall trigger a 180-day corrective action period.
- (b) The auditor and the agency shall jointly develop a corrective action plan to achieve compliance.
- (c) The auditor shall take necessary and appropriate steps to verify implementation of the corrective action plan, such as reviewing updated policies and procedures or re-inspecting portions of a facility.
- (d) After the 180-day corrective action period ends, the auditor shall issue a final determination as to whether the facility has achieved compliance with those standards requiring corrective action.
- (e) If the agency does not achieve compliance with each standard, it may (at its discretion and cost) request a subsequent audit once it believes that it has achieved compliance.

PROTOCOLS

The Director of Residential Services shall work with the PREA Auditor to develop a Corrective Action Plan for any finding of “Does Not Meet Standard” and shall ensure that the Correction Action Plan is implemented and completed as soon as possible, and at a minimum, shall be corrected prior to the end of the 180 day Corrective Action Period.

After the 180 day Corrective Action Period, the PREA Auditor shall make final determination as to whether Court Services has achieved compliance with PREA Standards requiring Corrective Action.

If Court Services is still not in compliance of all PREA Standards after the 180 day Corrective Action Period, the Director of Residential Services shall take steps to correct the deficiencies and Court Services shall request a subsequent PREA Audit once it believes that Court Services has achieved compliance.


 <div>Bartholomew County Community Corrections Center Policies and Procedures</div>	Policy Number: PREA § 115.405	Pages: 134
Functional Area: PREA	Subject Area: Auditing and Corrective Action	
Standard: Audit Appeals		

EXPECTED PRACTICE

- (a) An agency may lodge an appeal with the Department of Justice regarding any specific audit finding that it believes to be incorrect. Such appeal must be lodged within 90 days of the auditor's final determination.
- (b)) If the Department determines that the agency has stated good cause for a re-evaluation, the agency may commission a re-audit by an auditor mutually agreed upon by the Department and the agency. The agency shall bear the costs of this re-audit.
- (c) The findings of the re-audit shall be considered final.

PROTOCOLS

The Director of Residential Services may lodge an appeal with the Department of Justice regarding any specific audit finding that it believes to be incorrect. Such appeal must be lodged within 90 days of the auditor's final determination.

 <div>Bartholomew County Community Corrections Center Policies and Procedures</div>	Policy Number: PREA § 115.501	Pages: 134
Functional Area: PREA	Subject Area: State Compliance	
Standard: State Determination and Certification of Full Compliance		

EXPECTED PRACTICE

- (a) In determining pursuant to 42 U.S.C. 15607(c)(2) whether the State is in full compliance with the PREA standards, the Governor shall consider the results of the most recent agency audits.
- (b) The Governor's certification shall apply to all facilities in the State under the operational control of the State's executive branch, including facilities operated by private entities on behalf of the State's executive branch.

PROTOCOLS

As Bartholomew County Court Services operates Bartholomew County XBM Work Release under a contract with the Indiana Department of Correction, Court Services shall be in full compliance with all applicable PREA Standards and shall have a PREA Audit prior to August 20, 2016, and during each three-year period thereafter.