 <p>craine house <i>a place of hope and justice</i> John P. Craine House Residential Work Release</p>	<p>Effective Date 9/23/2016</p>	<p>Page 1 of 4</p>	<p>Number 115.211</p>
<p>POLICY AND ADMINISTRATIVE PROCEDURES Manual of Policies and Procedures</p>			
<p>Title PRISON RAPE ELIMINATION ACT (PREA)</p>			

I. PURPOSE:

The purpose of this policy is to maintain the expectation of a zero tolerance for sexual abuse and/or sexual harassment in regards to residents and staff, in order to promote safety and security for everyone involved.

II. POLICY STATEMENT:


Craine House Residential Work Release Facility is to remain in compliance with all PREA standards as mandated. It is the policy of Craine House Residential Work Release Facility to provide a safe, humane, secure environment, free from the threat of sexual violence/misconduct for all residents and staff. Craine House shall maintain a zero tolerance for sexual abuse and harassment for anyone associated with the facility including staff, volunteers, contractors, and the public. All allegations of sexual misconduct or harassment shall be administratively and or criminally investigated.

Sexual misconduct among residents, staff, volunteers and contractors is strictly prohibited.

III. DEFINITIONS:

For the purpose of these administrative procedures, the following definitions are presented.

- **Miranda and Garrity Warnings:** An advisement of rights usually administered by state or local investigators to the subject of their investigation. It clarifies the liability for any statements made but also advises of the right to remain silent on issues that tend to implicate them in a crime.
- **PREA Coordinator:** A Craine House employee who is responsible for maintaining files and compliance for the facility in accordance with PREA standards as issued by the Department of Justice.
- **SANE:** Sexual Assault Nurse Examiner
- **Sexual Assault:** Touching another person to sexually arouse yourself or the victim by force, threat of force or if the victim is mentally disabled as to not be able to give consent.
- **Sexual Harassment:** Unwelcomed sexual advances, requests for sexual favors and any other verbal or physical harassment of a sexual nature.
- **Substantiated:** A preponderance of the evidence suggests that an event did occur.
- **Unfounded:** The evidence did not provide a preponderance that the event did or did not occur.
- **Unsubstantiated:** A preponderance of the evidence suggests that an event did not occur.

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- **Zero Tolerance:** A law, policy or practice that provides for the imposition of severe penalties for a proscribed offense or behavior without making exceptions for extenuating circumstances.

IV. EMPLOYMENT HIRING & PROMOTION & TERMINATION:

Craine House Residential Work Release Facility will not hire or promote anyone who has either a criminal or civil history of sexual abuse. Craine House shall make reasonable attempts to contact any previous employers wherein the prospect worked with adults or juveniles in an institutional setting. Craine House shall conduct criminal background checks at hire and every 5 years thereafter unless there is a change to employment status (promotion, resignation etc).

During the interview process, all prospects will be given a questionnaire that specifically asks about sexual related abuse/harassment/misconduct in previous employment or civilly. They will be asked if they have been adjudicated administratively or civilly to have engaged in sexual abuse and or misconduct. During the interview all applicants will be asked about previous sexual misconduct verbally.

Any current employee who is applying for a promotion will be questioned the same as a new employee in regards to PREA related incidents.

If at any time during employment, a conviction or loss of civil suit determines that the employee is guilty of a PREA related incident, they will be terminated per the zero tolerance expectation.

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

All staff shall be subject to disciplinary sanctions up to and including termination and criminal prosecution for violating the facilities PREA policy. Termination shall be the presumptive sanction for engaging in sexual misconduct.


Terminations for sexual misconduct or resignations by staff that would have been terminated for violations of PREA relevance if it weren't for their resignation will be reported to law enforcement (if criminal). Any relevant licensing bodies will be notified.

V. CONTRACTORS, VOLUNTEERS, PUBLIC:

Craine House will not hire or utilize the services of any employee if they have been convicted of or adjudicated for a PREA incident.

Contractors will be supervised by a Craine House employee at all times unless in an area not accessible to the residents.

Contractors, volunteers or public who engage in sexual abuse with a resident shall be prohibited from contact with those being supervised and shall be reported to law enforcement (unless not criminal) and to relevant licensing bodies.

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VI. PREA TRAINING:

All employees, volunteers and contractors will participate in PREA education training upon hire and every 2 years thereafter. Refresher courses will be provided in the interim as needed.

Anyone having contact with the residents or staff of the work release, will be required to sign a document that they have been trained on procedures for mandatory reporting and that they understand the expectation.

VII. RESIDENT ASSESSMENT & EDUCATION:

Within 72 hours of admission, all residents will be given a risk assessment for determining their risk for victimization or predatory behaviors. Residents will not be disciplined for refusal to answer questions or disclose information when being assessed. The results of this assessment shall only be disseminated on a "need to know" basis. The documentation of this assessment shall be maintained in the medical/confidential section of the residents fact file, locked in the office of the specified case manager.

A result of risk will be used in determining, room assignments.

Within 30 of arrival, residents risk shall be re-evaluated based on any new information since intake, resident or staff reports or changes in behavior. Reassessments will be conducted as needed thereafter.

If a resident is found to be a member of the LBGTI community, this shall not be the basis for dormitory assignment. A transgendered or intersex resident's views with respect to maintaining their safety shall be given consideration when applicable. They shall be given the opportunity to shower separately.


Residents will receive education about the agencies zero tolerance policy, methods of reporting, aftercare services and the right to remain free from retaliation.

VIII. MANDATORY REPORTING:

It is the policy that if ever a resident makes a report or is seen in a compromised position with a staff or equal, that it will be immediately reported to the supervisor. The supervisor will then notify the PREA Coordinator so the initial administrative investigation can begin. Once it has been determined that there is significant belief that a PREA incident with criminal intent did occur, it is to be reported to the Sex Crime Department of Marion County Sheriff Department for a full investigation.

In the event that is reported does not warrant criminal investigation but does require administrative investigating, it shall be forwarded to the Director. The Director along with Servant HR shall conduct the investigation.

If a resident reports that they were the victim of a sexual assault while housed in another institution, that information shall be immediately reported to the PREA Coordinator. Within 72 hours of awareness, the head of the other agency shall be notified in writing of the

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allegations. Conversely, if allegations are reported from another agency about abuse within the work release, it shall start an investigation immediately.

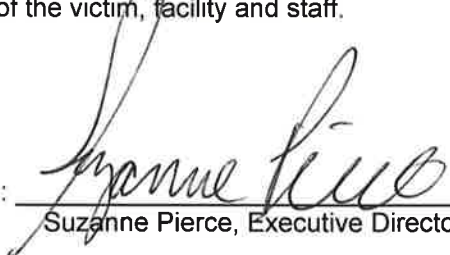
IX. PREVENTION, INTERVENTION AND AWARENESS:

Craine House shall be staffed to provide adequate levels of supervision and monitoring with a ratio of no less than 20 residents to 1 staff member, with the exception of over night. The use of cameras, visual rounds and maintaining integrity of secured areas shall aid in the prevention of sexual abuse/harassment.

PREA posters shall be hung throughout the facility provided contact information for anonymous reporting to outside third-party entities. The posters shall also be visible in the common areas, community areas and places where the public may also access the information.

Craine House shall utilize professional interpreters from the court to assist with communication with residents wherein use of the English language verbally or written is not an option. Resident interpreters will not be utilized unless the situation lends that an extended delay in obtaining pertinent information would compromise the safety and security of the victim, facility and staff.

Approved by: _____



Suzanne Pierce, Executive Director

Date: _____

9-23-16