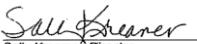


Fifth Judicial District Department of Correctional Services Policy and Procedural Manual		Approval Date: 4-23-14 Approved By:  <small>Sally Kreame, Director Fifth Judicial District Department of Correctional Services</small>
Division: Administration Unit(s): All Units	Subject: PREA 2 - Responsive Planning	Effective Date: 4-23-14 Review Dates: N/A Revision Dates: N/A Origination Date: 4-23-2014
PREA Standards: 115.221 115.222		

PURPOSE

To establish policy in regard to Prison Rape Elimination Act (PREA) responsive planning.

POLICY

It is the policy of the Fifth Judicial District Department of Correctional Services to provide a safe, humane and secure environment, free from the threat of sexual violence and sexual harassment for all offenders, by maintaining a program of education, prevention, detection, response, investigation, prosecution and tracking. The Fifth Judicial District Department of Correctional Services has zero tolerance for sexual violence of any kind.

APPLICABILITY

This policy applies to all employees, prospective employees, interns, volunteers and contractors of the Fifth Judicial District Department of Correctional Services and will be maintained current by the District Director or designee.

PROCEDURES

I. Evidence protocol and forensic medical examinations § 115.221

- 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. Staff shall offer all victims of sexual abuse access to forensic medical examinations at a local hospital, without financial cost, where evidentiary or medically appropriate. Such examinations shall be performed by Sexual Assault Forensic Examiners (SAFEs) or Sexual Assault Nurse Examiners (SANEs) where possible. Staff shall call a local hospital and request a SANE when needed (list in PREA binder at control desk). If SAFEs or SANEs cannot be made available, the examination can be performed by other qualified medical practitioners. Staff shall document all efforts to provide SAFEs or SANEs in the log in the PREA binder at each control desk. A list of SANEs is attached to this policy.

- C. Staff shall make available to the victim a victim advocate from Polk County Crisis and Advocacy Center. The crisis line is available 24 hours a day and is 515-286-3600). Staff shall document efforts to secure services from rape crisis centers in the log in the PREA binder at each control desk.
- D. 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.
- E. 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.
- F. 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;
 - 2. Any Department of Justice component that is responsible for investigating allegations of sexual abuse in community confinement facilities.
- G. 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.

II. Policies to ensure referrals of allegations for investigations § 115.222

- A. An administrative and/or criminal investigation will be completed for all allegations of sexual abuse and sexual harassment.
- B. Allegations of sexual abuse or sexual harassment will be 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 Web site or, if it does not have one, make the policy available through other means. All referrals for investigation will be documented and tracked.
- 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.

III. Attachment: [1] Victim Advocacy Information

Victim Advocacy Information

To request the services of a **Sexual Assault Nurse Examiner (S.A.N.E.)**, contact a local hospital emergency room and ask for a S.A.N.E. The S.A.N.E. nurses that provide services to the Des Moines area are:

Broadlawns Medical Center (515)282-2200
Mercy Medical Center (515)247-3121
Iowa Lutheran Medical Center (515)263-5612
Unity Point Health System (515) 241-6212

For Advocacy Services call:

Polk County Crisis and Advocacy Center contact info:
⇒ 24-Hour Crisis Line – 515-286-3600

Iowa Statewide Sexual Abuse Hotline
⇒ 1-800-284-7821

National Sexual Assault Hotline
⇒ 1-800-656-HOPE (4673)

Mary Roche, Director of DOC Victim & Restorative Justice Programs
⇒ 1-800-778-1182
⇒ Mary.Roche@iowa.gov

Attorney General's Crime Victim Compensation Fund
⇒ 1-800-373-5044