

Caroline Detention Facility

Chapter 2 – Security

2.11.A – Coordinated Response Plan

Purpose/Scope

This policy addresses the facility's coordinated response efforts to incidents of sexual abuse, sexual assault and sexual harassment. This plan outlines the duties of the reporting staff and appropriate response to such notifications. The Caroline Detention Facility (CDF) has a zero tolerance for all forms of sexual assaults, sexual abuse and sexual harassment. Each report will be treated seriously and will be investigated and responded to in a mature and mutually respectful environment.

Practice

A. Response to an Incident of Sexual Assault

1. Volunteer/Contractor

If the first person to receive a report of sexual abuse/assault/harassment is a volunteer or contractor, he or she will immediately report the incident to the nearest security staff.

The volunteer/contractor will make an attempt to identify or assist the security staff in separating the victim from the aggressor.

The volunteer/contractor will advise the detainee:

- Not to shower or clean themselves in any way
- Not to use the restroom
- Not to eat or drink anything
- Not to brush their teeth
- Not to change clothes
- Not to do anything which may destroy evidence of the assault

The volunteer/contractor will write an Incident Summary detailing their knowledge and involvement.

2. Non-security Staff

Any non-security staff receiving information regarding an incident of sexual assault or sexual harassment will immediately report the incident to the Shift Commander and their supervisor.

The non-security staff will make an attempt to identify or assist the security staff in separating the victim from the aggressor.

The non-security staff will advise the detainee:

- Not to shower or clean themselves in any way
- Not to use the restroom
- Not to eat or drink anything
- Not to brush their teeth
- Not to change clothes
- Not to do anything which may destroy evidence of the assault

The non-security staff will write an Incident Summary detailing their knowledge and involvement.

3. Security Staff

Any security staff receiving information regarding an incident of sexual assault or sexual harassment will immediately notify their supervisor.

Security staff will attempt to identify the aggressor and separate the victim from the aggressor and place him/her in a secure area.

If the abuse occurred within a time period which still allows for the collection of physical evidence (typically within 96 hours), request the alleged victim not take any actions which could destroy physical evidence, including, as appropriate:

- Not to shower or clean themselves in any way
- Not to brush their teeth
- Not to change clothes
- Not to use the restroom
- Not to eat or drink anything
- Not to do anything which may destroy evidence of the assault

If the abuse occurred within a time period which still allows for the collection of physical evidence (typically within 96 hours), ensure the alleged abuser not take any actions which could destroy physical evidence, including, as appropriate:

- Not to shower or clean themselves in any way

- Not to brush their teeth
- Not to change clothes
- Not to use the restroom
- Not to eat or drink anything
- Not to do anything which may destroy evidence of the assault

4. Shift Commander

If the incident is recent (where the physical evidence is still available), the Shift Commander will escort the detainee to the medical section and prepare for a transport to Mary Washington Hospital.

If the incident is not recent (where the physical evidence is no longer available), the Shift Commander will collect information regarding the incident, provide original copies of the incident reports to the Compliance Manager and provide copies of the reports to the Assistant Superintendent.

The Shift Commander will contact the Superintendent and follow instructions regarding notification of the Caroline County Sheriff's Office.

In order to expedite the response of RCASA, the Shift Commander will call the hotline at 540-371-1666 to request assistance at the hospital.

5. Compliance Manager

Follow the directions of the Superintendent regarding which investigator to assign to the incident.

The Compliance Manager will review the reports and make an assessment regarding revisions/updates/technology/etc. which may eliminate such incidents again.

B. Staff First Responders

After separating the victim and the aggressor, advising the detainee of not destroying any evidence, and notification of the Shift Commander, the security staff member is responsible for preserving any physical evidence which might be available.

The focus is on the safety and well-being of the detainee and providing subsequent medical care.

C. Medical and Mental Health Professional

Any physical examination of an alleged victim of sexual assault will be conducted in accordance with a

SANE (Sexual Assault Nurse Examiner) representative at Mary Washington Hospital and an officer from the Caroline County Sheriff's Office.

IHSC staff shall not participate in the collection of forensics information that may be used against a detainee in disciplinary or legal proceedings.

The physical examination should include at a minimum the following elements:

- Documentation of extent in injury (tearing, bruising, bleeding, etc.) to include photographs.
- All examinations and treatment will be documented in the detainee's health record.
- The detainee will be transported to Mary Washington Hospital to conduct an examination to document the extent of any physical injury and to determine if referral to another medical facility is indicated.

A representative from RCASA will meet with the SANE representative to provide crisis intervention at the hospital. The RCASA representative will be allowed into the room to have full contact with the detainee.

An RCASA counselor may be notified to provide support to the detainee victim once the detainee has been returned to the facility.

Following the physical examination, there is availability of an evaluation by a mental health professional to assess the need for crisis intervention counseling and long-term follow-up.

Treatment will be provided, as indicated for physical injury as well as for prophylaxis, and mental health services are provided to assess the need for crisis intervention counseling and long-term follow-up.

The Rappahannock Council Against Sexual Assault is a part of the coalition within the Commonwealth who refers victims to rape crisis centers in the participating jurisdiction. A representative from RCASA may make referrals for assistance if/when a detainee is released to the community.

Provision will be made for testing for sexually transmitted diseases (for example, HIV, gonorrhea,

hepatitis and other diseases) and counseling as appropriate.

Prophylactic treatment and follow-up for sexually transmitted diseases will be offered to all victims, as appropriate.

D. Investigators

The investigator(s) will:

1. Meet with the alleged victim, witnesses and suspected perpetrator and conduct an initial interview.
2. Contact the Caroline County Sheriff's Office Investigator and informs him/her of initial interview findings and alerts the investigator if the detainee is being transported to the hospital for forensic evidence collection.
3. Ensure the crime scene is guarded and secured by security staff.
4. Collect, compile and analyze evidence to support administrative investigation findings.
5. Work with criminal investigators and remain informed during the criminal investigation.
6. Conduct compelled interviews only after consulting with the Commonwealth's Attorney to determine if such interviews will not jeopardize prosecution.

E. Facility Leadership

The Superintendent, or designee, will:

1. Oversee and support the efforts of staff following an incident of sexual assault.
2. Ensure post allegation efforts are in compliance with policy 2.11, Sexual Abuse and Assault Prevention and Intervention.
3. Inform the appropriate ICE representatives of the incident.

Reference

Questions or suggestions regarding this policy should be directed to the Superintendent.

PBND 2011: 2.11

CDF Policies:

2.11

Policy Approval



Colonel Paul Perry, Superintendent
Caroline Detention Facility

July 16, 2018

Origination Date