

POLICY/PROCEDURE		PREA	BUTLER COUNTY JUVENILE REHABILITATION CENTER	
CHAPTER:	I. PREVENTION PLANNING		STANDARDS ODYS	5139-36-02 (I) 5139-36-10 (D, E)
SUBJECT:	ZERO TOLERANCE PREA COORDINATOR		FEDERAL	115.311
APPROVED BY:	SUPERINTENDENT		RELATED POLICIES	3D-04-01 through 3D-04-10, 3D-05
EFFECTIVE 2013			JAN. 1, 2013	
REVIEWED 2014			DEC. 23, 2014	
REVIEWED 2015			DEC. 14, 2015	
REVIEWED 2016			AUG. 17, 2016	

### Prevention Planning

#### § 115.311 Zero tolerance of sexual abuse and sexual harassment; PREA coordinator.

(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 facilities.

(c) Where an agency operates more than one facility, each facility shall designate a PREA compliance manager with sufficient time and authority to coordinate the facility's efforts to comply with the PREA standards.

#### POLICY:

The Butler County Juvenile Rehabilitation Center (BCJRC) has a zero tolerance policy for any sexual abuse, sexual assault or sexual harassment between two residents, or between staff, contractor or volunteer and a resident whether or not it is consensual. All BCJRC employees, contractors, volunteers and residents shall receive PREA training resulting in a clear understanding that the facility strictly prohibits any type of sexual relationship with an individual under their supervision to be a serious breach of the PREA standards, professional conduct of the employee, volunteer or contractor and a violation of the law. This conduct and these relationships will not be tolerated. Residents shall be educated on how to identify inappropriate advances from others and how to report these situations to the facility to ensure the safety of the victim. BCJRC shall review all allegations of sexual abuse/assault/harassment reporting the matter to proper authorities for investigation following facility procedure for Reporting Abuse 3D-04 and 3D-05. Sexual abuse, sexual assault and sexual harassment are defined in section 115.5 and 115.6 of this manual. This behavior is prohibited and subject to administrative and criminal disciplinary sanctions.

**DEFINITIONS:** As used in this policy, the following definitions apply:

115.5 General definitions.

1. **Agency head** the principal official, which is the Administrative Judge.
2. **Facility head** means Director of the Juvenile Justice Center appointed by the Judge to oversee operations of the court and juvenile correctional facilities.
3. **PREA Coordinator** is the Superintendent of Corrections (SOC) with the authority to develop policy/procedure/practice in BCJRC to meet PREA standards.
4. **PREA Compliance Manager** for each facility shall be the Deputy Superintendent of BCJRC and Deputy Superintendent BCJDC. Both positions have the authority and the time to coordinate facility operations to comply with PREA standards.

**The Deputy Superintendent (PREA Compliance Manager), under the direct supervision of the Superintendent of Corrections (PREA Coordinator), is responsible for ensuring complete procedural compliance with this policy.**

**PROCEDURE:**

**Assessment**

All residents shall be screened immediately upon admission. Intake staff shall ask and receive answers to questions that will help screen for PREA related issues (e.g. page 2 Admission Form). Staff completing the intake shall identify the status of the resident and relay all information to the Shift Leader or designee, Primary Therapist and Program Director. Armed with this information, proper unit assignment and room assignment shall be completed for the resident.

Residents identified as predatory / high risk with a history of assaultive behavior shall be referred to a Primary Therapist for further evaluation. Residents identified as victims with a risk for sexual victimization are assessed by a Primary Therapist for further action. Such residents are identified, classified to a safer unit, monitored and counseled in how to respond to advances from bigger residents.

**Youth Education** Information shall be provided to residents about sexual abuse/assault including: prevention/intervention, self-protection, reporting sexual abuse/assault, medical treatment and mental health counseling. This information shall be communicated orally at intake and in writing within the Resident Handbook in a language clearly understood by the juvenile. In addition, each resident shall watch the PREA orientation video.

**Staff Education** All staff, contractor, volunteer and residents are trained in issues related to PREA compliance.

**Reporting Allegations** Any reports of sexual abuse/assault/harassment by staff, resident, volunteer, contractor or third party shall trigger the Shift Leader or designee to follow procedures in 3D-04 and 3D-05 Protection from Harm and the Sexual Assault Protocol to contact the Chain of Command to initiate both an internal and external investigation.

**DEPUTY SUPERINTENDENT'S RESPONSIBILITIES**

The Deputy Superintendent shall:

- ensure that all staff, contractor, volunteer and residents are trained in issues related to PREA compliance; conduct a preliminary internal investigation into allegations of sexual abuse/assault/harassment when directed by the Superintendent; have the authority and the time to coordinate facility operations to comply with PREA standards.

**SUPERINTENDENT'S RESPONSIBILITIES**

The Superintendent shall:

- protect all residents and staff who report sexual abuse/assault/harassment or cooperate with sexual abuse/assault/harassment investigations from retaliation by other residents or staff.
- have the authority to discipline all employees up to termination for engaging in sexual misconduct.
- report suspected/alleged staff sexual misconduct to the Director of the Juvenile Justice Center and Butler County Sheriff's Office for criminal investigation and possible criminal prosecution.
- meet with the administrative team monthly to determine if policy, procedure and practice for PREA related issues are effective / efficient. Agenda items will include the budget, operations, staffing, physical plant / technology needs that must be addressed to ensure that the residents are safe / secure. The Superintendent shall create a correctional agenda overview to present at monthly Department Head meetings facilitated by the Director of the Juvenile Justice Center prioritizing these needs. These items will be implemented / completed.