



Department of Corrections and Rehabilitation

**NOTICE OF CHANGE TO
DEPARTMENT OPERATIONS MANUAL**

**Chapter 3, Article 6, and Chapter 5, Articles 3, 19,
and 44 (PREA)**

**Transmittal
Letter Number:**

15-09

Revision Date:

July 1, 2015

The purpose of this Notice of Change to the Department Operations Manual (DOM) is to announce revisions to Chapter 3, Article 6, and Chapter 5, Articles 3, 19, and 44 to ensure compliance with federal regulations implementing the Federal Prison Rape Elimination Act of 2003 (PREA).

In 2012, the Federal Department of Justice issued a final rule (regulations) adopting national standards to prevent, detect, and respond to prison rape, as required by the Prison Rape Elimination Act of 2003. It provided additional rules and guidelines; based on the PREA law, for the prevention, detection, response, investigation, and tracking of offender sexual assaults and sexual misconduct between offenders and/or staff and offenders. This final rule adopted additional national standards which requires further action by the states to achieve compliance and ensure funding received from the Department of Justice is not jeopardized.

The Department issued a new DOM policy in 2006 based upon the original PREA law (Chapter 5, Article 44). This revised DOM policy further enhances the California Department of Corrections and Rehabilitation (CDCR) Rehabilitation reform efforts and supports a safe work/living environment for offenders and staff. The CDCR is committed to providing a safe, humane, secure environment free from sexual misconduct and shall maintain a zero tolerance for sexual misconduct in its institutions, community correctional facilities, conservation camps, and for all offenders under its jurisdiction. All sexual misconduct is strictly prohibited.

The CDC Form-1951 (3/93), "Law Enforcement Questionnaire", has been amended and renamed to reflect:

- CDCR 1951 (6/15), "Supplemental Application For All CDCR Employees".

Additionally, two new forms have been created for use with this policy:

- CDCR 2304 (06/15) "Protection Against Retaliation – Inmate (PREA)"
- CDCR 2305 (06/15) "Protection Against Retaliation – Staff (PREA)"

These forms are "Fill and Print" and are available on the Department's website via <http://intranet/FormsPortal/Pages/default.aspx>

Please direct any inquiries concerning this Bulletin to Matthew Rustad, Division of Adult Institutions, at (916) 324-0788.

Original signed by:

JEFFREY A. BEARD
Secretary
Department of Corrections and Rehabilitation

Attachments

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
DEPARTMENT OPERATIONS MANUAL (DOM)**

CHAPTER 3 – PERSONNEL, TRAINING, AND EMPLOYEE RELATIONS

ARTICLE 6 – APPOINTMENTS

Sections 31060.1 through 31060.2 remain unchanged.

Section 31060.3 Power of Appointment is amended to read:

31060.3 Power of Appointment

Revised: July 1, 2015

The Agency Secretary is the appointing authority for all civil service positions in the California Department of Corrections and Rehabilitation (CDCR). The Receiver is the appointing authority for all civil service positions in the California Correctional Health Care Services (CCHCS).

Hiring Authority

The following have been delegated authority by the Agency Secretary to make civil service appointments:

For CDCR:

- Undersecretaries
- Assistant Secretaries
- Directors
- Deputy Directors.
- Assistant Directors.
- Wardens.
- RPAs.
- General Manager, PIA.

For CCHCS:

- Chief Executive Officer
- Chief Deputy Receiver (or designee)

In accordance with 28 Code of Federal Regulations (CFR), Part 115, Standard 115.17, hiring authorities shall not hire or promote anyone who may have contact with inmates, who:

- has engaged in sexual violence, or staff sexual misconduct of an inmate in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution;
- 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

- has been civilly or administratively adjudicated to have engaged in the activity described immediately above.

Hiring authorities shall:

- Implement and enforce departmental EEO policy.
- Maintain the highest standards of personnel selection.
- Ensure that women and ethnic minorities are represented whenever possible on all interview panels, including examination and hiring interviews.
- Consider substantiated incidents of sexual harassment in all hiring decisions.
- Ask all applicants and employees who may have contact with inmates directly about previous staff sexual misconduct and sexual harassment of inmates, in written applications or interviews for hiring or promotions and in any interviews or written self-evaluations as part of reviews of current employees.

Except for appointments requiring approval of the Agency Secretary or the Director, the hiring authority's signature constitutes departmental approval on all appointment documents.

Managers and Supervisors

Managers and supervisors shall work with the headquarters personnel analyst assigned to their program, their Institutional Personnel Officer (IPO) and business manager to ensure:

- Submittal of accurate job descriptions and organization charts, when required, with proposals for personnel actions, (i.e., establishing new positions, reclassifying existing positions).
- Clarification of questionable personnel issues, (i.e., appropriate classification, use of hiring lists).
- Appropriate action is taken for personnel commitments or changes in new/borderline areas.
- Appointment procedures and practices are consistent with the EEO policy of the Department (see DOM 31010 of this manual).
- Women and ethnic minorities are represented on all hiring interview panels whenever possible.
- Employment references are conducted with all prior institutional employers to gather information on substantiated allegations of staff sexual misconduct or any resignation during a pending investigation of an allegation of staff sexual misconduct. The efforts made shall be documented on the reference check form.

Sections 31060.4 through 31060.5.4 remain unchanged.

**Section 31060.5.5 Ex-Offender Appointments is amended to read:
31060.5.5 Ex-Offender Appointments**

Revised July 1, 2015

The Department prohibits discrimination on the basis of ex-offender status. However, all factors which relate to legal requirements and restraints, facility security, commitment history, and experience shall be considered. Hiring commitments shall not be made without written approval of the Secretary or Designee.

Licensing

Applicable certification or licensing for a position shall not be waived for ex-offenders.

Completion of CDCR Form 1951

A CDCR Form 1951, Supplemental Application for all CDCR Employees is required of all applicants seeking employment with the Department. This form is utilized at the time the employment interview is conducted and should be completed by both internal and external candidates with the exception of peace officers applying to the same classification. Completion of the form should prevent the hiring of any ex-offenders without prior approval of the Secretary. This form will also be utilized to ensure compliance with 28 CFR, Part 115, National Standards to Prevent, Detect, and Respond to Prison Rape under the Prison Rape Elimination Act (PREA), Standard 115.17 – Hiring and promotion decisions.

Peace officer promotions or transfers to different classifications must complete the applicable sections of Form CDCR 1951 at the time of interview.

Restricted Employment Areas

Ex-offenders shall not be hired or assigned work in areas which provide access to:

- Any records pertaining to staff.
- Sensitive personal or medical information on inmates

These areas include, but are not limited to, the following:

- Medical.
- Personnel.
- Records.
- Accounting.
- Data processing.

Legal Prohibition for Peace Officer Classifications

Persons convicted of a felony in this or another state may not be employed as a peace officer of this State. CCR 3291(b) lists the classes designated as peace officers in this Department.

Procedural Responsibilities

For all hires other than initial peace officer hires, the hiring authority shall:

- Submit an "Approval to Appoint" request to the Secretary via the Chief, Office of Correctional Safety (OCS) at least 60 days prior to the requested appointment date. This shall include a copy of the ex-offender's CI&I SSCH and the completed CDCR Form 1951.

If the individual is on parole, the request shall identify the name and address of the Parole Agent. If discharged, that date shall be indicated.

The Chief, OCS, shall:

- Review the original submittal for possible gang affiliations.
- Note the results of this review on the request.

- Forward the request to either the Director, Division of Adult Institutions, or Director, Division of Adult Parole Operations, for appropriate data if they are not the hiring authority.

If the request is approved by the affected Director, it shall be returned to the Chief, OCS, for final review.

The Chief, OCS, shall:

- Ensure completion of required materials.
- Forward approved packages to the Agency Secretary.
- Return denied packages to the hiring authority.
- Return packages with Agency Secretary's approval/disapproval to the hiring authority.
- Ensure that a copy of all denials/approvals are sent to the Office of Internal Affairs, Civil Rights Operations.

Sections 31060.6 through 31060.16 remain unchanged.

**Section 31060.17 Pre-Employment Documentation is amended to read:
31060.17 Pre-Employment Documentation**

Revised July 1, 2015

The following records shall be on file in the local personnel/payroll office prior to appointment of an applicant:

- CI&I SSCH.
- Live scan.
- USINS Form I-9.
- Physical examination report.
- CDCR Form 1951, Supplemental Application for all CDCR Employees

**Section 31060.18 Retention of Personnel Records is amended to read:
31060.18 Retention of Personnel Records**

Revised July 1, 2015

All applications; supplemental applications; personnel, membership, or employment referral records; and files of applicants shall be retained a minimum of two years in a confidential file.

Unsolicited applications are excluded from the retention requirement.

Transferring Employees

The following documents are retained in the separated employee's folder once the employee transfers:

- One copy of the CDC Form 647, Request for Personnel Action, or CDC Form 647-A, Request for Personnel Action-Institutions.
- One copy of the STD Form 612, Transfer Data Sheet.
- One copy of the CDCR Form 1951, Supplemental Application for all CDCR Employees
- CDC Form 648, Report of Separation.

- One copy of the separation checkout list (if used).

Other material in the Official Personnel Folder shall be purged according to the SAM 1670 and the remaining contents forwarded to the receiving location.

Employment Eligibility Verification Forms

USCIS Form 1-9 shall be:

- Maintained in a file separate from the Official Personnel Folder.
- Retained for three years after the date of employment or for one year after termination of employment, whichever is later.

No Longer Interested Notification Forms

A DOJ, CI&I Form 8302, No Longer Interested Notification (NLI) Form, shall be submitted to State DOJ by each personnel section on any of the following who were fingerprinted at the time of application or appointment:

- Employees who are terminated or separated from the Department.
- Contracted workers, volunteers, vendors, or other service providers whose services are no longer required by the Department.
- Applicants who were fingerprinted but not hired by the Department.

NLI Forms should not be sent to DOJ on retired employees.

Sections 31060.19 through 31060.22 remain unchanged.

CHAPTER 5 – CUSTODY AND SECURITY OPERATIONS

ARTICLE 3— INCIDENT REPORT

Sections 51030.1 through 51030.2 remain unchanged.

51030.3 Reportable Incidents

Revised July 1, 2015

Examples of incidents which shall be reported:

All felonies committed by inmates, parolees, employees or the public on institution property, during transportation or under the jurisdiction of parole regions.

- General or partial lockdowns.
- Riots, inmate strikes or general demonstrations.
- Major power failures.
- Serious accidents or injuries.
- Deaths.
- Significant damage or destruction of state property.
- Escapes or attempted escapes (refer to DOM 55040, Escape Pursuit).
- Any state of emergency as described in CCR 3383.
- Any use or discharge of weapons, chemical agents or tasers.
- Threats against the President or Vice-President of the United States, or threats against state officials.
- Safety grievances (employees).

- Employee job actions.
- Sexual Violence Allegations.

Sections 51030.4 through 51030.11 remain unchanged.

ARTICLE 19 — ARREST, SEARCH, AND SEIZURE

Sections 52050.1 through 52050.16.3 remain unchanged.

Section 52050.16.4 Clothed Body Search of Female Inmates is amended to read: 52050.16.4 Clothed Body Search of Female Inmates

Revised July 1, 2015

Body search procedures for clothed female inmates recognize, address, and minimize the effects of cross-gender contact inherent in the body search process by limiting this function to female correctional staff unless an emergency exists that threatens death, inmate escape, or great bodily injury to staff, inmates, or visitors.

Custody post orders shall require random clothed body searches of inmates, or when reasonable suspicion is established. Random search should be no more frequent than necessary to control contraband or to recover missing or stolen property; however, the routine search of inmates entering or leaving certain specified areas is not precluded.

This is a basic search alerting staff to possession of weapons or other serious contraband.

A search shall be conducted with the inmate facing away from the staff member.

Staff shall search inmates from the top of their head to the bottom of their feet, including shoes, all pockets, seams, and personal effects.

Clothed Body Searches of female inmates shall be conducted by female correctional staff only, except in emergency situations as follows:

- When circumstances exist that require an immediate search of a female inmate in order to avoid the threat of death, escape, or great bodily injury to staff, inmates, or visitors, and only until sufficient numbers of female correctional staff are available to assume critical body search duties.
- Clothed Body Searches performed by male correctional staff during the emergency circumstances described above shall sweep the inmate's breast and genital area with the back of the hand for the purpose of discovering contraband directly related to the threat posed by the emergency. If cause exists for a more thorough search, the female inmate shall be detained until a female correctional staff member is available to conduct the search.
- At any time a male correctional staff member conducts a pat-down search of a female inmate, the search shall be documented. This documentation shall be completed utilizing a Notice of Unusual Occurrence which shall be reviewed by the supervisor and routed to the institutional PREA Compliance Manager (PCM). The PCM

shall retain the completed document, in accordance with the Records Retention Schedule, for audit purposes.

Under no circumstances shall male correctional staff perform non-emergency clothed body searches of female inmates.

**Section 52050.16.5 Unclothed Body Search of Inmates is amended to read:
52050.16.5 Unclothed Body Search of Inmates.**

Revised July 1, 2015

Unclothed body searches:

Correctional personnel, other than qualified medical staff, shall not conduct unclothed body inspections or searches of an inmate of the opposite sex, except in an emergency.

Inmates assigned to designated areas, (i.e., vocational programs, industries, plant operations, warehouse, outside crews, etc.), may be subject to unclothed body searches before returning to the institution's general population.

Routine unclothed body searches shall be conducted in a safe manner and in an area that allows the inmate to preserve some measure of dignity and self-respect. Routine unclothed body searches shall not be completed by staff of the opposite biological sex.

The inmates shall be required to remove all articles from their pockets. All articles shall be inspected by staff. If it is suspected that an inmate is in possession of dangerous contraband, the inmate shall be detained and closely observed until there is sufficient staff to conduct a "safe" search. In this circumstance, the staff member conducting the search shall initially conduct a clothed body search and remove all articles from the inmate's person rather than allow the inmate to remove them. The inmate shall then completely disrobe. Staff shall inspect and search each item of clothing and visually inspect the inmate's body.

The inmate shall face the staff member who shall visually inspect the inmate's hair, ears, mouth, nose, body, armpits, hands, scrotum, genitals, and legs. The inmate shall turn away from staff upon instruction and staff shall then inspect the inmate's back, buttocks, thighs, toes, bottom of the feet, and lastly, the anal area by having the inmate bend over, spread the cheeks of their buttocks, and cough.

Unclothed body searches of inmates by staff of the opposite biological sex shall only be conducted in emergency situations. If a cross gender unclothed body search is required, the search shall be documented. This documentation shall be completed utilizing a Notice of Unusual Occurrence which shall be reviewed by the supervisor and routed to the institutional PCM. The PCM shall retain the completed document, in accordance with the Records Retention Schedule, for audit purposes.

**New Section 52050.16.6 is adopted to read:
52050.16.6 Unclothed and Clothed Body Searches of Transgender or Intersex Inmates**

Revised July 1, 2015

In the event that there is an individual going through Receiving and Release (R&R) who self-identifies as transgender or self-identifies with a gender that seems not to match their biological sex, the search will be conducted by staff of the same biological sex as the inmate to be searched.

In the event that an individual's genital status is ambiguous, the search shall be conducted by a staff member that is the same biological sex as indicated in the inmate's records. (i.e., paperwork indicates male, inmate will be searched by a male staff member).

If staff are unable to determine the genital status through medical records or an interview with the inmate, the inmate shall be placed on single-cell status or in administrative segregation, for his/her safety, until the standard intake medical evaluation is completed. This standard medical examination will establish the genital status of the inmate. Once the information is collected and documented on the CDCR Form 128-C3, the Institution Classification Committee should determine appropriate classification and housing placement.

Many inmates consider their sexual orientation and gender identity to be private information, and the widespread knowledge of this information could impact the safety and well-being of sexual minorities such as lesbian, gay, bisexual, transgender and intersex (LGBTI) inmates. This information is considered sensitive and should be handled in a confidential manner. The information should only be communicated to staff when there is a justified "Need to Know". This information should never be communicated to other offenders. This will protect the rights and safety of the involved inmate.

Sections 52050.17 through 52050.29 remains unchanged.

Article 44 - Prison Rape Elimination Policy has been amended in its entirety to read:

ARTICLE 44 — PRISON RAPE ELIMINATION POLICY

Revised July 1, 2015

54040.1 Policy.

The California Department of Corrections and Rehabilitation (CDCR) is committed to providing a safe, humane, secure environment, free from offender on offender sexual violence, staff sexual misconduct, and sexual harassment. This will be accomplished by maintaining a program to address education/prevention, detection, response, investigation, and tracking of these behaviors and to address successful community re-entry of the offender. CDCR shall maintain a zero tolerance for sexual violence, staff sexual misconduct and sexual harassment in its institutions, community correctional facilities, conservation camps, and for all offenders under its jurisdiction. All sexual violence, staff sexual misconduct, and sexual harassment is strictly prohibited. This policy applies to all offenders and persons employed by the CDCR, including volunteers and independent contractors assigned to an institution, community correctional facility, conservation camp, or parole.

Retaliatory measures against employees or offenders who report incidents of sexual violence, staff sexual misconduct or sexual harassment as well as retaliatory measures against those who cooperate with investigations shall not be tolerated and shall result in disciplinary action and/or criminal prosecution. Retaliatory measures include, but are not limited to, coercion, threats of punishment, or any other activities intended to discourage or prevent a staff or offenders from reporting the incident(s) or cooperating with investigation of an incident(s).

54040.2 Purpose.

The purpose of this policy is to ensure compliance with Public Law 108-79, the Prison Rape Elimination Act of 2003 (PREA), and California Assembly Bill 550 (Chapter 303, Statutes of 2005), the Sexual Abuse in Detention Elimination Act, and 28 Code of Federal Regulations, Part 115, National Standards to Prevent, Detect, and Respond to Prison Rape. It will provide guidelines for the prevention, detection, response, investigation, and tracking of sexual violence, staff sexual misconduct and sexual harassment against CDCR offenders. A further purpose of this policy is to provide guidelines for the successful community re-entry of offenders.

Lastly, this policy informs staff of their responsibility and liability as specified in the law.

54040.3 Definitions.

Aggressor

A person who attempts to commit, or commits sexual violence, staff sexual misconduct or sexual harassment.

Bisexual

A person who is sexually attracted to both sexes.

Coercion

A threat, however communicated, to commit an offense; to inflict bodily injury in the future on the person threatened or another, to accuse a person of any offense, to harm the credit or business reputation of any person, to take or withhold action as a public servant, or to cause a public servant to take or withhold action.

Cross-Gender

Of the opposite biological sex. Example: Male Custody Staff patting down female Inmates is cross-gender searching.

Gay

Slang term for a homosexual.

Gender Expression

A person's expression of his/her gender identity, including appearance, dress, mannerisms, speech, and social interactions.

Gender identity

Distinct from sexual orientation and refers to a person's internal, deeply felt sense of being male or female.

Gender non-conforming

Gender characteristics and/or behaviors that do not conform to those typically associated with a person's biological sex.

Intersex

An individual born with external genitalia, internal reproductive organs, chromosome patterns, and/or endocrine systems that do not seem to fit typical definitions of male or female.

Lesbian

A female homosexual.

LGBTI

An acronym that refers to sexual minorities, including lesbian, gay, bisexual, transgender and intersex.

Locally Designated Investigator (LDI)

The Investigative Services Unit Investigator or other designated institutional staff who have been trained to conduct investigations into allegations of sexual violence and/or staff sexual misconduct.

“Need to Know” basis

When the information is relevant and necessary in the ordinary performance of that employee or contractor's official duties.

Non-consensual

Not giving permission for or consent to an action being taken by another person.

Offender

Any inmate, ward, parolee, or other person currently under the jurisdiction of the CDCR.

PREA Compliance Manager (PCM)

Institutional employee with sufficient time and authority to coordinate the institutions efforts to comply with the CDCR Prison Rape Elimination Policy.

PREA Coordinator

Agency wide Coordinator with sufficient time and authority to develop, implement, and oversee agency efforts to comply with the PREA standards in all institutions.

Rape

Refer to PC Section 261.

Sexual Violence (committed by offenders) will Encompass:

Abusive Sexual Contact

Contact of any person without his or her consent, or by coercion, or contact of a person who is unable to consent or refuse AND intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person.

Nonconsensual Sex Acts

Contact of any person without his or her consent, or by coercion, or contact of a person who is unable to consent or refuse AND contact between the penis and vagina or the penis and the anus including penetration, however slight; or contact between the mouth and the penis, vagina, or anus or penetration of the anal or genital opening of another person by the hand, finger, or other object.

Sexual Assault Response Team (SART)

A coordinated interdisciplinary team of law enforcement, prosecution, contract medical, and advocacy experts collaborating to meet the forensic needs of the criminal justice system, and the medical and emotional needs of the victim of sexual violence or staff sexual misconduct.

In the CDCR, unless an institution has been previously authorized for contracted on-site SART exams, they will utilize the resources available via contract at the local community hospital for SART examination of the victim and offender-suspect.

Sexual Harassment by an offender (towards an offender)

Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by an offender toward another offender.

Staff Sexual Harassment (towards an offender)

Repeated verbal comments or gestures of a sexual nature to an offender 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.

Staff Sexual Misconduct

Any threatened, coerced, attempted, or completed sexual contact, assault or battery between staff and offenders.

Any sexual misconduct by staff directed toward an offender, as defined in California Code of Regulations (CCR), Title 15, Section 3401.5 and Penal Code (PC) Section 289.6. The legal concept of "consent" does not exist between staff and offenders; any sexual behavior between them constitutes sexual misconduct and shall subject the staff member to disciplinary action and/or to prosecution under the law.

Staff

Any person employed by the CDCR, including employees, volunteers, and independent contractors assigned to an institution, community correctional facility, conservation camp, parole, or headquarters. Employee refers to those individuals who are appointed through civil services employment laws and assigned to a CDCR institution.

Transgender

A person whose gender identity differs from their birth sex.

Transgender Man

A person whose birth sex was female but who understands oneself to be, and desires to live life as a male.

Transgender Woman

A person whose birth sex was male but who understands oneself to be, and desires to live life as a female.

Victim

For purposes of this policy, a victim is an offender who has been subjected to inmate sexual violence, staff sexual misconduct, or sexual harassment.

Victim Advocate

An individual typically employed by a Rape Crisis Center whose primary purpose is the rendering of advice or assistance to victims of sexual assault and who has received a certificate evidencing completion of a training program in the counseling of sexual assault victims issued by an approved counseling center. The Victim Advocate will be summoned to assist the alleged victim of an in-custody sexual assault including rape, sodomy, oral copulation, or forcible acts of sexual penetration. In cases where an outside Victim Advocate is not available, a designated employee will be summoned, if available; an employee who has been certified by a rape crisis center as trained in counseling of sexual assault victims and who either:

- (1) A psychiatrist, psychologist, licensed clinical social worker, psychiatric mental health registered nurse, staff person with a master's degree in counseling, or others listed in Evidence Code section 1010; or
- (2) Has the 40 hours of specialized training listed in Evidence Code section 1035.2 and is supervised by a staff member in subsection (1) above.

If a designated employee is utilized as a Victim Advocate proof of required training must be on file in their personnel or IST file.

Victim Support Person

Any person of the alleged victim's choosing which could include another offender, personal friend, or family member including registered domestic partner.

54040.4 Education and Prevention.

Staff Training.

All staff, including employees, volunteers, and contractors, shall receive instruction related to the prevention, detection, response, and investigation of offender sexual violence, staff sexual misconduct, and sexual harassment. This training ~~class~~ will be conducted during new employee orientation, annual block training, and will be included in the curriculum of the Correctional Training Academy. The training will be gender specific based on the offender population at the assigned institution. Participation in the training will be documented on a CDCR 844, Training Participation Sign-in Sheet.

Employees shall also be trained in how to conduct cross-gender pat-down searches, transgender pat-down searches, and unclothed body cavity searches. When conducting these types of searches, employees shall ensure that these searches are conducted in a professional, respectful manner, and in the least intrusive manner possible consistent with security needs. Searches shall be conducted in accordance with policy, procedure and training as per CCR, Title 15, Section 3287(b).

Institutions shall train all staff on how to communicate professionally with inmates, including inmates who identify themselves as Lesbian, Gay, Bi-Sexual, Transgender,

Intersex, and Gender Non – Conforming in accordance with Inmate/Staff Relations Training, on file with the Office of Training and Professional Development (OTPD).

Specialized training may be offered to employees who volunteer to act as victims' advocates. This training includes certification by a rape crisis center as trained in the counseling of sexual assault victims. For any employee volunteer who is not a psychiatrist, psychologist, licensed clinical social worker, psychiatric mental health RN, staff person with a master's degree in counseling, or other's listed in Evidence Code section 1010, this specialized training also includes the 40 hours of specialized training listed in Evidence Code 1035.2. Only employees who voluntarily agree to act as a victim advocate shall be utilized in that capacity. Employees who volunteer will be subjected to background clearance to ensure no prior history of violence.

All employees who are assigned to investigate sexual violence and/or staff sexual misconduct will receive specialized training per PC Section 13516 (c). The curriculum utilized in the class must be OTPD approved. The Hiring Authority or PREA Compliance Manager (PCM) shall ensure employees investigating incidents of sexual violence and/or staff sexual misconduct are properly trained.

Offender Education

Verbal and written information shall be provided to offenders which will address:

- Prevention/Intervention.
- Reporting.
- Treatment and Counseling.

Initial offender orientation on PREA will be provided to the offender population in reception centers (RC) via either written or a multi-media presentation on a weekly basis in both English and Spanish.

Approved PREA posters which contain departmental policy and the sexual violence, staff sexual misconduct, and sexual harassment reporting telephone numbers shall be posted in designated locations throughout the institution and parole offices. At a minimum, these areas shall include all housing units, medical clinics, law libraries, visiting rooms, program offices, and offender work areas.

The PREA Brochure entitled "Sexual Assault Awareness" and the PREA booklet entitled "Sexual Abuse/Assault – Prevention and Intervention" will be distributed during initial processing in RC institutions. Both the brochure and booklet shall be available through correctional counselors at each institution, and the information will also be included in each institution's offender orientation handbook.

Appropriate provisions shall be made to ensure effective communication for offenders not fluent in English, those with low literacy levels, and those with disabilities.

Institutions may consider the use of offender peer educators to enhance the offender population's knowledge and understanding of PREA and sexually transmitted diseases.

PREA offender education shall be documented on a CDC Form 128-B, General Chrono. The offender shall be asked to sign the CDC Form 128-B indicating they received the

training. Refusal to sign will be noted by staff on the CDC Form 128-B. The CDC Form 128-B shall be forwarded to Inmate Records for appropriate scanning into the Electronic Records Management System (ERMS).

Preventative Measures

Each institution shall enable offenders to shower, perform bodily functions, and change clothing without non-medical staff of the opposite biological sex viewing their breast, buttocks, or genitalia, except in exigent circumstances or when such viewing is incidental to routine cell checks. Except in circumstances where there would be an impact to safety & security, modesty screens shall be placed strategically in areas that prevent incidental viewing.

In order to minimize cross gender exposure, staff of the opposite biological sex shall announce their presence when entering the housing unit. This announcement is required at the beginning of each shift and/or when the status quo within the housing unit changes.

This policy shall be included in each institution's orientation handbook. This will allow the inmate to take into consideration that staff of the opposite gender may be present when performing bodily and bathing functions.

Security Rounds

A custody supervisor assigned to each facility or unit shall conduct weekly unscheduled security checks to identify and deter sexual violence, staff sexual misconduct and sexual harassment of any kind. These security checks shall be documented in the Unit Log Book in red pen. The Unit Log Book shall indicate the date, time, and location the security check was conducted.

54040.5 Searches

Institutions shall document all cross-gender strip searches and cross-gender visual body cavity searches in accordance with DOM Section 52050.16.5, and shall document all cross-gender pat-down searches of female inmates in accordance with DOM Section 52050.16.4 utilizing the Notice of Unusual Occurrence (NOU). Completed NOU forms shall be reviewed by the supervisor and routed to the institutional PCM to retain for audit purposes. If the search is incidental to an emergency or crime that constitutes a CDCR Form 837, Crime Incident Report, the search shall also be documented within the incident report.

Section 54040.6 Offender Housing.

Offenders at high risk for sexual victimization, as identified on the electronic Initial Housing Review, shall not be placed in segregated housing unless an assessment of all available alternatives has been completed, and a determination has been made that there is no available alternative means of separation from likely abusers.

Offenders at high risk for sexual victimization shall have a housing assessment completed immediately or within 24 hours of placement into segregated housing. If temporary segregation is required, the inmate shall be issued an Administrative Segregation Placement Notice, explaining the reason for segregation is the need to complete a housing assessment based on the high risk for sexual victimization. If a determination is made at the conclusion of the assessment that there are no available alternative means of separation from likely abusers, the inmate will be retained in

segregated housing and issued an Administrative Segregation Placement Notice, explaining the reason for retention. The assigned counseling staff shall schedule the offender for appearance before the Institution Classification Committee for discussion of his/her housing needs.

Single Cell Status

The process of review and evaluation for single cell status shall be initiated during RC processing as part of initial screening. This process will include completion of the electronic Initial Housing Review, which includes questions related to sexual violence and victimization. Upon the offender's arrival at his/her assigned institution, this information will again be assessed and an Initial Housing Review will be updated as necessary. Offenders will not be disciplined for refusing to answer, or not disclosing complete information related to their sexual orientation or sexual violence history.

The offender shall be referred to a classification committee for determination of single cell status in accordance with CCR Section 3377.1(c), based on documented evidence that the offender may not be safely housed in a double cell or dormitory situation. An offender's need for single cell status shall be reviewed as part of initial/annual classification, or any time an offender is referred for transfer or placement consideration.

Section 54040.7 Detection, Notification and Reporting

Offenders may report violations of this policy to any staff member verbally or in writing, utilizing the Inmate Appeals Process, through the sexual assault hotline, or through a third party.

The department shall not rely on offender interpreters, offender readers, or other types of offender assistants except in limited circumstances where an extended delay in obtaining an effective interpreter could compromise the offender's safety, the performance of first-response duties, or the investigation of the offender's allegations.

CDCR employees have a responsibility to protect the offenders in their custody. All staff are responsible for reporting immediately and confidentially to the appropriate supervisor any information that indicates an offender is being, or has been the victim of sexual violence, staff sexual misconduct, or sexual harassment. In addition to reporting, employees have a responsibility to assist the offender and refer him/her to medical/mental health for evaluation. Staff shall ensure the reporting of information is done as soon as possible and in a confidential manner. A CDCR Form 837, Crime Incident Report, shall be submitted for each allegation of Sexual Violence against an offender by an offender in compliance with DOM Section 51030.3, except as described in DOM Section 54040.7.3.

An offender may report sexual violence, staff sexual misconduct, or sexual harassment that occurs under the jurisdiction of the CDCR to any staff member. If the staff who receives the report is non-custody, he/she shall immediately notify his/her supervisor and the Watch Commander. Each employee who observes the incident or is provided a report by the victim must complete required reports.

An offender may also report sexual violence, staff sexual misconduct, or sexual harassment that occurs under the jurisdiction of the CDCR, to the Ombudsman for Sexual Abuse in Detention Elimination in the Office of the Inspector General. In

addition, offenders being retained solely for civil immigration may contact consular officials or officials at the Department of Homeland Security.

Staff are reminded that victims of sexual violence, staff sexual misconduct, or sexual harassment may be seriously traumatized physically and/or mentally. Staff are expected to be sensitive to the offender during their interactions with him/her.

Screening for Appropriate Placement

Based on information that the offender has been a victim of sexual violence or victimization, the custody supervisor conducting the initial screening shall discuss housing alternatives with the offender in a private location. The custody supervisor shall not automatically place the offender into administrative segregation. Consideration shall be given to housing this offender with another offender who has compatible housing needs. If single cell status is appropriate, the custody supervisor may designate the offender for single cell housing pending a classification review.

Per the Department's Mental Health Services Delivery System (MHSDS), all offenders shall receive a mental health screening within the required timeframe after arrival at an institution.

Any staff member, with significant concern that an offender may be subject to sexual victimization, shall immediately notify a custody supervisor who will refer that offender for a mental health evaluation per existing policy regarding mental health referrals. This referral will be completed using the CDCR Form 128-MH5, Mental Health Referral Chrono.

Referral for Mental Health Screening

If it is reported by an offender during the initial intake screening, that he/she has experienced prior sexual victimization or previously perpetrated sexual abuse, whether it occurred in an institutional setting or in the community, staff shall ensure that the inmate is referred to mental health utilizing the CDCR Form 128-MH5, Mental Health Referral Chrono.

54040.7.1 Notification via Inmate Appeals or Form 22 Process.

Any employee receiving notice of alleged staff sexual misconduct via a completed CDCR Form 602, Inmate/Parolee Appeal, CDCR Form 22, Inmate/Parolee Request for Interview, Item or Service, or CDCR Form 602HC, Inmate/Parolee Health Care Appeal shall immediately notify the institution head, unit supervisor, or highest-ranking official on duty as required by CCR, Title 15, Sections 3401.5, 3084.9(a)(5), 3084.9(a)(5)(A), or 3086.

54040.7.2 Notification via Third Party Reporting of Misconduct Against an Employee, Contractor, or Volunteer.

When a third party, on behalf of an inmate, makes an allegation of staff sexual misconduct or sexual harassment against a departmental employee, contractor, or volunteer, that allegation or complaint shall be submitted in writing to the hiring authority of the area in which the individual is assigned. Complaints against departmental employees should be filed in accordance with CCR 3391. The term "third party" includes staff members, family members, attorneys, or outside advocates. Inmates will file complaints against staff utilizing the CDCR Form 602.

Complaints determined to involve personnel from other agencies or institutions shall be forwarded to the proper Hiring Authority through the chain of command for appropriate response.

When a third party files such a complaint on behalf of an offender, a supervisory employee shall take the inmate to a private setting to discuss the complaint and assess immediate housing needs.

Third Party reports of staff sexual misconduct or staff sexual harassment shall be forwarded to the Hiring Authority. The Hiring Authority shall forward the documented third party report of the allegation to a Locally Designated Investigator (LDI). The LDI will conduct inquiry work until sufficient information is obtained to warrant an OIA investigation, or the information collected refutes the allegation, as determined by the hiring authority. The inquiry and/or investigative information will be thoroughly documented on a Confidential Memorandum. The Confidential Memorandum shall be maintained with the investigatory file. Standard investigatory procedures will be utilized and the complaint will be logged on the CDCR Form 2140, Internal Affairs Allegation Log.

Any allegation of staff sexual misconduct or staff sexual harassment believed to constitute an emergency shall be reported immediately to a supervisor. The supervisor shall notify the Watch Commander who shall immediately notify the Hiring Authority. Notification to the OIA, Regional Office, Special Agent in Charge (SAC) or OIA Administrative Officer of the Day (AOD) shall also be made when immediate investigative action is necessary. In the event of such an emergency, staff shall follow-up with a written report within one (1) day of learning the information. Examples that constitute an emergency are as follows:

- Possible loss of life or serious bodily injury;
- Serious breach of facility security;
- Further aggravation of a potentially dangerous situation;
- Activities which seriously compromise or jeopardize an investigation;
- An illegal activity which may occur imminently.

Section 54040.7.3 Notification via Third Party Reporting of Sexual Violence or Sexual Harassment Against an Offender.

When a third party, on behalf of an inmate, makes an allegation of sexual violence or sexual harassment against an offender, that allegation or complaint shall be submitted in writing to a custody supervisor. The Custody Supervisor shall forward the documented third party report of the allegation to the Locally Designated Investigator (LDI) for investigation and determination of the appropriate disposition.

Complaints determined to involve offenders from other agencies or institutions shall be forwarded to the proper hiring authority through the chain of command for appropriate response. Any allegation believed by staff to constitute an emergency shall be reported immediately to a supervisor. See examples listed in previous section.

The allegation will be investigated and documented on a Confidential Memorandum or CDC Form 128-B, General Chrono utilizing standard investigatory procedures, as outlined in DOM, Chapter 5, Article 44, Section 54040.12. If warranted the suspect may be subject to administrative/criminal proceedings per DOM, Chapter 5, Article 44, Section 54040.11.

Completion of a CDCR 837, Crime Incident Report is required on third party reports and anonymous reports only if the allegation is substantiated.

Section 54040.7.4 Notification from/to Other Confinement Facilities.

Upon receiving an allegation that an offender was the victim of sexual violence or staff sexual misconduct while confined at another institution/confinement facility, the hiring authority where the allegation was received shall notify the hiring authority of the institution or appropriate office of the agency where the alleged sexual violence or staff sexual misconduct occurred. This initial notification shall be made via telephone contact or electronic mail and will be followed up with a written summary of the alleged victim's statements. Such initial notification shall be provided as soon as possible, but no later than 72 hours after receiving the allegation. The institution or facility where the alleged sexual violence or staff sexual misconduct is reported will be responsible to complete the SSV-IA form.

The Hiring Authority or agency office receiving notification that an incident occurred at their institution, shall assign and ensure that the allegation is investigated and reported in accordance with DOM Section 54040.12. Upon completion, a closure report shall be returned to the institution where the alleged incident was reported.

54040.8 Response.

It is the expectation that all staff shall maintain professional behavior when interacting with an alleged victim of sexual violence or staff sexual misconduct, and display sensitivity to the potential emotional impact of the situation. All staff are reminded that this is a very serious situation. Incident-specific information shall be treated as confidential, and disclosure made only to employees who have a "need to know" and to other persons and entities as permitted or required by law.

Initial Contact

Upon the initial contact with an employee, that employee will take the alleged victim to a private secure location. The Initial Contact Guide has been developed to assist employees in completing the tasks associated with initial contact.

The employee shall make every effort to ensure the victim does not:

- Shower;
- Remove clothing without custody supervision;
- Use the restroom facilities and/or;
- Consume any liquids.

When receiving an allegation from an offender of sexual violence or staff sexual misconduct that occurred in a detention facility while the offender was a minor, it will be the responsibility of the Watch Commander to notify the appropriate agencies.

54040.8.1 Custody Supervisor Responsibilities.

The custody supervisor has significant responsibility in this policy, and a Custody Supervisor Responsibilities Checklist has been developed to assist in identifying the duties to be completed.

If the victim alleges staff sexual misconduct, the Hiring Authority will be immediately notified via the Watch Commander. The Hiring Authority will assign a LDI to conduct inquiry work-until sufficient information is obtained to warrant an Office of Internal Affairs (OIA) investigation, or the information collected refutes the allegations, as determined by the Hiring Authority. The inquiry and/or investigative information will be thoroughly documented on a Confidential Memorandum. The Confidential Memorandum shall be maintained with the investigatory file. The complaint will be investigated utilizing standard investigatory procedures. Upon conclusion of the investigation, the alleged victim will be provided written notification of the findings as described in DOM Section 54040.12.4.

Any allegation of staff sexual misconduct or staff sexual harassment believed by staff to constitute an emergency shall be reported immediately to a supervisor. Notification to the OIA, Regional Office, SAC or OIA AOD shall also be made when immediate investigative action is necessary. In the event of such an emergency, staff shall follow-up with a written report within one (1) day of learning the information. Examples that constitute an emergency are as follows:

- Possible loss of life or serious bodily injury;
- Serious breach of facility security;
- Further aggravation of a potentially dangerous situation;
- Activities which seriously compromise or jeopardize an investigation;
- An illegal activity which may occur imminently.

The custody supervisor must tell the victim that his/her name will become a matter of public record unless he/she requests that it not become a matter of public record, per PC Section 293 (a). The victim should be provided the Victim of Sex Crimes form to complete to either request or waive confidentiality of his/her name. If the victim chooses to have his/her name remain confidential, any written report concerning these offenses must indicate that the victim requested confidentiality of his/her name per PC Section 293(a). If the victim has requested confidentiality, the victim's name and address may not be released except to specified persons or as authorized by law.

Please refer to DOM Section 54040.12.1 for information related to the inmate being transported for a forensic examination.

The custody supervisor shall assign a custody escort to the victim who shall remain with the victim for the entire exam process, whenever possible. Gender preference should be considered when assigning a custody escort to the victim. The custody escort will ensure effective communication (i.e., complexity of the issues, language barriers, and literacy).

A Watch Commander Notifications Checklist has been developed to identify the tasks to be completed.

When the call is made to request the ambulance, it is critical to inform the dispatcher that the injured offender is the victim of sexual assault/battery. At the time the victim is sent to the outside hospital or on-site location, the Watch Commander is required to contact the Rape Crisis Center to request a Victim Advocate be dispatched. If one is not available, designated, trained staff from the facility will be dispatched or called in to act as the Victim Advocate as defined in Section 54040.3.

Crime Scene Preservation

The custody supervisor shall ensure that a perimeter has been established and an officer has been posted to keep persons out of the crime scene area. The custody supervisor shall ensure the assigned officer(s) maintain a chronological log of all persons entering the crime scene area and their purpose for entering the crime scene area. ISU staff and/or trained personnel shall process the crime scene including collecting and securing evidence. ISU staff shall photograph/videotape the crime scene and evidence collected, make a diagram of the crime scene, and collect/package all evidence.

Evidence

Care must be taken to ensure that any potential evidence is identified, preserved, and collected. Examples of evidence include, but are not limited to any clothing worn by the victim and suspect, hair or clothing fibers, dried or moist secretions, semen, blood or saliva stains, stained articles of clothing, blankets, or other foreign materials on the body of the victim or suspect, fingernail scrapings, and any other trace evidence (including the rape examination kit).

Based on when/where the incident occurred, a designated evidence officer will be requested to collect evidence that may be destroyed if not preserved. The designated evidence officer and any other employee who collects evidence will process it according to institutional procedure.

All DNA related evidence taken from the body of the victim or suspect (i.e., fingernail scrapings, body fluid, hair, etc.) must be collected by the SANE, this individual is located at the SART location, in accordance with State of California, Office of Emergency Services Reporting Instructions. Refer to the institutions local MOU or DOM Supplement regarding processing of the clothing that the victim and suspect wore at the time of the incident. All other evidence such as clothing (from his/her bed area) and bedding will be collected per institutional procedure.

Once the SANE has finished collecting the evidence, it will be returned to the custody escort to transport back to the institution where it will be secured in an evidence locker and logged appropriately, maintaining the chain of custody.

Parole or other Community Based Housing Incidents

If a parolee reports sexual violence by another parolee, local law enforcement will be contacted. If a parolee reports staff sexual misconduct or staff sexual harassment, the employee to whom the report was made will contact his/her supervisor and document the notification in a report. The parole supervisor will contact their Regional

Administrator. The Regional Administrator will assign a LDI to conduct an inquiry until sufficient information is obtained to warrant an OIA investigation, or the information collected refutes the allegations, as determined by the Hiring Authority. The inquiry and/or investigative information will be thoroughly documented on a Confidential Memorandum. The Confidential Memorandum shall be maintained with the investigatory file. The complaint will be investigated utilizing standard investigatory procedures. Upon conclusion of the investigation, the alleged victim will be provided written notification of the findings as described in DOM Section 54040.12.4.

If an incident of sexual violence or staff sexual misconduct is reported at a contract facility responsible for housing CDCR offenders, the contracted employee shall initiate the Initial Contact Guide.

54040.8.2 Victim Advocate and Victim Support Person.

Victims of the crimes listed below have the right under PC 264.2 and PC 679.04 to a Victim Advocate and Victim Support Person for both the medical examination and the investigatory interview:

- PC Section 261 Rape.
- PC Section 261.5 Unlawful sexual intercourse with person under 18.
- PC Section 262 Rape of spouse.
- PC Section 286 Sodomy.
- PC Section 288a Oral copulation.
- PC Section 289 Forcible acts of sexual penetration.

Victim Advocate and Victim Support person for Medical Examination

In incidents where an offender has alleged sexual violence or staff sexual misconduct, the watch commander or designee shall immediately notify the local Rape Crisis Center whenever a victim of a sexual violence or staff sexual misconduct, is treated at the local SART location and/or transported to an outside hospital for any forensic examination.

Per PC Section 264.2, the victim of the crimes listed above has the right to have a victim advocate present and a victim support person of the victim's choosing at the examination. In most cases, the victim advocate will be from the local rape crisis center. The victim support person may be excluded from the examination if the watch commander/designee or medical provider determines that the presence of the victim support person would be detrimental to the purpose of the examination or poses a threat to the safety and security of the institution or outside hospital. If a victim support person is excluded, the watch commander/designee or medical provider who made the decision shall document the reason on the CDCR Form 837 (i.e., if time for the support person to attend would result in a significant delay and/or the person requested would present a risk to the safety/security of the institution).

A Memorandum of Understanding (MOU) between the Institution and Local Rape Crisis Center (Victim Advocate) shall be established to ensure that both agencies understand their roles and responsibilities when responding to sexual violence or staff sexual misconduct.

Victim Advocate and Victim Support Person for Investigatory Process

Per PC Section 679.04, victims of the crimes listed previously in this article, have the right to have a victim advocate and a victim support person of the victim's choosing present at any interview by law enforcement, the district attorney, or defense attorneys.

If the investigator or the district attorney determines that the presence of the victim support person would be detrimental to the interview, the victim support person may be excluded from the interview. The victim must be notified verbally or in writing of this right by the attending investigator or the district attorney prior to the interview. Reasons for exclusion of the victim support person are the same as identified previously in the medical examination process and shall be documented on the CDCR Form 837.

54040.8.3 Medical Services Responsibilities.

California Correctional Health Care Services (CCHS) medical staff will provide indicated emergency medical response taking steps not to contaminate evidence.

The assigned RN will initiate the CDC Form 7252, Request for Authorization of Temporary Removal for Medical Treatment and have it delivered to the Watch Office or designated area to expedite the transportation process. To the extent possible, staff in the Triage and Treatment Area (TTA) will maintain physical separation and visual separation between the victim and suspect(s).

CCHCS Medical staff will conduct follow-up testing for sexually transmitted infections/diseases and HIV as indicated.

A Chief Medical Executive or designee will determine if the injuries sustained by the victim are serious as defined in CCR, Section 3000, and shall document this determination on a CDCR Form 7219, Medical Report of Injury or Occurrence and CDCR Form 837-C for use in the inmate disciplinary process and provide to custody.

54040.8.4 Transportation Responsibilities.

The transportation sergeant or designated sergeant shall maintain Sexual Assault/Battery Transportation Kits in a plastic storage bin. This kit will consist of:

- 1 clean jumpsuit;
- 2 pieces of "examination table" type paper (approx. 18" x 36" each);
- 2 Evidence Collection Envelopes;
- 2 Evidence Collection Paper Bags; and
- 2 pairs of latex gloves and other required personal protective equipment (PPE).

A Transportation Checklist has been developed to identify the duties to be completed related to the transportation of Sexual Assault victims and suspects.

54040.9 Forensic Medical Examination.

The victim will be taken to the designated outside hospital, or on-site location, where SART Contract Staff will complete the forensic exam. The SANE shall provide the required Forensic Medical Examination, per the Office of Emergency Services, as well as the appropriate Forensic Medical Report: Acute (<72 hours) Adult/Adolescent Sexual Assault Examination, the Forensic Medical Report: Non-Acute (>72 hours) Child/Adolescent Sexual Abuse Examination, or the Forensic Medical Report: Sexual Assault Suspect Examination. These examinations will consist of an explanation of the process, the offender's signature on consent forms (some offenders will require

assistance to explain the consent forms prior to signing them), discussion of the incident and when/how it occurred, and a detailed physical examination that will include evidence collection and photographs. As required in Penal Code section 2638 (part of AB 550), immediate HIV/AIDS prophylactic measures will be provided. In addition, information regarding sexually transmitted infections, HIV and pregnancy options, will be discussed with the victim and/or suspect. Testing for sexually transmitted infections, HIV, and pregnancy (if appropriate) will be offered.

54040.10 Return to Triage and Treatment Area/Receiving & Release

Upon the return of the victim from the SART/SANE Exam, the offender will be assessed following Inmate Medical Services Policies and Procedures (IMSP&P). The TTA Registered Nurse will also complete a request for an emergent Suicide Risk Evaluation (SRE). Mental Health staff will evaluate the victim within four hours of referral. Until that time, the offender shall be placed under constant and direct supervision to ensure he/she does not attempt to hurt him/herself or someone else.

Staff are reminded to be aware of warning signs of post-trauma mental health problems. These behaviors would typically be a change from their usual behavior prior to the alleged assault. No single behavior listed below indicates mental health problems, but if several or more are present you should make a referral to or consult with the mental health program.

- Sleep problems
- Agitation or restlessness (for example, pacing in the cell or housing unit)
- Suspiciousness or heightened vigilance – may have an exaggerated startle response
- Withdrawal from customary activities and friends
- Loss of appetite
- May stand and stare blankly
- Hyperactivity
- New ritualistic or highly repetitive behavior
- Crying or tearfulness
- Fear of others
- Inmate has a marked change in personality
- No longer wants to engage in activities
- Self-injurious or suicidal behavior
- May be heard putting themselves down or be very critical of themselves
- Bizarre or unusual behavior or outbursts
- Fear of venturing beyond “security blanket” areas
- Newly developed clinginess on friends or custody staff
- May display impulsiveness or violence toward others (new behavior)

Upon the victim’s return to the institution TTA or designated medical location, the custody supervisor will arrange housing for the victim. All housing options should be considered, including input from the victim regarding his/her housing preference, a bed move, a transfer to a sister institution and safety concerns. Consideration should also be given to housing the victim with another offender with compatible housing needs.

Mental Health Responsibilities:

All victims of sexual violence or staff sexual misconduct shall be referred for an emergent SRE. The SRE must be completed by a qualified and trained staff member. The SRE shall be conducted as soon as possible, but no more than four hours after referral, and shall include a face-to-face evaluation of the victim in a confidential setting. If the SRE indicates a heightened risk for suicide, the mental health staff member shall complete a full mental health evaluation. All victims of sexual violence or staff sexual misconduct shall be referred for a routine Mental Health Evaluation regardless of the outcome of the SRE.

The mental health clinician completing the routine Mental Health Evaluation shall ensure that the victim receives services as outlined in the Mental Health Services Delivery System (MHSDS) Program Guide, which includes criteria for inclusion in the MHSDS program based on qualifying diagnoses or medical necessity. Any stressors related to the reported sexual violence/staff sexual misconduct (e.g., safety/security issues or fear of retaliation) shall be documented in the Health Record and considered in the decision regarding the victim's need for mental health services. Any victim who requests to be included in the MHSDS and be provided mental health services related to a reported sexual violence/staff sexual misconduct shall be provided services according to the MHSDS Program Guide. If appropriate, the victim shall be given educational materials to provide information related to the medical and mental health conditions which may result after a sexual violence/staff sexual misconduct. Victims shall be monitored for, signs and symptoms of self-harm, post-traumatic stress disorder, depression, and other mental health consequences.

Consideration during medical treatment (including counseling) must be given to:

- Sexually Transmitted Disease (STD) Conversion.
- Presence of Hepatitis B and/or C.
- HIV Testing.
- Pregnancy options, if appropriate.

Specific responsibilities of mental health staff shall be consistent with statewide IMSP&P and/or MHSDS Program Guide, supplemented by local operating procedures.

54040.11 Suspect Processing.

Offender on Offender

To the extent possible, all staff will ensure that there is no physical, verbal, or visual contact between the victim and suspect. The suspect will be escorted to the TTA or designated medical location for medical screening and then to the SART location as necessary. The suspect must consent to the forensic examination or custody staff will take steps necessary to obtain a search warrant or will follow procedures outlined in a Memorandum of Understanding (MOU) with the local District Attorney's Office. The custody supervisor will contact ISU, or the local District Attorney's Office for assistance in obtaining a search warrant. Steps identified earlier in this article for collection of evidence, transportation, and physical examination of the alleged victim shall be the same for the suspect.

Upon completion of the forensic medical examination, the suspect will be re-housed in the Administrative Segregation Unit (ASU). The custody supervisor shall complete the required forms for ASU placement.

ISU staff or the LDI will provide a Miranda warning and interview the suspect to obtain his/her account of the incident.

Staff on Offender

Immediate efforts shall be made to eliminate sight and sound contact between the victim and the staff member. Suspects are afforded due process; therefore, when a staff member is identified as a suspect, and before processing, contact with the Hiring Authority and OIA should be made. The Hiring Authority or designee shall determine if the employee should be placed on administrative time off consistent with departmental policy during the course of the investigation.

54040.12 Investigation.

All allegations of sexual violence, staff sexual misconduct, and sexual harassment shall be investigated and the findings documented in writing. Except in limited circumstances or exigent circumstances, investigators shall not rely solely on inmate interpreters, readers, or other types of inmate assistance during a sexual violence, staff sexual misconduct, or sexual harassment investigation.

Staff on Offender

Allegations of staff on offender sexual misconduct or staff sexual harassment will be immediately reported to the Hiring Authority via the Watch Commander. The Hiring Authority will assign an LDI to conduct an inquiry until sufficient information is obtained to warrant an OIA investigation, or the information collected refutes the allegations, as determined by the Hiring Authority. The inquiry and/or investigative information will be thoroughly documented on a Confidential Memorandum. The Confidential Memorandum shall be maintained with the investigatory file. The complaint will be investigated utilizing standard investigatory procedures. Upon conclusion of the investigation, the alleged victim will be provided written notification of the findings as described in DOM Section 54040.12.5.

Any allegation of staff sexual misconduct or staff sexual harassment believed by staff to constitute an emergency shall be reported immediately to a supervisor. Notification to the OIA, Regional Office, SAC or OIA AOD shall also be made when immediate investigative action is necessary. In the event of such an emergency, staff shall follow-up with a written report within one (1) day of learning the information. Examples that constitute an emergency are as follows:

- Possible loss of life or serious bodily injury;
- Serious breach of facility security;
- Further aggravation of a potentially dangerous situation;
- Activities which seriously compromise or jeopardize an investigation;
- An illegal activity which may occur imminently.

Offender on Offender

All sexual violence allegations to include sexual assaults, attempted sexual assaults, and sexual battery committed by offenders, as well as allegations of sexual harassment committed by offenders shall be investigated by the LDI. These staff designated by the hiring authority will be responsible for completion of the investigation and will follow standard investigatory procedures.

The LDI or Custody Supervisor may utilize the Sexual Assault/Battery Interview Guidelines when questioning the alleged victim regarding the specific facts of the allegation. The ISU Lieutenant or LDI shall be responsible for completing the Survey of Sexual Violence (SSV-IA).

Credibility of an alleged victim, suspect, or witness must be determined based on sound facts and evidence rather than an individual's status.

Pursuant to PC Section 293(b), the Victims of Sex Crimes form must be attached to all criminal reports relating to offenses listed in Government Code section 6254(f), which in adult prisons are: PC Sections 220, 261, 261.5, 262, 264, 264.1, 266(c), 273(a), 273(d), 273.5, 286, 288, 288(a), 289, 422.6, 422.7, 422.75, and 646.9.

Section 54040.12.1 Investigation of Sexual Violence or Staff Sexual Misconduct – less than 72 hours post incident.

If the alleged incident is reported or discovered less than 72 hours after the occurrence, in addition to the provisions discussed in DOM Section 54040.8, the custody supervisor shall secure the alleged crime scene (if feasible) and secure the alleged suspect (if he/she can be identified) for potential forensic processing. The custody supervisor shall determine the need to transport the inmate for a forensic exam as follows:

- Sexual Harassment Incidents: The victim/suspect will not be transported for a forensic exam.
- Abusive Sexual Contact Incidents: The SART/SANE shall be consulted to make a determination as to whether the victim/suspect should be taken for a forensic examination. The victim may refuse the forensic examination and the refusal should be video recorded.
- Nonconsensual Sex Acts: The victim/suspect shall be transported for a forensic examination. The victim may refuse the forensic examination and the refusal should be video recorded.

54040.12.2 Investigation of Sexual Violence or Staff Sexual Misconduct – more than 72 hours post incident

If the alleged incident is reported or discovered more than 72 hours after the occurrence, in addition to the applicable provisions discussed in this article, the custody supervisor shall secure the alleged crime scene (if feasible) and secure the alleged suspect (if he/she can be identified) for potential forensic processing. The victim may be questioned using the Sexual Assault/Battery Interview Guidelines. The SART/SANE nurse shall be consulted to make a determination as to whether the victim/suspect is to be taken for a forensic examination. The victim may refuse the forensic examination and the refusal should be video recorded. In addition, the victim should be asked if he/she retained any evidence of the incident (i.e., soiled clothing/bedding, etc.). If so, these items shall be gathered by the ISU evidence officer and processed per the institutional evidence collection procedures. Medical staff shall conduct an examination of the victim and alleged suspect to determine the presence or absence of physical trauma, and perform follow-up testing for sexually transmitted diseases and pregnancy testing, as appropriate. Medical staff shall also refer the victim to Mental Health for evaluation/counseling.

54040.12.3 Reporting to Outside Agencies

All terminations for violations of agency sexual misconduct or harassment policies, or resignations by employees that would have been terminated if not for their resignation, shall be reported to any relevant licensing body by the hiring authority or designee.

54040.12.4 Reporting to Outside Agencies for Contractors

Any contractor or volunteer who engages in staff sexual misconduct shall be prohibited from contact with offenders and shall be reported to relevant licensing bodies by the hiring authority or designee.

54040.12.5 Reporting to Offenders

Staff on Offender

Following an offender's allegation that a staff member has committed sexual misconduct against an offender, the alleged victim shall be informed as to whether the allegation has been substantiated, unsubstantiated, or unfounded. The PCM or designee shall inform the offender (unless the allegation has been determined to be unfounded) whenever the alleged abuser has been;

- The staff member is no longer posted within the inmate's unit;
- The staff member is no longer employed at facility;
- indicted on the alleged sexual misconduct; or
- convicted of the alleged sexual misconduct.

Offender on Offender

Following an investigation into an offender's allegation that he or she suffered from sexual violence by another offender, institution shall inform the alleged victim if the allegation has been substantiated, unsubstantiated or unfounded. The institution shall also inform the alleged victim whenever the alleged abuser has been:

- indicted on the alleged sexual violence; or
- convicted of the charge.

The agency's obligation to report/inform the offender of changes shall terminate if the offender is released from the agency's custody.

54040.13 Allegation Follow-up.

For at least 90 days following a report of sexual violence or staff sexual misconduct, the institutional PCM shall assign a supervisory staff member to monitor the conduct and treatment of inmates or employees who reported the sexual violence or staff sexual misconduct and of the victim to ensure there are no changes that may suggest retaliation. The PCM has the discretion to assign this monitoring in other circumstances: If the reported conduct is sexual harassment, when a volunteer or independent contractor made the report of sexual violence, staff sexual misconduct, or sexual harassment, or if any person fears retaliation for cooperating with an investigation. The assigned supervisor shall notify the institutional PCM of any such changes. The PCM shall act promptly (in accordance with DOM Article 14, section 31140.22) to remedy any such retaliation and ensure a CDCR Form 2304 or 2305, Protection Against Retaliation, is initiated. Items to be monitored on the CDCR Form 2304 or 2305 include: periodic inmate status checks, inmate disciplinary reports, housing or program changes, or negative performance reviews or reassignments of staff. The monitoring shall continue beyond 90 days if the initial monitoring indicates a

continuing need. The PCM shall track all Protection Against Retaliation forms and maintain all documentation, as required in the Records Retention Schedule.

The obligation to monitor shall terminate if the investigation determines that the allegation is unfounded or proven false.

54040.14 Classification Process

In cases of alleged sexual violence, staff sexual misconduct or sexual harassment, a determination shall be made for all victim(s) and offender suspects(s) if placement in an ASU is warranted, for reasons outlined in CCR Section 3335 and the reason shall be documented on the Classification Committee Chrono. Following ASU placement, an administrative review shall occur in accordance with CCR Section 3337.

Consideration during Institution Classification Committee (ICC) must be given to:

- Completion of Departmental Disciplinary Process.
- Yard assignment while in ASU.
- Single or double cell status.
- Referral to the District Attorney for Criminal Prosecution.
- Housing including a consideration of alternate General Population Facilities, Sensitive Needs Yard placement, Out-of-State placement (requires Departmental Review Board (DRB) approval), or Indeterminate SHU (DRB approval).

54040.14.1 PREA Victims Non-Disciplinary Segregation

PREA victims being removed from general population may be placed on non-disciplinary segregation status, in accordance with CCR Section 3335(b) and shall be assessed for any ongoing safety concerns. The assessment shall be documented on the inmates CDC Form 114-A, Inmate Isolation Segregation Record.

The assigned custody supervisor will be responsible for reviewing the circumstances of the incident and documenting his/her observations on a CDC Form 128-B, General Chrono. The assigned custody supervisor will attend the initial ICC and will make a recommendation regarding the need for continued housing on this status. ICC will consider the supervisor's input and make the final decision on retention or release from non-disciplinary segregation status.

A custody supervisor is required to conduct assessments every thirty days from the date the inmate is initially placed on non-disciplinary segregation status. These assessments will be documented on the CDC Form 114-A. When the assigned custody supervisor determines the inmate's non-disciplinary segregation status is no longer needed, he/she shall submit a CDC Form 128-B requesting the inmate be seen by ICC for housing review.

54040.15 Disciplinary Process

Upon completion of the investigative process, the existing disciplinary process, which includes referral for criminal prosecution and classification determinations, shall be followed.

If the allegation of sexual violence warrants a disciplinary/criminal charge, a CDCR Form 115, Rules Violation Report shall be initiated. The offender who is charged will be

entitled to all provisions of CCR Section 3320 regarding hearing procedures and time limitations and CCR Section 3316, Referral for Criminal Prosecution.

54040.15.1 Alleged Victim – False Allegations

Following the investigation into sexual violence, or staff sexual misconduct, if it is determined that the allegations made were not in good faith or based upon a reasonable belief that the alleged conduct occurred, the offender making the allegations may be subject to disciplinary action. A charge of “making a false report of a crime,” a Division “E” offense, is appropriate only if evidence received indicates the offender **knowingly** made a false report. An allegation deemed unsubstantiated or unfounded based on lack of evidence, does not constitute false reporting.

54040.16 Referral of Completed Cases for Independent Review

Designated staff in CDCR headquarters shall provide the Sexual Abuse in Detention Elimination Ombudsperson with copies of all completed Survey of Sexual Violence Incident – Adult (SSV-IA) forms. CDCR Form 602 Inmate Appeals, Ward Grievances, sexual assault investigation reports, and other data related to allegations of sexual assault will be made available to the Office of the Sexual Abuse in Detention Elimination Ombudsperson upon request.

54040.17 Institutional PREA Review Committee

The purpose of this Section is to set forth California Department of Corrections and Rehabilitation (CDCR) policy governing the sexual violence and staff sexual misconduct incident review process. The policy has its foundation in CFR, Chapter 28, Prison Rape Elimination Act (PREA) standards.

Per 28 CFR, Standard §115.86, each Hiring Authority is required to conduct an incident review at the conclusion of every sexual violence or staff sexual misconduct investigation, including allegations that have not been substantiated. A review is not required for allegation’s that have been determined to be unfounded.

- (a) Upon completion of the investigation, the PREA Incident Folder will be created. The PREA Incident Folder will consist of the applicable reports; CDCR Form 837, Confidential Memorandums, Rules Violation Reports (as appropriate) and the SSV-IA form. The PREA Incident Folder will be routed to the Institution’s PCM where staff suspect names shall be redacted.
- (b) The PCM shall make a good faith effort to reach a judgment on whether staff’s actions prior to, during, and subsequent to the reporting of the incident are in compliance with regulations, procedure, and applicable law and determine if follow-up action is necessary.

The PCM shall normally schedule these PREA incidents for review by the Institutional PREA Review Committee (IPRC) within 60 days of the date of discovery.

(c) Institutional PREA Review Committee (IPRC):

The IPRC is a committee of institution staff chaired by the respective Institution Head tasked with reviewing these PREA related incidents except those determined to be unfounded.

The IPRC shall meet to review these PREA incidents on at least a monthly basis, or on a schedule to ensure all cases are reviewed within 60 days of the date of discovery.

(1) The IPRC shall normally be comprised of the following staff:

- Hiring Authority or designee, as chairperson and final decision maker;
- PREA Compliance Manager;
- At least one other manager;
- In-Service Training Manager;
- Health Care Clinician;
- Mental Health Clinician; and
- Incident Commander or Investigative Services Unit Supervisor.

(2) The IPRC shall:

- Consider whether the allegation or investigation indicates a need to change policy or practice to better prevent, detect, or respond to sexual abuse;
- 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;
- Examine the area in the facility where the incident allegedly occurred to assess whether physical barriers in the area may enable abuse;
- If the staffing plan was not complied with, this fact shall be documented during this review and addressed in the corrective action plan.
- Assess the adequacy of staffing levels in that area during different shifts;
- Assess whether monitoring technology should be deployed or augmented to supplement supervision by staff;
- Prepare a report of its findings and any recommendations for improvement;
- Determine a plan to correct findings and document in the report;
- Document implementation of the Action Plan or reasons for not doing so, and
- Submit the report to the Hiring Authority for final review.
- The final report will be provided to the appropriate Associate Director, upon approval of the Hiring Authority, if the findings require physical plant modification or other fiscal resource needs that can't be addressed through their existing budget (i.e., staffing).

(d) Departmental PREA Coordinator

28 CFR, Standard §115.88, requires the agency to review data collected pursuant to standard §115.87 in order to assess and improve the effectiveness of its sexual violence prevention, detection, and response policies, practices, and training.

On an annual basis:

- (1) The Departmental PREA Coordinator will forward to each institution, a data collection tool which will be utilized by the institutional PCM to summarize information gathered through the Institutional PREA Committee.
- (2) The institution will complete the data collection tool and return it to the Departmental PREA Coordinator.
- (3) The Departmental PREA Coordinator will review the information contained on the data collection tool.

- (4) The Departmental PREA Coordinator will prepare an annual report of the findings and corrective actions for each facility, as well as the agency as a whole.
- (5) The report will be routed through the chain of command to the Agency Secretary for review and approval.
- (6) Once approved by the Secretary, the annual report will be forwarded to the Office of Public and Employee Communication for placement on the CDCR Website.

(e) Records Retention

All case records associated with such reports including incident reports, investigation reports, offender information, case disposition, medical and counseling evaluation findings, recommendations for post-release treatment and/or counseling shall be retained in accordance with the CDCR Records Retention Schedule.

54040.17.1 Annual Review of Staffing Plan

Whenever necessary, but no less frequently than once each year, in consultation with the PREA Coordinator, the institutional PCM and the Program Support Unit shall assess, determine, and document whether adjustments are needed to: (1) The staffing plan; (2) The facility's deployment of video monitoring systems and other monitoring technologies; and (3) The resources assigned to ensure adherence to the staffing plan.

54040.18 Community Re-entry

Institutions shall provide victims of in-custody sexual violence, or staff sexual misconduct with access to mailing addresses and phone numbers of outside rape crisis organizations, victim advocacy groups and immigrant services agencies per 28 CFR, Part 115, Standard 115.53.

Mental Health Services shall be provided as directed under the Mental Health Responsibility section 54040.10.

The victim may be referred to the Parolee Outpatient Clinic, local mental health agencies, and Crisis Intervention Centers, as the need arises.

54040.19 Tracking – Data Collection and Monitoring

The PCM or the Parole Employee Relations Officer shall report investigations into allegations of sexual violence and staff sexual misconduct on the monthly update of the Yearly Tracking Report (YTR), including whether the perpetrator was a staff member or offender, disposition and current status. This information shall be reported to the Department's PREA Coordinator by the fifth day of every month. Additionally, the ISU Lieutenant or Locally Designated Investigator shall be responsible for completing the Survey of Sexual Violence-Incident Adult (SSV-IA). The SSV-IA will be submitted to the Department PREA Coordinator no later than two business days from the date of the allegation. This information shall also be provided (via copy of the CDCR Form 837, Crime Incident Report) to the Offender Information Systems Branch (OISB) for compilation and tracking.

The OIA shall maintain records of investigations into allegations of staff/offender sexual misconduct, and will report by case number, the type of sexual misconduct, subcategory (male staff with female offender, female staff with male offender, etc.); whether the allegations were sustained; and whether a DA referral was made.

The CDCR shall aggregate the incident-based data at least annually. The 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 Federal Department of Justice. CDCR shall maintain, review, and collect data as needed from all available documents including incident reports, investigation files, and PREA incident reviews. CDCR shall also obtain incident-based and aggregated data from every private facility with which it contracts for the confinement of its inmates. Upon request, the agency shall provide all such data from the previous calendar year to the federal Department of Justice no later than June 30.

Reports 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 violence and staff sexual misconduct. The report shall be approved by the CDCR Secretary and made readily available to the public through the CDCR website. Specific material may be redacted from the reports when publication would present a clear and specific threat to the safety and security of a facility; however, the report must indicate the nature of the material redacted.

54040.20 PREA Data Storage and Destruction

CDCR shall ensure that all PREA data collected are securely retained. All aggregated PREA data, from facilities under CDCR's direct control and private facilities with which it contracts, shall be made readily available to the public at least annually through the CDCR website. Before making aggregated PREA data publicly available, all personal identifiers shall be removed. PREA data collected shall be maintained for 10 years after the date of the initial collection.

54040.21 Revisions

The Agency Secretary shall be responsible for ensuring that the contents of this Article are kept current and accurate.

54040.22 References

28 Code of Federal Regulations, Part 115, National Standards to Prevent, Detect and Respond to Prison Rape

Public Law 108-79, Prison Rape Elimination Act, 42 U.S.C. Section 15601 et seq.

DOM 31140.7.1, 31140.7.2

California Assembly Bill 550 (Chapter 303, Statutes of 2005), Sexual Abuse in Detention Elimination Act, PC Section 2635 et seq..

Evidence Code 1035.2.

PC §§ 220, 261, 261.5, 262, 264, 264.1, 264.2, 273(a), 273(d), 273.5, 286, 288, 288(a), 289, 289.5, 289.6, 293(a), 422.6, 422.7, 422.75, 646.9, 646.9, 679.04.

CCR §§ 3316, 3335, 3337, 3377.1(c), 3401.5.

GC § 6254.

Completion of this supplemental application is required of all applicants seeking employment with the California Department of Corrections and Rehabilitation (CDCR), as set forth in the Department of Corrections Operations Manual, Section 31060.17, 31060.18 and State of California Labor Code Section 432.7. This questionnaire will supplement the information provided on your application/resume and will be considered during the selection process. Complete ALL items. If a question does not apply, enter "DNA." **If appointed to any position within the CDCR, you will be fingerprinted for the purposes of obtaining a criminal record check from the Department of Justice.**

POSITION APPLIED FOR		LOCATION (INSTITUTION, DIVISION, REGION)		DATE
NAME (LAST, FIRST, MIDDLE)				DATE OF BIRTH
ADDRESS	CITY	STATE	ZIP	PLACE OF BIRTH
OTHER NAMES KNOWN BY (INCLUDING MAIDEN)		SOCIAL SECURITY NUMBER		DRIVER'S LICENSE NUMBER/STATE

Section (A) – Sections A and B are not to be completed for Peace Officers promoting to a higher Peace Officer Classification

Have you ever been arrested for any violation of the law? List all arrests or citations and their disposition, regardless of when or where they occurred. **All arrests** must be listed, including those that you believe may have been deleted from your official records. You may **only** omit those arrests that have been sealed, expunged, or destroyed pursuant to Penal Code Sections 851.7, 851.8, 1000.4, 1000.5 or 1203.45; or pursuant to Health and Safety Code Section 11361.5; or pursuant to Welfare and Institutions Code Section 781. You may also omit Vehicle Code infractions unless the position you are applying for requires that you operate a State-owned vehicle or your own or rental vehicle while on State business. Failure to accurately list your arrests will be grounds to deny your application and/or terminate your employment.

CHECK ONE: NO YES (IF YES, LIST ALL OFFENSES BELOW. USE BACK OF FORM IF ADDITIONAL ROOM IS NEEDED. IF CONFINED FOR ANY OFFENSE, PLEASE SEE SECTION (B)).

PLACE AND DATE OF ARREST		SPECIFIC CHARGE	DISPOSITION
CITY/STATE	MONTH/YEAR		
1.			
2.			
3.			

Section (B) If confined for any of the offenses listed above, complete the following in relation to the numbered offense.

NO.	PLACE OF CONFINEMENT	DATES	LENGTH

Section (C)

Have you ever engaged in any of the following behavior?

(1) Engaged in sexual abuse in a prison, jail, lockup, community confinement facility, or other institution (as defined in 42 U.S.C. 1997).

NO YES

(2) 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.

NO YES

3) Been civilly or administratively adjudicated to have engaged in the activity described in behavior (2) listed above.

NO YES

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In accordance with the California Code of Regulations, Title 15, Crime Prevention and Corrections, Section 3411; If an employee is subsequently arrested or convicted, the employee must promptly notify the institution head or deputy/assistant director. Pursuant to Section 3406, if an employee becomes aware that any relative or close friend has been committed or transferred to the jurisdiction of CDCR, the employee must report the matter in writing to the institution head or deputy/assistant director. Penal Code Section 4571 prohibits any person who has been previously convicted of a felony and confined in any State prison in this State, to come upon the grounds of any prison, forestry camp, or where any custodial inmates are located, without the consent of the warden or other officer in charge of that facility.

I hereby certify that there are no misrepresentations, omissions, or falsifications in the foregoing statements and that all statements and answers are true and correct. I understand and agree that if any material facts are discovered which differ from those facts stated by me on my employee application, this supplemental application, during my interview, or at any time prior to employment with CDCR, I may not be offered the job. Furthermore, I understand and agree that if material facts are later discovered which are inconsistent with or differ from the facts I furnished before beginning employment, I may be disciplined, up to and including dismissal from State service.

SIGNATURE OF APPLICANT	DATE
SIGNATURE OF INTERVIEWER	DATE

PROTECTION AGAINST RETALIATION (PAR) – INMATE

The PREA Compliance Manager or designee shall monitor inmates who have reported an allegation of sexual violence or sexual misconduct or who cooperated with a sexual violence/misconduct investigation for 90 days following the allegation. If the allegation is determined to be unfounded the monitoring shall cease. The PREA Compliance Manager or designee shall interview the inmate member bi-weekly to review his/her perception of retaliation for the allegation or cooperation in the investigation and document below. If retaliation is detected ensure immediate corrective action is taken and document. This form shall be retained with the completed investigation file following the 90-day monitoring period.

Inmate Name: _____ **Number:** _____

Incident Date: _____ **SSV-IA#:** _____

IR# (if applicable): _____

Mental Health Assessment Completed on: _____

Monitoring Begin Date: _____

Monitoring End Date: _____

Allegation: Substantiated Unsubstantiated Unfounded On-going/Under Invest.

The inmate reported sexual violence

The inmate cooperated with a sexual violence/staff sexual misconduct investigation

FACILITY CHECKLIST	Initial Interview:	Update:	Update:	Update:	Update:	Update:
Protection Measures Employed:						
<ul style="list-style-type: none"> Housing Unit/ Facility Change Removal of the alleged inmate/ staff from contact with victim Emotional support services offered to inmate Other 						
Inmate Reported Concerns related to:						
<ul style="list-style-type: none"> Disciplinary report(s) Housing Unit Change(s) Work reports/ assignments Other 						

Continuing Need: _____ *If continuing need to monitor use attachment to identify reason and utilize another PAR Form.*

Date Allegations determined Unfounded: _____ *if unfounded discontinue monitoring*

 PREA Compliance Manager or designee (print) Title/Rank

 Signature Date

Distribution - PREA Compliance Manager

Reason for Continuing Need:



PROTECTION AGAINST RETALIATION (PAR) – STAFF

The PREA Compliance Manager or designee shall monitor staff who have reported an allegation of sexual violence or sexual misconduct or who cooperated with a sexual violence/misconduct investigation for 90 days following the allegation. If the allegation is determined to be unfounded the monitoring shall cease. The PREA Compliance Manager or designee shall interview the staff member bi-weekly to review his/her perception of retaliation for the allegation or cooperation in the investigation and document below. If retaliation is detected ensure immediate corrective action is taken and document. This form shall be retained with the completed investigation file following the 90-day monitoring period.

Staff Name: _____ **Rank/Title:** _____
Incident Date: _____ **SSV-IA#:** _____
IR# (if applicable): _____ **OIA Referral Date:** _____

Monitoring Begin Date: _____ **Monitoring End Date:** _____

Allegation: Substantiated Unsubstantiated Unfounded On-going/Under Invest.

The staff member reported sexual violence or staff sexual misconduct.

The staff member cooperated with a sexual misconduct investigation.

FACILITY CHECKLIST	Initial Interview:	Update:	Update:	Update:	Update:	Update:
Protection Measures Employed:						
<ul style="list-style-type: none"> • Post Reassignment (job Change) • Facility Transfer • Removal of alleged staff abuser from contact with victim • Emotional support Services (EAP) offered • Other 						
Staff Reported Concerns related to:						
<ul style="list-style-type: none"> • Performance Evals • Reassignment of Staff Member (Job Change) • Other 						

Continuing Need: _____ *If continuing need to monitor use attachment to identify reason and utilize another PAR Form.*

Date Allegations determined Unfounded: _____ *if unfounded discontinue monitoring*

 PREA Compliance Manager or designee (print) Title/Rank

 Signature Date

Distribution - PREA Compliance Manager

Reason for Continuing Need:

