



Standard Operating Procedures
Procedure Number
Sexual Abuse Coordinated Response

I. PURPOSE:

The purpose of this standard operating procedure is to have a written institutional plan to coordinate actions taken in response to an incident of sexual abuse for staff first responders, the Chief Juvenile Corrections Officer, the facility's Registered Nurse, and the Program Administrator.

Decisions made during these situations are incident driven. Questions about procedures must be referred to the CJCO or the Administrator

II. PROCEDURES:

Apart from reporting to designated supervisors, the Administrator, the Chief Juvenile Corrections Officer, the facility's Registered Nurse, and designated State or local services agencies, staff are prohibited from revealing any information related to a sexual abuse report to anyone other than to the extent necessary, as specified in policy, to make treatment, investigation, and other security and management decisions.

A. Sexual Abuse in Progress:

Upon discovering a sexual assault in progress:

Non-security Staff:

1. Immediately intervene in the sexual assault while utilizing their radio to notify security staff by calling 'code red' with the location of where the sexual assault is occurring.
2. To the best of their abilities and without jeopardizing their own safety, separate the victim and the abuser until security staff arrive.
3. Complete all required memorandums, reports, and/or interviews with investigators before the completion of their shift.

Security Staff/JCO's:

1. Immediately separate the victim and abuser while utilizing their radio to notify other security staff by calling 'code red' with the location of where the sexual assault is occurring.
2. Preserve and protect the crime scene until appropriate steps can be taken to collect any evidence
3. Instruct the victim not to take any actions that could destroy physical evidence, including washing, brushing teeth, changing clothes, urinating, defecating, smoking, drinking, or eating
4. Ensure that the abuser does not take any action that could destroy physical evidence including washing, brushing teeth, changing clothes, urinating defecating, smoking, drinking, or eating.



2. Monitor and ensure that all relevant policies and operating procedures are adhered to.
3. Coordinate with the Spokane County Sheriff's Department in their response and investigation and provide them with any requested documents, videos, pictures, and access to residents, staff, and/or volunteers for interviews.
4. Complete a written report that contains descriptions of evidence and testimonials.

Martin Hall Registered Nurse:

1. Immediately contact Lutheran Community Services and arrange for a victim advocate to provide immediate victim advocate services.
2. With the victims' permission, ensure immediate transportation to a community medical facility equipped to evaluate and treat sexual assault/rape victims.
3. Ensure that the victim receives timely, unimpeded access to emergency medical treatment, crisis intervention services, and mental health services.
4. At the request of the victim ensure that the victim is accompanied and supported by a qualified individual through the forensic medical examination process and investigatory interviews.

Administrator:

1. Will promptly report the sexual assault to the victims' probation officer, legal representative, and legal guardians.
2. As necessary, coordinate with family, medical and mental health practitioners, law enforcement officials, and media personnel.

B. Sexual Abuse reported within 72 hours of the incident:

Regardless of its source, Martin Hall staff and volunteers who receive information concerning sexual abuse, or have reasonable cause to suspect sexual abuse of a resident, must immediately report the information or incident directly to their immediate supervisor. The Supervisor will notify the CJCO and the PREA Compliance Manager, and complete an Incident Report and forward it to the Program Administrator.

Supervisor/Shift Leader:

1. Immediately separate the victim and abuser if applicable.
2. Assign an officer to protect and preserve the crime scene if applicable.
3. Assign an officer to stay with the victim if applicable.
4. Notify the CJCO.



C. Sexual Abuse reported after 72 hours of the incident:

Supervisor/Shift Leader:

1. Immediately separate the victim and abuser if applicable.
2. Assign an officer to protect and preserve the crime scene if applicable.
3. Assign an officer to stay with the victim if applicable.
4. Notify the facility's registered nurse.
5. Notify the CJCO.
 - a. The Administrator will be contacted if the CJCO cannot be contacted.
6. With the alleged victim's permission, Spokane County Sheriff's Department may request immediate transportation of the victim to a community medical facility equipped to evaluate and treat sexual assault/rape victims.
 - a. If alleged victim refuses medical attention, document the refusal.
7. Take measures to identify, isolate, and separate witnesses.
8. Complete all required memorandums and reports before the completion of their shift.

Chief Juvenile Corrections Officer:

1. Immediately notify the Administrator.
2. Contact and coordinate with the Spokane County Sheriff's Department in their response and investigation and provide them with any requested documents, videos, pictures, and access to residents, staff, and/or volunteers for interviews.
3. Monitor and ensure that all relevant policies and operating procedures are adhered to.
4. Complete a written report that contains descriptions of evidence and testimonials.

Martin Hall Registered Nurse:

1. Contact Lutheran Community Services and arrange for a victim advocate to provide victim advocate services.
2. With the victims' permission, and requested by the Spokane County Sheriff's Department, ensure immediate transportation to a community medical facility equipped to evaluate and treat sexual assault/rape victims.
3. If the Spokane County Sheriff's Department has not requested that the victim be transported to a community medical facility, upon arrival at the facility the nurse will: