

## PREA RESPONSE AND CONTAINMENT CHECKLIST

Date and Location of Incident (specific location within the facility):	Date:
Shift Commander/Community Corrections Supervisor:	Time:

If incident warrants, initiate Initial Emergency Checklist  
 DOC 410.050 Emergency Management Plan (Attachment 4) or  
 DOC 410.950 Emergency Management for Non-Prison Facilities and Offices (Attachment 7)

**If the allegation involves Aggravated Sexual Assault (i.e., sexual acts perpetrated by either staff or an offender that occurred within the previous 120 hours and involve penetration or exchange of body fluids), initiate the Aggravated Sexual Assault Checklist**

### Required Actions:

	Time Started	Time Completed	Initial	N/A
a. Ensure that the alleged victim, accused, and possible witnesses have been separated				
b. Dispatch an officer to secure and maintain scene, as applicable				
c. Ensure that medical assessment/treatment is provided, as necessary <ul style="list-style-type: none"> <li>• <b>Prisons Only:</b> Ensure the alleged victim is escorted to the infirmary for examination if required. If other offender(s) require medical attention, ensure they are escorted separately</li> </ul>				
d. Assign staff to determine the alleged victim's expressed level of mental health need: <ul style="list-style-type: none"> <li>• If the alleged victim responds that s/he would like to see Mental Health:               <ul style="list-style-type: none"> <li>○ During business hours, call Mental Health and have the alleged victim escorted to the mental health unit</li> <li>○ After hours, call the on-call mental health employee, who will determine if the alleged victim requires placement on close observation watch</li> </ul> </li> <li>• If the alleged victim responds that s/he does not want to see Mental Health, verify that s/he knows how to contact Mental Health if the need arises</li> </ul>				
<ul style="list-style-type: none"> <li>• <b>Prisons only:</b> complete DOC 13-509 PREA Mental Health Notification indicating:               <ul style="list-style-type: none"> <li>○ Offender is involved in an alleged PREA incident</li> <li>○ Information obtained from the alleged victim regarding his/her expressed need for mental health services,</li> <li>○ Any applicable observations by staff of the alleged victim's behavior or demeanor and information regarding whether alleged victim declined services</li> </ul> </li> </ul>				

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<ul style="list-style-type: none"> <li>• For all other offenders, provide the alleged victim with referral information for community--based mental health services</li> </ul>				
<p>e. Ensure the following notifications are made:</p> <ul style="list-style-type: none"> <li>• Appointing Authority or facility/section Duty Officer</li> <li>• Other facility/section staff as directed by the Appointing Authority/Duty Officer/designee</li> <li>• Law enforcement if the incident requires immediate police response</li> <li>• Child Protective Services (CPS) at 1-866-363-4276, if the alleged incident occurred in any correctional setting and the alleged victim is/ was under the age of 18 at the time</li> <li>• Adult Protective Services at 1-866-363-4276, if the alleged victim is classified by Mental Health as a vulnerable adult</li> </ul>				
<p>f. Ensure evidence is collected per Sexual Assault Evidence Collection: Uniform Evidence Protocol and applicable evidence policy</p> <ul style="list-style-type: none"> <li>• Evidence collection will include the following, as applicable, and not already collected by law enforcement: <ul style="list-style-type: none"> <li>○ Surveillance video</li> <li>○ Videotape of the incident and/or crime scene</li> <li>○ Pictures of the crime scene</li> <li>○ Pictures of suspect injuries</li> </ul> </li> <li>• Have staff of the same gender as the offenders or medical staff immediately take digital photos/video to record the discoloration and severity of any injuries <ul style="list-style-type: none"> <li>• <b>Work Releases only:</b> If no same gender staff are on duty, contact the Community Corrections Supervisor/designee or Duty Officer to arrange law enforcement or off-duty staff assistance</li> </ul> </li> <li>• No vaginal, penile, or anal photographs will be taken</li> </ul>				
<p>g. Release the crime scene, as applicable and authorized by law enforcement, the Appointing Authority, or the Intelligence and Investigation Unit</p>				
<p>h. Ensure the alleged offender victim is provided with PREA Investigation Process for Offenders (Attachment 2)</p>				
<p>i. Ensure the following are correctly completed and evidence secured in evidence lockers, as applicable:</p> <ul style="list-style-type: none"> <li>• DOC 16-358 Crime Scene Security Log</li> <li>• DOC 16-357 Crime Scene Containment/ Preservation/Processing Checklist</li> <li>• Videotapes of crime scene(s), if available</li> <li>• Video surveillance footage</li> <li>• Pictures of crime scene(s) and injuries</li> <li>• Additional evidence/relevant documents</li> </ul>				

