



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
PRISON/REENTRY
FACILITY/SPANISH MANUALS

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POLICY

TITLE
**PRISON RAPE ELIMINATION ACT (PREA)
RISK ASSESSMENTS AND ASSIGNMENTS**

REVIEW/REVISION HISTORY:

- Effective: 1/15/10
- Revised: 5/23/11
- Revised: 6/21/12
- Revised: 10/1/13
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- Revised: 4/13/15
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- Revised: 10/31/16
- Revised: 6/18/18
- Revised: 6/13/19
- Revised: 3/9/22
- Revised: 4/15/23

SUMMARY OF REVISION/REVIEW:

Policy Statement II., I.B.1.c., I.D.1.a., I.D.1.e.5), VI.E., and VIII.A. & B. - Adjusted language for clarification
 I.D.1.e. and I.D.1.e.1) - Added language for clarification
 I.D.1.e.2) and I.D.1.e.2)a) - Removed unnecessary language
 Added VIII.A.5 that demographic data will be documented on the standardized spreadsheet


APPROVED:

Signature on file

CHERYL STRANGE, Secretary
 Department of Corrections

3/31/23

 Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 9A.44.160](#); [RCW 9A.44.170](#); [RCW 72.09.225](#); DOC 300.380 Classification and Custody Facility Plan Review; DOC 450.500 Language Services for Limited English Proficient Individuals; DOC 490.700 Transgender, Intersex, and/or Non-Binary Housing and Supervision; DOC 490.800 Prison Rape Elimination Act (PREA) Prevention and Reporting; [PREA Standards](#); [Prison Rape Elimination Act](#)

POLICY:

- I. The Department has established uniform procedures for assessing the risk of sexual victimization and/or predation for all individuals under its jurisdiction and maintaining information for use in housing and program assignment decisions.
- II. Housing and programming procedures for individuals who are transgender, intersex, or non-binary will be conducted per DOC 490.700 Transgender, Intersex, and/or Non-Binary Housing and Supervision.

DIRECTIVE:

- I. Assessments
 - A. Prison Rape Elimination Act (PREA) Risk Assessments (PRAs) will be completed in the individual's electronic file and must be completed in person with the individual.
 1. If the PRA cannot be completed in the individual's electronic file, the case manager may use DOC 07-019 Prison Rape Elimination Act (PREA) Risk Assessment to document PRA information and update the electronic file as soon as practical.
 2. The PRA may be postponed if exigent circumstances make the individual unable to participate in the PRA process (e.g., significant medical/mental health issues, critical incident at the facility), provided the PRA is completed as soon as the individual is available. A chronological (chrono) entry will be made documenting the reason for the PRA delay.
 - a. Professional interpreter or translation services, including sign language, are available to assist individuals with the completion of PRAs per DOC 450.500 Language Services for Limited English Proficient Individuals. Certified employee/contract staff interpreters may be used to assist with PRAs as needed.
 3. The Superintendent/Community Corrections Supervisor (CCS) will establish a process to ensure PRAs are completed if an individual is not


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assigned to a case manager or the assigned case manager is not available to complete the PRA within required timeframes.


4. If an individual's PRA indicator changes from "No Risk" to "Potential Victim", "Potential Perpetrator", or "Dual Identifier" (i.e., score as both a potential victim and potential predator), the case manager will immediately review the assigned cell/room to ensure the occupants remain an appropriate match based on available information.
5. All required PRAs must be completed as outlined in this policy, regardless of the individual's housing assignment (e.g., single person cell, infirmary).
 - a. Once a PRA has been initiated, it must be completed within 72 hours, to include any override approvals needed.

B. Initial and Intake PRAs


1. Case managers and designated Reentry Center employees will complete a PRA within 72 hours of arrival for all individuals arriving at any Department facility. This includes individuals returning to a facility from unescorted leave (e.g., out to court). Facilities will establish procedures to ensure completion within 72 hours, even on weekends and holidays.
 - a. Initial assessments will be completed within 72 hours of arrival of the facility in which an individual is received (e.g., new commitment, violator, boarder).
 - b. Intake assessments will be completed within 72 hours of transfer of any individual between Department facilities.
 - c. Facilities will consider all available information (e.g., previous PRAs, medical/mental health assessment information).
2. If a new commitment, violator, or county boarder is received who requires placement in a cell or room prior to the completion of a PRA, designated employees (e.g., Shift Commander, Shift Sergeant) will complete DOC 07-019 Prison Rape Elimination Act (PREA) Risk Assessment and the case manager will update the electronic file as soon as practical, adding "earlier completion in hard copy" in the comments section.
 - a. The individual will be assigned to a single cell/room or housed only with individuals who have a PRA indicator of "No Risk".

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3. For transfers, transport employees will review the transfer manifest before finalizing to minimize PREA-related issues before, during, or immediately after transport.
 - a. The receiving facility will prescreen each individual on the transfer manifest for PREA-related risk issues per DOC 300.380 Classification and Custody Facility Plan Review.
 - 1) If a PRA was not previously completed, it will be completed before placement in a housing unit.
- C. Follow-Up PRAs
1. A follow-up PRA will be completed between 21 and 30 days after the individual's arrival at the facility.
- D. For-Cause PRAs
1. For-cause PRAs will be completed within 10 business days by the assigned case manager:
 - a. When new information is received suggesting potential for victimization or predation (e.g., reports of behavior while in jail or on the bus in transit, court documents, Pre-Sentence Investigations).
 - b. If the individual self-discloses information that could impact assessed risk (e.g., previously unreported prior abuse, sexual orientation/identity).
 - c. When there is a finding of guilt on certain infractions listed in the PRA, including violent infractions and infractions for sexual assault/abuse.
 - d. When an employee/contract staff observes behavior suggesting potential for victimization or predation.
 - e. For victims of substantiated or unsubstantiated allegations of individual-on-individual sexual abuse/assault or staff sexual misconduct.
 - 1) The Appointing Authority will develop local procedures for notifying the assigned case manager and PREA Compliance Manager/Specialist of substantiated or unsubstantiated allegations. The PREA Compliance Manager/Specialist will be notified upon completion of the required PRA.

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- 2) In Prisons, PRAs will be completed for all substantiated incarcerated perpetrators.
 - a) The assigned case manager(s) will refer the perpetrator to Mental Health using DOC 13-509 PREA Mental Health Notification, which will include the reasons for the referral.
 - 3) In Reentry Centers, the perpetrator will be transferred to a Prison if the individual has not transferred during the investigation, released, or is already being held in a county jail. Once the Reentry Center Administrator/designee notifies the Superintendent of the substantiated allegation, a mental health evaluation will be requested at the Prison using DOC 13-509 PREA Mental Health Notification.
 - a) The victim will be provided with community mental health contact information.
 - 4) If the individual is transferred to another facility before the PRA is completed, the sending Appointing Authority/designee will notify the receiving Appointing Authority/designee of the substantiated allegation, and the receiving facility will complete the PRA.
 - 5) The Director of PREA Services/designee will ensure all for-cause PRAs have been completed in response to applicable substantiated or unsubstantiated investigations. The individual's name, DOC number, case number, and role in the investigation (i.e., victim or perpetrator) will be documented in a restricted SharePoint site.
2. For-cause PRAs will not replace required initial, intake, or follow-up PRAs.
- E. Employees who complete the PRA will meet face-to-face with the individual, who will be given the opportunity to provide relevant information. Information for PRAs may also be obtained from available file information and any other reliable source.
1. The source of the information will be documented in the comment section of the PRA.
 2. Individuals are not obligated to answer PRA questions and cannot be disciplined for refusing to answer or not disclosing complete information in response to assessments.

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F. The Correctional Program Manager (CPM)/CCS will conduct monthly quality assurance reviews of randomly selected PRAs, reviewing at least 2 completed PRAs for each case manager they supervise.

II. PRA Overrides

- A. An override must be approved by the Appointing Authority/designee.
 - 1. Designees must be a CPM or higher rank in Prisons and CCS or higher rank in Reentry Centers.
- B. Overrides should be requested when the assessor believes the PRA indicator calculated by the system does not accurately reflect the individual's risk and/or vulnerability based on documented behavior and additional information obtained (e.g., scores as Potential Victim, but displays behavior that indicates Potential Predator or Dual Identifier).
- C. Justification for overrides will be documented on the PREA Risk Assessment screen in the individual's electronic file.

III. Monitoring Plans

- A. Case managers will develop a monitoring plan for:
 - 1. Individuals at increased risk for sexual victimization or predation.
 - 2. An individual who scores as a dual identifier.
 - 3. Transgender, intersex, and non-binary individuals.
- B. Immediate actions will be taken to protect the individual when it has been determined that the individual is at substantial risk of immediate sexual assault or abuse.
- C. Elements to consider in the monitoring plan include:
 - 1. Increased case manager-initiated contact (e.g., checking in with the individual).
 - 2. Increased reporting to employees by the individual (e.g., checking in with custody officer, assigned case manager).
 - 3. Notification of screening results to a unit employee with a note to monitor the individual for changes in baseline behavior (e.g., cell change requests, giving/receiving store, depression, avoidance) and referral to mental health using DOC 13-509 PREA Mental Health Notification if changes occur.

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4. Instructing the individual to immediately report any sexually motivated interactions by other incarcerated individuals.
5. Encouraging the individual to maintain scheduled meetings with mental health providers, if applicable.
6. Addressing any contact made between the perpetrator and the victim in cases of substantiated staff sexual misconduct.
7. Other items that correlate with any of the specific information contained in the PRA.

- D. Case managers will document the monitoring plan in a PREA Monitoring chrono entry in the individual's electronic file.
- E. The monitoring plan will be reviewed during routine Facility Risk Management Team (FRMT) meetings and documented in a PREA Monitoring chrono entry.


IV. Prison Mental Health Services

- A. Case managers will complete referrals for mental health services using DOC 13-509 PREA Mental Health Notification if the screening indicates that the individual has perpetrated sexual abuse and/or has experienced prior sexual victimization, whether in an institutional setting or in the community:
 1. At the time the initial/intake PRA is completed, or
 2. If a follow-up/for-cause assessment results in:
 - a. An individual obtaining a new yes score as a perpetrator or having experienced sexual abuse, or
 - b. If an individual has a score of yes, but there is new information.
- B. The referring employee will ask if the individual wishes to meet with a mental health provider as a result of the PRA information and will document the response on the DOC 13-509 PREA Mental Health Notification.


V. Job/Programming Assignments

- A. PRA information will be reviewed when making job and programming assignments per DOC 300.380 Classification and Custody Facility Plan Review.

VI. Housing Assignments

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- A. Before placing the individual in a multi-person cell/room, employees responsible for making housing assignments will review the PRA identifier to ensure the compatibility of cell/roommates.
 1. For individuals who have not had a PRA, either at the sending facility or on a prior incarceration, a mental health employee/contract staff will review the completed DOC 13-349 Intersystem/Restrictive Housing Mental Health Screening for information impacting the housing assignment.
 2. Employees will document the review in a PREA Housing chrono entry for each cell occupant.
- B. Housing compatibility reviews and related PREA Housing chrono entries are not required for individuals being placed in dedicated single person cells (e.g., Intensive Management Unit, segregation, mental health units) unless more than one individual is placed in the cell.
- C. If an individual is transferring between facilities, housing reviews can be completed in advance of the individual's arrival as long as a review is done to ensure the individuals assigned to the designated cell have not changed before the arriving individual is placed in the cell.
- D. An individual who scores at potential risk for sexual victimization will not be housed in the same cell/room as an individual who scores at potential risk for sexual predation or as a dual identifier.
 1. An individual who scores as a dual identifier can only be housed in the same cell/room with an individual who scores as no risk identified.
 2. Facilities with dormitory/open housing will establish procedures for appropriate bed assignments for at risk individuals.
 3. In Prisons, this separation may include placement in Administrative Segregation.
 - a. Placement in Administrative Segregation for more than 24 hours should only occur if no suitable alternative housing exists and will last only until alternative placement can be made. Each alternative considered, along with the reason(s) it was determined unsuitable, will be documented in a PREA Housing chrono entry.
 - 1) In the rare event that placement lasts more than 30 days, a review will be conducted every 30 days to determine the continued need for the placement.

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b. Individuals on this type of placement will have access to programming and job assignments to the extent possible. When unavailable, the reason and duration will be documented in the individual's electronic file.

E. Individuals who are lesbian, gay, bisexual, transgender, intersex, and non-binary may not be placed in dedicated facilities/areas within a facility.

1. Superintendents will ensure:

a. Dedicated placements do not occur,

b. Individuals are not grouped together within a facility based solely on this status, and

c. Employees who make housing assignments are aware of this prohibition.

2. The PREA Compliance Manager/designee will conduct periodic reviews of the housing assignments of these individuals to ensure dedicated placements do not occur.

VII. Training

A. Employees responsible for completing/reviewing PRAs and making housing assignments will be trained per DOC 490.800 Prison Rape Elimination Act (PREA) Prevention and Reporting.

VIII. Documentation

A. The Superintendent/Reentry Center Administrator/designee will ensure the following are documented on a standardized spreadsheet provided by the Director of PREA Services:

1. PRA completion

2. Orientation completion

3. Monitoring plan initiation

4. CPM/CCS PRA review

5. Demographic data, including:


a. Physical disability (e.g., blind, hearing impairment)

b. Cognitive disability

c. Limited English proficient

d. Lesbian, gay, bisexual, transgender, intersex, and/or non-binary

e. Vulnerable adult

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- B. Spreadsheets will be submitted to the Director of PREA Services/designee by the 10th of the month following the end of each quarter.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

DOC 07-019 Prison Rape Elimination Act (PREA) Risk Assessment
 DOC 13-349 Intersystem/Restrictive Housing Mental Health Screening
 DOC 13-509 PREA Mental Health Notification