PREA REPORTING PROCESS

Staff obtains information about an allegation or incident of sexual misconduct, related retaliation, or staff action or neglect that may have contributed to an incident

- Prison
  - Staff will confidentially deliver the information directly and immediately to the Shift Commander
  - The Shift Commander will notify the Superintendent or Duty Officer as soon as possible, but no later than the end of the reporting staff’s shift
  - The authority receiving the report will notify other applicable authorities per DOC 490.850 Prison Rape Elimination Act (PREA) Response
  - All staff will maintain confidentiality and follow the directions of the Appointing Authority/designee (e.g., question individuals, identify potential witnesses, secure statements), unless the incident is an emergency
  - A confidential Incident Management Reporting System (IMRS) report will be completed as soon as possible, but no later than the end of the shift in which the information was received

- Reentry Centers
  - Staff will confidentially deliver the information directly and immediately to the Reentry Center Administrator or Duty Officer

- All Others
  - Staff will confidentially deliver the information directly and immediately to the Appointing Authority or Section/HQ Duty Officer

Staff may report allegations of a highly sensitive nature (e.g., allegations against the Shift Commander/CCS or in which that person may have a conflict of interest) directly to the Appointing Authority or Duty Officer.

Allegations made against the Appointing Authority will be reported to the next higher authority.

Terms are defined in Attachment 1 of DOC 490.800 Prison Rape Elimination Act (PREA) Prevention and Reporting

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