

OIC PREA CHECKLIST

PREA Policy Reporting & Investigation of Sexual Assaults

OIC _____

DATE _____

VICTIM(S) SID _____ ALLEGED ABUSER(S) SID _____

- Ensure the victim is safe and kept separated from the alleged abuser.
- Notify Sexual Assault Liaison and advise on the status of the victim and alleged abuser
- Isolate victim and Sexual Assault Liaison or representative ask the following questions:

When did the assault occur?

Where did assault occur?

Was the assault:

Anal Oral Other: _____

When was the last time you showered?

Have you changed clothes since the assault? If yes, where is the clothing?

Have you brushed your teeth since the assault? If yes, what is the location of the toothbrush?

Who assaulted you?

OIC PREA CHECKLIST

PREA Policy Reporting & Investigation of Sexual Assaults

- If deemed appropriate maintain crime scene and chain of custody for evidence until the scene and evidence is released by the Oregon State Police. Refer to DOC Policy 70.1.3 Criminal Evidence Handling. Evidence may include but is not limited to the victim and aggressors toothbrush, undergarments, clothing, personal items in cell.
- Place the alleged, identified inmate suspect(s) in a dry segregation cell(s) **if within 96 hours** or DSU if over 96 hours .
Do not interview the alleged suspect(s) unless authorized by the Oregon State Police or representatives of DOC Investigations Unit (SIU).

- Notifications: ***Any life threatening injuries call 9-911***

IMMEDIATE NOTIFICATIONS

<u>Name</u>	<u>Date</u>	<u>Time</u>		
_____	_____	_____	Sexual Assault Liaison	
_____	_____	_____	Security Manager	
_____	_____	_____	Assistant Superintendent, Security	
_____	_____	_____	Superintendent	
_____	_____	_____	Officer of the Day (OD)	
_____	_____	_____	On-Call Institutions Division Administrator	
_____	_____	_____	State Police Dispatch	Case # _____
_____	_____	_____	SIU (503) 569-0734	Case # _____
_____	_____	_____	Health Service Manager	
_____	_____	_____	BHS Manager	

FOLLOWING BUSINESS DAY

<u>Name</u>	<u>Date</u>	<u>Time</u>		
_____	_____	_____	Public Information Officer	
_____	_____	_____	DOC Communications Manager	(503) 945-9426
_____	_____	_____	Special Needs Population Manager	(503) 480-4143

- Within 96 hours.** Work with the institution's Health Services and the State Police to arrange for transport to a designated medical facility for treatment, examination, documentation, collection of forensic evidence, testing for sexually transmitted diseases, and referral for counseling.
- Over 96 hours.** Work with the institution's Health Services Staff for:
 - _____ Evaluation and determination of on-site medical evaluations versus transport to a designated medical facility for treatment, examination, and documentation.
 - _____ Testing for sexually transmitted diseases.
 - _____ Referral to BHS for counseling.
- Remove victim from assault area, place on staff alert status, preferably in a single cell.
- Prepare ODOC Unusual Incident Report.
- Place both victim and perpetrator on CIS conflict notification.

STAFF RESPONSIBILITIES

PREA Policy Reporting & Investigation of Sexual Assaults

- A. Inmates are encouraged to immediately report sexual assault to any staff member. Upon notification by an inmate that he/she has been sexually assaulted or coerced into unwanted sexual contact, the staff member shall immediately:
- 1 Ensure the victim is safe and kept separated from the alleged perpetrator
 - 2 Notify the officer-in-charge or supervisor
 - 3 Refer to OIC PREA Checklist. ****Note life threatening injuries call 911****
 - 4 Notify Sexual Assault Liaison
 - 5 Notify State Police and get case number
 - 6 Notify SIU and get case number
 - 7 Complete UIR

INDEX

- I OIC Checklist
- II Staff Responsibilities
- III Prision Rape Elimination Act Policy