




**BULLETIN**  
**Commonwealth of Pennsylvania • Department of Corrections**

<b>TO:</b> Executive Staff Facility Managers CCC Regional Directors	<b>Policy Subject:</b> <b>Sexual Harassment of or Sexual Contact with Inmates</b>	
	<b>Policy Number:</b> <b>DC-ADM 008-1</b>	
	<b>Policy Issue Date:</b> <b>January 3, 2005</b>	
<b>Date of Issue:</b> <b>July 22, 2005</b>	<b>Authority:</b>  Jeffrey A. Beard, Ph.D.	<b>Effective Date:</b> <b>August 22, 2005</b>

The purpose of this bulletin is to effect the following changes to Department policy **DC-ADM 008**, “**Sexual Harassment of or Sexual Contact with Inmates.**”

**Section VI.B., Sexual Contact with Inmates, Sub-Section 3.b.** shall now read:


- b. If the sexual contact occurred within 72 hours of the report, the alleged inmate/victim shall be advised by the employee who receives the report that he/she should not shower or otherwise clean him/herself, or if the assault was oral, not to drink or brush his/her teeth, or otherwise take any action that could damage or destroy evidence. ***If the allegation of vaginal/oral/anal penetration occurred between 72 and 96 hours, facility medical staff shall telephone the outside hospital’s emergency center to consult with the forensic nurse regarding the advisability of a forensic examination at that time.***

**Section VI.B., Sexual Contact with Inmates, Sub-Section 4.d.** shall now read:

- d. ***The Deputy Secretary for Administration/designee shall review all DC-121, Extraordinary Occurrence Reports that contain allegations of sexual assault and ensure that the necessary administrative follow-up is completed. The Deputy shall assign the appropriate bureaus (i.e., Health Care Services, Psychological Services, etc.) to contact their liaisons at the facility to ensure the correct procedures were used and to provide a report of their findings.***



**POLICY STATEMENT**  
**Commonwealth of Pennsylvania • Department of Corrections**

<b>Policy Subject:</b> <b>Sexual Harassment of or Sexual Contact with Inmates</b>		<b>Policy Number:</b> <b>DC-ADM 008</b>
<b>Date of Issue:</b> <b>January 3, 2005</b>	<b>Authority:</b>  <b>Jeffrey A. Beard, Ph.D.</b>	<b>Effective Date:</b> <b>January 3, 2005</b>

## **I. AUTHORITY**

The Authority of the Secretary of Corrections to direct the operation of the Department of Corrections is established by Sections 201, 206, 506, and 901-B of the Administrative Code of 1929, 71 P.S. §§61, 66, 186, and 310-1, Act of April 9, 1929, P.L. 177, No. 175, as amended.

## **II. PURPOSE**

The purpose of this document is to establish policy and procedure for ***the prevention, detection, response and investigation of*** sexual harassment and sexual ***contact*** with an inmate by another inmate, employee, contractor, visitor, ***volunteer***, or any individual who has business with or uses the resources of the Department.

## **III. APPLICABILITY**

This policy is applicable to every inmate, employee, contractor, visitor, ***volunteer***, and any individual who has business with or uses the resources of the Department.

## **IV. DEFINITIONS**

### **A. Sexual Contact with an Inmate**

***Sexual contact refers to any sexual behavior directed towards an inmate and includes, but is not limited to: rape; any acts or attempts to commit acts which involve sexual contact; sexual abuse or assault; the intentional touching, either directly or through clothing, of the genitalia, anus, groin, breast, inner thighs, or buttocks. This does not refer to the physical contact that may occur during a***

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*search of an inmate's person, in accordance with Department policy, DC-ADM 203, "Searches of Inmates and Cells."*

## B. Sexual Harassment of Inmates

Sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, sexually offensive comments or gestures or any physical conduct that is of a sexual nature or sexually suggestive.

## V. POLICY

It is the policy of the Department to prohibit any form of sexual harassment **or sexual contact with an inmate**.<sup>1</sup> Anyone who engages in, **fails to report**, or knowingly condones, sexual harassment or sexual **contact with an inmate** shall be subject to disciplinary action **and may be subject to criminal prosecution**. An inmate, employee, contractor, visitor, **volunteer**, and any individual who has business with or uses the resources of the Department is subject to disciplinary action and/or sanctions, including **possible** dismissal and termination of contracts and/or services, if found **to have engaged in** sexual harassment or **sexual contact** with an inmate.<sup>2</sup> A claim of consent will not be accepted as an affirmative defense for engaging in sexual **harassment or sexual contact with an inmate. An inmate who reports sexual harassment or sexual contact, or a staff member who reports sexual harassment or sexual contact with an inmate** will be protected from retaliation.<sup>3</sup>

## VI. PROCEDURES

### A. Sexual Harassment of Inmates

1. Any employee, contractor, visitor, volunteer or any individual who has business with or uses the resources of the Department who witnesses what is believed to be sexual harassment **of an inmate** must report the incident to his/her immediate supervisor.
2. An inmate who is sexually harassed by an inmate, employee, contractor, visitor, volunteer, or individual who has business with or uses the resources of the Department **should report it to a staff member as soon as possible**.<sup>4</sup>
3. **If the alleged perpetrator is an inmate, the** Unit Manager shall initiate a review of the complaint. **If the alleged perpetrator is a staff member, the facility Security Office will investigate the complaint. The inmate who reported being sexually harassed will receive a response** as soon as possible, but no later than 10 working days from receipt of the information.

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<sup>1</sup> 4-4281, 4-4281-1

<sup>2</sup> 4-4056, 4-4281, 4-4281-6, 2-CO-1C-11, 1-ACRS-1C-05, 1-ABC-1C-05, 1-CTA-1C-14

<sup>3</sup> 4-4281, 4-4281-1

<sup>4</sup> 4-4281-1, 4-4281-7

4. An inmate who **reports sexual harassment should provide details of the incident(s), including the following information:**
  - a. names of all parties involved;
  - b. date(s);
  - c. time(s);
  - d. place(s) of alleged incidents; and
  - e. witness(es), if any.
5. The Facility Manager shall make the determination for resolving the issue or request **an investigation.**
6. The Unit Manager/designee shall inform the reporting inmate in writing **when** corrective action is being taken.
7. Retaliatory action against an inmate **for reporting** sexual harassment or for providing **information during an investigation** is prohibited. **A misconduct may be issued in a case where it is determined that the report or information is false.**
8. Any inmate who sexually harasses another inmate, employee, contractor, visitor, volunteer, or an individual who has business with or uses the resources of the Department is subject to a Class 1 misconduct in accordance with Department policy **DC-ADM 801, "Inmate Discipline."**
9. Any such sexual harassment is treated as a misconduct and/or a violation of law.

## **B. Sexual Contact with Inmates**

1. General Provisions
  - a. The Facility Manager shall ensure that every inmate, staff member, contractor, visitor, volunteer, or individual who has business with or uses the resources of the Department is informed that sexual **contact** with an inmate is prohibited and that an inmate has a right to **report if sexual contact occurs.**
    - (1) **Staff will receive training regarding the requirements of this policy, as per Department policy 5.1.1., "Staff Development and Training."**
    - (2) **Contractors, visitors, volunteers and individuals who have business with or use the resources of the Department will receive information regarding sexual harassment/sexual contact with an inmate during orientation sessions. An informational brochure will be distributed to them (Attachment B).**

- (3) **Every inmate will receive information regarding how to avoid sexual contact in prison, how to report an incident of sexual contact, and what to do if he/she is the victim of sexual contact. This information will be offered during orientation at the Diagnostic and Classification Centers (DCCs) and at the inmate's assigned facility. The counselor will discuss these issues and give the inmate an informational brochure (Attachment A) at the time of his/her annual review. This shall be documented in the DC-14, Cumulative Adjustment Record.<sup>5</sup>**
- b. **In accordance with Department Policy 13.2.1, "Access to Health Care," every inmate is screened by medical staff upon reception to the Department and upon inter-facility transfer. This screening shall include a review of any history of sexual victimization or sexually predatory behavior.**
- c. **Any housing concerns noted by medical or psychology staff regarding an inmate's history of sexual victimization or sexually predatory behavior shall be communicated to the Unit Manager/designee so that an appropriate housing assignment may be made.**
- d. **An inmate who has been identified as a sexual predator shall be classified as such and assigned a single cell, via the "Z" code process, in accordance with Department policy 11.2.1., "Reception and Classification."**
- e. **An inmate who has a history of sexual victimization or who meets the criteria defined in Department policy 13.8.1, "Access to Mental Health Care" shall be considered for placement in a Special Needs Unit (SNU).**
2. **Reporting Sexual Contact with an Inmate**
- a. A report of **sexual contact with** an inmate is kept in strict confidence.
- b. An inmate who is the victim of sexual contact by an inmate, employee, contractor, visitor, volunteer, or individual who has business with or uses the resources of the Department **should report it to a staff member as soon as possible.**
- c. An inmate, staff member, contractor, visitor, volunteer, or individual who has business with or uses the resources of the Department **must report to his/her supervisor or the Shift Commander** if he/she **has knowledge** that **there has been sexual contact with** an inmate.
- d. Retaliatory action against an inmate and/or staff member **for reporting** sexual contact or for providing **information during an investigation** is prohibited. **A misconduct may be issued in a case where it is determined that the report or information is false.**
- e. Disciplinary and/or legal action, as appropriate, shall be taken against any inmate, staff member, contractor, volunteer, or individual who has business with or uses

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<sup>5</sup> 4-4281-1

the resources of the Department who seeks to deter an inmate or a staff member from reporting the **sexual contact with** an inmate or who, in any manner, harasses or intimidates any person who reports the alleged **contact**.

- f. An **Extraordinary Occurrence Report (DC-121)** must be filed in every case **where sexual contact with** an inmate **is reported<sup>6</sup> in accordance with Department policy 6.3.1, "Facility Security."**

3. **Responding to a Report of Sexual Contact with an inmate**

- a. **The alleged inmate/victim should be closely monitored in general population and he/she should only be placed in Administrative Custody, in accordance with Department policy DC-ADM 802, "Administrative Custody Procedures" if he/she cannot be protected by any other means.<sup>7</sup>**
- b. **If the sexual contact occurred within 72 hours of the report, the alleged inmate/victim shall be advised by the employee who receives the report that he/she should not shower or otherwise clean himself/herself, or if the assault was oral, not to drink or brush his/her teeth, or otherwise take any action that could damage or destroy evidence.**
- c. The **alleged** inmate perpetrator(s) should be placed in Administrative Custody (**in a dry cell, if possible, to preserve any physical evidence**), pending the outcome of the investigation in accordance with Department policy **DC-ADM 802**.<sup>8</sup>
- d. **The inmate/victim shall be escorted to the medical department** if he/she reports sexual **contact** with another inmate or staff, or if staff observes a physical injury.
- (1) The inmate/victim shall be examined by medical personnel immediately, including the taking of **photographs or** digital pictures.
- (2) **If sexual contact is suspected and the inmate/victim reports an allegation of vaginal/oral/anal penetration, and the most recent act occurred within the past 72 hours, then he/she will be immediately transported to an outside medical facility and examined by a physician, not employed or contracted by the Department, skilled and experienced in the use of a rape kit for the collection of forensic evidence;<sup>9</sup>**
- (3) **Regardless of when an allegation of vaginal/oral/anal penetration occurred, the facility physician shall ensure that the outside medical facility provides testing for sexually transmitted diseases. At a minimum, this testing will include the following:<sup>10</sup>**

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<sup>6</sup> 4-4406

<sup>7</sup> 4-4406

<sup>8</sup> 4-4406

<sup>9</sup> 4-4406, 4-4281-1

<sup>10</sup> 4-4406

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- (a) **Human Immunodeficiency Virus (HIV);**
  - (b) **N. Gonorrhea;**
  - (c) **Hepatitis C (lower risk);**
  - (d) **Hepatitis B;**
  - (e) **Trachomatis (chlamydia);**
  - (f) **Syphilis;**
  - (g) **pregnancy test (females only); and**
  - (h) **other diseases as per the physician order.**
- (4) **the inmate/victim will receive prophylaxis treatment in the form of Antibiotics to cover at a minimum:<sup>11</sup>**
- (a) **chlamydia;**
  - (b) **gonorrhea,**
  - (c) **trichomonas; and**
  - (d) **BV - bacterial vaginosis (females only).**
- (5) **The facility physician will consult with the outside provider and determine the need for antivirals.**
- (a) **This decision will be based on the type and risk of HIV exposure, if the source is known to be positive or negative and has been taking antivirals in the past in accordance with Department policy 13.1.1, "Management and Administration of Health Care," Section 5, Occupational Exposure to Blood-borne Pathogens.**
  - (b) **If the source is Hepatitis B surface antigen (HB<sub>s</sub>Ag) positive, the victim will receive Hepatitis B immune globulin within seven days from the exposure, if he/she is unvaccinated, and begin the Hepatitis B vaccine series.**
- (6) **The inmate/victim will be referred to the facility Licensed Psychology Manager (LPM) for assessment, counseling and/or treatment, as appropriate.<sup>12</sup>**

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<sup>11</sup> 4-4406

<sup>12</sup> 4-4406, 4-4281-1

#### 4. *Investigation of a Report of Sexual Contact with an Inmate*

- a. Every complaint and allegation of sexual **contact with** an inmate **shall** be investigated thoroughly and promptly. A preliminary investigation shall be conducted by the facility Security Office.<sup>13</sup> ***If the alleged perpetrator is an inmate the Security Office shall conduct the investigation.*** The Office of Professional Responsibility (OPR) ***shall conduct the investigation if the alleged perpetrator is an employee, contractor, visitor, volunteer, or any individual who has business with or uses the resources of the Department.***
- b. ***A copy of the facility Security Office or the OPR investigation report shall be forwarded to the Pennsylvania State Police (PSP) in all cases of sexual contact with an inmate.***<sup>14</sup>
- c. The accused staff member, contractor, visitor, volunteer, or individual who has business with or uses the resources of the Department ***may be suspended*** pending investigation of the allegation. This decision will be made by the Facility Manager on a case-by-case basis (based on the evidence at hand) in consultation with the affected Regional Deputy Secretary ***and the Office of Chief Counsel.***

#### C. Office of Professional Responsibility (OPR)

1. Every allegation of **sexual contact with** an inmate by a Department staff member, contractor, visitor, or volunteer will be investigated thoroughly and promptly in accordance with Department policy DC-ADM 001, “**Inmate Abuse Allegation Monitoring.**”
2. The investigation shall be conducted in accordance with best practice for the investigation of sexual assault. Interviews will be conducted in a thorough, professional, non-abusive and non-threatening manner consistent with acceptable practices for potentially traumatized victims of sex crimes.<sup>15</sup>
3. The investigative report will indicate whether the evidence supports a finding that sexual **contact** has occurred, the allegation is false, or the evidence is inconclusive.
4. ***When an investigation conducted by the OPR substantiates sexual contact with an inmate by an employee, contractor, visitor, volunteer, or any individual who has business with or uses the resources of the Department, the OPR shall provide a report and recommendations to the Secretary.***
5. ***If the investigation exonerates the accused Department employee, contractor, visitor, or volunteer, a letter shall be prepared by the OPR advising the subjects.***

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<sup>13</sup> 4-4281-3

<sup>14</sup> 4-4281-3, 4-4281-6

<sup>15</sup> 4-4281-3

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## VII. SUSPENSION DURING AN EMERGENCY

In an emergency or extended disruption of normal facility operations, the Secretary/designee may suspend any provision or section of this policy for a specific period.

## VIII. RIGHTS UNDER THIS POLICY

This policy does not create rights in any person nor should it be interpreted or applied in such a manner as to abridge the rights of any individual. This policy should be interpreted to have sufficient flexibility to be consistent with law and to permit the accomplishment of the purpose of the policies of the Department.

## IX. RELEASE OF INFORMATION AND DISSEMINATION OF POLICY

### A. Release of Information

#### 1. Policy

This policy document is public information and may be released upon request.

#### 2. Procedure Manual (if applicable)

The procedures manual for this policy is not public information and shall not be released in its entirety or in part, without the prior approval of the Secretary/designee. This manual or parts thereof may be released to any Department employee on an as needed basis.

### B. Distribution of Policy

#### 1. General Distribution

The Department's policy and procedures manuals (when applicable) shall be distributed to the members of the Central Office Executive Staff, all Facility Managers, and Community Corrections Regional Directors on a routine basis. Distribution to other individuals and/or agencies is subject to the approval of the Secretary/designee.

#### 2. Distribution to Staff

It is the responsibility of those individuals receiving policies and procedures, as indicated in the "General Distribution" section above, to ensure that each employee expected or required to perform the necessary procedures/duties is issued a copy of the policy and procedures.

## X. SUPERSEDED POLICY and CROSS REFERENCE

### A. Superseded Policy

1. Department Policy

DC-ADM 008, Sexual Harassment/Sexual Abuse of Inmates, issued April 10, 2000, by former Secretary Martin F. Horn.

2. Facility Policy and Procedures

This document supersedes all facility policy and procedures on this subject.

**B. Cross Reference(s)**

1. Administrative Manuals

- a. DC-ADM 001, Inmate Abuse Allegation Monitoring
- b. DC-ADM 203, Searches of Inmates and Cells
- c. DC-ADM 801, Inmate Discipline
- d. DC-ADM 802, Administrative Custody Procedures
- e. DC-ADM 804, Inmate Grievance System
- f. 5.1.1., Staff Development and Training
- g. 6.3.1, Facility Security
- h. 11.2.1., Reception and Classification
- i. 13.1.1, Management and Administration of Health Care
- j. 13.2.1, Access to Health Care
- k. 13.8.1, Access to Mental Health Care

2. ACA Standards

- a. Administration of Correctional Agencies: 2-CO-1C-11
- b. Adult Correctional Institutions: 4-4056, 4-4281, 4-4281-1, 4-4281-3, 4-4281-6, 4-4281-7, 4-4406
- c. Adult Community Residential Services: 1-ACRS-1C-05
- d. Adult Correctional Boot Camp Programs: 1-ABC-1C-05
- e. Correctional Training Academies: 1-CTA-1C-14

3. Other

Prison Rape Elimination Act of 2003, 42 USCA §15601-15609

## DID YOU KNOW?

Rape and sexual abuse happens to females and males of all ages, from infancy to old age.

98% of males who have raped boys reported they are heterosexual. Most males who assault men or women are married or report having girlfriends.

Sexual abuse has nothing to do with the victims' present or future sexual orientation. Victims may be either heterosexual or homosexual.

A survivor is not at fault for the rape/sexual assault, even if she/he was in a secluded area, or had previous consensual sex with the attacker.

The fact that a male victim of sexual abuse ejaculated or became sexually aroused does not mean he was not raped or that he gave consent. These are normal involuntary physiological reactions.

It is common for survivors of sexual abuse to have feelings of embarrassment, anger, guilt, panic, depression, and fear even several months or years after the attack. Other common reactions include loss of appetite, nausea or stomachaches, headaches, loss of memory and/or trouble concentrating and changes in sleep patterns.

## FACTS FOR THE INMATE WHO SEXUALLY ABUSES ANOTHER INMATE

You will be issued a misconduct report. If you are found guilty, sanctions will be harsh. Your custody level will be reviewed and likely increased, which could mean a transfer to a higher security prison or unit with significantly less freedom of movement and limited privileges. If you have family, this may affect them and their ability to visit you.

All cases of substantiated sexual contact will be referred to the Pennsylvania State Police for criminal investigation. You may be prosecuted and if you are found guilty any additional prison time will be added to your current sentence.

Consider that regardless of how you choose to characterize it, sex with a member of the same sex is a homosexual act. These acts significantly increase your risk of HIV infection, along with exposing you to other sexually transmitted diseases.

If you have trouble controlling your actions please seek help from mental health staff and/or consider participating in programs designed to control anger or reduce stress. To reduce immediate feelings of anger or aggression try talking to or writing a friend, meditate or do breathing exercises to relax, work on a hobby, or engage in some type of exercise.

# Sexual Abuse Awareness



Pennsylvania

Department of Corrections

## SEXUAL ABUSE

Sexual abuse as defined by Act 157 of 1998 includes "Sexual intercourse, deviate sexual intercourse, or indecent contact with an inmate. Sexual abuse includes, but is not limited to, sexual intercourse, oral or anal sodomy, and sex with instruments. Consensual sexual intercourse with an inmate is by its nature an assault and defined by law as a misdemeanor of the first degree. Sexual abuse includes any sexual behavior directed toward an inmate that includes but is not limited to: any acts or attempt to commit acts which involve sexual contact or intimate relationships; sexual abuse or assault; threatened sexual assault; sexual contact (consensual or non-consensual); intimate relationships; sexually explicit language; and sexually suggestive gestures."

Sexual abuse affects everyone, either directly or through the experiences of those we care about. It is not only a women's issue as it can affect persons of any gender, age, race, ethnic group, socioeconomic status, sexual orientation, or disability. According to the National Crime Victimization Survey (SCVS), in 2002 there were 247,730 victims of rape (this number does not include victims 12 or younger), seven out of every eight rape victims were female, and one in every eight rape victims was male, A 1998 study indicates that about 2.78 million American men have experienced an attempted or completed rape and one out of every six American women has experienced an attempted or completed rape.

## SEXUAL ABUSE/RAPE AVOIDANCE

The only way rape can be prevented is when a potential rapist chooses NOT to rape. However, you may avoid an attack by keeping the following safety guidelines in mind:

Be aware of situations that make you feel uncomfortable. Trust your instincts. If it feels wrong, LEAVE.

Don't let your manners get in the way of keeping yourself safe. Don't be afraid to say "NO" or "STOP IT, NOW."

Walk and stand with confidence. Many rapists choose victims who look like they won't fight back or are emotionally weak.

Avoid talking about sex, and casual nudity. These things may be considered a come on, or make another inmate believe that you have an interest in a sexual relationship.

Do not accept commissary items, offers of protection, or other gifts from other inmates. Placing yourself in debt to another inmate can lead to the expectation of repaying the debt with sexual favors.

Avoid secluded areas. Position yourself in plain view of staff members. If you are being pressured for sex, report it to a staff member immediately.

If you are aware that another inmate is being sexually abused, you have a responsibility to report it to staff.

## WHAT TO DO IF YOU ARE SEXUALLY ABUSED or RAPED

### If the attack has just happened.....

Get to a safe place. **REPORT THE ATTACK TO A STAFF MEMBER IMMEDIATELY.** The longer you wait to report the attack the more difficult it is to obtain the evidence necessary for a criminal and/or administrative investigation.

Request immediate medical attention. You may have serious injuries that you are not aware of, and any sexual contact can expose you to sexually transmitted diseases.

Do not shower, brush your teeth, use the restroom, or change your clothes. You may destroy important evidence.

### Later on.....

Seek the support of a trusted friend, family member or staff member. The days ahead can be traumatic and it helps to have people who care about you supporting you.

Seek professional help. Mental Health staff is available for crisis care 365 days a year, to listen and offer support.

Information on **DC-ADM 008, Sexual Harassment of or Sexual Contact with Inmates**  
for Contractors, Volunteers and Individuals who have business with or use the resources  
of the Department

Estimates on the rate of prison rape vary. In 2001, Human Rights Watch released a report that estimated between 250,000 to 600,000 prisoners, overwhelmingly male, are raped each year. Several academic studies in the '80s estimated that 7 to 15 percent of inmates were raped. In general, rape is under reported and this tendency is almost certainly exacerbated in prisons.

The Pennsylvania Department of Corrections is committed to providing a safe and secure environment for all inmates and staff. The Department has a zero tolerance standard for the incidence of prison rape. Forced and pressured sexual interactions are among the most serious threats to inmate safety and facility order. Victims of forced and/or pressured sexual acts may suffer severe physical and psychological harm and could be infected with a life-threatening disease. Consequently, the Department has implemented a sexual assault prevention and intervention program that includes strategies for the prevention, prompt intervention, and prosecution/discipline of assailants. Below are excerpts from Department policy, **DC-ADM 008, Sexual Harassment of or Sexual Contact with Inmates**.

“It is the policy of the Department to prohibit any form of sexual harassment or sexual contact with an inmate. Anyone who engages in, fails to report, or knowingly condones, sexual harassment or sexual contact with an inmate shall be subject to disciplinary action and may be subject to criminal prosecution. An inmate, employee, contractor, visitor, volunteer, and any individual who has business with or uses the resources of the Department is subject to disciplinary action and/or sanctions, including possible dismissal and termination of contracts and/or services, if found to have engaged in sexual harassment or sexual contact with an inmate. A claim of consent will not be accepted as an affirmative defense for engaging in sexual harassment or sexual contact with an inmate. An inmate who reports sexual harassment or sexual contact, or a staff member who reports sexual harassment or sexual contact by another staff member will be protected from retaliation.”

“Sexual contact refers to any sexual behavior directed towards an inmate and includes, but is not limited to: rape; any acts or attempts to commit acts which involve sexual contact; sexual abuse or assault; the intentional touching, either directly or through clothing, of the genitalia, anus, groin, breast, inner thighs, or buttocks.”

“An inmate, staff member, contractor, visitor, volunteer, or individual who has business with or uses the resources of the Department must report to his/her supervisor or the Shift Commander if he/she has knowledge that there has been sexual contact with an inmate.”

“Disciplinary and/or legal action, as appropriate, shall be taken against any inmate, staff member, contractor, volunteer, or individual who has business with or uses the resources of the Department who seeks to deter an inmate or a staff member from reporting the sexual contact with an inmate or who, in any manner, harasses or intimidates any person who reports the alleged contact.”

If you have any questions, please contact your supervisor or the volunteer coordinator.