

STATE OF SOUTH CAROLINA DEPARTMENT OF JUVENILE JUSTICE
POLICY AND PROCEDURES

Title:	Application of the PREA Standards	Policy No.:	336	Page(s):	1 of 12
Folder 300:	Safety and Security	Old Policy No.:	H-3.16		
Originator:	PREA Coordinator				
Juvenile Justice Code:	n/a				
PbS Related Standard(s):	Yes				
Related Statutes/Regulations:	Prison Rape Elimination Act; South Carolina Code of Laws, Sections 16-3-652 - 56, 16-15-140, and 44-23-1150				
<u>April 11, 2019</u> Effective Date		<u>SIGNED/ <i>Freddie B. Pough</i></u> Freddie B. Pough Director			

POLICY: The South Carolina Department of Juvenile Justice (SCDJJ or Agency) has a zero-tolerance standard for juvenile on juvenile sexual abuse or any form of staff sexual harassment or staff sexual misconduct with a juvenile. This policy follows the Federal Prison Rape Elimination Act (PREA), Juvenile Facility Standards, which sets standards for preventing, detecting, and reporting sexual abuse and sexual harassment. SCDJJ will establish a PREA Program with a PREA Coordinator who is responsible for the oversight of the Agency’s PREA compliance efforts. The Agency will promptly respond to and investigate all allegations/reports of sexual abuse involving juveniles and staff sexual harassment of or staff sexual misconduct with a juvenile. SCDJJ will cooperate with and support the prosecution of all responsible parties involved in such conduct.

PROCEDURAL GUIDELINES:

A. Preventive Planning

1. SCDJJ policy, 321, Prevention of Sexual Offenses towards Juveniles, establishes a zero tolerance for any form of sexual abuse and/or sexual harassment in all facilities operated by or operated under contract with SCDJJ. [PREA Standard(s) §115.311(a), §115.312 (a) (b)]
2. The SCDJJ PREA Coordinator has full authority for development, implementation, and oversight of the Agency’s efforts to comply with the federal PREA standards in all SCDJJ facilities and facilities operated under contract with SCDJJ [PREA Standard(s) §115.311(b)]
3. For each facility SCDJJ operates and contracts with, a facility PREA Compliance Manager shall be designated and will have the authority to oversee the facility’s day to day PREA compliance efforts and will serve as the facility’s liaison on all matters concerning PREA within that institution. [PREA Standard(s) §115.311]
4. Each facility is required to develop and comply with a written and documented staffing plan. The staffing plan will be reviewed at least yearly in cooperation between the Facility Administrator and the Agency PREA Coordinator in

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accordance with SCDJJ Policy 513, Supervision of Juveniles in Secure Facilities and the PREA Juvenile Facility Standards. [PREA Standard(s) §115.313 (a)]

- a. Each facility's written staffing plan will reflect pursuance to and maintenance of staffing ratios of 1:8 during waking hours established by SCDJJ facility standard operating procedures, and 1:16 during sleeping hours. [PREA Standard(s) §115.313 (c)]
 - b. Each facility will document and log all instances of non-compliance with the staffing ratios, which will include written corrective actions plans. All documentation of non-compliance will be provided to the facility PREA Compliance Manager for filing purposes. [PREA Standard(s) §115.313 (c)]
5. In accordance with SCDJJ Policy 513, Supervision of Juveniles in Secure Facilities, Intermediate to higher level supervisors will conduct and document all unannounced rounds/security checks. Unannounced rounds/security checks will be conducted weekly on all shifts and are prohibited from being announced or alerted to unless it is due to a legitimate operational function of the facility. [PREA Standard(s) §115.313 (e)]
 6. Pursuant to SCDJJ Policy 312, Search Procedures, SCDJJ does not conduct cross-gender strip searches, cross-gender visual body cavity searches, or cross-gender pat-down/frisk searches, except in limited and documented exigent circumstances. All cross-gender searches will be documented on Form 312B, Cross-Gender Search [PREA Standard(s) §115.315 (a)(b)(c)]
 7. All SCDJJ facilities will develop and comply with a written and documented standard operating procedure which allows juveniles to shower, perform bodily functions, and change clothing without being completely viewed by other juveniles, non-medical staff, or staff of the opposite gender, except in limited and exigent circumstances, or in the line of one's official duties. [PREA Standard §115.315 (d)]
 8. All SCDJJ facilities will ensure that all staff, volunteers, interns, visitors, and contractors are required by facility policies and procedures to announce their presence when entering a housing unit designated for juveniles of the opposite gender. Such requirements for announcements will be posted where immediately visible prior to entering the living area. [PREA Standard §115.315 (d)]
 9. At no time will any SCDJJ facility search or physically examine a transgender or intersex juvenile for the purpose of determining the juvenile's genital status. [PREA Standard(s) §115.315(e)]
 10. The Staff Development and Training office will ensure all security staff are trained in how to conduct cross-gender pat-down/frisk searches, and searches of transgender and intersex juveniles in a respectful manner, and consistent with security needs. [PREA Standard(s) §115.315 (f)]

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11. Consistent with SCDJJ Policy 905, Juveniles with Disabilities, SCDJJ will make available an Americans with Disabilities Act (ADA) Coordinator who shall take appropriate steps to ensure juveniles with disabilities and those who are limited English proficient, have an equal opportunity to participate in or benefit from all aspects of the agency's PREA efforts.
12. SCDJJ will not rely on juvenile interpreters, juvenile readers, or any other type of juvenile assistants in obtaining information regarding investigations that may compromise the safety of the juvenile. [PREA Standard §115.316]
13. Consistent with SCDJJ Policy 230, Employee Recruitment and Selection, SCDJJ will conduct criminal background records checks before hiring or promoting any new hires or employees, and will not hire or promote anyone who has engaged in sexual abuse of any kind. Individuals who have been accused of sexual harassment will be considered on a case by case basis. SCDJJ shall conduct criminal background records checks at least every five years for current employees and contractors who may have contact with residents or have in place a system for otherwise capturing such information for current employees. [PREA Standard(s) §115.317(a) and (e)]
14. When determining additions or considering new construction, SCDJJ will consider the effects of the design or modification upon the facility's ability to monitor and protect the juveniles from sexual abuse. [PREA Standard(s) §115.318]

B. Responsive Planning

1. SCDJJ's Division of Investigative Services is responsible for investigating all allegations of sexual abuse, consistent with SCDJJ Policy 328, Investigations. Evidence collection efforts will be collaborative with the local hospital of agreement and the South Carolina Law Enforcement Division, depending on the severity of the event, who is involved (juvenile or staff), and availability of evidence. [PREA Standard(s) §115.321 (a), §115.322]
2. SCDJJ's Division of Investigative Services will ensure that a uniform evidence protocol that is developmentally appropriate for youth, is documented and used based on the most current law enforcement practices. [PREA Standard(s) §115.321 (b)]
3. Any juvenile who alleges sexual assault will be given medical assistance consistent with SC DJJ Policy 321, Prevention of Sexual Offenses towards Juveniles. [PREA Standard(s) §115.321 (c)]
4. In the event of an assault, the SCDJJ Mental Health Practitioners will ensure that the victim(s) are offered the services of an outside agency victim advocate consistent with SCDJJ Policy 321, Prevention of Sexual Offenses towards

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Juveniles and SCDJJ Policy 911, Clinical Crisis Intervention. [PREA Standard(s) §115.321 (d)(e)]

5. The Agency's PREA Program Manager will attempt to make available written Memorandum of Understanding/Agreement's with local/regional Child Advocacy Centers/Rape Crisis Centers to provide emotional support services. Such attempts will be documented and retained for monitoring purposes. [PREA Standard §115.353 (c)]
6. In the event that SCDJJ Division of Investigative Services does not investigate an allegation, the Chief of Investigations will request in writing that the investigating agency follow the requirements set by PREA Standard §115.321(a) through (e). [PREA Standard(s) §115.321 (f)]
7. All investigations of sexual misconduct investigated by the Division of Investigative Services, to include, but not limited to, sexual assault, sexual harassment, and inappropriate sexual behavior, by staff or youth, will have an investigative report completed within 45 days from the date of receipt. If additional time is required to complete the investigation, an extension request will be documented and approved through the Inspector General or designee. [PREA Standard §115.371 (a)]

C. Training and Education

1. All employees, juveniles, contractors, interns, and volunteers, to include contracted facilities, will receive training on SCDJJ Policy 321, Prevention of Sexual Offences towards Juveniles, which establishes the Agency's zero tolerance for sexual abuse and sexual harassment of juveniles, Contractor Conduct Agreement (Form 213A), or Policy 914, Volunteer Services. SCDJJ will provide employees a refresher training regarding these standards every two years to ensure that all employees know the Agency's current sexual abuse and sexual harassment policies and procedures. Documentation of this training will be placed in the employees file.[PREA Standard(s) §115.331, §115.332, §115.333]
2. Consistent with SCDJJ Policy 321, each SCDJJ facility will ensure that all juveniles receive education on the Agency's zero-tolerance policy, their rights and responsibilities on how to be free from sexual abuse, sexual harassment, and retaliation for reporting. Such education will be provided to all juveniles within 10 days of intake. Documentation of provided education will be placed in the juvenile's permanent file. [PREA Standard §115.333]
3. In addition to general training provided to all employees and training provided by the SC Criminal Justice Academy, the Division of Investigative Services will ensure that its investigators who investigate allegations of sexual assault have specialized training as prescribed in PREA Standard §115.334. Such training will

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be renewed every two (2) years with documentation placed in the employees file [PREA Standard §115.331 (C)].

4. Consistent with PREA Standard §115.335, all medical and mental health (social workers, psychologists) personnel will receive specialized training on the identified items prescribed in Standard §115.335 (a) through (d). Such training will be renewed every two years with documentation placed in the employees file [PREA Standard §115.331 (C)].

D. Screening for Risk of Sexual Victimization and Abusiveness

1. All juveniles will be screened by an intake officer and a clinical practitioner for risk of vulnerability /abusiveness consistent with the PREA Juvenile Facility Standards requirements within 72 hours of arrival at each facility and before placement decisions and assignments are made. All secure facilities will use the Vulnerability to Victimization or Sexual Aggression Screening (VVSAS) Instrument (form 321D) provided.
2. Each facility’s multidisciplinary team will use the information obtained from the screening tool for vulnerability/abusiveness to help determine each juveniles housing, bed, program, education, and work assignment. Determinations for housing of juveniles will be documented on the Facility Housing Determination Form 321G, and reviews will be documented on the Facility Housing Assignment Review form 321H. SC DJJ Policy 321, Prevention of Sexual Offenses towards Juveniles; SCDJJ Policy 503, Long Term Facility Admissions; SCDJJ Policy 501, Evaluation Center Intake Operational Process; and SCDJJ Policy 500, Detention Center Admissions. [PREA Standard(s) §115.342 (a)]
3. Consistent with SCDJJ Policy 323, Isolation of Youth, juveniles may be placed in isolation only as a last resort, when less restrictive measures of protection are not available and then only until an alternative means of keeping all youth safe can be arranged. [PREA Standard(s) §115.342 (b)]
4. Juveniles who identify as lesbian, gay, bisexual, transgender, questioning/queer, or intersex (LGBTQI) will be treated in accordance with SCDJJ Policy 918, Juvenile Rights and Responsibilities, and SCDJJ Policy 222, Employee Ethics and Relations with Others. [PREA Standard(s) §115.342 (c)]. Employees completing the juvenile intake will complete the Sexual Orientation, Gender Identity, and Gender Expression (SOGIE Assessment) form (321E).
5. In determining housing and programming for juveniles who identify as transgender or intersex, staff will complete the Transgender/Intersex Declaration of Preference Statement form (321F) and will utilize the juvenile’s preferences in their assignment decision on a case-by-case basis. The facility’s Multidisciplinary team will discuss placement, management, and security considerations consistent with SCDJJ Policies 503, 501, and 500. If the Multidisciplinary team choses to house a

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juvenile with the juvenile's gender opposite of his/her biological makeup, then the Multidisciplinary team will meet at least twice per year to discuss and document the juvenile's status. All decisions on the placement of housing of transgender or intersex youth will be documented and will include descriptive reasoning on how and why the decision was made. [PREA Standard(s) §115.342 (e)]

6. Juveniles who identify as transgender or intersex will have their own perceptions of safety and housing documented on and considered on a case-by-case basis. The facility's Multidisciplinary Team will discuss each juvenile and make housing assessments based on information gathered during intake. The Multidisciplinary Team will discuss all juvenile requests and document the facility's decisions based on the facility's management and security capabilities. [PREA Standard(s) §115.342 (d)]
7. Transgender and intersex youth will be given the opportunity to shower separately from other juveniles. [PREA Standard(s) §115.342 (g)]

E. Juvenile Reporting

1. Juveniles who allege sexual harassment or sexual abuse can report the event(s) in a number of ways. Juveniles can report to any employee, volunteer, contractor, or third party advocate, file a grievance with the Office of Juvenile and Family Relations (OJFR), fill out a sick call form, or communicate with through writing or calling a provided child advocacy center. [PREA Standard(s) §115.351 (a)(b)]
2. Consistent with SCDJJ Policy, all employees, contractors, and volunteers are mandated to report any knowledge of alleged, communicated, or suspected abuse of a juvenile immediately. Policy 321, Prevention of Sexual Offenses toward Juveniles; 222, Employee Ethics and Relations with Others; 322, Alleged Abuse and Neglect of a Juvenile; 326, Reporting Events; and 914, Volunteer Services. [PREA Standard(s) §115.351 (c)].
3. Employees, volunteers, contractors, or anyone who has knowledge of alleged, communicated, or suspected abuse can report anonymously to the Division of Investigative Services (DIS) at 1-866-313-0073. [PREA Standard(s) §115.351 (c)(e)]
4. The Division of Investigative Services (DIS) will investigate all allegations of sexual abuse and sexual harassment. Juveniles do not have to use an informal grievance process to address any alleged perpetrators to resolve an alleged incident. [PREA Standard(s) §115.352 (b)]
5. Consistent with SCDJJ Policy 920, Juvenile Grievance Process, the OJFR will ensure that grievance receptacles are available and secure in all facilities. Juveniles will not be required to give a grievance form to any staff member who is the subject to the complaint. [PREA Standard(s) §115.352 (c)]

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6. The OJFR will notify the juvenile of the process of the investigation when provided the information from the investigator, consistent with SCDJJ Policy 920, Investigations. The investigator assigned to the allegation will ensure that the OJFR coordinator is notified of the administrative investigation and the results within 45 days from receiving the allegation. [PREA Standard(s) §115.352 (d)]
7. Anyone who has knowledge of the alleged event may also assist the juvenile with filing a grievance, file a report on behalf of the alleged victim, or file a report themselves. [PREA Standard(s) §115.351 (e)]
8. Anyone who willingly files a false statement may be subject to administrative or criminal investigation and discipline consistent with SCDJJ Policy 322, Alleged Abuse and Neglect of a Juvenile; SCDJJ Policy 328, Investigations; SCDJJ Policy 326, Reporting Events; and SCDJJ Policy 924, Juvenile Behavior Management – Incentive System and Progressive Discipline. [PREA Standard(s) §115.351 (g)]
9. Juveniles will have access to available outside victim advocates for emotional support. Information for advocacy centers will be provided throughout all SCDJJ facilities and as a part of the juvenile orientation program in secure confinement centers. [PREA Standard(s) §115.353 (a)]
10. Any monitored communications will be expressed to juveniles and parents prior to authorization for use. [PREA Standard(s) §115.353 (b)]
11. SCDJJ will attempt to gain and maintain memoranda of understanding with outside advocacy centers to provide confidential emotional support services related to sexual abuse victims as long as regulatory and/or budgetary constraints permit. [PREA Standard(s) §115.351 (c)]
12. Consistent with SCDJJ Policy 918, Juvenile Rights and Responsibilities, juveniles will be allowed confidential access to their attorneys or other legal representation and reasonable access to parents or legal guardians. [PREA Standard(s) §115.353 (d)]
13. Anyone who suspects, alleges, or has knowledge of sexual abuse of a juvenile adjudicated to SCDJJ may call the Division of Investigation Services (DIS) hotline at 1-866-313-0073. SCDJJ will publish information regarding how to report on its website at <http://www.state.sc.us/djj/>. [PREA Standard(s) §115.354]

F. Coordinated Response Following a Juveniles Report

1. All employees are required to immediately report any knowledge, suspicion, information or allegation of sexual offenses consistent with SCDJJ Policies 321, Prevention of Sexual Offenses towards Juveniles; 222, Employee Ethics and Relations with Others; 322, Alleged Abuse and Neglect of a Juvenile; and 326, Reporting Events [PREA Standard(s) §115.361(a) through (f)]

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2. All employees are obligated to inform juveniles of their duty to report sexual abuse and harassment as well as their limits of confidentiality consistent with SCDJJ Policy 322, Alleged Abuse and Neglect of a Juvenile. [PREA Standard(s) §115.361 (d)(2)]
3. SCDJJ will take immediate action to protect a juvenile who is at a substantial risk of imminent sexual abuse consistent with SCDJJ Policy 321, Prevention of Sexual Offenses towards Juveniles [PREA Standard(s) §115.362]
4. Any reports or allegations of sexual abuse that occurred while a juvenile was housed at a facility outside the authority of SCDJJ will be reported to the facility administrator within 72 hours of receiving the allegation and will be documented. [PREA Standard(s) §115.363]
5. Upon notification of an allegation of sexual abuse that occurred while a juvenile was housed at a facility outside the authority of SCDJJ, the SCDJJ Facility Administrator will contact the facility head of the facility where the alleged abuse occurred and will notify the Division of Investigation Services (DIS). This notification will be provided within 72 hours of receiving the report and will be documented and provided to the facility's PREA Compliance Manager [PREA Standard(s) §115.363]
6. All employees who are given knowledge of, have suspicion of, have information of, or receive an allegation of sexual abuse will be required to take the actions described in SCDJJ Policy 321, Prevention of Sexual Offenses towards Juveniles, immediately.
7. All SCDJJ facilities will develop a written institutional sexual abuse coordinated response plan that is in accordance with SCDJJ Policy 321, Prevention of Sexual Offenses towards Juveniles. Each SCDJJ Facility Administrator will ensure the members their Facility's Sexual Assault Response Team are aware of their role(s) and are active participants in the facility's response to allegations of sexual offenses. All facility staff assigned to the each facility in any capacity will be informed and/or trained on the facility's coordinated response plan in a timely manner from the date of its publication or update. [PREA Standard(s) §115.365]
8. In accordance with SCDJJ Policy 321, Prevention of Sexual Offenses Towards Juveniles, all Facility Administrators will ensure that all juveniles, staff, witnesses, and reporters be monitored and protected against retaliation for a minimum of 90 days or while maintained within the same facility. Monitoring will be documented and filed for auditing purposes. [PREA Standard(s) §115.367]
9. Juveniles housed in segregation for protection purposes will be done so in accordance with SC DJJ Policy 323, Isolation of Youth.

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G. Investigations

1. In accordance with SCDJJ Policies 321, Prevention of Sexual Offenses Towards Juveniles; 920, Investigations; 322, Alleged Abuse and Neglect of a Juvenile, and 326, Reporting Events, all allegations of sexual abuse will be investigated, regardless of their sources. The Division of Investigative Services (DIS) will initiate the investigation of an alleged sexual abuse act, staff sexual harassment or staff sexual misconduct to include allegations made on or by contractors and volunteers. The DIS Chief of Investigations will immediately report a staff on juvenile incident to the South Carolina Law Enforcement Division (SLED), who will determine the investigative process consistent with the memorandum of agreement between SCDJJ and SLED. [PREA Standard(s) §115.376, 115.377]
2. SCDJJ will ensure that, following a report, the alleged victim is notified of the outcome of the investigation. When the alleged perpetrator is a staff member, DIS will ensure the alleged victim is notified of the progress of the investigation as specified in PREA Standard §115.373.
3. Consistent with SCDJJ Policy 228, Progressive Employee Discipline, the presumptive disciplinary sanction for staff who have engaged in sexual relations with a juvenile is termination. [PREA Standard(s) §115.376]
4. Juveniles who willingly submit a false report will be subject to discipline consistent with SCDJJ Policies 328, Investigations and 924, Juvenile Behavior Management – Incentive System and Progressive Discipline. [PREA Standard(s) §115.378]
5. Any juvenile who willingly has a sexual relationship with a staff member, another juvenile, contractor or a volunteer will be subject to discipline consistent with SCDJJ Policy 924, Juvenile Behavior Management – Incentive System and Progressive Discipline. [PREA Standard(s) §115.378]

H. Medical and Health Care

1. Consistent with SCDJJ Policies 321, Prevention of Sexual Offenses towards Juveniles; 503, Long Term Facility Admissions; 501, Evaluation Center Intake Operational Process, and 500, Detention Center Admissions, juveniles will be screened for prior sexual abuse, victimization and potential for abusiveness. Results from the screening will be used for physical and mental health evaluations, program inclusion, and housing assignments [PREA Standard(s) §115.381]
2. Medical and mental health practitioners will follow all directives regarding confidentiality as outlined in SCDJJ Policy 124, Confidentiality and Release of Juvenile information. [PREA Standard(s) §115.381 (d)]
3. Pursuant to South Carolina State Law and SCDJJ Policy 918, Juvenile Rights and Responsibilities; SCDJJ Policy 601, Scope of Health Services and Responsible

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Health Authority, and SCDJJ Policy 321, Prevention of Sexual Offenses Towards Juveniles, all juveniles will have unimpeded access to emergency medical treatment, crisis intervention services, emergency contraception and sexually transmitted infection prophylaxis without financial cost to the juvenile. [PREA Standard(s) §115.382]

4. Consistent with SCDJJ Policy 918, Juvenile Rights and Responsibilities and SCDJJ Policy 601, Scope of Health Services and Responsible Health Authority, juveniles will receive a continuum of care as appropriate for victims of sexual offenses as outlined in SCDJJ policy 911, Clinical Crisis Intervention. [PREA Standard(s) §115.383]

I. Data Collection and Review

1. In accordance with SCDJJ Policy 321, Prevention of Sexual Offenses towards Juveniles, SCDJJ will collect data to accurately track all sexual abuse and sexual harassment. This data will be reviewed by the SCDJJ Executive Management Team and all facility level management teams on an annual basis to improve operations and services. [PREA Standard(s) §115.386]
2. All SCDJJ facility Sexual Abuse Response Teams (SARTs) will conduct a sexual abuse incident review within 30 days of receiving a completed investigative report of an allegation of sexual abuse or sexual harassment to determine if changes are necessary and determine the possible causes of the incident. This incident review and its findings will be documented in a standard report and filed with the facilities PREA Compliance Manager and the agency's PREA Coordinator. All recommended changes to policy, procedures and/or practices will be documented and implemented unless otherwise directed, which will also be documented. [PREA Standard(s) §115.386]

J. Data collection

1. SCDJJ will report to the Bureau of Justice Statistics, SLED, and any other federal and/or state authority that requires this information annually, all acts of sexual abuse, staff sexual harassment, and staff sexual misconduct with juveniles as described in SCDJJ Policy 321, Prevention of Sexual Offenses towards Juveniles, for all its facilities and contracted facilities. [PREA Standard(s) §115.387]
2. Consistent with SCDJJ Policy 321, SCDJJ will collect data that will assist SCDJJ in reducing the risk of sexual abuse and/or sexual activity occurring within SCDJJ facilities. SCDJJ will compile the information that relates to the prevalence of sexual abuse and/or sexual activity within the facilities, including circumstances that contribute to this kind of behavior, in order to provide insight into potential strategies for its reduction or elimination. [PREA Standard(s) §115.387, 115.388]

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3. SCDJJ will maintain data collected in accordance with SCDJJ Policy 123, Retention and Disposition of Departmental Records. [PREA Standard(s) §115.389]
4. SCDJJ will publish yearly all aggregated sexual abuse data in accordance with SCDJJ Policy 124, Confidentiality and Release of Juvenile information. [PREA Standard(s) §115.389 (c)]

K. Audits

SCDJJ will conduct audits pursuant to PREA Juvenile Facility Standards [PREA Standard(s) §115.393, 115.401, 115.402, 115.403, 115.404, 115.405]

L. Compliance with the PREA program

1. To ensure effective data collection, measurement, evaluation, process improvement, and reporting on the Agency's performance, all SCDJJ staff are required to fully cooperate with the PREA Program. This includes responding to requests and providing information in timely and accurate manner.
2. All PREA related training and technical assistance will be coordinated and approved by the Agency's PREA Coordinator.
3. Failure to adhere to the above will result in disciplinary action.

RELATED FORMS AND ATTACHMENTS:

Attachment 321A, General Definitions for PREA Standards (H-3.15A)
Attachment 321B, Protocol for Alleged Sexual Assault involving Penetration (H-3.15B)
Form 914F, Volunteer's Certification of Orientation and Agreement (A-5.5F)
Form 213A, Contractor Conduct Agreement (B-8.1A)
Form 513A, PREA Unannounced Round Form (G-9.41A)
Form 312B, Cross-Gender Search Documentation (H-3.8B)
Form 321A, Sexual Violent Event Checklist (H-3.15A)
Form 321B, Incident Review Form (H-3.15B)
Form 321C, Safety Plan for Sexual Abuse and Harassment (H-3.15C)
Exhibit 321C, Vulnerability to Victimization or Sexual Aggression Screener (VVSAS) Interpretation /Criteria Guide
Form 321D, Juvenile Intake Form / Vulnerability to Victimization or Sexual Aggression Screener (VVSAS)
Form 321E, Sexual Orientation, Gender Identity, and Gender Expression (SOGIE) Assessment Form
Form 321F, Transgender/Intersex Declaration of Preference Statement
321G, Facility Housing Determination Form
321H, Facility Housing Assignment Review Form
Form 336A, PREA Monitoring Form (H-3.16A)

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REFERENCED POLICIES:

- 914, Volunteer Services (A-5.5)
- 228, Progressive Employee Discipline (B-3.15)
- 230, Employee Recruitment and Selection (B-3.18)
- 222, Employee Ethics and Relations with Others (B-3.9)
- 124, Confidentiality and Release of Juvenile information (B-5.3)
- 123, Retention and Disposition of Departmental Records (B-5.5)
- 241, Employee Training Requirements (B-7.0)
- 601, Scope of Health Services and Responsible Health Authority (C-1.1)
- 605, DJJ Sick Call Process (C-1.6)
- 911, Clinical Crisis Intervention (C-2.6)
- 905, Juveniles with Disabilities (C-3.1)
- 509, Custody, Placement, and Supervision Levels (E-1.4)
- 512, Classification System for Housing in Secure Facilities (E-1.7)
- 500, Detention Center Admissions (G-1.2)
- 501, Evaluation Center Intake Operational Process (G-3.1)
- 323, Isolation of Youth (G-3.4)
- 503, Long Term Facility Admissions (G-4.1)
- 924, Juvenile Behavior Management – Incentive System and Progressive Discipline (G-9.19)
- 513, Supervision of Juveniles in Secure Facilities (G-9.41)
- 321, Prevention of Sexual Offenses towards Juveniles (H-3.15)
- 312, Search Procedures (H-3.8)
- 314, Camera Surveillance (H-3.9)
- 322, Alleged Abuse and Neglect of a Juvenile (I-3.1)
- 326, Reporting Events (I-3.2)
- 328, Investigations (I-3.5)
- 918, Juvenile Rights and Responsibilities (I-4.2)
- 920, Juvenile Grievance Process (I-4.3)

SCOPE:

This policy applies to all SCDJJ employees, volunteers, interns, contractors, and visitors.

STANDARD OPERATING PROCEDURES:

Where applicable, each SCDJJ facility is required to follow instructions provided within this policy to create and implement standard operating procedures as it applies to this policy.

TRAINING REQUIREMENT:

All employees are required to review this policy within 30 calendar days of its publication. All volunteers, interns, and contractors are required to be provided training on any updates to this policy within 30 business days of its publication.

UPDATED:

- February 20, 2019, New policy and form numbers
- December 11, 2018, Wording adjusted Section F(2)
- September 14, 2018, Agency and policy reorganization;