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|  | | ALLEN SUPERIOR COURT – FAMILY RELATIONS DIVISION  ALLEN COUNTY JUVENILE CENTER  **POLICY & PROCEDURE** | |
| SUBJECT: | **Zero Tolerance Sexual Abuse and Sexual Harassment** | | NUMBER: 115.311 |
| EFFECTIVE DATE:  January 01,2014 |

POLICY:

The Allen County Juvenile Center has a Zero Tolerance Policy of Sexual Abuse and Sexual Harassment. The Allen County Juvenile Center requires mandatory reporting of any and all violations and a complete and accurate investigation of all violations.

AUTHORITY:

The Allen Superior Court Employee Handbook policy 1.11 Sexual Harassment

Prison Rape Elimination Act (PREA) 28 C.F.R. Part 115

Public Law 108-79

PROCEDURES:

1. In addition to the sexual harassment policy of the Allen Superior Court 1.11, the Allen County Juvenile Center ‘s (ACJC) policy of sexual conduct between staff and residents, volunteers or contract personnel and residents, regardless of consensual status, is prohibited and subject to administrative and criminal disciplinary sanctions. Sexual relationships are not appropriate in any manner at the ACJC.

2. The ACJC employs a PREA Coordinator to develop, implement, and oversee the agencies efforts to comply with

PREA standards. PREA 115.311

1. Residents shall be given the resident zero tolerance sexual abuse and sexual harassment handbook during the intake process. PREA 115.333

2. All employees of the ACJC who may have contact with Residents shall receive training on how to fulfill their responsibilities under the ACJC zero tolerance sexual abuse and sexual harassment policy as described in PREA 115.331

3. All volunteers and contractors who have contact with residents shall be trained on their responsibilities under the ACJC zero tolerance sexual abuse and sexual harassment policy. PREA 115.332

4. The camera monitoring system enhances the ACJC staff’s ability to protect the residence from sexual abuse and sexual harassment. PREA 115.318

3. The ACJC shall receive reports of sexual abuse and sexual harassment made verbally, in writing, or anonymously if

desired to any staff. All Staff, Contractors, volunteers and Visitors shall report immediately any knowledge,

suspicion, or information they receive regarding an incident of sexual abuse or sexual harassment that occurred in

the facility. Regardless whether or not the knowledge, suspicion, or information is a part of the agency or ACJC; any

retaliation against juveniles or staff who report such an incident; and any staff neglect or violation of responsibilities

that may have contributed to an incident. PREA 115.361

4. The ACJC shall respond immediately when a sexual assault or sexual abuse is reported.

1. Separate the alleged victim and the abuser.

2. Preserve and protect any crime scene until appropriate steps can be taken to collect any evidence.

3. Staff shall inform the victim not take any action that could destroy physical evidence.

4. Notify appropriate ACJC administrative staff. PREA 115.364

5. The ACJC shall conduct investigations into all allegations of sexual abuse and sexual harassment promptly,

thoroughly, and objectively for all allegations, including third party and anonymous reports. PREA 115.371

Approved by:

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| *Signature on file*  Superintendent / Chief Probation Officer | *Active*  Approved Date: |
| *Signature on file*  Judge | *Active*  Approved Date: |