

Burlington County Department of Corrections

PREA – Prison Elimination Rape Act

Investigative Procedures

FOLLOWING SUSPECTED OR ALLEGED INCIDENT OF SEXUAL ABUSE

Staff First Responder

1. Notify a supervisor.
2. Separate the victim and alleged perpetrator(s).
3. Secure the crime scene, preserve evidence, including evidence on the victim's and alleged perpetrator's bodies and clothes, and maintain custody of evidence until released by the Burlington County Prosecutors.
4. Escort alleged inmate perpetrator(s) to an isolated area, preferably in a dry cell with restricted access to a toilet or water, until the arrival of the Burlington County Prosecutors.
5. Request that the victim, and ensure that the alleged perpetrator, refrain from actions that could destroy evidence, such as bathing, brushing teeth, changing their clothes, urinating, defecating, smoking, drinking, or eating until they have been examined by qualified medical personnel.
6. Share information related to the incident with only those people who need to know in order to ensure the victim's safety, conduct an initial investigation, and/or provide treatment to the victim or alleged perpetrator.
7. Complete and submit an incident report.

Jail Supervisor

1. Coordinate and oversee the coordinated response process.
2. Conduct an initial assessment of the allegation.
3. Ensure preservation of any potential evidence.
4. Ensure that any alleged staff perpetrators are immediately separated from contact with inmates.
5. Notify the Warden and PREA Coordinator.
6. Notify the Burlington County Prosecutors Office.
7. In cases where the need for a medical forensic exam is not immediately apparent, confer with the Sexual Assault Nurse Examiner (SAFE), B.C.P.O., or jail medical staff, when available, to determine if the medical forensic exam is necessary.
8. Ensure that the victim is seen by an outside medical provider immediately so that a medical forensic exam can be conducted.
9. Offer the victim the option to speak with an advocate of Contact of Burlington County (rape crisis center) confidentially by phone.
10. Arrange for the B.C.P.O. to meet privately with the victim and alleged perpetrator(s), if necessary.

11. Share information related to the incident with only those people who need to know in order to ensure the victim's safety, finish conducting the investigation, and/or provide treatment to the victim or alleged perpetrator.
12. Complete and submit all necessary paperwork and reports.

PREA Coordinator/Compliance Manager

1. Assist in notifications to jail staff and outside agencies.
2. Assist the jail supervisor or Warden with any other duties, as assigned.
3. Share information related to the incident with only those people who need to know in order to ensure the victim's safety, assist in conducting the investigation and/or provide treatment to the victim or alleged perpetrator.
4. Complete and submit all necessary paperwork and reports.

Jail Medical Staff

1. Collect basic information from the victim and conduct a cursory exam to assess for injuries and suicide risk.
2. Provide basic medical care for acute injuries.
3. Preserve forensic evidence, to the extent possible.
4. Advise the victim of his or her right to a medical forensic exam at no cost.
5. Contact the Sexual Assault Nurse Examiner (SANE) or SAFE to provide the victim with additional information regarding the forensic exam process, as needed.
6. Confer with the SANE/SAFE, as needed, to determine whether a medical forensic exam may be medically necessary.
7. Inform a supervisor if a medical forensic exam is medically necessary.
8. Send a records release authorization form with victim to the exam site.
9. Document that the victim and alleged perpetrator were examined.
10. Conduct a follow-up with the victim within 24 hours after the medical forensic exam.
11. Refer the victim for a mental health follow-up within 48 hours.
12. Share information related to the incident as permitted by law and with only those people who need to know in order to ensure the victim's safety.
13. Complete and submit all necessary paperwork and reports.

Sexual Assault Nurse Examiner or Sexual Assault Forensic Examiner

1. Confer with the jail Warden or designee, jail medical staff, or Burlington County Prosecutors Office regarding the need for a medical forensic exam, if contacted.
2. Share information related to the incident as permitted by law and with only those people who need to know in order to ensure the victim's safety.

Rape Crisis Advocate (Contact)

1. Provide advocacy, support, and crisis intervention to the victim, if contacted.
2. Respond in person to the jail, when possible, to provide services to the victim.
3. Maintain confidentiality at all times, except as permitted by law.

Burlington County Prosecutors Office

1. Respond in person to the jail or to the forensic exam site, either immediately or as arranged with the jail.
2. Guide jail staff on evidence preservation.
3. Catalogue any physical and forensic evidence.
4. Interview the victim, alleged perpetrator(s), and any witnesses privately and separately.
5. Advise the victim of his or her right to a forensic medical exam at no cost.
6. Determine whether a medical forensic exam may be evidentiary necessary, in consultation with the forensic examiner.
7. Inform the Warden or designee if a medical forensic exam is evidentiary necessary.
8. Coordinate all actions with the Warden or designee.
9. Share information related to the incident with only those people who need to know in order to ensure the victim's safety and finish conducting the investigation.