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ADMINISTRATIVE BULLETIN AB-07-003

January 19, 2007

TO: Executive Staff
Superintendents



FROM: Harold W. Clarke
Secretary

SUBJECT: DOC 490.800 Prison Rape Elimination Procedures

This policy is being changed, effective immediately, to replace Section V.

I. Sexual Assault Prevention

- A. [4-4281-2] Screening and Housing at the Reception Diagnostic Centers (RDCs)
1. For newly admitted offenders at the RDCs, Health Services staff will complete screening within 24 hours of arrival using DOC 13-349 Intersystem Mental Health Screening.
 2. Health Services staff will immediately notify the facility staff responsible for housing assignments of any offender identified for potential vulnerabilities or tendencies of acting out with sexually aggressive behavior.
 3. Health Services staff will record the screening results on the OBTS HS06.
 4. Staff responsible will make housing assignments accordingly.

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B. Screening and Housing at all Facilities

1. Classification staff at the facility where offenders are housed on February 1, 2007, will screen every offender using DOC 07-019 Potential for Sexual Assault/Sexual Victimization Screening (PSASVS) at their next scheduled classification review or prior to transfer within the Department, whichever comes first. Results of this screening will be documented on OBTS DT37 using the appropriate chrono type code.
2. Staff will immediately review any offender screened high for either perpetration or victimization by evaluating the offender's cellmate.
3. Staff will refer offenders identified as high for either perpetration or victimization for appraisal by Mental Health.
4. Housing assignments will ensure that an offender identified as potentially vulnerable is not housed in the same cell as an offender identified as sexually assaultive.
5. Any incident involving the sexual behavior of an offender will prompt an immediate review by the offender's Classification Counselor to determine whether the offender should be designated as a potential sexual perpetrator or potential victim, with appropriate mental health referrals made.

C. Transfer Between Facilities

1. Prior to transfer, the sending facility staff will verify screening has been completed and document using either OBTS HS06 or DT37. If there is no screening documentation, the screening will be completed by the Classification Counselor with results entered on OBTS DT37.
2. Upon arrival and prior to making a housing assignment, staff will review the screening that was completed by the sending facility and entered either on the OBTS HS06 or DT37. For offenders designated as potential predators or victims, housing assignments will be made accordingly, ensuring that potential predators and potential victims are not housed in the same cell.

D. Classification and Housing Assignments

1. The status of offenders who have been designated as either a potential sexual perpetrator or victim will be assessed at each scheduled classification review.
2. The Facility Risk Management Team (FRMT) will include Health Services staff, when possible, when meeting with an offender identified as high risk as a predator with a history of sexually assaultive behavior or a history of assaultive behavior. The FRMT will set the time frames for review by Mental Health, or monitoring by the Classification Counselor.
3. The designation may be removed by the counselor at the direction of the FRMT, with Mental Health staff input, if there is sufficient evidence over time that the offender is no longer vulnerable to sexual assault or no longer poses a threat of sexual assault to others.

E. [4-4281-4] [4-4281-5] Appraisal, Counseling, and Monitoring

1. The Mental Health staff will complete a mental health appraisal with offenders referred as potential victims or as high risk for sexual assault with a history of sexually assaultive behavior. The Mental Health staff will report results of the appraisal to the Classification Counselor, and provide suggestions for monitoring, counseling, management, and signs for observation. The results of the appraisal will be placed in the offender medical file and OBTS HS06.
2. Classification Counselors will complete DOC 07-018 Potential Perpetrator/Victim Tracking for offenders identified as potential perpetrators or victims. Completion of the review will be documented on OBTS DT37 using the appropriate chrono type code.

If you have any questions about this change, please contact the Chief of Classification.

HC:ka

cc: Kerry Arlow, Security & Logistics Administrator
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