

**PREA AUDIT REPORT**     Interim     Final  
**ADULT PRISONS & JAILS**

**Date of report:** 04-30-17

<b>Auditor Information</b>			
<b>Auditor name:</b> Kevin Boldt    K Boldt LLC			
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<b>Telephone number:</b> 319-240-1022			
<b>Date of facility visit:</b> April 11-12, 2017			
<b>Facility Information</b>			
<b>Facility name:</b> Henry County Jail			
<b>Facility physical address:</b> 106 E Clay St. Mt. Pleasant, IA 52641			
<b>Facility mailing address:</b> <i>(if different from above)</i> <a href="#">Click here to enter text.</a>			
<b>Facility telephone number:</b> 319-385-2712			
<b>The facility is:</b>	<input type="checkbox"/> Federal	<input type="checkbox"/> State	<input checked="" type="checkbox"/> County
	<input type="checkbox"/> Military	<input type="checkbox"/> Municipal	<input type="checkbox"/> Private for profit
	<input type="checkbox"/> Private not for profit		
<b>Facility type:</b>	<input type="checkbox"/> Prison	<input checked="" type="checkbox"/> Jail	
<b>Name of facility's Chief Executive Officer:</b> Julie Pilling			
<b>Number of staff assigned to the facility in the last 12 months:</b> 9			
<b>Designed facility capacity:</b> 8			
<b>Current population of facility:</b> 8			
<b>Facility security levels/inmate custody levels:</b> General Population			
<b>Age range of the population:</b> 18-80			
<b>Name of PREA Compliance Manager:</b> <a href="#">Click here to enter text.</a>		<b>Title:</b> <a href="#">Click here to enter text.</a>	
<b>Email address:</b> <a href="#">Click here to enter text.</a>		<b>Telephone number:</b>	
<b>Agency Information</b>			
<b>Name of agency:</b> Henry County Sheriff's Office			
<b>Governing authority or parent agency:</b> <i>(if applicable)</i> Henry County Sheriff's Office			
<b>Physical address:</b> 106 E Clay St. Mt. Pleasant, IA 52641			
<b>Mailing address:</b> <i>(if different from above)</i> <a href="#">Click here to enter text.</a>			
<b>Telephone number:</b> 319-385-2712			
<b>Agency Chief Executive Officer</b>			
<b>Name:</b> Rich McNamee		<b>Title:</b> Sheriff	
<b>Email address:</b> rmcnamee@henrycountyiowa.us		<b>Telephone number:</b> 319-385-2712	
<b>Agency-Wide PREA Coordinator</b>			
<b>Name:</b> Greg Manley		<b>Title:</b> Senior Jailer	
<b>Email address:</b> Gmanley@henrycountyiowa.us		<b>Telephone number:</b> 319-385-2712	

## AUDIT FINDINGS

### NARRATIVE

The Prison Rape Elimination Act Audit (PREA) on-site audit for the Henry County Jail Facility, Mt. Pleasant, Iowa was conducted on April 11-12, 2017 by Department of Justice PREA Certified Auditor Kevin Boldt of K. Boldt LLC, Gilbertville, IA.

Pre-audit preparation began on February 25<sup>th</sup>, 2017 which included a review of all documentation and materials submitted by the Henry County Jail Facility PREA Coordinator Greg Manley. Information reviewed included the Pre-Audit Questionnaire, agency policies, procedures, forms, education materials, training documentation, organizational charts, posters, brochures, Henry County Sheriff web site and other PREA related materials that were provided to demonstrate compliance with the PREA standards. Review of the material produced a series of questions and recommendations that were submitted to the PREA Coordinator to prepare for compliance to the PREA Standards. The PREA Coordinator was able to send some of the requested information and material prior to the on-site audit. PREA Coordinator Manley was also able to update and train policy information prior to the onsite visit.

The auditor arrived at the Henry County Jail Facility and observed sexual abuse victim reporting pamphlets in the lobby which offered multiple information options to the public for reporting purposes. A sample of the pamphlets were obtained as documentation of compliance and are referred to in this report.

The Henry County Jail Facility PREA Coordinator Greg Manley was introduced and escorted the auditor around the facility to familiarize myself with the building. I was lead to a conference room that would be used as the interview area during the two day audit. This conference room was secured and set aside for my use. This auditor had requested several items including training information, schedules, inmate rosters and other documentation needed to conduct the on-site audit. This information was prepared and available for the on-site audit to begin.

The audit began with a meeting with Sheriff Rich McNamee, Jail Administrator Julie Pilling, PREA Coordinator Greg Manley and Executive Director of the South Area Crime Commission Carrie Folkerts. I explained the process and preferred tour schedule and interviewing process to everyone present. This auditor requested the best times to interview specialized staff to accommodate their schedule as best possible. The schedules of these staff were given and interview times were set.

PREA Coordinator Manley escorted this auditor through the secured area of the jail where observations were made of the building layout, design, camera positions, CCTV monitors, shower and toilet facilities, information postings, intake, change out and searching areas, staff interaction, inmate movements, program areas and medical facilities. Questions were asked and information was obtained.

This auditor was introduced to staff and, after the guided tour of the facility, was given access of the jail for the purpose of observing staff and inmates, reviewing material, and conducting informal staff interviews.

Inmate files were randomly selected with documentation of PREA information signed confirming all had been made aware of the zero tolerance policy upon booking. Computerized files are used to maintain records of the extensive training video information. The Henry County Jail Facility (HCJF) utilizes a PREA Inmate Education Video to educate inmates upon being placed in housing. This documentation reflects all inmates are shown the training video every morning.

During the guided tour, this auditor observed the PREA Zero Tolerance Postings and the Notice of Audit provided to the PREA Coordinator available for all inmates and staff to observe.

This auditor was given a copy of the inmate roster which consisted of eight (8) inmates housed at this facility, each of these inmates would be interviewed. Each inmate would be escorted individually to the secured room for the interviews.

Sheriff McNamee was interviewed and present during the two day on site audit. The Sheriff has designated Jail Administrator Julie Pilling to assign the PREA Coordinator as Senior Jailer Greg Manley. The Sheriff has given the Jail Administrator and PREA Coordinator the time and resources needed to implement the PREA Standards. Sheriff McNamee understands the importance of training staff and inmates and to keep inmates safe while they are in custody of the Henry County Jail.

During the two day audit, there were 8 inmate interviews that were conducted in the secured room of the jail. Staff was given the list of inmates to escort to the interview, when the interview was completed, the staff would exchange each inmate for the interviews. These interviews were conducted using the Department of Justice PREA protocol questions. All inmates confirmed they had been given information on the Zero Tolerance Policy and how to report at booking. They stated they were shown the PREA informational video every morning after being placed in their housing unit. They also stated the information is in the Jail Rule Book and posted on the walls. They were also aware of the PREA Audit dates as this information had been posted for several weeks prior to the audit visit.

The inmates all gave positive comments on staff and they felt they were safe from any sexual abuse or harassment at this facility. They believed all staff were professional and were truly concerned for the inmate's safety. They all stated they could approach any staff member with a concern and it would be addressed.

There were 11 staff members interviewed during this on site audit. Interviews included line staff, supervisory staff, medical, volunteers,

contractors and investigators. The Henry County Jail uses a shift schedule dividing the staff into 2 shifts, day and overnight. a sample of both shifts were included in the staff interviews.

The staff interviews were also conducted using the Department of Justice PREA protocol questions. These interviews were conducted in the secured conference room assigned for the audit.

The line staff provide multiple services in the jail and were asked many of the protocol questions that included, screening, first responder, juvenile and the random sample of staff question list. The staff were aware of the zero tolerance policy, reporting and response duties. They have completed training both for the Henry County Jail and the annual Iowa Law Enforcement Academy Mandatory Jailer Training.

The Henry County Sheriff's Office has 9 civilian employees assigned to the jail, there are another 13 jail employees that operate the dispatch center, civil process servers, office administration and sworn staff for patrol and investigative functions. The Sheriff requires all civilian and sworn staff to attend the required Iowa Law Enforcement Academy Jail Schools to meet Iowa Administrative Code Chapter 50 Jail Standards. This is in event of an unforeseen problem, all staff members have been trained and can assist in jail functions. Interviews with a sample of these staff members also revealed they have been trained on and understand the PREA Standards.

The Henry County Sheriff has available three investigators who have been trained to investigate all sexual abuse or harassment allegations. All three have extensive backgrounds in investigations and training. One of these three investigators were interviewed during the PREA on-site audit and he confirmed his obligations to investigate all allegations of sexual abuse or harassment to conclusion and would work with the Henry County Attorney for advice or opinions.

Administration was interviewed regarding the training, record keeping and policies. The Henry County Sheriff and other administrators are promoting training and making policy changes to become PREA compliant.

This auditor was given access to all areas of the jail to conduct the on-site audit, the administration and line staff were all welcoming and offered information and assistance whenever needed. The Henry County Jail Staff have accepted the training and changes needed for PREA compliance to operate the facility and are very concerned of the inmates' safety. It is apparent the Henry County Jail Administration has promoted the PREA standards in a positive manner for the line staff to accept the needs of standards, protocol, response and training.

At the end of the audit site visit, a meeting was held with Sheriff McNamee, Jail Administrator Pilling and PREA Coordinator Manley. The auditor advised the interim / final report would be completed within 30 days as required.

This auditor used the Henry County polices, web site, handouts, training files, inmate files, letters of understanding, observations of inmates and staff, interviews of inmates and staff and all other related information and material to determine PREA compliance of the Henry County Jail Facility.

## **DESCRIPTION OF FACILITY CHARACTERISTICS**

The Henry County Jail is located in the Henry County seat of Mt Pleasant, Iowa. Henry County has a population of 20, 145 per the 2010 census.

The Henry County Jail was built and occupied in 1963. It's design is of two floors with the upper floor housing the Henry County Sheriff's Department offices for patrol, civil, investigations, records and includes the county's dispatch and communications center.

The Henry County Jail is an 8 bed linear style facility that contains 3 cells. Each cell is designed as a dorm style room with toilet and shower facilities. The cells are classified as male general population and female general population.

The cells are designed as 2 bed male dorm, 4 bed male dorm and 2 bed female dorm.

There are work release violators that can also be held at this facility where they are separated from the pre-trial detainees.

The jail has an outdoor exercise area, a changing room and storage, Jail Administrator's Office, medical room and an interview room that serves multiple functions including visitation, these are all on the lower floor.

The booking room is on the upper floor and is shared with patrol staff for interviews, reports and sobriety testing.

This jail facility is utilized to house the 8 inmates who are on work release or are awaiting their upcoming trial date. The Henry County Jail is not able to house all of it's 44 inmates and utilizes other agency facilities to house inmates who have trial dates set in the distant future, special status, disciplinary or other classified inmates.

This jail facility has been updated with video monitoring systems that can be viewed by dispatchers and security staff. The video cameras have been modified to prevent any viewing of inmates in states of undress or while using the toilet facilities. This auditor did observe a blind spot in the 4 bed dorm that can allow for an inmate to be off camera and unable to be viewed using the closed circuit monitoring system. The inmate would need to be standing or sitting on the table in the corner of the room to be off camera view.

There is another blind spot in this same dorm room under a bed. The inmate would need to have crawled under the bed to be out of view.

The staff are aware of these two blind spots and perform security checks as needed. Due to this dorm holding only 4 inmates, staff can see from the CCTV if an inmate has moved to either of these blind spots.

Due to the architectural design of this 1963 linear style facility, the administration and staff have implemented the most effective monitoring system without infringing on inmate privacy. The staff also monitor the CCTV to confirm these inmates do not move to one of these blind spots.

This auditor was able to observe staff announce their presence to cross gender inmates upon performing cell checks on the rear area of the cells. The architectural design again limits the staff from being able to announce their presence when entering the housing area of the jail. The staff, upon opening the door to the hallway, are immediately in view of the East Cell and not able to announce prior to entering the hallway. This again is a linear style design issue that creates a question from the jail staff for appropriate announcement. The HCJF staff and administration all observe the monitors before entering the hallway and announce as soon as the hallway entry door is opened. Interviews with the inmates all confirm that staff announce their presence when performing checks or entering the back hallway. This auditor observed staff and also attempted to devise options to the HCJF staff to announce their presence. Short of making physical changes to the facility or adding an intercom system, the staff are performing this function to the best of their ability that this facility structure can offer.

This facility does not have a single occupancy or segregation cell available to separate inmates. If staff encounters a situation where an inmate must be isolated, inmates are transferred to contracted area jails that can accommodate this type of inmate.

The Medical Care room has a blind that can be pulled down to cover the camera during inmate exams. This Medical room is shared space for book outs and is kept locked when staff is not present.

The laundry room also doubles as the search and changing room for inmates. There is a painted area on the floor of this room to direct inmates to which will keep them free from being viewed in a state of undress on the CCTV.

The facility does not hold juveniles.

The HCJF staff requires inmates to be escorted by staff at all times they are out of their dorm cells.

## **SUMMARY OF AUDIT FINDINGS**

This narrative is provided to give information of how the auditor conducted the Henry County PREA Audit and where information was obtained to determine the report outcome. Each standard was reviewed and justification is explained in each standard requirement.

The Henry County Jail Facility is staffed and administered by a very well trained and professional group of employees. During the audit, the staff was interviewed and observed to be well informed of their duties and training they have received for all the PREA standards.

The inmate interviews also reinforced these observations. The inmates were confident the staff were there to operate the jail as safely for the inmates as possible and if there were any problems, all staff were approachable to report problems.

This auditor was able to contact the PREA Coordinator during the reviewing of material supplied with the Pre-Audit Questionnaire. The PREA Coordinator took immediate steps to supply information and make needed changes as requested prior to the on-site visit and changes during the audit visit, these changes were able to be made and implemented before the on-site audit was completed.

This auditor has found all standards have been met as set by the Prison Rape Elimination Act. There were concerns as listed above regarding the CCTV and ability to make cross gender announcements. These two issues would require structural changes of the facility to make these improvements. The staff was observed to be using their best efforts to overcome this physical restriction to adhere to the PREA Standards.

It was also learned during the Pre-audit conversations that the Henry County Sheriff is working with the Henry County Board of Supervisors to educate the public of the shortcomings of the current jail and to prepare for a modern facility that can be built with the safety of inmates and staff and will meet the needs of Henry County for several years. This building update would resolve any physical building barriers to alleviate these concerns.

This auditor was also able to interview 8 inmates being housed within the HCJF. On the day of the on-site visit, the Henry County Jail did have 44 inmates in custody. These overflow inmates were being held in other facilities that could accommodate this population. The Henry County Jail Administration has entered into letters of understanding with these facilities to house the overflow prisoners. These letters of understanding state the jail administration will follow the PREA Standards.

There was no interim report written with corrective actions required as the Henry County PREA Coordinator was able to work with the PREA Auditor to obtain compliance with all standards during the audit process.

Number of standards exceeded: 3

Number of standards met: 40

Number of standards not met: 0

Number of standards not applicable: 0

### **Standard 115.11 Zero tolerance of sexual abuse and sexual harassment; PREA Coordinator**

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

**Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor’s analysis and reasoning, and the auditor’s conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.**

The HCJF has in place a Zero Tolerance policy of sexual abuse and sexual harassment including definitions of all forms of sexual abuse or harassment and the agency’s approach to training, preventing, detecting and responding, investigation and follow up to such conduct.

The Sheriff has appointed an upper level manager to perform the duties of the PREA Coordinator. This Coordinator is given ample time and authority to develop, implement and oversee agency efforts to comply with the PREA standards.

The HCJF does employ an upper level supervisor as the PREA Coordinator. This Coordinator is given as much time as needed to perform and oversee all PREA issues.

- Interview with the Jail Administrator confirmed the PREA Coordinator is given as much time needed to perform the duties of the PREA Coordinator. This Coordinator has been working for over the past year to write, update, train, document, research and obtain necessary information for the HCJF to become PREA compliant.
- The Sheriff has designated the PREA duties to the PREA Coordinator.
- Interviews with the PREA Coordinator confirm he is given the authority to develop, implement and oversee the agency’s efforts to comply with PREA Standards.
- Interviews with staff, medical and contractors confirm they are all aware of the written policy and that the PREA Coordinator has the authority to oversee the PREA requirements.
- The HCJF is a single facility and does not utilize a PREA Compliance Manager.

The Zero Tolerance Policy is stated in the following:

- Agency Policy
- Inmate education handout at booking
- Inmate rule book
- Cell postings
- Agency website

Policy

- A-27 Pg 1

Documentation

- Inmate Booking information handout
- Inmate Rule Book
- Cell Postings
- Agency Website
- Volunteer and Contractor training sheet

### **Standard 115.12 Contracting with other entities for the confinement of inmates**

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)

- Does Not Meet Standard (requires corrective action)

**Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.**

The HCJF does house inmates at other Iowa jail facilities. This policy states that all contracted facilities must comply with PREA Standards and report all PREA information to the HCJF.

The PREA Coordinator must monitor and confirm compliance is being met.

Interview with the PREA Coordinator confirmed all contracted facilities have signed an agreement regarding compliance and duties to report any PREA misconduct.

At the time of audit, there have been no reported allegations or investigations of PREA violations at any of the contracted facilities.

#### Policy

- A-27 Pg 15

#### Documentation

- PREA Agreement with Jefferson County Iowa Jail
- PREA Agreement with Lee County Iowa Jail
- PREA Agreement with Louisa County Iowa Jail
- PREA Agreement with Washington County Iowa Jail

### Standard 115.13 Supervision and monitoring

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

**Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.**

The HCJF does have a policy that requires a staffing plan that has been developed by the Sheriff and Jail Administrator. This policy takes into account adequate staffing levels are met to comply with Iowa Jail Standards for monitoring of inmates, CCTV is also considered as part of the determination of staff needed. The staffing plan is documented and if there are any deviations to this plan, this information is also documented. A review will be completed at least annually.

The HCJF Policy requires upper level supervisors to conduct unannounced rounds to identify and deter any sexual abuse or harassment.

Iowa Jail Standards Chapter 50 requires at least one female staff member on duty if females are being housed. This requirement is being met whenever female inmates are in custody.

#### Staff Interviews:

- Interviews confirmed there is a minimum number of staff on hand at all times to safely and effectively operate the HCJF. Staff stated there is always a female on staff for searches and they could think of no times that a female was ever refused any program due to lack of female staffing to conduct searches.
- The HCJF has trained all Sheriff's Department Staff to be available if needed to augment staffing needs.
- Staff also stated that due to the job responsibilities, the layout of the facility and the entry procedures, supervisors would be

working side by side with line staff.

- Supervisors are assigned to both day and night shifts where unannounced rounds are recorded.

Administrative Interviews:

- Administration confirm they do observe staff during these unannounced rounds and document each round as required by policy.
- There have been no staffing problems, findings of inadequacy, any allegations or other issues in the past year that warranted an update to the staffing plan.
- The staffing schedule is prepared at least one month in advance and takes into consideration all the above factors.
- If there is an emergency or unforeseen circumstance, the Jail Administrator can make these changes immediately.
- If there are any times of non-compliance with the staffing plan, documentation will be completed and filed as required.

Staff Interviews:

- During interviews of staff they all stated there was adequate staffing to perform their duties and, if something were to occur, they could contact a supervisor who could authorize more staff to be called in.

Inmate Interviews:

- All inmates stated they have not been refused opportunities due to lack of staff at the HCJF.

Observations:

- During the on site audit tour, this auditor observed enough staff was available to conduct normal operations of the facility and no programs or opportunities were denied due to staffing shortfalls.
- This auditor arrived early in the morning to interview overnight staff. The facility administrators brought in staff to allow overnight staff to be interviewed without interruption.
- Unannounced rounds log sheet was observed in the Jail Administrator's Office.

Policy:

- A-27 Pg 15

Documentation:

- Unannounced Rounds Log Sheet
- Staffing Schedule for last 12 months

**Standard 115.14 Youthful inmates**

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

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The HCJF does not house any youthful inmates (Juvenciles) at their facility.

Observation:

- There were no youthful offenders in the HCJF during the on site audit tour.
- The booking room is on the top floor of the building and away from the secured area where adults are held.

Staff Interviews:

- Staff interviewed stated youthful offenders (juveniles) are not housed in the HCJF.
- Staff all stated that during booking all youthful offenders are escorted by the arresting officer until they were removed from the HCJF, they are kept sight and sound separated from adult inmates until booking is complete and removed from the facility.



## Standard 115.15 Limits to cross-gender viewing and searches

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

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The HCJF policy does not allow for cross gender staff members to conduct any strip searches of inmates unless there are exigent circumstances. In the event of exigent circumstances, documentation will occur.

The HCJF policy does allow for medical providers to conduct strip searches, this will be documented.

Male staff are restricted from conducting pat down searches on females.

The HCJF Policy does not allow conducting searches to determine genital status. Medical staff is to interview, check medical records or if necessary to conduct an examination in private.

The HCJF will allow inmates to shower, perform bodily functions and change clothing without nonmedical staff of the opposite gender viewing their breasts, buttocks or genitalia, except in exigent circumstances or when such viewing is incident to routine cell checks.

The HCJF has a policy in place that allows for interviews of LGBTI inmates to determine the offenders status.

- This interview process will include health services staff and includes history and medical reports to help determine placement.

HCJF also has a policy regarding inmate expectation of privacy while using shower, toilet and sink.

- Cross gender staff must announce their presence when they enter the housing unit
- Inmates are allowed to shower and use toilet facilities without non-medical staff of the opposite gender viewing their breasts, buttocks or genitalia except in exigent circumstances or incidental to routing cell checks.

Staff Interviews:

- Staff knew they were not to conduct cross gender strip searches or conduct body cavity searches.
- Male staff stated they were not allowed to conduct any type of search on a female inmate. There would always be a female staff member available.
- Female inmates were never restricted from programs due to lack of female staff for searches.
- Cross gender staff announce their presence when entering the housing area.
- Male staff do not enter the female housing area without a female staff member present.
- Staff knew to conduct an interview to determine placement of transgender or intersex inmates. They also advised they were not to conduct a search solely for the purpose to determine genital status.
- Staff also stated they would ask the inmate what gender they identified with for search preference.

Inmate Interviews:

- Female inmates interviewed stated they have only been pat searched by female staff members.
- All inmates reported that cross gender staff announce their presence before security checks are conducted.
- There were no inmates in the HCJF who identified themselves as LGBTI or felt they would be victimized while in the HCJF. No interviews of this type were possible.

Observations:

- It was observed during staff rounds that all staff of opposite gender announced their presence when conducting security checks.
- Staff was observed to make the announcement during the audit tour inspection.
- The showers all have a curtains for privacy.

- Video monitoring of inmates has been modified to prevent viewing of inmates while performing bodily functions or showering.

Policy:

- A-27 Pg 16
- Iowa Code Chapter 50. 50.13.2(4)

**Standard 115.16 Inmates with disabilities and inmates who are limited English proficient**

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

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HCJF policy A-27 under “ Inmate Education “ requires inmates to be oriented during the booking process of sexual misconduct which includes Prevention, Self-Protection, Reporting, Treatment and Counselling.

- This information is communicated verbally and in writing in a language clearly understood by the inmate.
- Appropriate provisions will be made for those not fluent in English and those with disabilities and lower literary levels.

The HCJF does have a PREA Acknowledgement signed during the intake process by each inmate. This acknowledgement confirms the Zero Tolerance Policy and is signed by the inmate at book in. If an inmate is not able to understand, staff will explain or find an interpreter if needed.

The HCJF policy on inmate education makes provisions for those not fluent in English, disabilities and those with lower literary levels. In part, the HCJF utilizes interpreters who will meet with the staff or inmate at the jail. The HCJF also utilizes an on-line interpreting service if needed.

HCJF does not use inmates as interpreters to assist with interpretation of any information.

Inmates are given information on the HCJF policy of prevention, detection and response to sexual abuse and harassment during the intake process. If needed, interpreters are available to assist.

Staff Interviews:

- Staff stated they give the PREA zero Tolerance Policy information to all inmates during booking at intake. This information is written in the English and Spanish languages.
- Staff have a list of interpreters to contact in case assistance is needed or will use an online interpreting service.
- Staff stated they do not use other inmates to assist with interpreting
- Further education information is on video in English and Spanish.
- Staff play the PREA Inmate Education video every morning for all inmates.

Inmate Interviews:

- There were no inmates with disabilities or other limited English proficiencies being housed during the on site audit.
- Inmates were asked if they understood the information given by staff and all acknowledged they did understand the information and if a question were to come up, they could ask staff for confirmation.
- Inmates stated they were also shown the PREA Video each morning after being placed into housing.

Observations:

- Inmate reporting information is posted in all housing units in both English and Spanish
- The Zero Tolerance Policy information is given to all inmates at booking with a signature stating they understand the information
- Observation of inmate files revealed signatures were obtained that inmates received and understood training
- Jail Inmate Rule Book observed in all housing units ( English and Spanish versions)

- Inmate education video was observed in both English and Spanish versions.

Policy:

- A-27 Pg 9

Documentation:

- PREA Brochure Acknowledgement ( English and Spanish )
- Henry County Preventing Sexual Misconduct Posting ( English and Spanish )
- Inmate Rule Book ( English and Spanish )
- Henry County PREA Zero Tolerance Policy Reporting Information ( English and Spanish )
- Henry County Screening and Risk Assessment questionnaire ( English and Spanish )

**Standard 115.17 Hiring and promotion decisions**

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

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The HCJF has a hiring policy regarding hiring and promotion of staff.

This policy includes:

- Every person hired that potentially will have contact with inmates shall be the subject of a criminal background check to ensure there are no convictions or substantiated allegations of sexual abuse facilitated by force, threat of force, coercion or who have been civilly or administratively adjudicated for such behavior.
- If such violations are found, the agency will not promote
- During the hiring and background check, the agency will contact all prior institutions the prospective employee worked.
- Each employee will have a background check conducted every 5 years.
- Employees have a duty to report any allegations regarding sexual abuse or harassment and any material misrepresentation regarding sexual abuse or harassment will result in disciplinary action up to an including termination of employment.
- The agency conducts background checks on contractors and volunteers. They also are given training for the zero tolerance policy and removed in the event of engaging in sexual assault or harassment.

The HCJF policy covers any investigations of sexual abuse or harassment, disciplinary sanctions including termination of employment.

All employees are required to cooperate with the investigation and will not interfere with the investigation.

This policy includes the continuation of the investigation even if the alleged abuser has left the employment of Henry County.

Interview with Administration

- The hiring process includes a background check on all new hires. The background check and investigation is conducted to reveal any information and would include criminal and civil history. No person with a sexual assault or harassment record will be hired to oversee or be in contact with inmates.
- Administrators stated they understand the PREA Standards of not hiring or promoting anyone with a history of sexual abuse or harassment.
- The Sheriff stated he would pass on any information he is legally obligated to submit about a former employee to another jail or correctional facility, this would include PREA requirements of reporting to another hiring facility.
- Administrators stated they would not keep on staff or promote any employee who has a substantiated allegation of sexual abuse or harassment.

- The Sheriff is not held to a labor contract that will prevent him from discipline or termination of employees due to sexual abuse or harassment.
- Administration conducts annual background searches on staff, volunteers and contractors.
- This background check file is kept in a secured file.

Staff Interviews:

- All staff interviewed stated they understood the policy and possible termination for violating any of the sexual harassment or abuse sections.

Interview with Contractors and Volunteers.

- Each of the contractors and volunteers stated they knew a background check was completed before they were allowed into the HCJF. They also understand their privileges will be terminated if misconduct is determined.

Observations:

- Staff files were made available for review. Background check information was documented.
- Volunteer and Contractor background checks were confirmed in file

Policy:

- A-27 pg 7

Documentation:

- Background check spreadsheet

**Standard 115.18 Upgrades to facilities and technologies**

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

**Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor’s analysis and reasoning, and the auditor’s conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.**

Henry County Policy states:

- When designing or acquiring any new facility and in planning any substantial expansion or modification of existing facilities, the agency shall consider the effect of the design, acquisition, expansion, or modification upon the agency’s ability to protect inmates from sexual abuse.
- When installing or updating a video monitoring system, electronic surveillance system, or other monitoring technology, the agency shall consider how such technology may enhance the agency’s ability to protect inmates from sexual abuse.

Interviews with administration:

- Administrators stated there have been no recent updates to the current video monitoring systems.
- Administration advised they are currently working with the Henry County Board of Supervisors and community to replace the current linear style HCJF to a podular remote facility and will consider all factors in the design to alleviate the shortcomings this linear style facility has to address daily.
- The Henry County Sheriff and Administrative staff are working with an architect who has planned and designed other facilities and implements PREA Standards as part of the design of the proposed facility.
- Though this is the audited facility, the HCJF Administrators are taking a forward moving approach of a modern facility to accommodate jail needs while also implementing a facility to address PREA Standards.

Policy:

- A-27 Pg 16

### **Standard 115.21 Evidence protocol and forensic medical examinations**

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

**Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.**

The HCJF will use the Henry County Sheriff's Office Investigators in the event of a Sexual Assault Investigation of an inmate of the Henry County Jail. The investigator will be trained in evidence protocol to maximize the potential for obtaining usable physical evidence.

The HCJF Policy states forensic exams and advocacy support will be offered to victims of sexual assault at no cost to the victim

The HCJF has entered into a Memo of Understanding (MOU) with the Rape Victim Advocacy Program (RVAP) of Iowa City to assist, monitor and report as allowed by statute, provide referrals and information, provide advocacy and counselling to victims. This agreement allows RVAP to assist when requested by the victim. This victim advocate will be provided at no cost to the victim.

The HCJF has also entered into an agreement with The Henry County Health Center to provide care to inmates with SAFE/SANE protocol and to comply with PREA Care Standards.

The HCJF does have a response plan that includes: First Responder Duties, Separation of Victim and Perpetrator, Notifications and Evidence. This sexual Assault Checklist is available within the jail office of the HCJF and has been combined into the HCJF Policy Manual.

The HCJF policy does allow for administrative review of the investigation into the allegations of a sexual abuse or sexual harassment complaint for both staff and inmates, all information is to be forwarded to the Sheriff who will determine if the investigation will be completed by Investigators of the Henry County Sheriff or other agency, either entity will conduct the appropriate evidence protocol and forensic medical examinations as needed.

The staff who receive the report of sexual abuse or harassment are trained and follow the protocol policy which includes separation of alleged victim from abuser and directs them to take precautions to prevent destruction of evidence.

The alleged victim will be examined and transported to a medical facility for collection of evidence.

A victim advocate from the Rape Victim Advocacy Support and Prevention Center (RVAP) will be made available to the HCJF during any investigation and request by Henry County.

Staff Interviews:

- Interviews with line staff, booking officers and first responders, all confirm they have been trained on response protocol. Each staff member was able to report they would respond by separating the victim from the abuser, check for medical need, preserve evidence and report for an investigation to begin. This is consistent with the HCJF Sexual Assault 1<sup>st</sup> Responder Checklist.

Investigator Interview:

- Interview with the investigator revealed he has been trained in sexual assault investigations and the interview process, training also includes evidence collection, DNA and preservation of crime scene. The HCJF investigator stated the RVAP will be called to assist as a victim advocate during the investigation and follow up process as per the Letter of Understanding.
- The investigators will utilize the local hospital in Mt Pleasant, IA as the first response of care. This hospital has written a letter of understanding they will provide care with SAFE/SANE Protocol in compliance with PREA Standards.

Medical Interview:

- Medical staff advised they are on site only 3 hours per week at the HCJF. They stated any reports or allegations of sexual assault would be handled by transporting to the Henry County Health Center for medical care or evidence collection. The HCJF Nurse did state they would offer victim support up to their level of care and refer the agency and victim to the RVAP Center for expertise in the counselling and investigation.

Policy:

- A-27 Pg 12, 13, 19

Documentation:

- Letter of Understanding from RVAP
- Letter of Understanding from Henry County Health Care
- Henry County Jail Sexual Assault 1<sup>st</sup> Responder Plan and Checklist

**Standard 115.22 Policies to ensure referrals of allegations for investigations**

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

**Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor’s analysis and reasoning, and the auditor’s conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.**

The HCJF does have in place policies to ensure referrals of allegations for investigations including criminal and administrative investigations.

The Policy for reporting the allegations for investigation are required in Policy A-27 is under the headings of “ Reporting / Investigating Sexual Abuse “ All staff are required to report information on any alleged sexual misconduct to their supervisor to begin an investigation of the allegations. This information is then turned over to the Jail Administrator where the case will be assigned to an investigator.

The HCJF does have a web site that posts the Zero Tolerance policy and also information on how to report a PREA violation. Included in this posting is the policy information that all reports will be investigated.

The HCJF web site gives reporting information of the following:

- A. Jailer/ Correctional Officer
- B. Sergeant
- C. Jail Administrator
- D. Sheriff/ Chief Deputy
- E. Medical Staff
- F. Mental Health Provider
- G. Inmate’s Attorney
- H. Sexual Abuse Hotline 1-800-656-4673
- I. Iowa Sexual Abuse Hotline 1-800-284-7821
- J. Iowa Citizen’s Aides Ombudsman Office

This web site is available for third party reporting purposes also.

Staff Interviews:

- Investigator states he will be involved with investigations for both criminal and administrative.
- If the case is referred to an outside agency for investigation, the Henry County Investigators will assist as needed.
- Sheriff stated he will make the referral for investigator upon report of allegation.

Policy:

- A-27 Pg 9-11

Documentation:

- Henry County Iowa Jail Web Site

**Standard 115.31 Employee training**

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

**Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor’s analysis and reasoning, and the auditor’s conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.**

The Henry County Jail Policy requires staff to be knowledgeable of:

- Zero Tolerance Policy for sexual abuse and sexual harassment
- Staff’s responsibilities of prevention, detection, reporting and responses.
- Staff is also trained on the inmate’s rights to be free from sexual abuse and sexual harassment.
- Policy requires training of inmates and employees to be free from retaliation for reporting
- Training to understand the dynamics of sexual abuse and harassment in confinement.
- Staff is trained on common reactions of sexual abuse and harassment victims
- How to detect and respond to signs of threatened and actual sexual abuse and how to avoid inappropriate relationships with inmates.

The Henry County Jail also complies with Iowa Legislative requirements of Iowa Chapter 50 Jail Standards. The Iowa Jail Standards require training on sexual abuse and reporting for all jail staff. This mandatory training is set by the Iowa Law Enforcement Academy and has been attended by all HCJF Staff.

The HCJF staff has also been trained on Rights of the Transgender Inmate by observing the video “ A Diverse Population”

Staff Interviews:

- Interviews of staff were conducted and questions were asked of policy knowledge and practices at the HCJF. Staff were all able to articulate their education of the above policy requirements and responsibilities in the event of an accusation.
- Staff confirmed they would begin the process as trained during their own Henry County Policy Training which includes the Sexual Assault 1<sup>st</sup> Responder Plan and Checklist.
- Staff also stated they have been trained during their mandatory annual Iowa Jail School Training as required by Iowa Chapter 50 Jail Standards.

Observed:

- Staff Training records from the Iowa Law Enforcement Academy
- Staff Training records for Henry County Training
- Staff signatures of PREA Training attended

Policy

- A-27 Pg 8-9

Documentation:

- PREA Power Point Training Documents from South Iowa Area Crime Commission
- Staff Training Signatures

**Standard 115.32 Volunteer and contractor training**

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

**Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor’s analysis and reasoning, and the auditor’s conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.**

The HCJF has written policy requiring all Contractors and Volunteers that may have contact with inmates to be instructed on their responsibilities under the agency’s sexual abuse and sexual harassment policies.

All volunteers and contractors are to be trained in all aspects of the PREA Standards and how to report an allegation and includes the zero tolerance policy.

A training acknowledgement form is filled out by the volunteer / contractor. This form states the training and requires the needed information to conduct a background check.

The acknowledgement form advises the volunteer / contractor can be held criminally responsible if violations occur and they will be barred from the facility.

Interviews with contractors and volunteers revealed:

- They are all familiar with the zero tolerance policy
- Who to report to in case of an allegation
- They are not left alone with inmates.
- Contractors are escorted and inmates removed from a work area.
- Volunteers and contractors confirmed they have had background checks completed.

Staff Interviews:

- Staff states they lock down inmates and escort the volunteers / contractors.
- Background checks are completed by administration prior to admittance to the facility
- PREA Training is required of volunteers / contractors prior to facility access

Policy:

- A-27 Pg 8

Documentation:

- Contractor / Volunteer Acknowledgement Form
- Background Check Form

### **Standard 115.33 Inmate education**

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)



**Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.**

The HCJF has a policy requiring all inmates to be given the zero tolerance policy information about sexual abuse and sexual harassment during booking. The policy goes on to state inmates will be given comprehensive training within 30 days of booking. Inmate education is communicated verbally and in writing that is clearly understood by the inmate. Provisions are made for those that are not fluent in English and those with disabilities.

HCJF policy A-27 under "Inmate Education" Inmate education requires inmates to be oriented during the booking process of sexual misconduct which includes the Zero Tolerance Policy and reporting information.

During the booking process, inmates are then given a PREA Acknowledgement Form which they sign and it is placed in their file. This acknowledgement signature form explains the Zero Tolerance Policy of the Henry County Jail.

The policy continues that additional education on PREA is to be completed within 30 days of booking.

The PREA information is communicated both verbally and in writing in a language clearly understood by the inmate. Provisions will be made for those not fluent in the English language and those with disabilities and lower literary levels.

Inmates are provided with comprehensive PREA Training after being placed in a housing unit. This inmate training is completed by showing a video provided by the National Institute of Corrections and taken from the PREA website. This video is played for all inmates every morning at the Henry County Jail and documented.

The intake process training is completed within the first few hours of being brought to jail and the comprehensive training is normally completed within a 24 hour period of booking.

**Staff Interviews:**

- All staff reported that all inmates are given information of the Zero Tolerance Policy and information on how to report a sexual assault or harassment at booking.
- The inmate is given a signature form stating they have been informed on the Zero Tolerance Policy and how to report an incident.
- Staff reported that upon being held over by the court from initial appearance, the inmate would be placed in housing where the comprehensive training video is played every morning.
- Staff advised all information is available to everyone including those that are limited English proficient.
- Inmates are informed of information in the Henry County Jail Rule Book
- Iowa Law requires staff have annual jail training, this includes PREA Training which all stated they have received at their annual Jail School training.

**Inmate Interviews:**

- Inmates were questioned about their PREA educational experience while at the Henry County Jail.
  - All inmates stated they were informed of the Zero Tolerance Policy and how to report an incident during the booking process. They also signed a form stating they were given the information.
  - All inmates stated they are shown the comprehensive PREA Training Video every morning.
- All inmates knew they could contact staff or outside sources to report a sexual assault or harassment.
- Inmates reported they knew there was information on reporting a sexual assault or harassment incident posted.
- The inmates knew there was information in the Inmate Rule Book on who to report to.
- Inmates were aware of support services.

**Observations:**

- Inmate files were observed and found to have the Booking training of the Zero Tolerance Policy and Reporting forms signed. This was found in every file reviewed.
- Postings in the pods all gave information regarding the Zero Tolerance Policy along with reporting information and service agencies.
- Inmate Rule Books were in all pods, these also have all the PREA reporting information needed for outside agency reporting and toll free phone numbers.
- All information is made available in both English and Spanish

Policy:

- A-27

Documentation;

- PREA Zero Tolerance Acknowledgement
- Jail Inmate Rule Book
- Preventing Sexual Abuse Postings
- Staff Training Files

### **Standard 115.34 Specialized training: Investigations**

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

**Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor’s analysis and reasoning, and the auditor’s conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.**

HCJF will use the Henry County Sheriff’s Investigators to investigate allegations of sexual abuse or sexual harassment. The HCJF Policy requires investigators to be trained in investigative techniques including:

- Investigations in confinement settings
- Specialized training for interviewing sexual abuse victims, perpetrators and witnesses
- Training regarding Miranda and Garrity warnings
- Sexual abuse evidence collection including DNA and evidence required to substantiate a case for administrative action or prosecution referral.

Interview with Investigator:

- The Investigator has extensive training and experience in crime scene investigation and sex crimes.
- The Investigator has taken the Specialized Training for Investigators as presented by the PREA Resource Center.

Policy:

- A-27 Pg 11

Documentation:

- Investigator’s Training Records

### **Standard 115.35 Specialized training: Medical and mental health care**

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

**Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor’s analysis and reasoning, and the auditor’s conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.**

Medical staff members are included in the training of the Zero Tolerance Policy, detecting, responding and reporting of sexual abuse or harassment for annual training as required of all staff.

Medical staff may be involved with the initial investigation on site to examine a possible victim but, if determined evidence collection is needed, a referral to another medical facility for evidence collection will be implemented.

Medical staff are not trained to conduct forensic examinations as these exams will be conducted at the Henry County Health center.

Medical Staff Interview:

- Medical staff stated he has been trained in the Zero Tolerance Policy and how to detect and assess signs of sexual abuse and harassment, how to preserve evidence, how to respond professionally to victims and how to report an incident.
- The Henry County Jail Nurse is assigned to the jail for 3 hours per week. This nurse has been trained on as per policy, he stated he is not qualified for Forensic Exams and will refer the investigations to the Henry County Health Center for the appropriate exam and treatment.
- The Henry County Jail Nurse will also assist with follow up and references to the Rape Victim Advocacy and Prevention Program as needed.

Policy:

- A-27

Documentation:

- Henry County Jail PREA Training records
- Henry County Health Center Letter of Understanding
- Rape Victim Advocacy Support and Prevention Letter of Understanding

**Standard 115.41 Screening for risk of victimization and abusiveness**

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

**Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor’s analysis and reasoning, and the auditor’s conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.**

The HCJF does have implemented a screening and classification system for the safety and well being of the inmates.

Policy A-27 addresses the screening of inmates upon booking at the HCJF for the risk of being sexually abused by other inmates or sexually abusive toward other inmates.

The HCJF uses the “ Inmate Intake Risk Screening Form “ that is utilized during booking on all inmates.

The Screening forms consider whether the inmate has mental, physical or developmental disabilities, age, physical build, previous incarceration, criminal history of violence, prior acts of sexual offenses, whether the inmate is perceived to be LGBTI, if they have a history of sexual victimization, their own perception of vulnerability and if they are being held for civil immigration purposes.

This screening is completed at the time of booking.

Policy A-27 also addresses review of the inmate’s status. Each inmate's classification will be reviewed thirty (30) days after classification, this policy does allow for an inmate's classification to be reviewed at any time if changes occur or new information is obtained that would warrant a review.

The screening information is confidential and only available to security staff that would need the information to assist in appropriate placement of the inmate.

Inmates will not be disciplined for failing to answer the risk assessment questions.

Staff Interviews:

- Booking and security staff were interviewed about the screening instruments used during the booking process.
- Staff advised that all inmates are asked the Inmate Intake Risk Screening form questions.
- Staff secure this form in the inmate file which is kept in a secure area accessible only to security staff.
- Staff stated that if an inmate is determined to need special placement due to victimization, they will reassess their status within 30 days but would do so sooner if new information is obtained.
- Staff also stated there would be no disciplinary action held against an inmate for failing to disclose complete information in response to the screening questions.

Inmate Interviews:

- There were no inmates that perceived themselves to be victims, at risk of abusiveness or LGBTI being held at the HCJF during the onsite audit.
- Those inmates that were interviewed stated they had been asked the Risk Assessment Screening questions during booking and before they were placed in the housing area.
- Those inmates interviewed stated they did not believe they would be disciplined for not answering all questions on the Screening Instrument.
- There were no inmates being held solely on civil immigration purposes so no interviews could be conducted on civil immigration holds.

Observation:

- A random sample of inmate files were reviewed for the screening instrument. This auditor found files that did not have the Risk Screening Form completed as required. The PREA Coordinator was made aware of the incomplete files and took immediate action to remedy this problem. Prior to the onsite audit being completed, the files had been corrected and Risk Assessments completed.
- The files containing the Risk Assessment form is in a secure area and available only to security staff that would need the information for placement.
- It was also observed that in the case of a 30 day review, the HCJF was not implementing a staff notification system. It was recommended an event be entered for review as a reminder to staff. This recommendation was implemented immediately and added to the HCJF Policy prior to the onsite audit being completed. Staff was made aware of the policy change and directions on implementing the procedure.

Policy:

- A-27

Documentation:

- Henry County Sheriff's Office Inmate Intake Risk Screening Form

**Standard 115.42 Use of screening information**

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

**Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific**

## **corrective actions taken by the facility.**

The HCJF does have in place Policy A-27 which addresses the use of the screening material to determine housing and programming assignments, the agency considers on a case-by-case basis whether a placement would ensure the offender's health and safety, and whether the placement would present management or security problems.

Policy A-27 also addresses the review of placement of inmates at high risk for victimization or those that are at high risk of being sexually abusive. Review must be completed within 30 days and any new information can be utilized at any time for reclassification.

- Prior to the completion of the onsite audit, the administration implemented a policy to confirm review would be completed within the 30 day period. This was instituted by entering an event into the computerized scheduling calendar for staff.
- Placement and programming assignments for each transgender or intersex inmate shall be reassessed at least twice each year to review any threats to safety experienced by the inmate.
- Classification is determined on a case by case basis including the inmate's sexual orientation perception is used to ensure the safety of each inmate.
- Transgender and intersex inmates will be given the option to shower separately from other inmates.

### Staff Interviews:

- Staff confirmed the placement of inmates is based on the risk assessment as described in 115.41 above. The risk assessment tool is used to classify and keep safe inmates that are at high risk of being sexually victimized for those that may be sexually abusive.
- There were no staff members that could recall anyone in the housing units that would have been considered a potential sexual victim or a sexual aggressor.
- Staff stated they would interview inmates and use all the information on a case by case basis for determination of victimization or abusiveness.
- Staff stated if there were a transgender or intersex inmate being housed at the HCJF, the inmate would be given an opportunity to shower separately from other inmates.
- Staff also stated they would not place LGBTI inmates in a unit based solely on their identification of being LGBTI.

### Observations:

- The HCJF has single person showers available in the housing units. An inmate can shower in private without requesting a separate shower facility.
- A single shower is available outside of the housing unit if the need arises to remove an inmate from the housing area.

### Policy:

- A-27 Pg 6

## **Standard 115.43 Protective custody**

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

**Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.**

The HCJF Classification and housing placement is determined by information received during the risk screening and intake process. Interviews will be conducted during the intake process as needed to determine any protective custody assignments based on safety of the inmates including sexual victimization risk.

The HCJF policy includes a classification review of 30 days after initial classification. The classification review will be completed sooner or at any time new information is obtained that would influence a status change.

Per policy A-27 if an inmate is placed in segregation for their safety based on a case by case determination, they will be afforded all privileges that other inmates are allowed.

Staff Interviews:

- Staff advised that during the booking process and housing assignments, inmates answered the questions regarding the risk assessment and housing placement is made based on these answers.
- Staff stated they could not remember a time when an inmate answered questions advising they were at a high risk of victimization
- When asked what they would do in such an incident they stated the high risk of sexual abuse inmate would be placed in a housing unit that would be safe from predators. The staff also stated there would be no restrictions on any programs or other opportunities that other inmates would have.
- Staff stated they were aware of the reclassification policy of 30 days if needed but they would use any new information obtained before the 30 day requirement to review placement.
- Staff would recommend placement to a facility that offers more options than the HCJF can accommodate if an inmate felt they needed to be in protective custody.
- Administration stated an alternative facility would be contacted to house a protective custody inmate.

Inmate Interviews:

- During the interview of inmates, there were no inmates that reported to be at high risk of sexual victimization.
- There were no inmates that had been held in segregated housing and none had been denied any access to programs or other opportunities while incarcerated.

Observations:

- Due to the size and structural limitations of the HCJF, staff has very limited options for housing high risk or protective custody inmates. The best options available for the HCJF staff are to transfer the inmates to a facility that can accommodate the needs of such an inmate.

Policy:

A-27 Pg 6

**Standard 115.51 Inmate reporting**

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

**Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor’s analysis and reasoning, and the auditor’s conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.**

The HCJF offers multiple internal ways to privately report sexual abuse and harassment, an inmate may report an incident of sexual misconduct either verbally or written to:

- Correctional Officer, Sergeant, Transport Officer, Jail Administrator, Sheriff or Chief Deputy or Medical Staff

The HCJF also offers inmate’s the ability to report to outside sources including:

- Inmate’s attorney, Iowa Sexual Abuse Hotline, Sexual Assault Hotline, Iowa Ombudsman’s Office

All staff are required to document and report all allegations of sexual assault or sexual harassment immediately to a supervisor, this includes third party reports.

Third party reporting information is posted on the HCJF website for anyone in the public to view.

During booking, inmates detained solely for civil immigration purposes are provided information on how to contact relevant consular officials and relevant officials at the Department of Homeland Security.

Interviews with Staff:

- During staff interviews it was learned they were all aware of the requirement to accept any report of sexual abuse or harassment whether made verbally, in writing, anonymously or from a third party.
- Staff stated they could make these reports to a supervisor in private at any time.
- Staff stated they could remove an inmate from the housing area and into a private area to take a report.

**Inmate Interviews:**

- There were no inmates interviewed that had reported a sexual assault or harassment complaint while in the HCJF.
- The inmates reported they were told how to make a report during the booking process and during the PREA education video that is shown daily.
- All inmates stated they knew the information was posted about who to report any allegation to.
- Inmates stated the information for reporting is in the Jail Rule Book.
- The inmates also stated they knew they could talk to a staff member in private if needed.
- Inmates also reported they knew they could contact a friend, relative or attorney if needed to make a report.

**Observations:**

- Postings had information on how to report sexual abuse or harassment.
- Postings have toll free phone numbers available to report sexual abuse or harassment.
- HCJF website has reporting information available to the public for third party reporting
- Jail rule book has information on reporting allegations to both internal and external entities.
- Jail rule book contains toll free phone numbers available to report sexual abuse or harassment.

**Policy:**

- A-27 Pg 9

**Documentation:**

- Jail Inmate Rule Book
- Reporting Sexual Abuse Postings
- Henry County Jail Web Site

**Standard 115.52 Exhaustion of administrative remedies**

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

**Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor’s analysis and reasoning, and the auditor’s conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.**

The HCJF has an administrative procedure to address inmate grievances for inmate rule violations including sexual abuse as a serious violation. This violation carries administrative sanctions along with a possible criminal charges as written in the jail rule book.

If an allegation of sexual abuse is reported, an investigation will begin immediately.

There are no time restrictions on reporting or filing a grievance of sexual abuse allegations at the HCJF.

The HCJF Policy to issue a final decision will be upon completion of the investigation.

The HCJF will act immediately upon information being obtained alleging an inmate is subject to substantial risk of imminent sexual abuse.

**Staff Interviews:**

- Staff stated they submit grievances to the administration to investigate, they also stated if the grievance involved a sexual abuse, they would handle the grievance as a sexual abuse complaint and immediately begin the procedure of removing the victim to a safe

area and inform a supervisor to start the investigation.

- Staff stated they would not turn down a grievance for a sexual assault based on timeliness of the report, they would continue the procedure and assure the inmate's safety.
- Administrative staff stated they would not restrict a grievance for sexual assault based on timeliness and an investigation would begin.
- Staff stated they could not recall any grievances or reports made of any sexual abuse allegations at the HCJF.

**Inmate Interviews:**

- Inmates were aware of how to report a sexual abuse allegation and stated they might put the report in writing on a grievance form but would more likely make a verbal report.
- There were no inmates interviewed that have reported a sexual assault or harassment while in the HCJF.

**Observation:**

- The Jail Rule Book is given to each inmate when placed in housing. The rule book has instructions on how to file a grievance and covers emergency grievances. If the inmate is filing a grievance on a certain staff member, that staff member is not allowed to be involved with accepting the grievance or involved with the investigation.
- The inmate grievance form has an "Emergency" section for staff to take immediate action.

**Policy:**

- A-27 Pg 11-12

**Documentation:**

- Inmate Rule Book
- Inmate Grievance Form

**Standard 115.53 Inmate access to outside confidential support services**

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

**Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.**

During booking, the HCJF staff give reporting information about outside support services. This information is also posted in the intake and cell areas for inmates to see.

Inmates being held on civil immigration only are given immigration and consulate information at booking. This is supplied to them in their language as needed.

Once placed in housing, the inmates have access to the Jail Rule Book which includes toll free contact information of the following:

- Sexual Abuse Hotline 1-800-656-4673
- Iowa Sexual Abuse Hotline 1-800-284-7821
- Iowa Citizen's Aides Ombudsman Office
- This information is also on the PREA Posting

Jail Rule Book advises inmates that non-privileged phone calls may be monitored.

The HCJF has a Letter of Understanding with the Rape Victim Advocacy Programs ( RVAP ) to offer support services for all HCJF Inmates.

**Inmate Interviews:**

- When asked, inmates stated they knew the information about support services were available but did not know specifically what



these agencies were. They stated they see the information posted and in the rule book but since they did not need the services, they could not recall the information.

- Some inmates stated they also knew the information was in the Jail Rule Book and everyone is given a rule book.
- Inmates were aware that their phone calls could be monitored as they know jail phones are recorded but stated they thought confidential information would not be monitored.

Observations:

- Postings were observed with the multiple reporting agency's toll free phone numbers
- Inmates were observed to have jail rule books in their living units
- Civil Immigration information is available at the Booking Officer work station.
- During the audit tour, a toll free phone call was completed to the support services using inmate phones.
- Reporting information is posted on the Henry County Web site

Policy:

- A-27 Pg 10

Documentation:

- Letter of Understanding from the Rape Victim Advocacy Program
- Jail Rule Book
- PREA Handout
- PREA Postings in cells
- HCJF website information

### Standard 115.54 Third-party reporting

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

**Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.**

The HCJF has a public web site that contains PREA information including contacts for reporting by a third party.

- On this site the HCJF gives information on the Zero Tolerance Policy and gives agencies and phone numbers for the purpose of third party reporting.
- These agencies include:
  - A. Jailer/ Correctional Officer
  - B. Sergeant
  - C. Jail Administrator
  - D. Sheriff/ Chief Deputy
  - E. Medical Staff
  - F. Mental Health Provider
  - G. Inmate's Attorney
  - H. Sexual Abuse Hotline 1-800-656-4673
  - I. Iowa Sexual Abuse Hotline 1-800-284-7821
  - J. Iowa Citizen's Aides Ombudsman Office
- The HCJF policy requires staff to accept reports made verbally, in writing, anonymously and from third parties.

Staff Interviews:

- All staff interviewed stated they would begin the first responder protocol for an allegation of sexual abuse or harassment if they were informed by a third party and not the victim.

**Inmate Interviews:**

- During the interviews of random inmates, they stated there was a way to have a family or friend report an allegation of sexual abuse or harassment to the authorities. They stated if needed they would probably make the report themselves but know someone else could do it for them.
- Inmates also stated they could make a report to their attorney if needed.

**Observations:**

- Henry County Web Site information is posted for third party information
- The HCJF lobby is open to the public and inmate visitors, the HCJF staff has placed informational flyers with reporting information in the lobby. The HCJF will accept reports from these agencies also.

**Documentation:**

- Henry County Jail Web Site
- PREA Posting
- Responding to Sexual Abuse and Harassment flyer
- Reporting Sexual Misconduct (Henry County Jail Flyer)
- Iowa VINE Victim Notification Service

**Policy:**

- A-27 Pg 10

**Standard 115.61 Staff and agency reporting duties**

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

**Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor’s analysis and reasoning, and the auditor’s conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.**

The HCJF does have a policy in effect regarding staff reporting duties.

This policy assures that all staff is required to immediately report any and all allegations or incidents of sexual misconduct to their supervisor, this includes third party or anonymous reports.

The HCJF has a first responder checklist that is available to all staff in the event of a report. This checklist includes the reporting of information to a supervisor.

The HCJF policy also requires that jail staff is not allowed to reveal any information of an investigation or other information obtained that should be kept confidential.

The HCJF policy addresses the issue of retaliation due to reporting a sexual abuse or harassment for both inmates and staff.

In regards to reporting by medical and mental health staff in the jail. These positions are Iowa Mandatory Reporters and they must report any information of a confidential nature that involves sexual abuse or harassment as it pertains to possible criminal charges.

All reports will be referred first to HCJF administration and then on to investigations.

**Staff Interviews:**

- Staff were all aware of their responsibility to report allegations to their supervisors immediately upon receiving information on

allegations.

- During the interviews with the multiple staff members, they all were aware of keeping all information about their job and responsibilities as confidential. If there were any reports made, they would give that information to administration, investigators or other staff that would need the information for purposes of the inmate's safety or investigation.
- Staff were aware of the oversights on any retaliation of reporting both for staff and inmates. Staff stated their responsibilities included observations of inmates and to be aware of any retaliation.

Observations:

- During the onsite audit tour it was observed the inmate's files and all confidential documentation were kept in secured areas not available to anyone other than those required to access the information.

Policy:

- A-27 Pg 10

Documentation:

- Henry County Jail Sexual Assault 1<sup>st</sup> Responder Plan and Checklist

### Standard 115.62 Agency protection duties

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

**Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.**

The HCJF screening procedure used at booking alerts staff of any inmate who may be a substantial risk of victimization or imminent sexual abuse. Staff are required to take immediate action to protect the inmate. This immediate action is also required after booking and when a report or allegation of sexual abuse is made while the inmate is in the housing unit.

The response protocol of the HCJF for a sexual abuse or harassment report includes the reporting of the allegation to a supervisor and also directs staff to protect the safety of the victim and remove them from the environment in which the alleged misconduct took place.

The HCJF has a First Responder Check List is available to all staff that is kept in the jail control room. The priority on the list includes separating the victim from the abuser.

Staff Interviews:

- When asked about their first responder duties, all staff stated they would immediately remove the alleged victim from the area and place them in a safe location to begin the investigation.

Policy:

- A-27 Pg 19

Documentation:

- Henry County Jail Sexual Assault 1<sup>st</sup> Responder Plan and Checklist

### Standard 115.63 Reporting to other confinement facilities

- Exceeds Standard (substantially exceeds requirement of standard)

- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

**Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor’s analysis and reasoning, and the auditor’s conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.**

Standard 115.63 requires the agency head of where the report was taken to contact the agency head of where the alleged infraction took place. Notification must be provided within 72 hours of allegation.

The HCJF will report any alleged infraction to the agency where the infraction took place. This reporting is required to be completed within 72 hours under the HCJF policy and also requires documentation of the reporting as part of the investigation.

Staff Interviews:

- Interviews involving both the Jail Administrator and PREA Coordinator revealed they would report any allegation to the agency where the infraction took place. The reporting information would be documented in the case file.
- The information and report to the agency head would be completed immediately upon learning the incident took place outside of the HCJF.
- Staff advised there have been no reports of allegations of sexual abuse or harassment from either within the HCJF or that was reported to have occurred in another facility.

Policy:

- A-27 Pg 11

### **Standard 115.64 Staff first responder duties**

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

**Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor’s analysis and reasoning, and the auditor’s conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.**

The HCJF has adopted a sexual assault first responder plan and checklist that includes:

- Separating the victim from the perpetrator
- Start Emergency Care
- Preserve any evidence and protect the crime scene
- Reporting of the allegation to a supervisor
- Notify Rape Victim Advocacy Program

The first responder protocol or “ Henry County Jail Sexual Assault 1st Responder Plan and Checklist “ is a comprehensive listing of multiple duties that includes the above first responder duties when a report is made.

- This check off list is kept in the jail and is available to staff members whenever the need arises, this checklist has also been added as policy of the HCJF.

Staff Interviews:

- The security staff at the HCJF have multiple duties that include being first responders.
- All staff interviewed have had training and knew they would first make sure the victim was safe by removing the alleged victim from the perpetrator.
- Staff also said the victim would be instructed on what to do to preserve evidence, the first responder would also contact a supervisor and any other person that would need to get involved with the victim’s safety or the investigation.
- The first responders all knew to contact medical and administrative assistance.
- Staff also stated they would assist the investigator as needed.

Observations:

- The Sexual Assault Checklist is available for all security staff and is accessible to jail staff.
- There were no inmates at the HCJF that had reported allegations of sexual assault or harassment to interview.

Policy:

- A-27 Pg 20

Documentation:

- Henry County Jail Sexual Assault 1st Responder Plan and Checklist

**Standard 115.65 Coordinated response**

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

**Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor’s analysis and reasoning, and the auditor’s conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.**

The HCJF has a written plan to give response protocol upon receiving information of an alleged abuse incident for first responders, medical and mental health, investigators and administration.

The HCJF has a written plan and checklist “Henry County Jail Sexual Assault 1st Responder Plan and Checklist” that is available to all staff. This checklist includes the separation of the alleged victim from the perpetrator, contacting medical and mental health, beginning an investigation and contacting administration.

Staff Interviews:

- All line staff knew they were responsible for the safety and welfare of all the inmates and knew their duties of a first responder as required by the agency policy and the guidelines of the Henry County Jail Sexual Assault 1st Responder Plan and Checklist
- Staff understood the importance of removing the victim from the perpetrator as a safety priority.

Policy:

- A-27 Pg 20

Documentation:

- Henry County Jail Sexual Assault 1st Responder Plan and Checklist

**Standard 115.66 Preservation of ability to protect inmates from contact with abusers**

- Exceeds Standard (substantially exceeds requirement of standard)

- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

**Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor’s analysis and reasoning, and the auditor’s conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.**

The HCJF has a written policy to give response protocol upon receiving information of an alleged abuse incident which includes first responders, medical and mental health, investigators and administration.

- This policy allows for staff to be removed from the contact of the alleged victim during the investigation of the allegation.

The HCJF policy requires that upon any allegation, the accused staff be removed from contact with any inmate in the facility pending the completion of the investigation.

The HCJF is not bound by any collective bargaining agreement that will prevent removal of alleged staff perpetrator from contact with any inmate pending the outcome of the investigation

Staff Interviews:

- All line staff knew they could be removed from the HCJF based on an allegation and during an investigation of a staff on inmate report.
- Supervisory staff stated they would immediately remove staff from having any contact with an alleged victim.
- The Henry County Sheriff stated the collective bargaining agreement did not restrict the removal of an alleged staff perpetrator from the facility.

Policy:

- A-27 Pg 10, 20

Documentation:

- Henry County Jail Sexual Assault 1st Responder Plan and Checklist

**Standard 115.67 Agency protection against retaliation**

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

**Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor’s analysis and reasoning, and the auditor’s conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.**

The HCJF does have in effect a policy to prevent retaliation for reporting a staff or inmate sexual misconduct.

This policy states:

- There shall be absolutely no retaliation against any inmate for reporting perceived or actual abuse or harassment.
- No retaliation can occur against any alleged victim, witness or anyone cooperating with the investigation at any time.
- Staff must document and review any possible retaliation for at least 90 days following a report of sexual abuse or harassment, this will be the responsibility of supervisory staff.
- Staff are subject to disciplinary sanctions up to and including termination for violating the policies of the Henry County Jail regarding sexual abuse or sexual harassment.
- The agency shall employ multiple protection measures, such as housing changes or transfers for inmate victims or abusers, removal

of alleged staff or inmate abusers from contact with victims, and emotional support services for inmates or staff who fear retaliation for reporting sexual abuse or sexual harassment or for cooperating with investigations.

- Items the agency should monitor include any inmate disciplinary reports, housing, or program changes, or negative performance reviews or reassignments of staff. The agency shall continue such monitoring beyond 90 days if the initial monitoring indicates a continuing need.
- If any other individual who cooperates with an investigation expresses a fear of retaliation, the agency shall take appropriate measures to protect that individual against retaliation.
- An agency's obligation to monitor shall terminate if the agency determines that the allegation is unfounded.
- The status checks may be extended depending on the investigation. This includes periodic status checks which must be documented.

#### Staff Interviews:

- Staff stated if an allegation were to be reported, the victim or offender inmates would be separated by removal of staff from the facility or inmate being transferred to another facility pending the outcome of the investigation.
- Staff stated they were aware of the retaliation monitoring of inmates and that it would be part of their daily responsibilities, they would report this information to a supervisor.
- Supervisory staff would monitor and document any staff misconduct and report this to the PREA Coordinator
  - Supervisory staff advised if there were an allegation of an abuser being a staff member, that staff member would not be in contact with the alleged victim.

#### Observations:

- There were no reports of sexual abuse or harassment at the HCJF for monitoring to occur.
- Documentation of monitoring will be recorded in the PREA records file kept by the PREA Coordinator.

#### Policy:

- A-27 Pg 13-16

### Standard 115.68 Post-allegation protective custody

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

**Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.**

The HCJF policy includes a classification review of 30 days after initial classification. The classification review will be completed sooner or at any time new information is obtained that would influence a status change.

Per policy A-27, if an inmate is placed in segregation for their safety based on a case by case determination, they will be afforded all privileges.

The HCJF has limited ability to have segregated housing in this facility. The HCJF administration would make available a contracting facility to place a protected inmate in a housing unit that will not restrict activities.

#### Staff Interviews:

- Staff advised that they have not held an inmate in segregated housing or protective custody due to victimization or sexual abuse concerns that they could recall.
- Staff also stated that if an inmate was to be held in protective custody, they would not be restricted from any programs or other

opportunities offered other inmates.

- When asked what they would do in such an incident they stated the high risk of sexual abuse inmate would be placed in a housing unit that would be safe from predators and referred to administration to find an appropriate facility to house the inmate. The staff also stated there would be no restrictions on any programs or other opportunities that other inmates would have.
- Staff stated they were aware of the reclassification policy of 30 days if needed but they would use any new information obtained before the 30 day requirement to review placement.

Administrative Interviews:

- The Jail Administrator and PREA Coordinator advised they would transfer an inmate to another contracting facility to house a protected custody inmate.

Inmate Interviews:

- During the interview of inmates, there were no inmates that reported to be at high risk of sexual victimization.
- There were no inmates that had been held in segregated housing and none had been denied any access to programs or other opportunities while incarcerated.

Observations:

- The housing units are designed to have bunks and a common area for the general population. During the onsite tour it was observed the HCJF has limited access to segregated cells and uses the dorm style rooms to house general population inmates and no special status inmates. The inmates in these cells are not restricted from programs or other opportunities.

Policy:

A-27 Pg 6

### Standard 115.71 Criminal and administrative agency investigations

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

**Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor’s analysis and reasoning, and the auditor’s conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.**

The HCJF Policy A-27 addresses the requirements of PREA Standard 115.71 involving Criminal and Administrative Investigations, stating:

- The Henry County Sheriff’s Department Investigative Division shall investigate all claims of sexual misconduct.
- The investigation will be done promptly, thoroughly and objectively, including third party and anonymous reports.
- Credibility of the alleged victim must be based on the individual and not on the inmate status.
- Neither staff nor investigators can require an inmate polygraph exam prior to proceeding with an investigation.
- The Henry County Sheriff’s Department will use investigators that have been specially trained in investigative techniques including interviewing sexual abuse victims, confinement settings, Miranda and Garrity warnings, sexual abuse evidence collection, criteria and evidence required to substantiate a case for administrative action or prosecution referral.
- The Henry County Jail shall maintain sexual abuse data for a period of ten years.
- All written reports of sexual abuse or harassment must be kept for as long as the alleged abuser is incarcerated or employed by the agency, plus five years.
- The departure of the alleged abuser or victim from the employment or control of the facility or agency shall not provide a basis for terminating an investigation.

The Henry County Sheriff’s Department Investigative Policy 2.15 addresses the preservation and collection of evidence including DNA.

All investigative information is documented in a written report.



Investigator Interviews:

- Interview with the investigator revealed that training has been completed. The investigator is experienced in investigating sexual abuse crimes.
- Experience includes crime scene investigation, evidence collection including DNA, interviewing techniques and working with the prosecuting attorneys and other outside agencies.
- The investigator has been trained in the PREA investigative requirements.
- The investigator will continue to investigate all allegations even if the abuser is no longer an inmate at the HCJF or if the staff member has terminated employment.
- The investigator stated the allegations will be investigated and referred to the prosecuting attorney’s office regardless of how the report was initiated.
- The investigator also stated the entire case will be documented and all information including physical evidence and interviews will be considered for criminal or administrative actions due to actions or failure to act.
- There will be no compelled interviews of victims without consultation with the prosecuting attorney.

Administrative Interviews:

- The HCJF Administration were interviewed regarding the investigations process of a sexual abuse or harassment allegation. The interviewed administration stated they would assign a trained investigator to work in conjunction with the Henry County Attorney’s Office to make a determination of possible criminal charges or administrative violations.
- Administrators stated all information obtained during the investigation will be recorded and maintained for the five year requirement.

Policy:

- A-27 Pg 9-12
- 2.15

Documentation:

- Investigator Training Records

**Standard 115.72 Evidentiary standard for administrative investigations**

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

**Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor’s analysis and reasoning, and the auditor’s conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.**

Policy A-27 addresses the investigation of all sexual abuse or sexual harassment cases. This policy addresses both criminal and administrative investigations and covers the determination of whether to file charges criminally or administrative. These cases will be investigated and completed for all allegations.

This policy goes on to state:

- Substantiation of sexual abuse or harassment shall be by the preponderance of the evidence and not the criminal standard of beyond a reasonable doubt.

Investigator Interview:

- The investigations interview revealed the standard used for administrative actions is less than that used for a criminal investigation.
- The investigation reports and findings will be turned over to the Henry County Administration for determination of administrative action.

- If an investigation is completed and the Henry County Attorney does not recommend criminal charges, the Henry County Administration can continue with an administrative action. The burden of proof for administrative sanctions are determined by a preponderance of evidence and not by the criminal standard of beyond a reasonable doubt.

Administrative Interview:

- Upon conclusion of an investigation, the reports and findings will be used to determine any administrative sanctions.

Policy:

- A-27 Pg 12

**Standard 115.73 Reporting to inmates**

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

**Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor’s analysis and reasoning, and the auditor’s conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.**

HCJF Policy A-27 addresses the response to an inmate’s allegation of sexual abuse or harassment.

- Upon completion of the investigation and if the inmate is still custody of the HCJF, the inmate will be notified on the outcome of the investigation whether the allegation has been determined to be: Substantiated, Unsubstantiated or Unfounded.
- Following an inmate’s allegation that a staff member has committed sexual abuse against the inmate, the agency shall subsequently inform the inmate (unless the agency has determined that the allegation is unfounded) whenever:
  - The staff member is no longer posted within the inmate’s unit;
  - The staff member is no longer employed at the facility;
  - The agency learns that the staff member has been indicted on a charge related to sexual abuse within the facility; or
  - The agency learns that the staff member has been convicted on a charge related to sexual abuse within the facility.
  - Following an inmate’s allegation that he or she has been sexually abused by another inmate, the agency shall subsequently inform the alleged victim whenever:
    - The agency learns that the alleged abuser has been indicted on a charge related to sexual abuse within the facility; or
    - The agency learns that the alleged abuser has been convicted on a charge related to sexual abuse within the facility.
    - All such notifications or attempted notifications shall be documented.
    - An agency’s obligation to report under this standard shall terminate if the inmate is released from the agency’s custody.

Administrative Interview:

- The HCJF Administrators stated that if an allegation of sexual abuse involved a HCJF staff member, that staff member would be removed from contact with the alleged victim and the victim would be notified. The primary response would be to place the alleged staff member on leave pending the investigation.
- The HCJF would also make this information available to the victim regarding employment status or charges filed if the victim is still housed at the HCJF.
- All reports and documentation will be included in the investigative report and all information retained.
- Interviews of administrative staff confirmed there were no reports of sexual abuse or harassment from incarcerated inmates of the HCJF.

Observations:

- There were no inmates in custody that have reported an allegation of sexual abuse or harassment to interview.
- There were no records of complaints in the PREA files kept by the PREA Coordinator for review.

Policy:

- A-27 Pg 11-12

### Standard 115.76 Disciplinary sanctions for staff

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

**Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.**

HCJF policy subjects staff to disciplinary sanctions up to and including termination for violating the sexual abuse or harassment policy.

The HCJF Policy A-27 goes on to state:

- All terminations for violations of Henry County Jail sexual abuse or sexual harassment policies or resignations by staff who would have been terminated if not for their resignation, shall be reported to law enforcement agencies, unless the activity was clearly not criminal.

Administrative Interviews:

- The interviews with administrators confirmed that staff will be subject to disciplinary sanctions up to and including termination of employment.
- The HCJF administration will not employ or promote any staff member that has been convicted of sexual abuse.
- If a staff member is terminated or resigns due to criminal sexual abuse or harassment, this information will be made available to other law enforcement agencies as required.
- During the interviews with the administration, it was learned there have been no terminations or resignations of staff members due to sexual abuse or harassment complaints.

Policy:

- A-27 Pg 13

### Standard 115.77 Corrective action for contractors and volunteers

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

**Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.**

The HCJF has in place a policy for prohibiting contact of any volunteer or contractor who has engaged in sexual abuse or harassment.

- This policy also requires notification to other law enforcement agencies. Unless activity was clearly not relevant.
- Any contractor that violates this policy will be prohibited from contact with inmates.

Administrative Interviews:

- The HCJF Administration stated if there were an allegation of sexual abuse or harassment against a volunteer or contractor, that volunteer or contractor would not be allowed access to the facility pending investigation. If the investigation revealed a violation, the volunteer or contractor would be barred from the facility.

Volunteer / Contractor Interviews:

- Interviews with the volunteers and contractors of the HCJF revealed they have been trained on the zero tolerance policy and how to report an allegation.
- The volunteers and contractors stated they would be terminated from access to the HCJF pending an investigation and that they could face criminal charges based on the investigation.
- The volunteers and contractors noted they were always accompanied by staff and inmates would have been removed from the area.

Inmate Interviews:

- The inmates interviewed stated that during their incarceration at the HCJF, they have had no contact with any contractor or volunteer.
- There were no inmates reporting any violation of volunteers or contractors.

Observations:

- There were no contractors or volunteers present at the HCJF during the onsite audit to observe.
- The HCJF Administration contacted a volunteer to be available for interview.

Policy:

- A-27 Pg 13

**Standard 115.78 Disciplinary sanctions for inmates**

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

**Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor’s analysis and reasoning, and the auditor’s conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.**

Inmates of the HCJF are held to administrative disciplinary sanctions pursuant to a formal disciplinary process and finding that the inmate engaged in inmate on inmate sexual abuse or upon a criminal finding of guilt.

- Inmate rules do not allow any form of sexual contact among HCJF inmates.
- The administrative sanctions are posted in the Inmate Rule Book along with the procedure for filing grievances.
- Inmate victims of sexual abuse will be given access to mental health services as needed and recommended by health care professionals.

Administrative Interviews:

- Interviews of administrators advised an investigation will be conducted for all allegations and reports. The information obtained could result in criminal or administrative sanctions. The investigation will be conducted by a qualified investigator and information passed on to administrators for an administrative review.
- The sanctions used for violation of the administrative rules are based on seriousness of the offense.
- There have been no reports or administrative sanctions at the HCJF to have been documented.

Medical Staff Interviews:

- Interview with medical staff confirmed the counselling and therapy would be conducted in coordination with the assistance and recommendation of the Rape Victim Advocacy Program or the Henry County Health Center.

Inmate Interviews:

- There were no inmates interviewed that have reported any allegations of sexual abuse or harassment while incarcerated at the HCJF.

Policy:

- A-27 Pg 14

Documentation:

- Inmate Rule Book
- Letter of Understanding with RVAP
- Letter of Understanding with Henry County Health Center

**Standard 115.81 Medical and mental health screenings; history of sexual abuse**

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

**Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor’s analysis and reasoning, and the auditor’s conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.**

The HCJF uses a screening tool to determine medical and mental health problems of the inmates. This screening tool is used in conjunction with the classification system used during intake and booking at the HCJF.

- The screening tool used by the HCJF includes the question “ Have you ever experienced any type of sexual victimization in any jail or prison ?”
- The next questions asked “ Have you ever experienced any type of sexual victimization in the community?”
- If either of these questions are answered “ YES”, medical staff will follow up with an interview within the 14 day requirements of the PREA Standard.
- Inmates must be informed by medical and mental health providers the extent of any confidentiality and mandatory reporting rules at initiation of services.
- Inmates that report they have been sexually victimized are given the opportunity for therapy and counselling through the RVAP.

Staff Interviews:

- Staff advised if an inmate reported any medical conditions or answered the “ Yes “ to the screening questions, a supervisor would be notified and medical would be notified for follow up.

Medical Staff Interview:

- Interview with medical staff confirmed that if an inmate responds that they have been a sexual assault victim, it will be documented and medical will be informed for an interview and follow up services implemented.
- Medical staff stated they are on site part time and will meet with the inmate victim within one week of the inmate’s arrival to the jail.
- If there are any emergency needs, the jail staff will transport the inmate to the Henry County Health Center.
- Medical staff will assume a support role with the Rape Victim Advocacy Program or the Henry County Health Center.
- Medical also stated they would advise the inmate of their duty to report as an Iowa Mandatory Reporter.
- Medical also stated the medical files and any reports would be kept in a secured area available only to other medical staff or those needing the information to assure the inmate’s safety.

Inmate Interviews:

- There were no inmates interviewed that reported any sexual abuse either within a facility or the community.

Observations:

- The medical records were observed in the secured medical office at the HCJF.

Policy:

- A-27 Pg 13

Documentation:

- Inmate Intake Risk Screening Form
- Letter of Understanding from Rape Victim Advocacy Program
- Letter of Understanding from the Henry County Health Center

**Standard 115.82 Access to emergency medical and mental health services**

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

**Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor’s analysis and reasoning, and the auditor’s conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.**

The HCJF does offer access to medical and mental health services per policy A-27 which states in part:

- Inmate victims of alleged sexual abuse shall receive timely, without unnecessary delay, access to medical treatment and crisis intervention services as needed including mental health counseling.
- Victims will receive prompt information about contraception, pregnancy tests and sexually transmitted disease at no cost to the inmate, regardless of whether the victim names the abuser or cooperates with any investigation arising out of the incident.

The HCJF has implemented the “Henry County Jail Sexual Assault 1<sup>st</sup> Responder Plan and Checklist” as a response plan to protect victims and requires emergency health care needs to be met and reporting to begin.

The HCJF has a Letter of Understanding with the Rape Victim Advocacy and Support Program (RVAP) who use professionally accepted standards of care and agree to follow PREA Standards.

Medical Staff Interviews:

- Medical staff stated that if there are any emergency needs, the jail staff will transport the inmate to the Henry County Health Center.
- Medical staff will assume a support role with the Rape Victim Advocacy Center.
  - This includes information of STD’s and contraception though these items would be addressed at the hospital during the initial investigation and emergency medical treatment.

Staff Interviews:

- First responder staff stated they would separate the alleged victim from the perpetrator and begin the process of securing the scene and obtaining medical assistance for the victim.

Policy:

- A-27 Pg 12, 19

Documentation:

- Henry County Jail Sexual Assault 1st Responder Plan and Checklist
- Letter of Understanding from the RVAP
- Letter of Understanding from the Henry County Health Center

**Standard 115.83 Ongoing medical and mental health care for sexual abuse victims and abusers**

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)

- Does Not Meet Standard (requires corrective action)

**Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor’s analysis and reasoning, and the auditor’s conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.**

The HCJF offers medical and mental health evaluation and treatment of inmates who have been victimized by sexual abuse or abusers in correctional facilities.

This treatment includes:

- Follow up services
- Treatment plans
- Pregnancy tests
- STD testing
- Referrals upon release from the HCJF.
- These services will be provided without cost to the victim regardless of whether the victim cooperates with the investigation

The HCJF has a Letter of Understanding with the Rape Victim Advocacy Program for follow up care and support services.

Medical Staff Interviews:

- Medical staff confirm they will supply and support the needed follow up care and recommendations of medical treatment and referrals to victims and abusers.
- The medical staff will act in a support role to fulfill these duties with the RVAP.

Administrative Interviews:

- The administration of the HCJF confirm the policy and these services will be provided without cost.
- The administration will comply with the recommendations of medical health professionals.

Policy:

- A-27 Pg 12

Documentation:

- Letter of Understanding with RVAP
- Letter of Understanding with the Henry County Health Center

### **Standard 115.86 Sexual abuse incident reviews**

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

**Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor’s analysis and reasoning, and the auditor’s conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.**

The HCJF has implemented a review policy to be completed at the conclusion of every sexual investigation.

This policy of incident review is required to occur within 30 days of the investigation.

The policy also includes the make-up of a review team to include the Sheriff, Jail Administrator, Assistant Jail Administrator, South Area Crime Commission and includes line staff recommendations, medical and mental health professionals and investigators.

The review team is tasked with:

- Consider any necessary changes to policy or practice that might prevent, detect, or better respond to sexual abuse.
- Consider whether the incident or allegation was motivated by race; ethnicity; gender identity, lesbian, gay, bisexual, transgender, or intersex identification, status, or perceived status; or gang affiliation; or was motivated or otherwise caused by other group dynamics at the facility;
- Examine the facility for any physical barrier that might enable the abuse.
- Assess the adequacy of staffing patterns and training
- Prepare a report of its findings for the PREA Coordinator.
- The HCJF shall implement the recommendations, or document its reasons for not doing so.

Administrative Interviews:

- The HCJF stated they have had no incidents or reports of sexual abuse or harassment to review.
- The HCJF administration will conduct these reviews as policy states for the safety and protection of inmates.
- The reports will be forwarded to the Sheriff and PREA Coordinator

Policy:

- A-27 Pg 14-15

**Standard 115.87 Data collection**

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

**Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor’s analysis and reasoning, and the auditor’s conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.**

The HCJF policy A-27 addresses the PREA Standard 115.87 Data Collection by stating part:

- The agency shall collect accurate, uniform data for every allegation of sexual abuse at facilities under its direct control using a standardized instrument and set of definitions.
- The agency shall aggregate the incident-based sexual abuse data at least annually.
- The incident-based data collected shall include, at a minimum, the data necessary to answer all questions from the most recent version of the Survey of Sexual Violence conducted by the Department of Justice.
- The agency shall maintain, review, and collect data as needed from all available incident-based documents, including reports, investigation files, and sexual abuse incident reviews.
- The agency also shall obtain incident-based and aggregated data from every private facility with which it contracts for the confinement of its inmates.
- Upon request, the agency shall provide all such data from the previous calendar year to the Department of Justice no later than June 30.

Administrative Interviews:

- Interviews with the Sheriff and PREA Coordinator confirm they will follow this policy for reporting and obtaining data as required.
- These interviews confirmed there were no reports of allegations or sexual abuse at the HCJF to report.

Policy:

- A-27 Pg 15

**Standard 115.88 Data review for corrective action**

- Exceeds Standard (substantially exceeds requirement of standard)



- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

**Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor’s analysis and reasoning, and the auditor’s conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.**

The HCJF has implemented a Data review for corrective action in order to assess and improve the effectiveness of its sexual abuse prevention detection and response policies, practices and training including by:

- Identifying problem areas
- Taking corrective action on an ongoing basis
- Preparing an annual report of its findings and corrective actions.
- Such report shall include a comparison of the current year’s data and corrective actions with those from prior years and shall provide an assessment of the agency’s progress in addressing sexual abuse.
- The HCJF’s report shall be approved by the Sheriff or his designee and made available to the public through it’s web site.
- The HCJF may redact specific material from the reports when publication would present a clear and specific threat to the safety and security of a facility, but must indicate the nature of the material redacted.

Administrative Interviews:

- The HCJF administration confirmed they would retain, assess and report information as per policy and PREA Standards.
- The HCJF administration will redact personal identifiers in all reports made to the public.
- There have been no PREA allegations to report at the HCJF.

Policy:

- A-27 Pg 15

**Standard 115.89 Data storage, publication, and destruction**

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

**Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor’s analysis and reasoning, and the auditor’s conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.**

The HCJF has addressed the standard regarding publication and destruction in policy A-27 by stating:

- All data collected is securely retained
- The HCJF shall make all aggregated sexual abuse data is under its direct control and private facilities with which it contracts, readily available to the public at least annually.
- Before making aggregated sexual abuse data publicly available, the HCJF shall remove all personal identifiers.
- The HCJF shall maintain sexual abuse data collected for at least 10 years after the date of the initial collection unless Federal, State, or local law requires otherwise.

Administrative Interviews:

- The HCJF PREA Coordinator will be in charge of reporting documentation. This information will be kept in the secured file for PREA reporting information.
- The HCJF administration will publish the PREA reporting information on the Henry County Sheriff’s Office web site.

Observations:

- The HCJF has a web site to publish the PREA reporting information.
- The PREA coordinator has a secure file for PREA reporting information secured in the Jail Administrator's Office.

Policy:

- A-27 Pgs 15-16

**AUDITOR CERTIFICATION**

I certify that:

- The contents of this report are accurate to the best of my knowledge.
- No conflict of interest exists with respect to my ability to conduct an audit of the agency under review, and
- I have not included in the final report any personally identifiable information (PII) about any inmate or staff member, except where the names of administrative personnel are specifically requested in the report template.

*Kevin Boldt*

K Boldt LLC  
Auditor Signature

04-30-17

Date