	Wellmore, Inc. 141 East Main Street Waterbury, CT
Policy and Procedure: Prison Rape Elimination Act (PREA) Compliance	
Issued by: Gary Steck, Chief Executive Officer	
Applicable Programs: Adult Service Program- The Therapeutic Shelter	Content Area: Leadership
Date Issued: 9-18-13	Revision Dates: 12/1/14, 1/10/18, 2/22/21, 2/5/2024
Related Protocol or Plans:	
Applicable Laws/Regulations: Public Law 108-79 and the Connecticut General Statutes 18-81, 53a-70, 53a-71, 53a-72 and 53a.73	
Policy Number: LD-P01	Number of Pages 5

Purpose: Public Law 108-79 and the Connecticut General Statutes 18-81, 53a-70, 53a-71, 53a-72 and 53a.73 dictate the conditions under which Wellmore must provide adequate protections to clients against sexual assault and rape within its programs.

Policy: Wellmore will maintain a zero-tolerance policy on sexual assault and sexual harassment that actively identifies and monitors any client who exhibits characteristics of a victim or predator. The Therapeutic Shelter will establish protocols for sexual assault prevention and intervention. When Wellmore learns that a resident is subject to a substantial risk of imminent sexual abuse, it shall take immediate action to protect the resident.

Definitions:

Abusive Sexual Conduct is the intentional touching, either directly or through the clothing, of the genitalia, anus, breasts, inner thigh, or buttocks of another person without his or her consent, or if a person is unable to give consent or refuse. This includes any unwanted and/or forced kissing and hugging.


HIV: Human Immunodeficiency Virus

PREA: Prison Rape Elimination Act

Separation Profile: Documentation specifying the need and reason for keeping two or more individuals apart from each other.

Sexual Assault is a collective term encompassing the definitions of Abusive Sexual Contact, Nonconsensual Sexual Act, Staff Sexual Harassment and/or Staff Sexual Misconduct.

Workforce Member includes employees, interns, students, volunteers, contracted staff, or any other agency representative.

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Staff Sexual Harassment includes any behavior or act of a sexual nature directed toward a client by a workforce member to include sexual relationship of a romantic nature between workforce members and clients.


Staff Sexual Misconduct is any behavior that includes repeated verbal statements, comments, or gestures of a sexual nature to a client by a workforce member.

IAR Database refers to the Wellmore Incident Accident Reporting electronic database.

IAR is the Wellmore Incident Accident Report.


Procedures:

1. Staff Training
 - a. All new workforce members with direct-contact with Therapeutic Shelter clients will receive training on sexual assault and sexual harassment prevention prior to being allowed to work independently of a trained workforce member. Training will include:
 - i. A general understanding of the PREA law;
 - ii. How to identify sexual assault and sexual harassment as it may occur in our facilities;
 - iii. How to identify the traits and characteristics of the potential victim;
 - iv. How to identify the traits and characteristics of the potential predator;
 - v. How to identify Rape Trauma Syndrome;
 - vi. Proper staff intervention practices and;
 - vii. Discussion of how to best preserve a scene of possible sexual assault.
 - b. All existing staff with direct client contact at The Therapeutic Shelter will receive training as described above (if not already trained per documentation) and will be re-trained every two years.
2. Client Orientation
 - a. Each client admitted to The Therapeutic Shelter will receive orientation that includes a presentation that includes PREA training. Each client will sign a document confirming having received this training and associated materials. This acknowledgement form will be retained in the client file.
3. Staff Awareness: Staff awareness is an important component for curtailing sexual assault and sexual harassment. Staff will focus on identifying potential signs of victimization and intervene before the incident occurs. Staff will treat any


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observation of sexual activity as a potential sexual assault. Staff may gain access through:

- a. The discovery of a sexual assault in progress or the observation of an incident, which includes sexual threats or pressure;
 - b. A victim's report of an incident that has occurred;
 - c. Information provided by a third party;
 - d. The discovery of medical evidence of a sexual assault during an examination;
 - e. Overhearing clients discussing an incident involving sexual assault;
 - f. Unlikely friendships that develop that raise curiosity;
 - g. A client displaying some of the characteristics of Rape Trauma Syndrome such as:
 - i. Sleep difficulties;
 - ii. Disturbed eating habits;
 - iii. Symptoms specific to the attack;
 - iv. Startled reactions;
 - v. Withdrawal;
 - vi. Emotional expressions such as crying or shaking;
 - vii. Isolation from others; and/or
 - viii. Hypervigilance.
4. Sexual Assault and Harassment Prevention
- a. During intake, staff will attempt to determine, by means of an objective screening tool, if a victim or predator profile exists. If such a profile exists, the staff person will review this with the program manager.
 - b. Staff will conduct rounds throughout their areas of responsibility in accordance with program policy and protocols. The use of video surveillance cameras may be used to augment staff rounds for increased observation. Each facility will identify blind spots where sexual assaults are at higher risk of occurring and develop a strategy to compensate for such issues.
5. Staff Monitoring and Intervention: All staff will report an instance of alleged or actual sexual assault/victimization/harassment to the program manager immediately and submit an electronic Incident Accident Report (IAR) in accordance with the Wellmore Incident Accident Reporting policy and the Wellmore Incident Accident Reporting protocol. Staff shall accept reports made verbally, in writing, anonymously, and from third parties and document such reports as soon as practical.

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- a. **Staff Action:** If a staff person suspects or if a client alleges that s/he or another client may have suffered a sexual assault or victimization, the following actions will be taken by the staff person:
 - i. Identify, separate and make safe the clients involved as necessary;
 - ii. Identify the scene of the incident and maintain the integrity of the scene for evidence gathering;
 - iii. Notify the program manager or designee of the incident as soon as possible;
 - iv. Do not allow any clients involved to shower, wash, drink, eat, brush teeth, smoke, urinate, defecate or change underwear or clothing until examined;
 - v. Complete the IAR in the IAR database.
 - b. **Supervisory Action:** In addition to the requirements of staff, as noted above, the program manager will:
 - i. Notify the proper public entity and/or local police as soon as possible;
 - ii. Send the client to the local hospital Emergency Department or appropriate health services for a private medical and mental health assessment as soon as possible.
 - iii. Take appropriate steps in order that the alleged victim is not left alone.
 - iv. Explain to the alleged victim that there is help available to cope with the situation.
 - c. **All Employees:** Each employee will:
 - i. Avoid labeling the alleged victim or alleged predator by using slang or inappropriate words;
 - ii. Treat a sexual assault or harassment incident as a confidential matter;
 - iii. Treat known survivors and targets of sexual assault fairly and without discrimination;
 - iv. Become familiar with your program and clients and identify vulnerable sites for potential sexual activity and clients who may be at risk.
6. Investigation of Sexual Assaults: The local Police will serve as the investigating authority in all incidents of alleged or actual sexual assault or abuse within the agency. Allegations of sexual harassment will be referred for investigation to an agency with the legal authority to conduct criminal investigations unless the allegation does not involve potentially criminal behavior.

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7. Victim Support: Victims of sexual assault will be referred to qualified mental health professionals for treatment and follow-up as needed. Staff will make appropriate referrals to *Connecticut Alliance to End Sexual Violence* to provide additional counseling and support for victims/survivors of sexual assault.
8. Predator Management: If a client is alleged to have engaged in predatory behavior while residing in The Therapeutic Shelter the identified client will be immediately discharged or relocated to another appropriate program or service pending investigation of the alleged incident. The client's referral source will be notified immediately and involved in the disposition if appropriate.
9. Reporting:
 - a. *Internal:* All alleged sexual assaults will be documented in the Wellmore IAR database per policy and protocol. The IAR database will list the following categories of sexual assault:
 - i. Alleged sexual assault on client by client
 - ii. Alleged sexual assault on client by staff
 - iii. Alleged Nonconsensual sexual contact on client by client
 - iv. Alleged Sexual harassment of a client by client
 - v. Alleged Sexual harassment of a client by staff
 - vi. Alleged Sexual misconduct by staff toward a client
 - b. *External Reporting:*
 - i. Sexual assault statistics will be provided to the United States Department of Justice (Bureau of Justice Statistics) annually. The annual report will include the statistics in the following categories:
 1. Alleged sexual assault;
 2. Nonconsensual sexual contact;
 3. Sexual harassment of a client by staff and;
 4. Sexual misconduct by staff toward a client

The annual report will be forwarded to the United States Department of Justice (Bureau of Justice Statistics) via the internet to <http://harvester.census.gov.sav>
10. Response to Personnel:
 - a. Wellmore will ensure that there will be no retaliation for reporting of sexual assault or harassment per its Zero Tolerance policy.
 - b. Wellmore will respond to verified cases of sexual assault or harassment by staff by following its Disciplinary policy.

This policy will be posted to the Wellmore website and will be made available to all clients admitted to Wellmore programs to which it applies.