

PREA Investigation Policy

Policy: All allegations of sexual harassment and abuse must be fully investigated.

Purpose: All clients are to be free from sexual harassment and abuse. Harassment or abuse could be perpetrated by another client or a staff member.

Procedure:

1. All clients receiving drug and alcohol treatment are not allowed to have anything but a friendship relationship with any other client as romantic or sexual relationships among clients interfere with the client's treatment in addition to the treatment environment as a whole.
2. Staff are not to have anything but a professional relationship with a client. Engaging in a sexual relationship with a client even if it is consensual is strictly forbidden by DHS 83 and PREA standards.
3. All allegations of sexual misconduct can be provided orally, in writing, anonymously, or by a third party.
4. All PREA allegations must be reported immediately.
5. All information given orally should be included in an e-mail to the PREA Coordinator.
6. If an incident occurs and the PREA Coordinator is not immediately available, staff should contact the Administrator on call at 414-635-6875 to report the allegation and obtain further instructions.
7. If the allegation involves staff action against a client that staff member is immediately suspended pending an investigation.
8. If the allegation is significant, the client that is the victim of the sexual abuse should be counseled to contact the Racine Police Department by dialing 911 to report the sexual assault.
9. The victim of the sexual assault will be encouraged to not have anything to eat or drink, use the restroom, not change clothes or shower in order to preserve evidence. The individual to whom the allegation was made should observe the area where the alleged sexual assault occurred and preserve any evidence such as blood, stool or semen. Other clients should not be allowed near the scene.
10. Staff will ensure that the perpetrator also will not take any actions that could destroy any collectible evidence such as not having anything to eat or drink, using the restroom, changing clothes or showering.
11. The victim should be encouraged to be transported to Ascension Hospital ED for a forensic rape exam.
12. If the allegation does not involve a sexual assault of a significant nature, the clients involved should be advised to not have further contact with each other and should be under close supervision.
13. Within 24 hours, of a PREA allegation, statements will be obtained from the victim, accused, and any witness to the event. The PREA Coordinator In collaboration with the counselor, Region 2 PPA, and the Agent of Record for the accused will determine if the accused needs to be removed or may remain in the residence pending further investigation.
14. Within 24 hours after a PREA allegation is communicated, the PREA Coordinator or their designee shall submit the PREA Incident Reporting Form (DOC-2784) via e-mail to DOCPREADData@Wisconsin.gov.
15. If the allegation of sexual misconduct is substantiated, the accused will be removed from the house.
16. The victim will be offered counseling services from their counselor or from a Rape crisis center or a counselor of their choice.
17. The PREA Coordinator will complete the PREA Investigation Close Out Form (DOC-2785) and send to DOCPREADData@Wisconsin.gov along with a summary of the investigation and any statements obtained during the investigation.

PREA Standard 115-222

18. The Counselor(s) and PREA Coordinator will provide staff and client education related to PREA prevention, reporting, investigation, and what constitutes a PREA violation.