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# Purpose

The purpose of this field memorandum is to provide guidelines unique to this facility in order to implement *Prison Rape Elimination,* SOP 149.01.01.001.

# General Statement

This field memorandum designates this facility’s PREA Compliance Manager, identifies the facility sexual assault response teams, designates facility meetings where PREA reviews will occur, and identifies community PREA resources specific to the facility.

This field memorandum is subject to revision at the discretion of the facility head; the Chief of the Division of Prisons, or Director of the Idaho Department of Correction. Any one of these persons may revise, suspend, or rescind any procedural steps, at any time, at his sole discretion.

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# Standard Procedures

## PREA Compliance Manager

The Deputy Warden of operations (or second in command) is the PREA Compliance Manager (PCM). In primary PREA Compliance Manager’s absence, the enter position will assume PCM duties outlined *Prison Rape Elimination,* SOP 149.01.01.001.

## Sexual Assault Response Team (SART), Initial Response

### Shift commander:

The security staff member in charge of the shift

### Medical staff:

The highest-ranking medical staff on duty at the time of the incident

### Mental health staff:

The clinician on duty at the time of the incident, or on call after normal working hours, on holidays, or on weekends.

### Investigator:

The highest-ranking PREA-trained investigator on duty at the time of the incident

## Sexual Assault Response Team (SART), Administrative Response

The administrative SART must develop the required SART action plan in an administrative SART meeting. The SART administrative team will usually include these members.

### PREA Compliance Manager:

The Deputy Warden of Operations (Must be second in command position. If not Deputy Warden of Operations then identify the position: name position

### Investigator:

The lead investigator or the assigned investigator

### Clinician supervisor:

The lead mental health person enter position

### Medical representative:

The highest-ranking medical person

## Incident Review

When the PCM receives a final PREA report, the PCM will schedule an incident review with staff identified by SOP. Reviews will normally be completed during leadership meetings.

## Associated Memorandums of Understanding

The following memorandums of understanding (MOU) are in place to support PREA response at select prison.

* Criminal investigation: enter agency
* Forensic Exams: enter agency
* Victim Advocate: enter agency

## Facility Victim Advocate

Victim advocate in facility is the clinician on duty at the time of the incident, or on call after normal working hours, on holidays, or on weekends.

## Medical Non-covered Hours

If 24/7 medical coverage is not available, select prison provides medical coverage if incident occurs when medical is unstaffed. (If a sexual abuse incident happens when medical staff is not on shift, the Shift Commander will request medical assistance to provide the resident’s medical history, to include the to include the problem form, most recent physical, and medications list, to the receiving hospital in the event an off-site forensic exam is required.)

Current MOUs are available on eDOC on the [policy page](http://edoc/content/about-us/mou)*.*

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