

SECOND JUDICIAL DISTRICT  
DEPARTMENT OF CORRECTIONAL SERVICES

PREA: Standards 115.231, 115.232, 115.233, 115.234, 115.235

POLICY: Training and Education 103

**POLICY**

Second Judicial District Department of Correctional Services will provide a safe, humane and secure environment, free from the threat of sexual violence and sexual harassment for all offenders by providing and requiring a program of education and training. The Second Judicial District Department of Correctional Services has zero tolerance for sexual violence of any kind. This policy applies to all employees, prospective employees, interns, volunteers and contractors of the Second Judicial District Department of Correctional Services.

**PROCEDURES:**

**A. Employee training § 115.231**

1. All employees who may have contact with offenders shall be trained on:
  - a. The zero-tolerance policy for sexual abuse and sexual harassment;
  - b. How to fulfill their responsibilities under agency sexual abuse and sexual harassment prevention, detection, reporting, and response policies and procedures;
  - c. Offenders' right to be free from sexual abuse and sexual harassment;
  - d. The right of offenders and employees to be free from retaliation for reporting sexual abuse and sexual harassment;
  - e. The dynamics of sexual abuse and sexual harassment in confinement;
  - f. The common reactions of sexual abuse and sexual harassment victims;
  - g. How to detect and respond to signs of threatened and actual sexual abuse;
  - h. How to avoid inappropriate relationships with offenders;
  - i. How to communicate effectively and professionally with offenders, including lesbian, gay, bisexual, transgender, intersex, or gender nonconforming offenders; and
  - j. How to comply with relevant laws related to mandatory reporting of sexual abuse to outside authorities.
2. The employee shall receive additional training if the employee is reassigned from a facility that houses only male offenders to a facility that houses only female offenders, or vice versa.
3. All current employees who have not received such training shall be trained within one year of the effective date of the PREA standards, and the agency shall provide each employee with refresher training every two years to ensure that all employees know the agency's current sexual abuse and sexual harassment policies and procedures. In years in which an employee does not receive refresher training, the agency shall provide refresher information on current sexual abuse and sexual harassment policies.
4. The Department shall document, through employee signature or electronic verification that employees understand the training they have received.

**B. Volunteer and contractor training § 115.232**

1. The Department shall ensure that all volunteers and contractors who have contact with offenders have been trained on their responsibilities under the agency's sexual abuse and sexual harassment prevention, detection, and response policies and procedures.
2. The level and type of training provided to volunteers and contractors shall be based on the services they provide and level of contact they have with offenders, but all volunteers and contractors who have contact with offenders shall be notified of the agency's zero-tolerance policy regarding sexual abuse and sexual harassment and informed how to report such incidents.
3. The agency shall maintain documentation confirming that volunteers and contractors understand the training they have received.

SECOND JUDICIAL DISTRICT  
DEPARTMENT OF CORRECTIONAL SERVICES

PREA: Standards 115.231, 115.232, 115.233, 115.234, 115.235

POLICY: Training and Education 103

C. Offender Education § 115.233

1. During the intake process, offenders shall receive information explaining the zero-tolerance policy regarding sexual abuse and sexual harassment, how to report incidents or suspicions of sexual abuse or sexual harassment, their rights to be free from sexual abuse and sexual harassment and to be free from retaliation for reporting such incidents, and regarding agency policies and procedures for responding to such incidents.
2. Refresher information shall be provided whenever an offender is transferred to a different facility.
3. Offender education shall be provided in formats accessible to all offenders, including those who are limited English proficient, deaf, visually impaired or otherwise disabled as well as offenders who have limited reading skills.
4. Documentation of offender participation in these education sessions shall be maintained.
5. In addition to providing such education, the facility shall ensure that key information is continuously and readily available or visible to offenders through posters, offender handbooks or other written formats.

D. Specialized training: Investigations § 115.234

1. In addition to the general training provided to all employees pursuant to § 115.231, the agency shall ensure that, to the extent the agency itself conducts sexual abuse investigations, its investigators have received training in conducting such investigations in confinement settings to techniques for interviewing sexual abuse victims, proper use of *Miranda* and *Garrity* warnings, sexual abuse evidence collection in confinement settings, and the criteria and evidence required to substantiate a case for administrative action or prosecution referral.
2. The Department shall maintain documentation that agency investigators have completed the required specialized training in conducting sexual abuse investigations.