

**SECOND JUDICIAL DISTRICT  
DEPARTMENT OF CORRECTIONAL SERVICES**

PREA: Standards 115.286, 115.287, 115.288, 115.289

POLICY: Data Collection and Review 110

**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 maintaining a program of data collection and review of sexual violence and sexual harassment incidents. 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. PREA Incident Reviews § 115.286**

1. The Department shall conduct a sexual abuse incident review at the conclusion of every sexual abuse investigation, including where the allegation has not been substantiated, unless the allegation has been determined to be unfounded.
2. Such review shall ordinarily occur within 30 days of the conclusion of the investigation.
3. The review team shall include upper-level management officials, with input from line supervisors, investigators and medical or mental health practitioners.
4. The review team shall:
  - a. Consider whether the allegation or investigation indicates a need to change policy or practice to better prevent, detect, or respond to sexual abuse;
  - b. 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;
  - c. If the incident happened in a facility assess whether physical barriers in the area may enable abuse;
  - d. Assess the adequacy of staffing levels;
  - e. Assess whether monitoring technology should be deployed or augmented to supplement supervision by staff; and
  - f. Prepare a report of its findings, including but not necessarily limited to determinations made pursuant to paragraphs (4)(a) through (4)(e) of this section, and any recommendations for improvement, and submit such report to the District Director and PREA compliance manager.
5. The Department shall implement the recommendations for improvement, or shall document its reasons for not doing so.

**B. Data Collection § 115.287**

1. The Department 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.
2. The Department shall aggregate the incident-based sexual abuse data at least annually. This data will be forwarded to the Department of Corrections, Division of Investigative Services.
3. 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.
4. The Department shall maintain, review and collect data as needed from all available incident-based documents including reports, investigation files, and sexual abuse incident reviews.
5. Upon request, the Department of Correction, Division of Investigative Services shall provide all such data from the previous calendar year to the Department of Justice no later than June 30.

**C. Data Review for Corrective Action § 115.288**

1. The Department shall review data collected and aggregated pursuant to § 115.287 in order to assess and improve the effectiveness of its sexual abuse prevention, detection and response policies, practices and training, including:

Rev:  
Orig: 06/2013

Page 1 of 2

F:\Admin\Policy Manual\PREA\110 Data Collection and Review

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- a. Identifying problem areas;
  - b. Taking corrective action on an ongoing basis; and
  - c. Preparing an annual report of its findings and corrective actions.
2. 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.
  3. The Department's report shall be approved by the District Director and made readily available to the public through its Web site or, if it does not have one, through other means.
  4. The Department may redact specific material from the reports when publication would present a clear and specific threat to safety and security, but must indicate the nature of the material redacted.
- D. Data storage, Publication and Destruction § 115.289
1. The Department shall ensure that data collected pursuant to § 115.287 are securely retained.
  2. The Department shall make all aggregated sexual abuse data readily available to the public at least annually through its Web site.
  3. Before making aggregated sexual abuse data publicly available, the Department shall remove all personal identifiers.
  4. The Department shall maintain sexual abuse data collected pursuant to § 115.287 for at least 10 years after the date of the initial collection unless Federal, State or local law requires otherwise.