



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**DEPARTMENT WIDE**  
FACILITY/SPANISH MANUALS

REVISION DATE  
4/19/22

PAGE NUMBER  
1 of 20

NUMBER  
**DOC 490.800**

**POLICY**

TITLE  
**PRISON RAPE ELIMINATION ACT (PREA)  
PREVENTION AND REPORTING**

**REVIEW/REVISION HISTORY:**

|                                |                   |
|--------------------------------|-------------------|
| Effective: 6/28/99 DOC 856.020 | Revised: 4/13/15  |
| Revised: 3/31/04 DOC 850.020   | Revised: 1/15/16  |
| Revised: 5/9/06 DOC 490.800    | Revised: 10/14/16 |
| Revised: 1/19/07 AB 07-003     | Revised: 3/16/17  |
| Revised: 1/15/10               | Revised: 5/22/18  |
| Revised: 2/12/10               | Revised: 4/25/19  |
| Revised: 3/19/12               | Revised: 12/11/19 |
| Revised: 8/10/12               | Revised: 9/8/20   |
| Revised: 10/1/13               | Revised: 11/20/20 |
| Revised: 5/1/14                | Revised: 4/19/22  |
| Revised: 9/15/14               |                   |

**SUMMARY OF REVISION/REVIEW:**


Adjusted terminology throughout  
 Removed II.B.7.c.1) & 2) where forms will be maintained  
 VIII.C.1.a.1), X.G., XII.A.2., XII.B., XII.B.1. & 3., XII.E., and XIII.B.3.e.2)a) - Adjusted language for clarification  
 Added X.H. that the frequency of training for health services employees/contract staff will be determined by the Assistant Secretary for Health Services/designee  
 Added X.I. that health services interns/volunteers will complete a one-time specialty training and sign a training acknowledgment  
 Added XIII.E. that an alleged victim may request to have a victim advocate present during any investigatory interview unless it is for allegations of sexual harassment  
 XII.C. & D., XIII.B., and XIII.B.3.d.4)a) - Added clarifying language  
 Added XIII.B.3.d.2) that individuals are not required to use the informal resolution process before submitting a resolution request containing PREA-related information

**APPROVED:**

Signature on file

\_\_\_\_\_  
**CHERYL STRANGE**, Secretary  
 Department of Corrections

4/12/22  
 \_\_\_\_\_  
 Date Signed


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**REFERENCES:**

DOC 100.100 is hereby incorporated into this policy; [RCW 9A.44.160](#); [RCW 9A.44.170](#); [RCW 42.56](#); [RCW 72.09.225](#); DOC 310.000 Orientation; DOC 400.025 Department Identification Cards; DOC 400.210 Custody Roster Management (RESTRICTED); DOC 420.310 Searches of Offenders; DOC 420.325 Searches and Contraband for Work/Training Release; DOC 420.390 Arrest and Search; DOC 450.100 Mail for Individuals in Prison; DOC 450.110 Mail for Individuals in Reentry Centers; DOC 450.500 Language Services for Limited English Proficient Individuals; DOC 490.850 Prison Rape Elimination Act (PREA) Response; DOC 490.860 Prison Rape Elimination Act (PREA) Investigation; DOC 550.100 Resolution Program; DOC 690.400 Individuals with Disabilities; [42 U.S.C. 1997](#); [Resolution Program Manual](#); [PREA Standards](#); [Prison Rape Elimination Act](#)

**POLICY:**

- I. The Department recognizes the right of individuals under its jurisdiction to be free from sexual misconduct.
  - A. The Department has zero tolerance for all forms of sexual misconduct. The Department will impose disciplinary sanctions for such conduct, up to and including dismissal for staff. Incidents of sexual misconduct will be referred for criminal prosecution when appropriate.
  - B. The Department does not recognize consensual sexual contact between staff and individuals under its jurisdiction as a defense against allegations of sexual misconduct.
- II. The Department recognizes the right of staff and individuals to be free from retaliation for reporting sexual misconduct.
  - A. The Department has zero tolerance for all forms of retaliation against any person because of involvement in the reporting or investigation of a complaint. Retaliation may be subject to corrective/disciplinary action.
- III. The Department has established procedures for recognizing, preventing, and reporting incidents of sexual misconduct and retaliation.
- IV. Information related to allegations/incidents of sexual misconduct is confidential and will only be disclosed when necessary for related treatment, investigation, and other security and management decisions. Staff who breach confidentiality may be subject to corrective/disciplinary action.

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- A. This provision is not intended to affect the Department's obligation to gather, review, and potentially produce records of allegations or incidents of sexual misconduct as required per RCW 42.56.

**DIRECTIVE:**

I. Definitions

- A. The following terms are associated with this policy:

1. Sexual misconduct includes aggravated sexual assault, individual-on-individual sexual assault, sexual abuse, and sexual harassment. It also includes staff-on-individual sexual harassment and staff sexual misconduct.

- a. These terms are further defined in Prison Rape Elimination Act (PREA) Definitions (Attachment 1).

2. Staff includes Department employees, contract staff, volunteers, and any other person providing services in Department facilities or offices.


II. Responsibilities

- A. The Department's PREA Coordinator will:


1. Develop and implement PREA related policies.
2. Develop and coordinate procedures to triage allegations received and identify, monitor, and track incidents of sexual misconduct.
3. Coordinate and track referrals of allegations to law enforcement and prosecutors.
4. Develop and implement a comprehensive system to audit facility compliance with PREA policies and applicable laws.

- a. A formal audit will be conducted in each Prison and Reentry Center at least once every 3 years by an auditor certified by the United States Department of Justice (DOJ).

- 1) Deficiencies identified in these audits will be addressed in formal corrective action plans developed and agreed to by the Superintendent or Reentry Center Administrator, the DOJ auditor, and the PREA Coordinator.

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- b. Each facility will review and document continued compliance using a formal standardized system published by the PREA Coordinator.
  5. Oversee monitoring of PREA compliance for private and non-Department public entities contracted for confinement of individuals.
  6. Keep management informed on PREA-related issues.
  7. Chair a multidisciplinary review committee to develop PREA-related prevention and response strategies.
  8. Serve as the PREA Compliance Manager for staff assigned to Headquarters, Correctional Industries Headquarters, and regional Administrative Operations offices.
  9. Maintain a memorandum of understanding for external victim advocacy services.
  10. Maintain PREA content for the Department website, including publication of required information and documents.
- B. A PREA Compliance Manager will be identified by the Superintendent for each Prison, and the Reentry Center Administrator will assign a PREA Compliance Manager for each Reentry Center. The PREA Compliance Manager will be an employee outside of any Intelligence and Investigation Unit, who will coordinate local PREA compliance and:
  1. Serve as point of contact for the PREA Coordinator.
  2. Oversee completion of scheduled PREA vulnerability assessments.
  3. Coordinate audit preparation activities and corrective action plans.
  4. Track completion of PREA Risk Assessments for substantiated allegations of incarcerated-on-incarcerated sexual assault/abuse or staff sexual misconduct.
  5. Conduct periodic reviews of housing assignments to ensure individuals who identify as lesbian, gay, bisexual, transgender, intersex, or non-binary are not grouped together within a facility based solely on this status.
    - a. Superintendents/Community Corrections Supervisors (CCSs) will ensure staff who make housing assignments are aware of this prohibition.

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6. For Prisons, ensure a monthly functionality test of a random sampling of telephones used by incarcerated individuals is completed to verify the tollfree number is operational, an Individual Personal Identification Number (IPIN) is not required, and calls are not being recorded locally.
  7. Coordinate monthly checks to verify:
    - a. The PREA hotline telephone number is posted on or near all telephones used by incarcerated individuals.
    - b. Posters and brochures provided by the PREA Coordinator are posted in areas accessible to individuals and the public, including Health Services areas and case manager offices.
    - c. DOC 21-379 Report of PREA Allegation to an Outside Agency forms are available for individuals to access.
  8. Review compliance with all PREA training requirements quarterly.
  9. Oversee the work of the PREA Compliance Specialist, if applicable, to include audit preparation, investigations, and other duties associated with PREA implementation.
- C. Each Field Administrator will assign an employee to serve as the PREA Compliance Manager to ensure posters and brochures provided by the PREA Coordinator are posted in areas accessible to individuals and the public.
- D. The Jail Contracts Manager will serve as the PREA Compliance Manager for jails contracted for violator housing.

### III. Accommodations

- A. Professional interpreter or translation services, including sign language, are available to assist individuals in understanding this policy, reporting allegations, and/or participating in investigations of sexual misconduct per DOC 450.500 Language Services for Limited English Proficient Individuals.
1. Individuals are not authorized to use interpretation/translation services from other individuals, family members, or friends for these purposes.
  2. The Deaf Services Coordinator is authorized to provide the same professional interpreter/translation services for sign language as contract interpreters when assisting individuals in understanding this policy,

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reporting allegations, and/or participating in investigations of sexual misconduct.

3. Except for the Deaf Services Coordinator, staff interpreters/translators will only be used for these purposes in exigent circumstances.

B. Americans with Disabilities Act (ADA) accommodations will be provided per DOC 690.400 Individuals with Disabilities.

IV. Meetings with Local Law Enforcement

A. Each Superintendent and the Reentry Center Administrator or designee will meet at least annually with applicable law enforcement officials to:


1. Review investigation requirements detailed in federal PREA standards,
2. Establish procedures for conducting criminal investigations related to PREA allegations, and
3. Establish points of contact and agree upon investigatory update procedures.

B. Meetings with law enforcement will be documented in meeting minutes.

V. Staffing Practices

A. The Department has established staffing practices as follows:

1. To the extent permitted by law, the Department will not knowingly hire, promote, or enlist the services of anyone who:
  - a. Has engaged in sexual misconduct in a Prison, jail, lockup, community confinement facility, juvenile facility, or other institution as defined in 42 U.S.C. 1997,
  - b. Has engaged in sexual misconduct with an individual on supervision,
  - c. Has been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse, or

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d. Has been civilly or administratively adjudicated to have engaged in the activity described above.

B. The Department will consider any incidents of sexual harassment in determining whether to hire, promote, or enlist the services of anyone who may have contact with individuals under its jurisdiction.

C. The Department will obtain information through one or more of the following:

1. Washington Crime Information Center (WACIC)/National Crime Information Center (NCIC) records checks
2. Employment/volunteer applications
3. Reference checks
4. Personnel file review
5. Contract disclosure statements

#### VI. Staffing Plans


A. Each Superintendent and Reentry Center CCS will use the PREA Compliant Staffing Plan template maintained on the PREA Audit SharePoint site to develop, maintain, and annually review a staffing plan that includes an objective analysis of the facility's staffing needs and established staffing model.

1. In Prisons, this review should be in conjunction with the post audit conducted per DOC 400.210 Custody Roster Management (RESTRICTED).
2. Reviews will document consultation with the PREA Coordinator, who will be provided with a copy of the completed PREA Compliant Staffing Plan.

#### VII. Prison and Reentry Center Physical Plant

A. Within available fiscal resources, the Department will use video security monitoring systems and relevant technology to enhance the safe operation of facilities for staff and individuals under its jurisdiction.

1. A PREA vulnerability assessment will be conducted in each facility per DOC 21-563 PREA Vulnerability Assessment.
2. The assessment will be updated as new buildings are added, major building renovations are completed, or when surveillance systems (e.g., cameras, mirrors) are added or upgraded.

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a. Corrective action plans developed resulting from assessments/ updates will be submitted to the PREA Coordinator and the Deputy Assistant Secretary for Prisons, Gender Responsive Administrator, or the Reentry Center Administrator, as applicable.

1) The assessment and corrective action plans will be reviewed:

- a) At least annually to ensure it is current and timelines are met, and
- b) When annual PREA data is received to address any identified trends or areas of risk.

B. The Department will consider possible effects on its ability to protect individuals from sexual misconduct when:

- 1. Designing or acquiring a new facility,
- 2. Planning substantial expansions or modifications of existing facilities, and
- 3. Installing or updating video monitoring systems, electronic surveillance systems, or other monitoring technology.

#### VIII. Presence of Opposite Gender Personnel/Visitors in Living Units and Infirmaries

A. Individuals will be provided the opportunity to shower, perform bodily functions, and change clothing without non-medical staff of the opposite gender viewing their breasts, buttocks, or genitalia, except in exigent circumstances or when such viewing is incidental to routine cell checks. This includes viewing via surveillance systems.


B. Notices will be posted in living units, Close Observation Areas (COAs), and infirmaries indicating that personnel of all genders could be present in the unit.

- 1. Notices in COAs will include that cameras in use may be viewed by employees of any gender and individuals will be verbally informed upon placement or during the first tier/cell check after the initial placement. Verbal notification will be documented in the area logs.

a. These requirements will also be added to COA post orders.

C. An announcement will be made by anyone who does not identify with the facility's gender designation, loud enough and often enough to reasonably be heard by the occupants of a housing unit, including the living area (e.g., where




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incarcerated individuals sleep), or any common area designated for individuals to disrobe or change their clothing (e.g., bathrooms, showers).

1. At a minimum, announcements will be made when anyone (e.g., staff, contractor/vendor, volunteer, facility guest), who does not identify with the facility's gender designation, enters the living unit and as follows:
  - a. Announcements will be made verbally in Reentry Centers and by using the doorbell system in Prisons.
    - 1) Verbal announcements will be made in Prisons when the doorbell system is not operational.
    - 2) Doorbells will be set to a standardized tone and light determined by the designated Deputy Assistant Secretary/ Gender Responsive Administrator.
    - 3) Individuals will be informed of the purpose and use of doorbells in Prisons.
  - b. Inpatient infirmaries are considered living areas, and staff are required to announce. Announcements are not required by medical and mental health practitioners.
2. Superintendents and Reentry Center CCSs may define where the living area begins within the unit for the purpose of identifying where the announcements must be made and may determine where additional announcements are required based on the physical design of the units.

#### IX. Contracted Confinement of Individuals

- A. Any new or renewed contracts for the confinement of individuals will include the requirement that the contracted facility comply with federal PREA standards and allow the Department to monitor PREA compliance.
- B. The Department will not enter into contracts with facilities that fail to comply with PREA standards, except in emergent situations.
  1. The Department will document all attempts to find an alternate facility that meets PREA standards.
- C. These requirements do not apply to jails used to confine community violators on a short-term basis.

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X. Training Requirements

- A. Any PREA-related training will be reviewed and approved by the PREA Coordinator before being implemented.
- B. All new employees, contract staff, and volunteers will receive initial PREA training upon hire/assignment, followed by annual refresher training. When initial training is not conducted prior to assignment, the person will sign DOC 03-478 PREA Acknowledgment and will complete training at the earliest opportunity.
  1. Training will address, but will not be limited to, the following:
    - a. Reviewing this policy and related operational memorandums, the Prison Rape Elimination Act of 2003, RCW 9A.44.160, RCW 9A.44.170, RCW 72.09.225, and potential criminal penalties and disciplinary consequences for engaging in prohibited activities.
    - b. Zero tolerance for sexual misconduct and related retaliation.
    - c. Preventing and detecting sexual misconduct, including:
      - 1) Communicating effectively with individuals, including lesbian, gay, bisexual, transgender, intersex, and/or non-binary individuals.
      - 2) Gender-specific issues.
      - 3) Examples of conduct, circumstances, and behaviors that may be precursors to sexual misconduct.
      - 4) Avoiding inappropriate relationships with individuals under the Department's jurisdiction.
      - 5) Recognizing signs of possible/threatened sexual misconduct and staff involvement.
      - 6) Recognizing predatory behavior and common reactions of sexual misconduct victims.
    - d. The dynamics of sexual misconduct in confinement.
    - e. Reporting sexual misconduct, including:
      - 1) Reporting methods,



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- 2) Mandatory reporting for incarcerated youth and individuals classified as vulnerable adults, and
  - 3) Disciplinary consequences for staff's failing to report.
- f. Responding to sexual misconduct, including first responder duties.
  - g. Confidentiality requirements.
- 2. Staff will acknowledge their understanding of the training.
    - a. For online training, acknowledgment will be included in the electronic course.
    - b. For in-person training, acknowledgment will be documented on DOC 03-483 PREA Training Acknowledgment or DOC 03-523 PREA Disclosure and Training Acknowledgement for Volunteers.
- C. Vendors and service providers with limited unescorted contact with individuals under the Department's jurisdiction are not required to attend PREA training but must sign DOC 03-478 PREA Acknowledgment.
    - 1. Contract staff who only provide services to individuals on community supervision will be provided with the PREA brochure given to employees, contract staff, and volunteers.
  - D. Employees/contract staff who may conduct pat searches will be trained in cross-gender searches and searches of transgender and intersex individuals.
  - E. Employees responsible for completing/reviewing risk assessments and making housing/bed assignments will be trained in:
    - 1. Completing DOC 07-019 PREA Risk Assessment,
    - 2. Monitoring procedures, and
    - 3. Documentation requirements.
  - F. Employees responsible for making housing and bed assignments will also be trained in compatibility of individuals and documentation requirements.
  - G. Except medical records, clerical, pharmacy personnel, and the Dietary Services Manager, health services employees/contract staff will be trained in:
    - 1. Detecting and assessing signs of sexual misconduct,
    - 2. Responding effectively and professionally to sexual misconduct victims,
    - 3. Completing DOC 02-348 Fight/Assault Activity Review,

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4. Preserving physical evidence,
5. Reporting sexual misconduct, and
6. Counseling and monitoring procedures.

H. The Assistant Secretary for Health Services/designee will determine the frequency of training for health services employees/contract staff.

I. Health services interns/volunteers will complete a one-time specialty training located on the PREA Advisory Committee SharePoint site and sign the PREA for Medical/Mental Health Interns and Volunteers Training Acknowledgment.

1. The signed acknowledgment will be provided to the PREA Compliance Manager/designee.

J. PREA investigators will be trained in:

1. Crime scene management/investigation, including evidence collection in Prisons and Reentry Centers,
2. Confidentiality of all investigation information,
3. Miranda and Garrity warnings, compelled interviews, and the law enforcement referral process,
4. Crisis intervention,
5. Investigating sexual misconduct,
6. Techniques for interviewing sexual misconduct victims, and
7. Criteria and evidence required to substantiate administrative action or prosecution referral.

K. Within 6 months of assuming duties, Appointing Authorities must complete training specific to PREA investigations and:

1. Responding to allegations,
2. Assessing witness credibility,
3. Making substantiation decisions,
4. Referring to law enforcement,
5. Making notifications, and
6. Creating action plans.

L. The PREA Coordinator will approve all PREA-specific training materials.

XI. Community Victim Advocates

A. Individuals will have tollfree access to the Sexual Assault Support and Information Line operated by the Office of Crime Victims Advocacy (OCVA).



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1. Individuals may call 1-855-210-2087 Monday through Friday 8:00 a.m. - 5:00 p.m. to reach an OCVA PREA Support Specialist. Calls will not be monitored or recorded, and an IPIN will not be required. Abuse of the tollfree phone line will be reported to the Superintendent or the Reentry Center Administrator for action as needed.
  2. As appropriate, the OCVA PREA Support Specialist may refer the individual to a local Community Sexual Assault Program (CSAP) Victim Advocate, who can:
    - a. Provide additional support,
    - b. Assist sexual assault survivors in healing, and
    - c. Provide information regarding available resources and options.
- B. Sexual assault support services may also be obtained through legal mail addressed to Just Detention International, 3325 Wilshire Boulevard, Suite 340, Los Angeles, CA 90010. Legal mail will be handled per DOC 450.100 Mail for Individuals in Prison or DOC 450.110 Mail for Individuals in Reentry Centers.
- C. In-person consultations may be available for individuals.
1. In-person meetings should be no more than one hour and will be scheduled in a location where privacy can be maintained.
  2. Individuals in Prison must have previously received phone-based support services to receive an in-person consultation.
    - a. Individuals in Prison will be placed on the callout with the reason listed as “general” or “medical”.
    - b. The CSAP Victim Advocate will:
      - 1) Exchange a government-issued photo Identification (ID) for a pink ID card that contains a picture of the advocate per DOC 400.025 Department Identification Cards.
      - 2) Only bring paper, a pen, and any required paperwork into the facility, unless other items have prior approval from the Superintendent/designee.
      - 3) Be under escort at all times while in the facility. Staff will maintain sight supervision of the meeting between the advocate and the individual.



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- 4) Agree upon a signal prior to the meeting that may be used to alert escorting staff if the advocate has a feeling of being unsafe during a meeting with an individual.
  - c. If the individual is in restrictive housing, the meeting will take place in a no-contact room/booth.
    - 1) The individual will be escorted with appropriate restraints, which may be removed while the individual is in the room/booth.
  - d. A meeting may be cancelled by the facility if the incarcerated individual is unstable or disruptive the day of the meeting or there is an emergency.
- D. If an individual requires a forensic medical exam, the CSAP Victim Advocate will be notified prior to transport to the designated community health care facility.
1. A photograph of the advocate will be included in the transport packet for ID purposes.
  2. Unless the individual declines services directly to the advocate, the advocate will be present during the exam and any investigatory interview with the individual following a forensic medical exam. This includes interviews with law enforcement officials.
    - a. Facilities will establish procedures for scheduling and conducting investigatory interviews.
      - 1) Interviews should be scheduled during business hours when possible.
      - 2) Advocates may be available after hours, as needed, based on exigent circumstances or scheduling conflicts with law enforcement.
      - 3) The advocate should be contacted 24 - 48 hours before the interview with the individual.
      - 4) The individual may decline services directly to the advocate.
    - b. If the community health care staff determine a forensic medical exam is not needed, an advocate will not be scheduled by the facility during subsequent investigatory interviews.

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- E. An alleged victim may request to have a victim advocate present during any investigatory interview of individual-on-individual sexual assault/abuse or staff sexual misconduct by notifying the assigned investigator.
  - 1. The assigned investigator will initiate arrangements with the OCVA per DOC 490.860 Prison Rape Elimination Act (PREA) Investigation.
  - 2. This does not apply to investigations for allegations of sexual harassment.
- F. Victim advocate communications with individuals and records maintained by OCVA and/or the CSAP are privileged and protected from discovery/disclosure, with the following exception:
  - 1. Advocates may disclose confidential communication and/or records if:
    - a. The information involves a report of child abuse or abuse of a vulnerable adult,
    - b. Failure to disclose is likely to result in a clear, imminent risk of serious physical injury or death of the individual or anyone else,
    - c. The individual has signed a Release of Information, and/or
    - d. In response to a court order.
- G. Posters and brochures provided by the PREA Coordinator regarding advocacy support services will be posted in areas accessible to individuals, including Health Services areas, case manager offices, and law libraries.

## XII. PREA Information

- A. Individuals under the Department's jurisdiction will be provided PREA-related information, which will include information on the Department's zero tolerance stance and ways to report sexual misconduct.
  - 1. Information will be provided, in writing and verbally, in a manner that is clearly understood and allows the individuals to ask questions of the facilitating staff member.
- B. Individuals will be provided additional PREA information, including an informational brochure, during formal orientation per DOC 310.000 Orientation.
  - 1. Individuals in Prison will be provided an informational brochure during intake.


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2. If an orientation video is presented in-transit, individuals will be provided an opportunity to ask questions of the facilitator during onsite facility orientation.
  3. Additional PREA information may be covered in the facility orientation handbook.
- C. In Prisons, provision of PREA information will be documented in OMNI Programs.
  - D. In Reentry Centers, orientation will be documented on DOC 05-512 Partial Confinement Orientation Checklist or in OMNI Programs.
  - E. Individuals on community supervision will be provided an informational brochure and DOC 07-024 Conditions, Requirements, and Instructions, which includes information on how to report staff sexual misconduct.
  - F. The need to provide targeted orientation will be determined on a case-by-case basis, taking into consideration:
    1. Reading comprehension levels,
    2. Mental health input/evaluation,
    3. Cognitive abilities,
    4. Interactions with staff, and/or
    5. Language barriers other than Spanish.
  - G. Employees/contract staff providing PREA information will only use the outline and materials approved by the PREA Coordinator.


### XIII. Reporting

- A. Individuals, visitors, family members/associates, and other community members can report:
  1. Allegations of sexual misconduct,
  2. Retaliation by individuals or staff for reporting sexual misconduct, and/or
  3. Staff actions or neglect that may have contributed to an incident of sexual misconduct.
- B. Individuals may report PREA allegations in the following ways. Reporters may remain anonymous and no actions will be taken to attempt to identify any individual who reported an allegation anonymously.




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1. Through the confidential PREA hotline at 800-586-9431, or at 844-242-1201 for teletypewriter (TTY).
  - a. The tollfree number will be posted on or near all telephones used by incarcerated individuals in Prisons and Reentry Centers and in the lobby/reception area in all Field Offices. Telephones will be accessible to individuals in a Prison or Reentry Center only during their free time hours.
    - 1) The facility/office will not record or monitor calls to the hotline.
    - 2) An IPIN will not be required to place a call to the hotline.
  - b. Headquarters will record and monitor all calls to the hotline. Messages will be checked by Headquarters personnel each regular workday.
2. Verbally to any staff.
3. In writing, through the following processes:
  - a. DOC 21-473 Kite.
  - b. Written notes or letters to staff.
  - c. Legal mail addressed to the State Attorney General, the Office of the Governor, law enforcement, Just Detention International, and/or the PREA Coordinator, per DOC 450.100 Mail for Individuals in Prison or DOC 450.110 Mail for Individuals in Reentry Centers.
    - 1) Legal mail to the PREA Coordinator should be sent to P.O. Box 41131, Olympia, WA 98504.
  - d. Resolution requests, including emergent requests, per DOC 550.100 Resolution Program and the Resolution Program Manual.
    - 1) Copies of resolution requests alleging sexual misconduct will be forwarded immediately to the applicable authority per the PREA Reporting Process attached to DOC 490.850 Prison Rape Elimination Act (PREA) Response.

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- 2) Individuals are not required to use the informal resolution process before submitting a resolution request containing PREA-related information.
- 3) The individual will be notified via the resolution response that the allegation was forwarded for review for a possible PREA investigation.
- 4) The PREA Coordinator/designee will notify the appropriate resolution staff of the determination on whether the allegation meets the definition of sexual misconduct.
  - a) If the allegation does not meet the definition of sexual misconduct, the individual may refile the resolution per DOC 550.100 Resolution Program.
- e. Written report to an outside agency for individuals in a Prison or Reentry Center.
  - 1) These reports will be made using DOC 21-379 Report of PREA Allegation to an Outside Agency. Individuals can remain anonymous by not identifying themselves on the form. The forms will be available:
    - a) In areas accessible to individuals in Prisons, with pre-addressed envelopes attached.
    - b) On bulletin boards in Reentry Centers.
  - 2) In Prisons, the individual will place the completed form in the provided pre-addressed envelope and place it in any resolution box. When resolutions are retrieved, the Resolution Specialist/designee will forward the form to the mailroom to be processed without opening, even if there is no return address identifying the author on the envelope.
    - a) Once received, the outside agency will forward the report to the PREA Coordinator/designee, who will review the allegation per DOC 490.860 Prison Rape Elimination Act (PREA) Investigation.
    - b) Upon request, individuals placed in restrictive housing will be provided with DOC 21-379 Report of PREA

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Allegation to an Outside Agency and a pre-addressed envelope.

- (1) Individuals can submit the completed form and envelope inside a resolution/medical envelope, which staff will place in the resolution box for processing.
  - (2) When the resolution/medical envelope is opened by resolution staff, the pre-addressed envelope inside will be promptly processed through the facility's mailroom to be processed without being opened or examined.
- 3) If an individual places DOC 21-379 Report of PREA Allegation to an Outside Agency in a resolution/medical envelope or in the facility resolution box without placing it in the pre-addressed envelope, it will be forwarded to the Shift Commander and processed the same as any other PREA allegation received.
- C. Visitors, family members/associates, and other community members can report allegations by calling the PREA hotline, writing a letter to the PREA Coordinator, or sending an email to [DOCPREA@doc.wa.gov](mailto:DOCPREA@doc.wa.gov).
  - D. Staff will report all allegations, related retaliation, and knowledge of related staff actions or neglect that may have contributed to an incident per DOC 490.850 Prison Rape Elimination Act (PREA) Response.

#### **DEFINITIONS:**

The following words/terms are important to this policy and defined in the glossary section of the Policy Manual: Retaliation. Other words/terms appearing in this policy may also be defined in the glossary.

#### **ATTACHMENTS:**

Prison Rape Elimination Act (PREA) Definitions (Attachment 1)

#### **DOC FORMS:**

DOC 02-348 Fight/Assault Activity Review  
DOC 03-478 PREA Acknowledgment



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- DOC 03-483 PREA Training Acknowledgment
- DOC 03-523 PREA Disclosure and Training Acknowledgement for Volunteers
- DOC 05-512 Partial Confinement Orientation Checklist
- DOC 07-019 PREA Risk Assessment
- DOC 07-024 Conditions, Requirements, and Instructions
- DOC 21-379 Report of PREA Allegation to an Outside Agency
- DOC 21-473 Kite
- DOC 21-563 PREA Vulnerability Assessment