Staff obtains information about an allegation or incident of sexual misconduct, related retaliation, or staff action or neglect that may have contributed to an incident.

- **Prison**
  - Staff will confidentially deliver the information directly and immediately to the Shift Commander.
  - The Shift Commander will notify the Superintendent or Duty Officer as soon as possible, but no later than the end of the reporting staff's shift.

- **Work Release**
  - Staff will confidentially deliver the information directly and immediately to the Work Release Administrator or Duty Officer.

- **All Others**
  - Staff will confidentially deliver the information directly and immediately to the Appointing Authority or Duty Officer.

The authority receiving the report will notify other applicable authorities per DOC 490.850 Prison Rape Elimination Act (PREA) Response.

All staff will maintain confidentiality and follow the directions of the Appointing Authority/designee (e.g., question offenders, identify potential witnesses, secure statements), unless the incident is an emergency.

A confidential Incident Management Reporting System (IMRS) report will be completed as soon as possible, but no later than the end of the shift in which the information was received.

Staff may report allegations of a highly sensitive nature (e.g., allegations against the Shift Commander/CCS or in which that person may have a conflict of interest) directly to the Appointing Authority or Duty Officer.

Allegations made against the Appointing Authority will be reported to the next higher authority.

*Terms are defined in Attachment 1 of DOC 490.800 Prison Rape Elimination Act (PREA) Prevention and Reporting.*