

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 410.20.01	Page 1 of 4
	Original Effective Date: 04/20/18	New Effective Date: 05/29/24
	Supersedes: 410.20.01	Dated: 05/17/21
	Administrator's Approval: Sarah Cooper, Administrator – 04/30/24	
	Required Posting or Restricted:	
<input checked="" type="checkbox"/> PIOC <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 410 Prison Rape Elimination Act		
Subject: PIOC PREA Education		

POLICY

The Division of Adult Institutions shall provide education to PIOC explaining the agency's zero tolerance policy regarding sexual abuse and sexual harassment; including report-related retaliation; reporting methods; and agency response procedures.

REFERENCES

42 U.S.C.A. §15601. Prison Rape Elimination Act of 2003.
28 C.F.R § Part 115, et seq. National Standards to Prevent, Detect and Respond to Prison Rape
Executive Directive 72 – Sexual Abuse and Sexual Harassment in Confinement (PREA)
DAI Policy 300.00.35 – Americans with Disabilities Act
DAI Policy 300.00.61 – Language Assistance for Limited English Proficiency (LEP)
 Inmates

DEFINITIONS, ACRONYMS AND FORMS

DOC – Department of Corrections

Intake Facilities – Dodge Correctional Institution, Milwaukee Secure Detention Facility or Taycheedah Correctional Institution

PIOC – Persons in Our Care

POC-0041 – Sexual Abuse and Sexual Harassment Prevention and Intervention: A Resource for Inmates

POC-0041B – Sexual Abuse in Confinement

POC-0041C – Inmate PREA Education Facilitator Guide

PREA - Prison Rape Elimination Act

PREA Compliance Manager – A designated facility-based staff member who has the authority to coordinate the facility's efforts to comply with the PREA standards.

WICS – Wisconsin Integrated Corrections System

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PROCEDURE

I. General Intake Guidelines

- A. Upon arrival at an intake facility each PIOC shall receive:
 - 1. POC-0041.
 - 2. POC-0041B complete with local sexual assault service provider contact information.

- B. Within 30 days of intake, each PIOC shall be provided comprehensive PREA education, which includes:
 - 1. Viewing the video "Sexual Abuse and Sexual Harassment Prevention and Intervention."
 - 2. Following the video, a staff facilitated discussion shall occur and include:
 - a. The facility's cross-gender announcement procedure.
 - b. Local sexual assault service provider contact information.
 - c. Notable facility-specific PREA procedures.
 - 3. Facilities shall use POC-0041C to guide their comprehensive education.

II. General Transfer Guidelines

- A. Upon transfer to a facility, each PIOC shall receive:
 - 1. POC-0041 if they state they do not already have a copy.
 - 2. POC-0041B complete with local sexual assault service provider contact information.

- B. Within 30 days of transfer, each PIOC shall be provided comprehensive PREA education, which includes, at minimum, a staff facilitated discussion of:
 - 1. The agency's zero tolerance for sexual abuse, sexual harassment and report-related retaliation.
 - 2. Sexual abuse and sexual harassment reporting options.
 - 3. The facility's cross-gender announcement procedure.
 - 4. Local sexual assault service provider contact information.
 - 5. The facility's response procedure.
 - 6. Notable facility-specific PREA procedures.

- C. Facilities shall use POC-0041C to guide their comprehensive education.

III. Acknowledgment of Education

- A. At the intake facility, PIOC shall acknowledge they received POC-0041, POC-0041B and comprehensive education by signing the Acknowledgement of PREA Education offender standard form in WICS using an electronic signature pad.
 - 1. PIOC with disabilities or who have limited English proficiency shall be provided with access to interpreters or alternate formats to assist them with comprehension of the information in accordance with DAI Policies 300.00.35 and 300.00.61.
 - 2. Alternate formats of education may include:
 - a. POC-0041 Audio recording (obtain from PREA Office).
 - b. POC-0041 Braille translation (obtain from PREA Office).

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- c. POC-0041S, POC-0041BS Spanish translation.
 - d. Spanish and subtitled versions of the PREA education video (select from video menu options).
 - e. Special education teacher or similar to facilitate education.
3. When alternate formats or resources are used to educate PIOC with disabilities, learning limitations or limited English proficiency, the facilitator shall document such provision in a DOC-2466 and denote "PREA" and "Informational", at minimum, as the Incident Type.
- B. This acknowledgement shall be completed at the receiving site in WICS each time PIOC transfers.
- C. PREA Compliance Manager/designee shall review the PREA Education Acknowledgment report at least once per month to ensure thoroughness and timeliness.

IV. Accessibility of PREA Education and Information

- A. Information about reporting and receiving support shall be continuously and readily available or visible to PIOC through posters, handbooks and other written formats.
- B. A copy of POC-0041 shall be available in the facility's library.
- C. If equipped, the facility shall attempt to regularly play the video, "Sexual Abuse and Sexual Harassment Prevention and Intervention" on the institution channel.

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date:	DAI Policy Number:	Page 4 of 4
New Effective Date: 00/00/00	Supersedes Number:	Dated:
Chapter:		
Subject: PREA Compliance Manager and Victim Services Coordinator		
Will Implement <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval:		

REFERENCES

DEFINITIONS, ACRONYMS AND FORMS

FACILITY PROCEDURE

- I.
 - A.
 - B.
 - 1.
 - 2.
 - a.
 - b.
 - c.
 - 3.
 - C.

II.

III.

RESPONSIBILITY

I. Staff

II. PIOC

III. Other