

 <p style="text-align: center;"><b>DIVISION OF ADULT INSTITUTIONS</b></p> <p style="text-align: center;"><b>POLICY AND PROCEDURES</b></p>	<b>DAI Policy #:</b> 410.40.01	<b>Page</b> 1 of 3
	<b>Original Effective Date:</b> 01/24/22	<b>New Effective Date:</b> 10/15/24
	<b>Supersedes:</b> N/A	<b>Dated:</b> 01/24/22
	<b>Administrator's Approval:</b> Sarah Cooper, Administrator – 09/27/24	
	<b>Required Posting or Restricted:</b> <input type="checkbox"/> PIOC <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted	
<b>Chapter:</b> 410 Prison Rape Elimination Act		
<b>Subject:</b> Unannounced Supervisory Rounds		

**POLICY**

The Division of Adult Institutions requires facilities to enact procedures requiring supervisors to conduct unannounced rounds within the institution to prevent and deter staff sexual abuse and sexual harassment.

**REFERENCES**

34 U.S.C. §30301. 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)

**DEFINITIONS, ACRONYMS AND FORMS**

Exigent Circumstances – Any set of temporary and unforeseen circumstances that require immediate action in order to combat a threat to the security or institutional order of a facility.

Notification - Any form of communication to alert area or unit staff of an activity that is forthcoming. Notifications can take the form of verbal communication, written communication, or electronic transmittal of such information.

PIOC – Persons in Our Care

PREA – Prison Rape Elimination Act

Rounds – A proactive patrol of all areas including those occupied by PIOC to observe their behavior, check on their well-being, and to identify any maintenance, safety and security issues. These visual checks shall be conducted on a random and continual basis to verify the safety and security of each and every PIOC in the facility.

Sexual Abuse – Reference Executive Directive 72 for complete definition.

Sexual Harassment – Reference Executive Directive 72 for complete definition.

Staff - Person employed by the Department of Corrections as a full-time employee, contracted, project, limited-term employee or volunteer.

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## **PROCEDURE**

### **I. General Guidelines**

- A. Supervisory staff shall conduct unannounced rounds.
- B. Rounds shall be conducted at random times across all shifts and days of the week.
- C. Unannounced rounds shall be made in all areas of the facility including, but not limited to: housing units, education, vocation, recreation, health services, food services, laundry, chapel, maintenance, warehouse, etc.
- D. Staff are prohibited from alerting other staff members that supervisory rounds are occurring, unless such announcement is essential to avoid creating additional danger during exigent circumstances.

### **II. Documentation**

- A. Following an unannounced round, supervisors shall document their name, the time and the date of the round.
- B. The facility shall document unannounced rounds using one of the following methods:
  - 1. Designated PREA/unannounced round logbook.
  - 2. Shift report.

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Name		
<b>Original Effective Date:</b>	<b>DAI Policy Number:</b> 410.40.01	<b>Page</b> 3 of 3
<b>New Effective Date:</b> 00/00/00	<b>Supersedes Number:</b>	<b>Dated:</b>
<b>Chapter:</b> 410 Prison Rape Elimination Act		
<b>Subject:</b> Unannounced Supervisory Rounds		
<b>Will Implement</b> <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
<b>Warden's/Center Superintendent's Approval:</b>		

**REFERENCES**

**DEFINITIONS, ACRONYMS AND FORMS**

**FACILITY PROCEDURE**

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

II.

III.

**RESPONSIBILITY**

I. Staff

II. Inmate

III. Other