

Sexual Abuse and Sexual Harassment (PREA) Reporting Process

CONTRACTOR RESPONSIBILITIES

The following items detail the response procedure for allegations of sexual abuse and sexual harassment that occur in DOC-contracted residential services program (RSP) facilities, including halfway houses and community residential programs (CRP). Please refer to Prison Rape Elimination Act Community Confinement Standards for a complete description of responsibilities as it relates to preventing, detecting and responding to sexual abuse and sexual harassment in a community confinement setting.

Contractor employees, contractors, interns, volunteers and any others who may have contact with offenders are referred to herein as “staff” or “staff member.”

1. When a CONTRACTOR staff-on-offender or offender-on-offender sexual abuse or sexual harassment incident is reported, the CONTRACTOR shall notify the DOC within 24 hours by submitting the PREA Incident Reporting Form (DOC-2784) via email to DOCPREADData@wisconsin.gov. A copy shall be routed to the designated contract administrator.
2. If the alleged perpetrator of sexual abuse or harassment is a staff member of the CONTRACTOR, the CONTRACTOR will immediately remove that individual from any position that has offender contact within DOC-funded operations pending an investigation. The individual may not return to any position that has offender contact within DOC-funded operations until DOC has reviewed investigation materials and authorized return to work.
3. If the alleged perpetrator of sexual abuse or harassment is an offender, the CONTRACTOR shall contact the designated contract administrator, to have the offender immediately removed from the facility and placed in custody pending an investigation or other appropriate action.
4. The CONTRACTOR is required to notify law enforcement of all incidents that involve potential criminal behavior.
5. The CONTRACTOR is responsible for conducting an administrative investigation of all PREA-related allegations and for providing any and all investigation materials/results to the DOC.
6. The CONTRACTOR shall update DCC bi-weekly on the progress of all pending investigations.
7. The CONTRACTOR shall report all administrative investigation results using the PREA Investigation Closeout Form (DOC-2785). The completed PREA Investigation Closeout Form (DOC-2785) shall be submitted via email to DOCPREADData@wisconsin.gov. A copy shall be routed to the Regional PPA, or designated contract administrator, for review and any further action or reporting.
8. All PREA-related forms may be found on the PREA page of DOC’s public website at www.doc.wi.gov or upon request from the contract administrator.