

**RIVER CITY CORRECTIONAL CENTER
OF
HAMILTON COUNTY**

PREA Standard: 115.222

Referrals of allegations for Investigations.

POLICY & PROCEDURES (Protocols)

- I. River City Correctional Center will conduct its own investigations into allegations of sexual abuse and sexual harassment, it will do so promptly, thoroughly and objectively for allegations, including third-party and anonymous reports. Investigations will be conducted by the Prea Coordinator or Executive Director. All reports will be investigated by the staff up and to the point that the incident appears criminal. Once the incident appears criminal River City will turn the investigation over to Cincinnati Police or the Hamilton County Sheriff's Office.
- II. Coordinated Response. First responder Protocol Sexual Abuse/Assault reported within four days of incident
 - A. Do not leave suspect alone, if his/her identity and location is known have victim write a statement of what happened or fill out grievance form.
 - B. Notify immediate supervisor, the immediate supervisor will notify the PREA Coordinator, Executive Director and Deputy Director.
 - C. Preserve all evidence, victim and alleged abuser should not shower, brush teeth, change clothes, etc.
 - D. Close off area/lock room where alleged abuse took place.
 - E. If victim has injuries that need immediate medical attention send resident to University Hospital for a forensic medical exam.
 - F. If PREA Coordinator, Executive Director and Deputy Director determine that Law Enforcement need to be contacted call District 5 at 513-569-8500 or Hamilton County Sheriffs at 513-235-9944.
 - G. Support services should be offered to the resident to accompany to the Hospital. Contact Women Helping Women at 513-977-5541 or 513-381-5610.
- III. First Responder Protocol Sexual Harassment or if Sexual Abuse/Assault reported after four days.
 - A. Notify supervisor and PREA Coordinator
 - B. Have victim give a statement of what happened or fill out grievance.
 - C. Complete section A of the Sexual Abuse/Harassment and Discrimination form.

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IV. Investigative Team

- A. All members of the Team receive specialized training
- B. After reviewing notes and interviews staff begin their investigation
- C. Investigations will be conducted by interviewing the victim, perpetrator and any witnesses. The staff will also look at any surveillance video that was available. Other investigative measures will be used if necessary.
- D. If at any point during the investigation the staff feel the investigation is criminal River City will turn the investigation over to local law enforcement
- E. Staff will make a recommendation to the PREA Coordinator and River City Administrative Staff to either substantiate, unsubstantiated or find the incident unfounded.
- F. Once a finding has been made the staff will notify the victim. The staff will meet with PREA Coordinator to discuss a plan of action to prevent the incident from happening again.
- G. If the investigation was turned over to the local law enforcement agency the River City Executive Director will ask for a written report
- H. All reports will be kept locked in the PREA Coordinator or Executive Director office for a period of time the resident is at River City plus five years.
- I. All data will be collected throughout the year and will be used to produce an annual report. The annual report will be posted to the River City Correctional Center website.
- J. River City will publish on its website that all investigations that appear criminal will be turned over to the local law enforcement agency.

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| Approved by: C. Scott Mcvey Executive Director River City Correctional Center | Date | file: PREA 115.222 |
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