

 <p>JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES</p>	<p>REFERENCES: 505 KAR 1:170</p>
<p>CHAPTER: Prison Rape Elimination Act of 2003 (PREA)</p>	<p>AUTHORITY: KRS 15A.065; <u>28 CFR 115.386; 28 CFR 115.387; 28 CFR 115.388</u></p>
<p>SUBJECT: Data Collection and Review</p>	
<p>POLICY NUMBER: 909</p>	
<p>TOTAL PAGES: 2</p>	
<p>EFFECTIVE DATE: 03/09/18</p>	
<p>APPROVAL: Carey D. Cockerell, COMMISSIONER</p>	

I. POLICY

The Department of Juvenile Justice (DJJ) shall collect and maintain statistical data for reporting purposes to the federal government and utilize this information to develop and integrate a system of continuous quality improvement within DJJ.

II. APPLICABILITY

This policy shall apply to all DJJ staff, volunteers, interns, and contractors.

III. DEFINITIONS

Refer to Chapter 900.

IV. PROCEDURES

A. The Superintendent or designee shall assemble a review team of management, supervisors, medical or mental health professionals, the Facility Prison Rape Elimination Act of 2003 (PREA) Coordinator and any other staff deemed necessary to conference and examine PREA incidents. The review team shall:

1. Conduct the review conference within thirty (30) days after the conclusion of a substantiated or unsubstantiated sexual abuse investigation;
2. Prepare a report of the conference findings and include any recommendations for improvement. The report shall be submitted to the Agency PREA Compliance Manager;
3. Consider whether there is a need to change policy or practice to better prevent, detect, or respond to sexual abuse;

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4. Consider whether the incident was motivated by race, ethnicity, gender identity, identification as lesbian, gay, bisexual, transgender, questioning, or intersex, gang affiliation, or was motivated or otherwise caused by other group dynamics at the facility;
 5. Assess if the area of the facility where the incident occurred attributed to the abuse;
 6. Assess the adequacy of staffing levels;
 7. Assess the need for change in video monitoring or additional equipment; and
 8. Review the findings of the investigation.
- B. The Superintendent or designee shall report the review team findings, along with recommendations for improvement, to the Regional Director and the Agency PREA Compliance Officer or designee.
- C. The Internal Investigations Branch (IIB) shall work directly with the Agency PREA Compliance Officer to determine statistical data and information required for annual federal reporting purposes regarding PREA.
- D. The Commissioner or Agency PREA Compliance Officer may conduct debriefing meetings to discuss any PREA related incidents.
- E. The Agency PREA Compliance Officer shall compile and maintain all statistical data regarding all PREA-related matters for the Department.
- F. The Agency PREA Compliance Officer shall conduct an annual meeting for the Commissioner and Executive Staff to discuss PREA related matters regarding the Department.
- G. The Agency PREA Compliance Officer shall compile an annual data report that shall be made available to the public.

V. STAFF TRAINING

- A. The Agency PREA Compliance Officer or designee shall be responsible for training all Facility and Community PREA Coordinators regarding this policy.
- B. Each Facility PREA Coordinator shall be responsible for training facility staff regarding this policy.
- C. Each Community PREA Coordinator shall be responsible for training community staff regarding this policy.

VI. MONITORING MECHANISM

The Agency PREA Compliance Officer or designee shall conduct an annual audit to verify that DJJ is complying with this policy.