

## SART Protocol

1. Alleged sexual abuse is reported to Investigative Services (IS) if it occurs in a secure.
2. The lead staff on the facility SART is contacted by IS assigned to the facility.
3. The initial response by the SART lead staff member is to ensure that the immediate needs of the alleged victim is addressed by facility administration by making necessary movement of the alleged victim and alleged abuser, that the youth is seen by medical and mental health staff and any other needs are met as necessary.
4. The lead staff member of the SART contacts the other SART members to inform them of the incident and schedule the first SART meeting within 72 hours of the incident. An email verification of the contact and scheduled meeting will be sent to the SART members and copied to the Director of the facility.
5. The lead staff member of the SART will monitor the needs of the alleged victim and any other related issues to the incident until the scheduled SART meeting occurs. If needed, the SART can be assembled sooner than the scheduled meeting.
6. If the investigator is able to conclusively establish that the incident is unfounded prior to the SART meeting, then the meeting can be cancelled by the SART lead staff member. The lead staff member can convene the SART on the incident if new circumstances arise regarding the incident.
7. When the SART meets the agenda shall be set by the lead staff member and cover at minimum the following topics:
  - a. Review and discuss the immediate and potential long term needs of the alleged victim regarding safety, medical and mental health services.
  - b. Review and discuss the facility response to the reported incident including but not limited to the first responder process.
  - c. Discuss the issues and plan for the alleged perpetrator such as relocation, treatment and possible charges or rule violations if the alleged perpetrator is a youth. If the alleged perpetrator is a staff-member, then discuss recommendations to administration for suspension or other appropriate responses to the allegations.
  - d. If other youth or staff are involved discuss potential issues and ensure plans are in place to monitor for retaliation.
  - e. Review and discuss known facts that may have an impact on operations and potential areas of improvement, to include training, policy and procedures.
  - f. The SART will continue to meet as needed, but no less than every other week, regarding the case until there is an investigative determination of substantiated, unsubstantiated or unfounded. At that time a meeting will be held to review all issues and draft a report on the case. The report will be delivered to the Director of the facility and the Social Services Supervisor prior to the scheduling of the Sexual Assault Incident Review Committee meeting.
8. All SARTs at each facility shall meet at least quarterly to review PREA readiness and response as well as all PREA related sexual abuse and sexual harassment cases occurring during the past quarter. In addition, all areas of concern should be discussed during the quarterly meetings. Any recommendations, identified by the SART shall be submitted in writing within 10 days of the meeting by IS to the Facility Director. The Facility Director will provide the report to the PREA Compliance Manager and Agency PREA Coordinator.