

PROCEDURE FOR SEXUAL ASSAULT / ALLEGATIONS INVESTIGATION

1. Any sexual assault or allegation involving an inmate, prison employee, volunteer, contractor or visitor will be reported immediately to the on duty Lieutenant or Sergeant.
2. The Warden or designee shall immediately direct an investigation of all allegations of sexual assault occurring within the prison on prison property or while an inmate was in the custody of prison staff.
3. The Lieutenant or Sergeant shall conduct the initial investigation consisting of the following: witnesses identified and interviewed, photographs and video if appropriate, and ensure all inmate files and documents are collected and placed in the Supervisors Office.
4. The District Attorney shall be notified and an investigation requested in writing by the Deputy Warden of Security when a sexual assault or allegation occurs within the prison or prison property or while in custody of prison staff.
5. The Warden shall forward an extraordinary occurrence report to the PA Department of Corrections upon completion of the investigation.