

# Prison Rape Elimination Act (PREA) Audit Report Adult Prisons & Jails

Interim       Final

Date of Report    June 26 2019

## Auditor Information

Name: Mable Wheeler	Email: rob@diversifiedcorrectionalservices.com
Company Name: Diversified Correctional Services, LLC	
Mailing Address: P O Box 5736	City, State, Zip: Macon, GA 31208
Telephone: 478-737-2171	Date of Facility Visit: May 16-17, 2019; Certified Auditor and Assistant

## Agency Information

Name of Agency: Georgia Department of Corrections		Governing Authority or Parent Agency (If Applicable): Click or tap here to enter text.	
Physical Address: 300 Patrol Rd.		City, State, Zip: Forsyth, GA 31029	
Mailing Address: PO BOX 1529		City, State, Zip: Forsyth, GA 31029	
Telephone: 478-992-2999		Is Agency accredited by any organization? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
The Agency Is:	<input type="checkbox"/> Military	<input type="checkbox"/> Private for Profit	<input type="checkbox"/> Private not for Profit
<input type="checkbox"/> Municipal	<input type="checkbox"/> County	<input checked="" type="checkbox"/> State	<input type="checkbox"/> Federal
Agency mission: The Georgia Department of Corrections protects the public by operating secure and safe facilities while reducing recidivism through effective programming, education, and healthcare.			
Agency Website with PREA Information: dcor.state.ga.us			

## Agency Chief Executive Officer

Name: Timothy Ward	Title: Commissioner
Email: Timothy.Ward@gdc.ga.gov	Telephone: 478-992-2999

## Agency-Wide PREA Coordinator

Name: Grace Atchison	Title: Statewide PREA Coordinator
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<b>Email:</b> grace.atchison@gdc.ga.gov	<b>Telephone:</b> 678-322-6066
<b>PREA Coordinator Reports to:</b> Office of Professional Standards, Director of Compliance	<b>Number of Compliance Managers who report to the PREA Coordinator</b> 88

### Facility Information

<b>Name of Facility:</b> Gwinnett County Correctional Institution
750 High Hope Road
Lawrenceville, Ga. 30043

**Telephone Number** 678-407-6001

<b>The Facility Is:</b>	<input type="checkbox"/> Military	<input type="checkbox"/> Private for profit	<input type="checkbox"/> Private not for profit
<input type="checkbox"/> Municipal	<input checked="" type="checkbox"/> County	<input type="checkbox"/> State	<input type="checkbox"/> Federal
<b>Facility Type:</b>	<input type="checkbox"/> Jail	<input checked="" type="checkbox"/> Prison	

**Mission Statement:** Promote community safety by maintaining a safe and secure environment that encourages positive change and provides quality services that make a difference.

**Facility Website with PREA Information:**  
<https://www.gwinnettcounty.com/portal/gwinnett/Departments/Corrections>

### Warden/Superintendent

<b>Name:</b> Darrell Johnson	Warden
<b>Email:</b> Darrell.johnson@gwinnettcounty.com	<b>Telephone:</b> 678-407-6005

### Facility PREA Compliance Manager

<b>Name:</b> Keith Phinney	<b>Title:</b> Lieutenant Support Services Division
<b>Email:</b> keith.phinney@guinnettcounty.com	<b>Telephone:</b> 678-407-6009

### Facility Health Service Administrator

<b>Name:</b> Gloria Darden	<b>Title:</b> Health Services Administrator RN
<b>Email:</b> <a href="mailto:gmdarden@wellpath.us">gmdarden@wellpath.us</a>	<b>Telephone:</b> 678-407-6075

### Facility Characteristics

<b>Designated Facility Capacity:</b> 512	<b>Current Population of Facility:</b> 247
<b>Number of inmates admitted to facility during the past 12 months</b>	920
<b>Number of inmates admitted to facility during the past 12 months whose length of stay in the facility was for 30 days or more:</b>	900
<b>Number of inmates admitted to facility during the past 12 months whose length of stay in the</b>	920

<b>facility was for 72 hours or more:</b>		
<b>Number of inmates on date of audit who were admitted to facility prior to August 20, 2012:</b>		0
<b>Age Range of Population:</b>	<b>Youthful Inmates Under 18: 0</b>	<b>Adults: 18-72</b>
<b>Are youthful inmates housed separately from the adult population?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
<b>Number of youthful inmates housed at this facility during the past 12 months:</b>		0
<b>Average length of stay or time under supervision:</b>		300-365 days
<b>Facility security level/inmate custody levels:</b>		Minimum/Medium
<b>Number of staff currently employed by the facility who may have contact with inmates:</b>		130
<b>Number of staff hired by the facility during the past 12 months who may have contact with inmates:</b>		11
<b>Number of contracts in the past 12 months for services with contractors who may have with inmates:</b>		6
<b>Physical Plant</b>		
<b>Number of Buildings:</b> 3	<b>Number of Single Cell Housing Units:</b> 1 unit 20 cells	
<b>Number of Multiple Occupancy Cell Housing Units:</b>	0	
<b>Number of Open Bay/Dorm Housing Units:</b>	8	
<b>Number of Segregation Cells (Administrative and Disciplinary):</b>	20	
<b>Description of any video or electronic monitoring technology (including any relevant information about where cameras are placed, where the control room is, retention of video, etc.):</b> 236 cameras throughout facility, housing units and perimeter.		
<b>Medical</b>		
<b>Type of Medical Facility:</b> 24/7	Medical contract providers (Correct Care Solutions)	
<b>Forensic sexual assault medical exams are conducted at:</b>	On-site in medical exam room.	
<b>Other</b>		
<b>Number of volunteers and individual contractors, who may have contact with inmates, currently authorized to enter the facility:</b>	73	
<b>Number of investigators the agency currently employs to investigate allegations of sexual abuse:</b>	3	

## Audit Findings

### Audit Narrative

*The auditor's description of the audit methodology should include a detailed description of the following processes during the pre-onsite audit, onsite audit, and post-audit phases: Georgia Department of*

*Corrections documents and files reviewed, discussions and types of interviews conducted, number of days spent on-site, observations made during the site-review, and a detailed description of any follow-up work conducted during the post-audit phase. The narrative should describe the techniques the auditor used to sample Georgia Department of Correction documentation and select interviewees, and the auditor's process for the site review.*

## **Pre-Audit Activities**

**Notice of PREA Audit:** The Notice of PREA Audit for the Gwinnett County Correctional Institution located in Lawrenceville, Georgia, was forwarded to the facility's PREA Compliance Manager six weeks prior to the in-site audit. The PREA Coordinator/PREA Compliance Manager, who is a Lieutenant, ensured the Notices were posted in areas accessible to staff, offenders, contractors, volunteers and visitors. Confirmation of the posting was provided by photos. The purpose of the posting of the Notice is to allow anyone with a PREA issue or concern, or an allegation of sexual abuse or sexual harassment to correspond, confidentially, with the Certified PREA Auditor. During the site-review the auditor observed the Notices of PREA Audit posted in common areas, living units and other places enabling staff, offenders, contractors, volunteers and visitors to communicate with the auditor. The auditor did not receive any communications from an inmate, staff, contractor, volunteer or visitor.

This audit was attained and assigned to the auditor by Diversified Correctional Services, LLC. The facility was last audited on June 4, 2016.

**Pre-Audit Questionnaire/ Flash Drive Review:** The Facility's PREA Compliance Manager forwarded a flash drive to the auditor 30 days prior to the on-site audit. The reviewed flash drive was replete with information, including the Pre-Audit Questionnaire, policies and procedures, local operating procedures, memos, certificates of training, training rosters and other Georgia Department of Correction documentation specific to facility operations and PREA as implemented in that facility.

The information provided was organized, enabling the auditor to get a clear and comprehensive view of the policies and procedures governing operations. Samples of Gwinnett County Correctional Institution documentation were included in the flash drive.

When clarification was needed, the auditor communicated with the PREA Compliance Manager, who was always responsive and provided information as requested. The PREA Compliance Manager responded expeditiously to all requests for additional information. The PREA Compliance Manager included on his flash drive investigation packages for the allegations made during the past 12 months and other Gwinnett County Correctional Institution documents to demonstrate facility "practice".

Prior to the onsite portion of the audit, the Auditor and the PREA Compliance Manager discussed a tentative agenda and logistics for the on-site portion of the audit. The facility is a minimum/medium security level. Housed are males/females (Gwinnett County work release), and Georgia Department of Corrections male offenders.

The Georgia Department of Corrections collects data from numerous sources. By requesting those reports prior to the PREA Audit, the auditor can identify certain targeted groups of offenders. Prior to the on-site the auditor requested and received the following reports for the facility, provided by the Department's PREA Unit.

- Perception Report (inmate's perception of vulnerability)
- Special Needs Report
- Hotline Calls Report (for the last 12 months)

Outreach Prior to On-Site Audit: The auditor reached out to the following advocacy organizations, one nationally, and one locally, to determine whether the organizations have had any communications or information regarding Gwinnett County Correctional Institution.

- Just Detention International
- Mosaic Georgia Inc.

Just Detention International (JDI) provided documentation confirming that JDI examined their database to determine if they had ever had any complaints or reported issues regarding the facility. No issues were reported.

The auditor also checked with the Mosaic Georgia Inc. Sexual Assault Center regarding any issues or complaints they had received regarding Gwinnett County Correctional Institution. The Executive Director Confirmed they have a Memorandum of Understanding with the facility, however they have no concerns, no calls within last (12) months. Agency did participate in mock sexual assault dill along with other agency during March 2019.

### **On-Site Audit Activities**

This audit was conducted by two (2) Certified PREA Auditors with dual certifications in Adult Jails, Prisons and Lockups and Juvenile Facilities. The auditors arrived at the facility at 08:30 AM May 16, 2019, and was processed in by staff in the lobby of the facility.

The auditors were greeted in the administrative area by the PREA Coordinator and Warden. Following a brief meeting and greet and discussion of the on-site audit process, the lead auditor was escorted on a complete tour of the facility by the Lieutenant/PREA Coordinator and other designated staff. Present at the in briefing were:

Warden Darrell Johnson  
Darlesa Barron, Business Office Manager  
Deputy Warden Scott Pickens, Support Services Division  
Deputy Warden Donald Dagen, Building Security Division  
Captain Gilbert White, Support Services Division  
Captain Gary Gordijn, Building Security Division/Training Officer  
Day Shift Lieutenant Shawntez Williams  
Lieutenant Barry Sasser, Field Operations Supervisor  
Lieutenant Keith Phinney, ACA Accreditation Manager  
MCO Investigator Miriam Diaz

**Selection of Staff and Offenders:** The associate auditor selected the offenders to be interviewed from an alpha roster of random and identified targeted offenders. Offenders selected included a cross section of offenders representing correctional institution side and work release program. The facility was asked to do a demographic query and provide it to the auditor to ensure a representative sample of offenders racially.

Staff was selected from the facility staffing rosters. A cross section of staff were selected to be interviewed and included day shift security staff, overnight security staff, split shift security staff, general population counselors, administrative support staff, food service and educational support staff.

### **(13) Randomly Selected Staff:**

- 13 Correctional Officer/Security Staff

**(23) Specialized Staff included the following:**

- (1) Previous Interview with the Department of Corrections Commissioner
- (1) Previous Interview with the Agency's Contract Manager's designee
- (1) Previous Interview with the Agency PREA Coordinator
- (1) Previous Interview with the Agency Assistant PREA Coordinator
- (1) Warden
- (1) PREA Coordinator/PREA Compliance Manager
- (1) Assistant Warden
- (1) Deputy Warden of Security
- (1) Representing Human Resource Staff
- (1) Facility Based Investigator
- (2) Unannounced PREA Rounds
- (1) POST IT Instructor
- (1) Intake/Orientation Staff
- (1) Staff Conducting Victim/Aggressor Assessment
- (1) Staff Supervising Segregation
- (1) Registered Nurse
- (1) Chief Counselor
- (1) Chaplain
- (1) Retaliation Monitor
- (1) GED Teacher
- (1) Incident Review Team Member
- (1) Executive Director of Mosaic INC.

**(30) Total Formal Offenders Interviews**

**(55) Total Offenders Interviews**

**Randomly Selected Offenders: 20 Offenders, randomly selected**

**(10) Targeted**

- (1) Hearing Impaired
- (5) Offenders Disclosing Previous History of Sexual Abuse
- (1) Inmate reported sexual harassment
- (1) Transgender
- (1) Gay
- (1) Literacy Challenged

**(25) Offenders informally interviewed during the tour and on-site audit**

The auditors interviewed offenders informally during the site review and at other times during the on-site audit process. The auditor was provided privacy while speaking with the offenders. After explaining the auditor's role, offenders were asked about receiving Zero Tolerance and PREA related information at intake and then if they were advised of their rights during orientation and how they would choose to report sexual abuse and sexual harassment if it happened to them or someone else. Over 90% of the

interviewed offenders affirmed they were told about Zero Tolerance. They indicated they have received PREA Information in all Department of Corrections Facilities. Those who came from another Georgia Prison stated they received PREA information there and watched the PREA video there as well as here. They indicated ways they could report and said they can report it on their tablets by emailing the GDC PREA Unit, call the PREA Hotline number or tell someone.

#### **Gwinnett County Correctional Institution documents and Files Reviewed:**

- Facility Organizational Chart
- Staffing Plan (2)
- Training Rosters (4) Day 1 Annual In-Service Training for 2018/2019 (6)
- PREA Acknowledgement Statements
- NIC Certificates, “Communicating Effectively and Professionally with LGBTI Offenders” (30)
- Volunteer and Contractor Awareness and Education Acknowledgments (20)
- Contractor PREA Acknowledgment Statements (20)
- NIC Certificates documenting “Medical Care for Victims of Sexual Abuse in a Confinement Setting” (12)
- SANE Nurse Procedure Training Log
- NIC Certificates documenting NIC Training, “Investigating Sexual Abuse in a Confinement Setting” (8)
- Inmate PREA Acknowledgment Forms (30)
- Offender Orientation Checklists (30)
- Victim/Aggressor Assessments (30)
- Victim/Aggressor Reassessments (30)
- Verification of Background Checks (100)
- Newly Hired Hiring Packages, including background checks (15)
- Promoted Staff Personnel Packages (10)
- Background Checks for Vendor (10)
- Contractor Background Checks (10)
- Incident Reports (60)
- Grievances (40)

#### **Investigations:**

##### **The following allegations were made during (26) months prior to audit:**

- Allegations of Staff on Inmate Sexual Harassment: (16), (1) Substantiated (1) Unsubstantiated (14) Unfounded
- Allegations of Inmate on Inmate Sexual Harassment: (4), (1) Substantiated (2) Unsubstantiated
- Allegations of Staff on Inmate Sexual Abuse: (4), (1) Unsubstantiated (4) Unfounded
- Allegations of Inmate on Inmate Sexual Abuse: (2), (2) Unsubstantiated
- Unsubstantiated: (6)
- Substantiated: (2)
- Unfounded: (18)

Investigations are discussed in Standard 115.71, Criminal and Administrative Investigation.

**Post Audit Activities:** The auditor communicated with the facility requesting additional information and clarifying issues. There was no need for follow-up Corrective Actions.

## Facility Characteristics

*The auditor's description of the audited facility should include details about the facility type, demographics and size of the inmate, resident or detainee population, numbers and type of staff positions, configuration and layout of the facility, numbers of housing units, description of housing units including any special housing units, a description of programs and services, including food service and recreation. The auditor should describe how these details are relevant to PREA implementation and compliance.*

Gwinnett County Correctional Institution is a minimum to medium security facility with a designated capacity of 512 offenders. Offenders assigned to the facility have predominantly non-violent charges. Offenders housed are either work release (Gwinnett County) or correctional institute (state).

Gwinnett County Correctional Institution is operated by the Gwinnett County Board of Commissioners and is located on seven acres of land at 750 Hi-Hope Road, Lawrenceville, Georgia. It is approximately thirty-five miles east of Atlanta in north central Georgia. The facility was constructed and occupied in September 2002 and has received no major renovations since that time. A lawn mower shop was added in 2005

The facility is enclosed in security fencing and is composed of three buildings, all inside the wire; the Administration Building, Warehouse, and the Lawn Mower Storage/Maintenance Building. The Administration Building contains administrative offices, eight general population housing units, an isolation-segregation unit, essential services and programs.

Gwinnett County Correctional Institution offers programs and services to include food services, medical care, dental care, recreation, multi-denominational religious programs and services, work programs, academic and vocational education, visitation, social and mental health services, library, laundry, commissary, mail and telephone access. Offenders assigned by Gwinnett County (work release program), provide a work force for the local government through an Intergovernmental Agreement between Gwinnett County and the Georgia Department of Corrections. The facility is governed by the Gwinnett County Board of Commissioners. Gwinnett County Correctional Institution complies with policy and procedures of the Georgia Department of Corrections.

The prison facilitates up to 60 off site inmate details daily Monday through Saturday, providing labor for a variety of local government departments and several contract details for multiple nearby jurisdictions.

Outside work details are responsible for litter pick up, grass cutting on city and county roads, keeping local parks clean, construction for local government projects, replacing road signs on county roads, janitorial duties for government buildings, and the upkeep and maintenance of the county's vehicle fleet. Much of the work provided is specialized and highly skilled which allows offenders to learn, develop, and perfect practical skills for use in the job market upon release. Officers assigned to the Field Operations Unit transport offenders to various work sites around the county and supervise their work. Trained civilian employees from other county departments pick up inmate workers and work crews in the morning, supervise them during the day, and return them to the facility at the end of the workday.

Approximately 60-70 offenders are assigned to inside work details such as the laundry, kitchen, barbershop, maintenance, and sanitation. The remaining offenders assigned to general population are placed in programs as part of a comprehensive case plan to address specific criminogenic risk factors. Programs provided to offenders are:

- Re-Entry Skills Building
- Motivation for Change
- Thinking for Change
- Moral Reconciliation Therapy
- GED

Staff of the facility included:

**Administrative and Support Staff**

- Warden
- Deputy Warden of Security
- Deputy Warden of Care and Treatment
- Business Manager
- Administrative Assistants
- Chief Counselor
- Counselors
- Training Lieutenant
- Criminal Investigative Officers
- Contract Medical staff
- Contract Food Service Staff

The facility is a minimum-medium security facility that houses male state offenders, and male/female county offenders. There is presently (1) transgender offender. The facility does not house youthful offenders. Offenders are housed in 8 dormitories housing up to 64 in each dorm, double bunked. Safe beds have been identified in each dorm.

Each dorm has a day room and living area. In the rear of each dorm is a shower and restroom area. Living units are monitored using video surveillance cameras monitored in the control room and via routine security rounds conducted by correctional staff at intermittent and irregular times to avoid noticeable patterns.

An administrative segregation/isolation unit comprised of twenty (20) individual cells. Offenders assigned to the unit are classified to administrative segregation, disciplinary isolation, protective custody, pending release, pending transfer, and offenders returning from court. The unit is manned 24/7 by at least one officer when any of the cells are occupied. If it is determined that an inmate must remain in PC, he will be transferred to the Gwinnett County Detention Center if he is a county inmate or returned to the Department of Corrections if he is a state inmate.

Cameras are placed throughout the facility to supplement staff supervision. In most areas, the cameras are placed with cross coverage of from multiple directions to eliminate blind spots. The facility also utilizes mirrors to provide views of areas not directly covered by cameras. Each living unit is monitored by camera surveillance. Cameras are monitored in the master control room located in front of building and control room located on work release side. The Warden, Captain, Deputy Warden and PREA

Compliance Manager have the ability to monitor cameras from desk tops. The facility also utilizes body cameras for all line staff and line supervisors for all shifts.

The facility has a work release component and offenders assigned to the facility are screened for eligibility by Gwinnet County Courts. Generally, offenders are happy to be in the county prisons and are less prone to major rule violations because they can lose eligibility to be housed in the county prisons. Offenders with serious rule violations often are transferred back to more secure placements.

The facility has eight (8) general population dorms on the corrections side. Each dorm is monitored by cameras in the control room the floor officers assigned to the dormitories. Cameras positioned in the dorms and the hallway areas outside the dorms are monitored from the control room. This provides an extra level of supervision to supplement staff assigned to monitor and manage the living units. The six (6) dorms housing residents assigned to the work release program are monitored by cameras and control room operator.

All living units are outfitted with phones in each dayroom. Audit Notices and PREA posters are visible through out each dorm. Phones are generally turned on each morning after inspection and around the clock except for two (2) hours each morning prior to the daily inspection. Each dorm is also fitted with a kiosk which allows for direct communication to upper level staff and specialized staff. The kiosk in each dorm is supplemented by tablet computers that offenders may check out from a Georgia Department of Corrections. Offenders have access to email family and friends through the kiosk and tablets. All offenders have access to volunteers who conduct religious services on most nights and GED volunteers two nights a week. Offenders may make reports to volunteers, contractors, and staff. Offenders working outside detail can make reports to their work supervisor and others in the community. Offenders have access to phones, regular mail, legal mail, email, attorney's visits, and family visits for those on the inmate's approved visitation list.

There is privacy while showering in all dorms. There are shower curtains to prevent viewing from a distance. Staff and offenders reported that female staff announces their presence prior to entering the back of the dorm and offenders are instructed to leave the shower or given time to cover themselves. Half walls also separate the toilets. Each toilet also has a curtain, which affords inmate privacy.

## **SITE REVIEW**

The auditor was escorted on a complete site review of the entire prison. The escort team consisted of the:

Warden Darrell Johnson  
Deputy Warden Scott Pickens, Support Services Division  
Deputy Warden Donald Dagen, Building Security Division  
Captain Gilbert White, Support Services Division  
Captain Gary Gordijn, Building Security Division/Training Officer  
Lieutenant Audrey Parker, Professional Standards  
Lieutenant Barry Sasser, Field Operations Supervisor  
Lieutenant Keith Phinney, ACA Accreditation Manager  
Lieutenant Jack Ohlin, Day Shift Supervisor  
Lieutenant Audrey Henderson  
Lieutenant Shawntez Williams, Day Shift  
Corporal Leon Hutchinson, Key Control/Morning Shift  
Master Correctional Officer Kevin Howell  
Day Shift Master Correctional Officer James Davis  
Day Shift Shontese Renfroe-Wilson, Job Training Coordinator

The site review included the following areas:

- Armory
- Master Control Room
- Mail Room
- Main Hallway
- A-Dormitory
- B-Dormitory
- C-Dormitory
- D-Dormitory
- E-Dormitory
- G- Dormitory
- F-Dormitory
- H-Dormitory
- Kitchen
- Classification
- Laundry
- Isolation/Segregation
- Library
- Barbershop
- Computer Lab

*The summary should include the number of standards exceeded, number of standards met, and number of standards not met, **along with a list of each of the standards in each category.** If relevant, provide a summarized description of the corrective action plan, including deficiencies observed, recommendations made, actions taken by the agency, relevant timelines, and methods used by the auditor to reassess compliance.*

**Auditor Note:** No standard should be found to be “Not Applicable” or “NA”. A compliance determination must be made for each standard.

**Number of Standards Exceeded: 9**

115.11; 115.17; 115. 21, 115.31; 115.32; 115.33; 115.34; 115.51; 115.64

**Number of Standards Met: 36**

115.12, 115.13, 115.14, 115.15, 115.16, 115.18, 115.22, 115.35, 115.41, 115.42, 115.43, 115.52, 115.53, 115.54, 115.61, 115.62, 115.63, 115.65, 115.66, 115.67, 115.68, 115.71, 115.72, 115.73, 115.76, 115.77, 115.78, 115.81, 115.82, 115.83, 115 86, 115.87; 115.88, 115.89, 115. 401, 115.403

**Number of Standards Not Met: 0**

N/A

**Summary of Corrective Action: No corrective actions required**

## PREVENTION PLANNING

### Standard 115.11: Zero tolerance of sexual abuse and sexual harassment; PREA coordinator

All Yes/No Questions Must Be Answered by The Auditor to Complete the Report

#### 115.11 (a)

- Does the agency have a written policy mandating zero tolerance toward all forms of sexual abuse and sexual harassment?  Yes  No
- Does the written policy outline the agency's approach to preventing, detecting, and responding to sexual abuse and sexual harassment?  Yes  No

#### 115.11 (b)

- Has the agency employed or designated an agency-wide PREA Coordinator?  Yes  No
- Is the PREA Coordinator position in the upper-level of the agency hierarchy?  Yes  No
- Does the PREA Coordinator have sufficient time and authority to develop, implement, and oversee agency efforts to comply with the PREA standards in all of its facilities?  
 Yes  No

#### 115.11 (c)

- If this agency operates more than one facility, has each facility designated a PREA compliance manager? (N/A if agency operates only one facility.)  Yes  No  NA
- Does the PREA compliance manager have sufficient time and authority to coordinate the facility's efforts to comply with the PREA standards? (N/A if agency operates only one facility.)  
 Yes  No  NA

#### Auditor Overall Compliance Determination

- Exceeds Standard** (*Substantially exceeds requirement of standards*)
- Meets Standard** (*Substantial compliance; complies in all material ways with the standard for the relevant review period*)
- Does Not Meet Standard** (*Requires Corrective Action*)

#### Instructions for Overall Compliance Determination Narrative

*The narrative below must include a comprehensive discussion of all the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet the standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.*

This facility houses minimum and medium level offenders through an Intergovernmental Agreement between the Georgia Department of Corrections and the Gwinnett County Board of Commissioners. Although under the auspices of the Gwinnett County Government, the facility, in compliance with the Intergovernmental Agreement, must adopt and comply with the PREA Standards. County facilities also are expected to comply with the policies promulgated by the Georgia Department of Corrections.

The facility, as required by the Georgia Department of Corrections standard operating procedures and the PREA Standards, has a zero-tolerance for any form of sexual activity, sexual abuse, sexual harassment and retaliation for reporting sexual abuse, sexual harassment, or for reporting any staff negligence that may have contributed to sexual abuse or sexual harassment or retaliation. It appeared to this auditor that the Gwinnett County Correctional Institution takes zero-tolerance seriously and that they have created a climate and environment which values prevention, detection, responding and reporting sexual abuse, sexual harassment and retaliation.

The Georgia Department of Corrections has policies mandating a zero-tolerance policy. (SOP 208.06). Gwinnett County Correctional Institution PREA policy 3-5-3 mirrors the Department of Corrections and the comprehensive PREA policy (SOP 208.06), (Facility's policy 3-5-3), Prison Rape Elimination Act-PREA, Sexually Abusive Behavior Prevention and Intervention Program) addresses the agency's comprehensive approach to prevention of sexual abuse and sexual harassment as well as its approach to detection, responding and reporting sexual abuse and sexual harassment. The agency's policy begins with a statement of policy and applicable procedures, followed by extensive sections on Prevention Planning, Responsive Planning, and Reporting with multiple subsections addressing the Department of Corrections Procedures and the PREA Standards. The policy prohibits retaliation for reporting or participating in an investigation and mandates a zero tolerance for retaliation as well.

The Department of Correction's overall approach to implementing and maintaining the PREA Standards and culture of zero tolerance and reporting seems to indicate they have been proactive in instilling a zero-tolerance for all forms of sexual abuse, sexual harassment, and retaliation for reporting or for cooperating with an investigation.

The Georgia Department of Corrections (GDC) has developed the Office of Professional Standards Compliance Unit, with a full time Director overseeing compliance with PREA, American Correctional Association (ACA) Standards, and Americans with Disabilities Act Compliance. In addition, the Director of the Compliance Unit supervises the Policy Administrator and the agency's Auditing Component. The Auditing Component audits GDC facilities for compliance with policies and procedures.

The PREA Unit/Team consists of the Statewide PREA Coordinator. The Statewide PREA Coordinator oversees all PREA related functions and has an Assistant Statewide PREA Coordinator. Additionally, the PREA Unit has a PREA Analyst who collects and analyzes data that is input into the GDC Database, called SCRIBE. The PREA Unit oversees the implementation of the PREA Standards and helps maintain compliance by periodically monitoring facilities and programs, by providing technical assistance, and by providing training and most recently by implementing an investigation review, prior to authorizing an investigation to be closed out.

The Statewide PREA Coordinator is a certified Peace Officer Standards Training (POST) instructor enabling her to provide certified training to staff. The Assistant PREA Coordinator and the PREA

Analysts have recently completed the POST Instructor Training (POST IT) enabling the team to conduct PREA related training enabling officers to receive credit toward their POST training requirements for the year.

The PREA Unit also collects PREA related data from each facility on a monthly basis and reviews Sexual Assault Response Team Investigations (The Sexual Assault Response Team, SART, conducts the initial facility-based investigations).

The Statewide PREA Coordinator reports to the Deputy Director of Compliance however she has unimpeded access to the Commissioner of the Georgia Department of Corrections with issues related to PREA. This relationship is also depicted on the Agency's Organizational Chart. A recent interview with the Commissioner of the Georgia Department of Corrections confirmed his support for PREA, the PREA Coordinator and Compliance Director. The Commissioner receives message notifications of all sexual assaults in his facilities.

The agency has a Statewide Americans with Disabilities Act/Limited English Proficiency Coordinator who serves as a resource person for accessing interpretive services for disabled or limited English proficient detainees and offenders. The Statewide Coordinator has required each facility to designate an ADA Coordinator in each facility. This is relevant to PREA in that when any issue arises regarding the need for any kind of interpretive services, the facility ADA Coordinator and PREA Compliance Manager have access to the Statewide Coordinator who can expedite interpretive services beyond those offered by Language Line, and these services, provided through multiple statewide contracts, include telephone, video, and on-site interpretive services. For example, on a previous audit, the auditor needed to interview a deaf inmate to determine his awareness and knowledge of PREA including zero tolerance, his rights related to sexual assault, sexual harassment and retaliation. One call to the Statewide ADA Coordinator resulted in access to an interpreter, who used American Sign Language via video. The ADA Coordinator has provided access to multiple statewide contracts for interpretive services for hearing impaired, visually impaired, or limited English proficient.

The agency has identified sanctions for staff, contractor, or offenders for violating any agency sexual abuse or sexual harassment policy and the presumptive sanction for employees is dismissal/termination and banning contractors and volunteers from further contact with offenders and the facility, until the conclusion of an investigation. The ban is statewide, preventing the contractor or volunteer from entering any Department of Corrections facility until an investigation is completed.

GDC Policy requires that each Warden/Superintendent designate an upper-level staff with the authority and responsibility for implementing and maintaining compliance with the PREA Standards and who has sufficient time to perform his PREA related duties. The Warden of the Gwinnett County Correctional Facility has designated a Lieutenant (Support Services Division) to perform the duties of the PREA Coordinator and PREA Compliance Manager. The Warden very much seems to value PREA and the PREA Standards and sexual safety in his facility. An interview with the PREA Coordinator indicated he fully understands the PREA Standards and Sub-Standards and has worked hard to implement the standards and to maintain compliance with them. He also indicated he has access to the Warden and the access is unimpeded.

Zero Tolerance is referenced in multiple Gwinnett County Correctional Institution Statements for staff, offenders, contractors and volunteer, on issued PREA brochures, in the PREA Video, and continuously through multiple PREA related posters that were observed in virtually every area of this facility, including disciplinary segregation.

Offenders are provided PREA related information in every Georgia Department of Corrections facility. This has been confirmed through multiple interviews with offenders throughout the state. Interviews

with 26 offenders indicated that they receive PREA information “off the bus” when they arrive at the facility and during the intake process. Offenders stated they receive information about zero-tolerance and how to report allegations of sexual abuse and sexual harassment. They also indicated they are informed about their rights to be free from sexual abuse and sexual harassment and to be free from retaliation for reporting and that they received that information either the first day or next. They also indicated this information has been given to them in virtually every facility they have ever been in.

100% of the interviewed staff acknowledged they understand the agency has a zero-tolerance toward all forms of sexual abuse and sexual harassment and retaliation for reporting.

**Georgia Department of Corrections/Gwinnett County Correctional Institution documents**

**Reviewed:** Georgia Department of Corrections (GDC) Policy 208.6, Prison Rape Elimination Act-PREA, Sexually Abusive Behavior Prevention and Intervention Program; Georgia Department of Corrections Organizational Chart; Statewide PREA Structure (Organizational Chart depicting lines of authority and responsibility for the PREA Unit); Gwinnett County Correctional Institution PREA Policy 3-5.3; Facility Organizational Chart; Previously reviewed Department of Corrections Job Description Statewide PREA Coordinator; Prison Staffing Plan; PREA Brochures for Offenders and for Staff; Training Rosters Georgia Department of Corrections documenting 2018-19 Day 1 Annual In-Service Training and Specialized Training Georgia Department of Corrections documenting staff completing the NIC Course entitled: Communicating Effectively and Professionally with LGBTI Offenders. Zero Tolerance Posters located throughout the facility

**Interviews:** GDC Commissioner; Agent PREA Coordinator-Previous interview, Agency Assistant Coordinator-Previous Interview, Warden Gwinnett County Correctional Institution, PREA Coordinator/Compliance Manger; Deputy Warden of Security; (12) Randomly Selected Staff; Twenty-Three (23) Specialized Staff, Nineteen (19) Randomly Selected Offenders; Nineteen (07) Targeted Offenders, (15) Offenders Informally Interviewed.

**Other:** Observed PREA related posters throughout the facility; phones with PREA Hotline dialing instructions were observed in all living units; Kiosks in each dorm

**Policy Review:** Facility’s policy 3-5-3, Prison Rape Elimination Act-PREA, Sexually Abusive Behavior Prevention and Intervention Program, is a comprehensive PREA Policy that not only details the agency’s approach to prevention, detection, reporting and responding to allegations of sexual abuse and sexual harassment but also integrates this information in a manner that flows logically and is easily understood. The policy affirms that the Department will not tolerate any form of sexual abuse or sexual harassment of any offender. Policy also states that the Department has a zero tolerance for all forms of sexual abuse, sexual harassment and sexual activity among offenders. It further indicates the purpose of the policy is to strengthen the Department’s efforts to prevent occurrences of this nature by implementing key provisions of the PREA Standards to help prevent, detect and respond to sexual abuse in confinement facilities. The PREA Policy addresses the agency’s approach to preventing, detecting, responding and reporting sexual abuse and sexual harassment.

It appears that the Georgia Department of Corrections and the Gwinnett County Correctional Institution administration and staff take sexual safety seriously. This is based on a number of factors. An interview with the Department of Corrections Commissioner indicated he believes he has put together a team (the Director of Compliance and the PREA Unit, led by the Statewide PREA Coordinator, who has effectively implemented PREA. He affirmed his support for PREA and the efforts of the PREA Unit. During the interview, he showed the auditor how he is notified of every sexual assault in the state via phone message and that he also receives follow-up on those via phone message as well.

The GDC appointed a Director of the Office of Professional Standards Compliance Unit, who is ultimately responsible for the Department's compliance with the PREA Standards, the Americans with Disabilities Act and the American Correctional Association Standards. This staff person was previously the agency's PREA Coordinator and is a Certified PREA Auditor. She also supervises the agency's audit team consisting of a Statewide Senior Auditor and 8 security auditors and three physical plant auditors. Additionally, the facility must comply with the ACA Standards and has a staff dedicated to overseeing the implementation of the ACA Standards in the facility.

Additionally, the Department has appointed a Statewide PREA Coordinator and an Assistant Agency Statewide PREA Coordinator with sufficient time and authority to develop, implement, and oversee the Department's efforts to comply with the PREA Standards in the Georgia Department of Corrections (GDC) facilities.

The Statewide PREA Coordinator has responsibility for the entire state. Both the PREA Coordinator and Assistant PREA Coordinator are experienced in adult corrections. They are heavily involved in training staff; whether it is training for the PREA Compliance Managers, Sexual Assault Response Team (SART) Members, or staff first responders to mention a few. PREA Compliance Manager training and SART training is held consistently at least twice a year. The PREA Coordinator, Assistant PREA Coordinator and the PREA Analyst have completed the Peace Officer Standards Training Instructor Training, referred to as POST IT. These staff has met requirements to instruct corrections staff, and especially Peace Officer Standards Certified Correctional Staff, enabling them to receive credit toward their ongoing certification and recertification requirements. The Peace Officer Standards Training and certification process are independent of corrections and law enforcement agencies and promulgates the standards for certification for all types of law enforcement and corrections agencies.

The reviewed Statewide PREA Structure, as depicted on the Agency's Organizational Chart, Georgia Department of Corrections documented that the Statewide PREA Coordinator reports now to the Compliance Unit's Deputy Director. Interviews confirmed she has direct access to the Commissioner of the Department with regard to any PREA issues if needed. A recent interview with the GDC Commissioner confirmed he is very familiar with the Director of Compliance and the Statewide PREA Coordinator. He asserted his confidence in them and the work they do and assured the auditor of his full and complete support. An interview with the PREA Coordinator indicated that the Director of Facilities is also actively supporting the PREA Coordinator and PREA in all facilities.

The PREA Coordinator is an exceptionally knowledgeable staff. She is not just knowledgeable of PREA, but also is experienced working in adult facilities prior to her appointment. She has been responsible for ensuring that the prisons and facilities comply with the PREA Standards and that they maintain compliance. To that end she and the Assistant PREA Coordinator serve as resource staff for the Department of Corrections facilities and programs. Too, she is a Peace Officer Standards Training Certified Trainer and provides training related to PREA and PREA topics, for which the staff get credit by virtue of having a POST Certified Instructor presenting.

The PREA Unit, realizing the quality of the Facility-Based investigations needed to be monitored, has implemented a computer-based program to enable the PREA Coordinator, Assistant PREA Coordinator and PREA Analyst to monitor investigations. This enables them to review the investigation and to require additional action, including instructing the facility-based investigators to look at other areas if warranted, prior to closure, for the investigation to be approved by the PREA Unit. This provides a quality assurance component to evaluate investigations. Plans, according to the PREA Coordinator, are underway for the PREA Coordinator, Assistant PREA Coordinator and PREA Analyst to use video to go into each facility to review, with them, their investigations.

The Assistant PREA Coordinator is also experienced in corrections, having worked in both the state and private sector. He is knowledgeable of PREA and provides technical assistance when needed to the GDC Facilities. A previous interview with the PREA Coordinator and the Assistant Statewide PREA Coordinator confirmed that they have sufficient time to perform their PREA related duties.

The PREA Unit is heavily involved as well in capturing data for planning, corrective action and other purposes. To that end, the agency and PREA Unit has a PREA Analyst assigned to the PREA Unit. His job, among other things, is to collect and analyze the data that is submitted to the PREA Unit on a monthly basis, by each facility. In working with the PREA Auditor, the PREA Analyst assists by retrieving information on all calls to the PREA Hotline from each facility prior to the on-site audit. He also assists the auditor by securing from the Georgia Department of Corrections Technical Section, rosters of disabled offenders, identifying the inmate and his/her disability, enabling the auditor to select disabled offenders to interview during on-site visits. He also provides a report of offenders or probationers who identify as LGBTI and who have reported prior victimization. He keeps statistics for each facility and cumulatively for the agency. These statistics are used by the Department to analyze issues related to PREA and are used to compile the Agency's Annual Report. The analyst also has a system that populates information from reports onto the SSV Form. He also provides a check and balance in collecting accurate information about sexual assault. Facilities are required to report allegations to the PREA Unit.

The agency has a designated staff responsible for coordinating activities related to compliance with the American Disabilities Act. She has asked each facility to designate a facility-based ADA Coordinator, and has arranged for the GDC to utilize multiple statewide contracts for offenders with disabilities. These contracts provide for interpretive services via phone, video, and in person. This state level position, ADA Coordinator, also under the umbrella of the Office of Professional Standards, Compliance section, has been actively involved in scheduling all Georgia Department of Corrections staff for ADA training. The ADA Director has also assisted facilities in securing interpretive services when needed. On one specific occasion at another facility she expedited, for the auditor, the interview of a deaf inmate by arranging within minutes, a video interview with an interpreter who used American Sign Language.

The PREA Unit has reached out to nationally recognized organizations to assist in implementing PREA. These included Just Detention International and the Moss Group. They contracted with Just Detention in the past to assist in implementing PREA and are now under contract with the Moss Group to help the Department assist in developing the agency's Transgender Policy. The DRAFT Policy has been completed and is being reviewed.

The Moss Group is also working with the Department to assess and recommend additional female programming (gender specific programming).

The Moss Group has provided Train the Trainer Classes to train trainers to go back into the facilities to train selected staff to serve as victim advocates. The Statewide PREA Coordinator and Assistant Statewide PREA Coordinator have been trained by the Moss Group to conduct this training.

The Agency PREA Coordinator, Assistant PREA Coordinator and PREA Analyst all completed the POST IT (Peace Officers Standards Training Certified Instructor Training) enabling them to develop curricula for PREA related classes. The PREA Coordinator has provided training for staff to become qualified as on-site staff advocates.

The Warden/Superintendent at each institution is charged with ensuring that all aspects of the agency's PREA Policy are implemented.

Wardens/Superintendents are also required to assign an Institutional PREA Compliance Manager, who also has sufficient time and authority to develop, implement and oversee the facility efforts to comply with the PREA Standards. An interview with the PREA Coordinator/PREA Compliance Manager, who is a Lieutenant, indicated he makes time to perform all his PREA related responsibilities. He also indicated that he has the complete support of the Warden and he has given him the authority and responsibility for implementing the standards and for maintaining compliance with them.

The agency appears to be proactive in working towards preventing, detecting, responding and reporting PREA incidents. This was described by the PREA Coordinator and included the fact that they have been working with Just Detention International on a variety of initiatives and projects. The agency, in the past, provided Georgia Department of Corrections documentation of their JDI PREA Demonstration Grant, including the Final Close-Out Report dated March 2, 2018. The grant included nine (9) GDC project pilot facilities. The initiatives included: 1) Promote broad-based culture shift within GDC through new staff training programs that comply with the PREA Standards and address each employee's role in preventing and responding to sexual abuse. This included assessing the cultures in the pilot facilities and then developing and providing training. 2) Develop a trauma-informed response to sexual assault; ensuring incarcerated survivors have access to the same quality of care that is available in the community. During this part of the project the JDI worked with the Georgia Network to End Sexual Assault (GNESA) in providing training to staff in providing trauma-informed response to offenders reporting sexual abuse, in building partnerships with community-based rape crisis centers and to provide training to the facility-based sexual assault response team members, ensuring a coordinated response to offenders reporting sexual abuse. This goal included objectives related to more training for staff and SARTs as well as securing written MOUs with rape crisis centers. 3) Develop PREA inmate education programs that address the needs of offenders with GDC's facilities. This included an assessment of existing inmate education curricula and materials, identifying inmate education delivery methods best suited for each of GDC's facility types and revising or developing new inmate education curricula and materials tailored to the needs of each facility type, and establishing a plan for delivering that education to new offenders and on an ongoing basis. 4) Enhance GDC's procedures regarding PREA standards and audit compliance.

Zero Tolerance appears to have been reinforced in the GDC prisons, Probation Detention Centers, Transitional Centers and contracted County Prisons, this auditor has audited. This observation is made based on the fact that offenders consistently tell the auditor they have received this information in every facility they have been in and most have been transferred multiple times throughout the years. Offenders frequently tell the auditor they have seen the PREA Video multiple times in multiple GDC facilities.

Zero Tolerance is also reflected in multiple Gwinnett County Correctional Institution documents, including PREA Acknowledgment Statements for staff, contractors, volunteers and offenders. Posters were observed in every area of the building, and in every living unit.

Offenders, staff, contractors and volunteers are trained in the zero-tolerance policy. They acknowledge that in signed PREA Acknowledgment Statements. The auditor reviewed Training Rosters documenting completion of Day 1, Annual In-Service Training that includes PREA Training. Acknowledgement Statements for Employees and Unsupervised Contractors and Volunteers affirms that they have received training on the Agency's Zero Tolerance Policy on Sexual Abuse and Sexual Harassment and that they have read the Gwinnett County Correctional Institution Standard Operating Procedure 3-5-3, Sexually Abusive Behavior Prevention and Intervention Program. They also acknowledge that violation of the policy will result in disciplinary action, including termination or being banned from entering any correctional institution.

The auditor reviewed over 20 PREA Acknowledgment Statements for employees and contractors that were in personnel files selected for review. These affirm zero tolerance. Reviewed Training Rosters and interviews with staff indicated staff is trained in PREA.

Gwinnett County Correctional Institution requires staff to complete the NIC on-line training, Communicating Effectively and Professionally with LGBTI Offenders. The auditor reviewed 20 Certificates documenting that training NIC training.

The agency appears to value training to assist in the agency's prevention efforts. The facility plans and provides additional training for Sexual Assault Response Team Members, as well as ongoing training for PREA Compliance Managers. Sexual Assault Team Members (SART) attend training at least semi-annually. This training was documented in training rosters (previously provided and reviewed) and through interviews with SART members, the PREA Coordinator and Assistant PREA Coordinator. Designated staff has completed the NIC on-line Specialized Training for Investigating Sexual Abuse in Confinement Settings, in addition to the specialized training for their respective fields; i.e., Medical and Mental Health. Healthcare staff has attended training in Nursing Protocols and complete the NIC Training entitled, Medical Care for Victims of Sexual Abuse in a Confinement Setting. A qualified staff in most or all the GDC/contracted facilities is trained to serve as an advocate for victims of sexual abuse and advocates are generally a part of the Sexual Assault Response Team.

The facility appears to value the PREA Standards and appears to have instilled a climate and culture of zero-tolerance.

Offenders are provided PREA related information upon admission to the facility during the intake process. During Intake and according to staff, offenders are provided information about zero tolerance and are provided the PREA Brochure. During orientation, PREA Education is provided. Orientation is consistently documented the same day as admission.

Staff sign PREA Acknowledgment Statements acknowledging zero-tolerance. Multiple statements were reviewed in personnel files and during the background check review process. These statements also explain the potential consequences for violating the agency's sexual abuse or sexual harassment policies.

Zero Tolerance posters were observed throughout this facility in areas accessible to offenders, staff, contractors, and visitors.

**Interviews:** Interviews with the Commissioner and facility Warden confirmed both are very knowledgeable of PREA. The PREA Coordinator/PREA Compliance Manager is knowledgeable of PREA. He easily articulated his efforts and the facility's efforts to prevent, detect; report and respond to allegations of sexual abuse and sexual harassment. He does have unimpeded access to the Warden.

One-hundred percent (100%) of the interviewed random staff and specialized staff were aware of the zero-tolerance policy and agency's zero tolerance for any form of sexual abuse, sexual assault, sexual harassment or retaliation. They indicated they are trained and required to report all allegations of sexual abuse or sexual harassment including suspicions and staff actions that may have contributed to an incident or allegation.

Thirty interviewed offenders were aware the facility has a zero-tolerance for sexual abuse, sexual harassment and retaliation. They consistently reported they received information about zero-tolerance and how to report on arrival, "off the bus" and later during orientation. They also indicated they have received this information in every facility they have been housed in in Georgia.

Allegations and reports, regardless of the source, are required to be documented and investigated. Staff stated they would report the allegation immediately to their immediate supervisor and follow up with a written statement prior to the end of their shift. They said they would report “everything” regardless of how they received the information or regardless of whether it involved a staff, inmate, contractor or visitor.

Interviewed staff affirmed that they have been trained in each of the topics required by the PREA Standards and that those topics were covered in Pre-Service Training and each year in annual in-service training. Staff is also required by the PREA Unit to complete the National Institute of Corrections on-line training entitled: “Communicating Effectively and Professionally with LGBTI Offenders”. Interviews confirmed that each of the interviewed staff completed that training as well.

Offenders, staff, contractors and volunteers are trained in the zero-tolerance policy. This was confirmed through reviewed acknowledgment statements, reviewed training rosters, certificates of training and interviews with them. All formally interviewed offenders as well as informally interviewed offenders, during the site review, were aware the facility and GDC has a zero tolerance for all forms of sexual activity and how to report. Most of the informally interviewed offenders acknowledged they received information on admission and that they viewed the PREA Video. They also indicated they have received that information in every facility they have been assigned to. They also pointed out that the information is available all over the facility through posters.

The agency has provided offenders with multiple ways to report as well as the tools to make those reports. These included phones with dialing instructions and Kiosks in each dorm. On the Kiosks, offenders can email family and send requests to staff.

**Other:** Zero Tolerance is reflected in multiple Gwinnett County Correctional Institution documents, including PREA Acknowledgment Statements for staff, contractors, volunteers and offenders. Posters were observed in every building, every living unit and throughout the facility. PREA Brochures informed offenders about zero-tolerance, how to report and how to avoid sexual abuse.

Offenders at this facility have access to a KIOSK in each dorm from which they can email family and anyone else on their approved list.

Staff and offenders are aware of the zero-tolerance policy and of the agency’s approach to preventing, detecting, responding and reporting all suspicions, allegations, knowledge, or reports of sexual abuse, sexual harassment or retaliation.

## Standard 115.12: Contracting with other entities for the confinement of inmates

### All Yes/No Questions Must Be Answered by the Auditor to Complete the Report

#### 115.12 (a)

- If this agency is public and it contracts for the confinement of its inmates with private agencies or other entities including other government agencies, has the agency included the entity’s obligation to comply with the PREA standards in any new contract or contract renewal signed on or after August 20, 2012? (N/A if the agency does not contract with private agencies or other entities for the confinement of inmates.)  Yes  No  NA

#### 115.12 (b)

- Does any new contract or contract renewal signed on or after August 20, 2012 provide for agency contract monitoring to ensure that the contractor is complying with the PREA standards? (N/A if the agency does not contract with private agencies or other entities for the confinement of inmates OR the response to 115.12(a)-1 is "NO".)  Yes  No  NA

### Auditor Overall Compliance Determination

- Exceeds Standard** (*Substantially exceeds requirement of standards*)
- Meets Standard** (*Substantial compliance; complies in all material ways with the standard for the relevant review period*)
- Does Not Meet Standard** (*Requires Corrective Action*)

### Instructions for Overall Compliance Determination Narrative

*The narrative below must include a comprehensive discussion of all the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet the standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.*

This facility does not contract for the housing of inmates but rather, houses offenders sentenced to the Georgia Department of Corrections through an intergovernmental agreement between the Georgia Department of Corrections and the Gwinnett County Board of Commissioners. The Intergovernmental Agreement requires the Facility to adopt and comply with the PREA Standards. This was confirmed through reviewing the intergovernmental agreement. Paragraph 8 of the Intergovernmental Agreement required the facility to adopt and comply with the PREA Standards.

#### **Policy and Georgia Department of Corrections/Gwinnett County Correctional Institution**

**document Review:** Georgia Department of Corrections Policy, 208.6, (Facility's policy 3-5-3), Prison Rape Elimination Act, Sexually Abusive Behavior, Prevention and Intervention Program, A. Prevention Planning, Paragraph 2; Gwinnett County Corrections PREA Policy 3-5-3; GDC Intergovernmental Agreement with the Gwinnett County Commission; Two (2) Agency Contracts (Previously Reviewed); Reviewed Intergovernmental Agreement County Capacity, July 2018 (for the confinement of offenders); Pre-Audit Questionnaire.

**Interviews:** Commissioner of the Georgia Department of Corrections; PREA Coordinator (Agency Director Designee) prior interview; Assistant PREA Coordinator previous interview, PREA Compliance Manager; Warden; Previous interview with Contracts Manager's Designee.

#### **Discussion of Policy and Georgia Department of Corrections/Gwinnett County Correctional**

**Institution documents Reviewed:** Georgia Department of Corrections Policy, 208.6, (Facility's policy 3-5-3), Prison Rape Elimination Act, Sexually Abusive Behavior, Prevention and Intervention Program, A. Prevention Planning, Paragraph 2, requires the Department to ensure that contracts for the confinement of its offenders with private agencies or other entities, including governmental agencies, includes in any new contract or contract renewal the entity's obligation to adopt and comply with the

Any new contract or contract renewal shall provide for Department contract monitoring to ensure that the contractor is complying with the PREA Standards.

The reviewed intergovernmental agreement between the Georgia Department of Corrections and the Gwinnett County Board of County Commissioners contained language requiring the facility to adopt and comply with the PREA Standards and to cooperate with Department in any audit, inspection or investigation by Departmental or other entities relating to the County's compliance with PREA. The auditor previously reviewed contracts for housing offenders at the Harris County Prison, Coweta County Prison, Carroll County Prison, and the Columbus Consolidated Government.

An example of the language in the Intergovernmental agreement between the Georgia Department of Corrections and the Columbus Consolidated Government for the confinement of offenders includes the following language in Paragraph 8, Prison Rape Elimination Act, that states, "County agrees it will adopt and comply with 28 CFR 115, entitled Prison Rape Elimination Act (PREA) as required in 28 CFR 155-12. The Columbus Consolidated Government also agrees to cooperate with Department (GDC) in any audit, inspection, or investigation by Department or other entity relating to County's compliance with PREA. It also agrees the Department will monitor the County's compliance with PREA and shall have the right to inspect any Georgia Department of Corrections documents or records relating to such audit, inspection, or investigation and County will provide such Georgia Department of Corrections documents or records at Department's request. Counties acknowledge that failure to comply with PREA is a material breach of this Agreement and is a cause for termination of this Agreement."

Gwinnett County Correctional Institution does contract for the confinement of offenders. This was confirmed through interviews with the Statewide PREA Coordinator (previous interview), Warden, PREA Coordinator/PREA Compliance Manager, and the reviewed Pre-Audit Questionnaire.

The Agency PREA Coordinator previously provided the auditor two additional contracts the agency promulgated for the confinement of offenders by a county prison and a private vendor. Both contracts contained requirements for the contractor to comply with PREA and to acknowledge that the Georgia GDC has the right to monitor for compliance.

The auditor has reviewed contracts (known as intergovernmental agreements) for 5-6 county prisons. The agreements are between the Georgia Department of Corrections and the Governmental Entity responsible for operation of the county prison. Each of the reviewed contracts contained the same verbiage requiring the County adopt the PREA Standards and comply with them. They also acknowledged that the Department will monitor the facilities for compliance.

Discussion of Interviews: The Commissioner informed the auditor that GDC does not have any union employees and he is not involved in any form of collective bargaining. He asserted he can remove from contact, any staff, alleged to have violated an agency sexual abuse or sexual harassment policy.

## **Standard 115.13: Supervision and monitoring**

### **All Yes/No Questions Must Be Answered by the Auditor to Complete the Report**

#### **115.13 (a)**

- Does the agency ensure that each facility has developed a staffing plan that provides for adequate levels of staffing and, where applicable, video monitoring, to protect inmates against sexual abuse?  Yes  No

- Does the agency ensure that each facility has documented a staffing plan that provides for adequate levels of staffing and, where applicable, video monitoring, to protect inmates against sexual abuse?  Yes  No
- Does the agency ensure that each facility's staffing plan takes into consideration the generally accepted detention and correctional practices in calculating adequate staffing levels and determining the need for video monitoring?  Yes  No
- Does the agency ensure that each facility's staffing plan takes into consideration any judicial findings of inadequacy in calculating adequate staffing levels and determining the need for video monitoring?  Yes  No
- Does the agency ensure that each facility's staffing plan takes into consideration any findings of inadequacy from Federal investigative agencies in calculating adequate staffing levels and determining the need for video monitoring?  Yes  No
- Does the agency ensure that each facility's staffing plan takes into consideration any findings of inadequacy from internal or external oversight bodies in calculating adequate staffing levels and determining the need for video monitoring?  Yes  No
- Does the agency ensure that each facility's staffing plan takes into consideration all components of the facility's physical plant (including "blind-spots" or areas where staff or inmates may be isolated) in calculating adequate staffing levels and determining the need for video monitoring?  Yes  No
- Does the agency ensure that each facility's staffing plan takes into consideration the composition of the inmate population in calculating adequate staffing levels and determining the need for video monitoring?  Yes  No
- Does the agency ensure that each facility's staffing plan takes into consideration the number and placement of supervisory staff in calculating adequate staffing levels and determining the need for video monitoring?  Yes  No
- Does the agency ensure that each facility's staffing plan takes into consideration the institution programs occurring on a particular shift in calculating adequate staffing levels and determining the need for video monitoring?  Yes  No  NA
- Does the agency ensure that each facility's staffing plan takes into consideration any applicable State or local laws, regulations, or standards in calculating adequate staffing levels and determining the need for video monitoring?  Yes  No
- Does the agency ensure that each facility's staffing plan takes into consideration the prevalence of substantiated and unsubstantiated incidents of sexual abuse in calculating adequate staffing levels and determining the need for video monitoring?  Yes  No
- Does the agency ensure that each facility's staffing plan takes into consideration any other relevant factors in calculating adequate staffing levels and determining the need for video monitoring?  Yes  No

### 115.13 (b)

- In circumstances where the staffing plan is not complied with, does the facility document and justify all deviations from the plan? (N/A if no deviations from staffing plan.)  
 Yes  No  NA

### 115.13 (c)

- In the past 12 months, has the facility, assessed, determined, and documented whether adjustments are needed to: The staffing plan established pursuant to paragraph (a) of this section?  Yes  No
- In the past 12 months, has the facility, in consultation with the agency PREA Coordinator, assessed, determined, and documented whether adjustments are needed to: The facility's deployment of video monitoring systems and other monitoring technologies?  Yes  No
- In the past 12 months, has the facility, assessed, determined, and documented whether adjustments are needed to: The resources the facility has available to commit to ensure adherence to the staffing plan?  Yes  No

### 115.13 (d)

- Has the facility/agency implemented a policy and practice of having intermediate-level or higher-level supervisors conduct and document unannounced rounds to identify and deter staff sexual abuse and sexual harassment?  Yes  No
- Is this policy and practice implemented for night shifts as well as day shifts?  Yes  No
- Does the facility/agency have a policy prohibiting staff from alerting other staff members that these supervisory rounds are occurring, unless such announcement is related to the legitimate operational functions of the facility?  Yes  No

### Auditor Overall Compliance Determination

- Exceeds Standard** (*Substantially exceeds requirement of standards*)
- Meets Standard** (*Substantial compliance; complies in all material ways with the standard for the relevant review period*)
- Does Not Meet Standard** (*Requires Corrective Action*)

### Instructions for Overall Compliance Determination Narrative

*The narrative below must include a comprehensive discussion of all the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet the standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.*

The Gwinnett County Correction Institution policy requires the facility develop and document a staffing plan that provides for adequate levels of staffing and, where applicable, video monitoring, to protect offenders against sexual abuse.

This facility has developed a thoughtful and comprehensive analysis of their facility operations and consideration of the population being housed at the facility. In developing that staffing plan, the staff also considered national standards for staffing. The staffing plan development process and plan is addressed in a 10-page Gwinnett County Correction Institution document that considers each of the elements that are required by Georgia Department of Corrections Policy and the PREA Standards.

The mission of the program is to protect the public by managing a safe and secure environment for offenders while utilizing the offenders to perform work benefiting the citizens of Gwinnett County Georgia while helping offenders develop good work habits and make positive changes in their lives. Considerations included the following:

1. National Standards: The facility considered the Bureau of Justice Statistics' Census of State and Federal Correctional Facilities that identified national ratios of officers to offenders.
2. Findings of Inadequacy: The facility has not had any findings of inadequacy by any Federal Investigative Agencies or from any external oversight bodies.
3. Physical Layout of the Facility: In developing the plan staff considers any blind spots identified. Video cameras requested since last PREA Audit equal 359. Upgrades are still in progress. Mirrors are strategically placed in areas to supplement camera coverage and enhance staff supervision.

#### Gwinnett County Correctional Institution

		Maximum Capacity	Current Population	Assigned Staff	Cameras
Correctional Institute Inmate Side	A Dormitory	64	0	0 Staff assigned Dorm Unoccupied	6
	B Dormitory	64	0	0 Staff assigned Dorm Unoccupied	6
	C Dormitory	64	55	1 Staff assigned at all times	6
	D Dormitory	64	59	1 Staff assigned at all times	6
	E Dormitory	64	58	1 Staff assigned at all times	6
	F Dormitory	64	55	1 Staff assigned at all times	6
	G Dormitory	64	0	0 Staff assigned Dorm Unoccupied	6

	H Dormitory	64	54	1 Staff assigned at all times	6
Combined Unit for Correctional and Work Release	Maximum Security Dormitory	20 1 person cells	12	1 Staff assigned at all times	24 1 in each cell and 4 outside cells
Diversion Center Work Release Side	I Dormitory (Female Residents)	48	12	2 Staff assigned to provide electronic monitoring and random roving patrols	12
	J Dormitory	48	46		12
	K Dormitory	48	37		12
	L Dormitory	48	46		12
	M Dormitory	48	47		12
	N Dormitory	48	0		12

The current contract with the Georgia Department of Corrections is to house up to 222 state sentenced offenders. These numbers fluctuate between 200 and 222 on any given day.

Staffing currently consists of 89 certified security positions with eight (8) vacancies. The certified positions include the following:

- (1) Warden
- (2) Deputy Wardens
- (6) Lieutenants
- (9) Sergeants
- (9) Corporals
- (56) Correctional Officers

Offenders are housed in eight (8) dorms and one (1) segregation unit with 20 single occupancy cells.

Within the facility there are eight (8) open bay dorms each with a common dayroom. Dorms are constructed and configured the same. Each side of rear or the dorm has a separate toilet with three (3) stalls, separated with half walls for toileting and one side has an adjoining group shower area. A half wall and shower curtain is used to restrict viewing. From the front of the dorm, offenders cannot be viewed naked in full view of staff or other offenders. If one goes to the rear of the dorm offenders could potentially be viewed in the shower if shower curtain is not closed. Each dorm houses up to 64 offenders in bunked beds. Each dorm has PREA Phones and a Kiosk for emailing staff and family. Each dorm has multiple PREA related posters. Each dorm has a minimum of six cameras.

A master control room is located in front of building with cameras enabling the control room officer to view the entire facility. A separate control room allows for camera coverage on the county work release side.

An officer is assigned to the control room with typically 1-2 floor officers who make rounds to prevent, detect and respond to any allegations or knowledge of sexual abuse or any other safety issue.

The six units in the adjacent facility utilized for work re-entry offenders who are on work release status. This dorm has 48 beds and has a toilet and shower area in the center of the dorm enclosed by walls with views obstructed by curtains. This area is supervised one officer in a control booth who makes intermittent rounds in the dorm.

One officer is assigned to supervise segregation. This unit is single cell with toilet inside cell. A single man secure shower is utilized.

The facility has one gender specific posts that operates three (3) hours daily. This is the detail sign in post where offenders are required to submit to a strip search prior to entering the facility. Three (3) to Five (5) officers operate in this area five (5) days per week.

The facility utilizes camera coverage to supplement and augment staff coverage and to deter sexual activity. The facility has two (2) camera systems with approximately 236/319 cameras. Corrections side has 6 cameras per dorm, the work release side has 10 cameras per dorm and the segregation unit has 1 camera in each cell. Segregation cell cameras have a privacy filter on toilet view. Each dorm has a minimum of one (1) fixed position camera and the segregation unit has two (2) fixed position cameras placed at both ends of the hall facing down the corridor showing entrances to the cells and the unit office. The remaining cameras cover the main hallways, medical, food service, laundry, common areas and perimeter fence lines. Monitors are in each facility control room and the Shift OIC Offices.

This facility facilitates up to 60 off site inmate work details daily Monday through Saturday. During the hours of 0700 to 1700 staff reported an average of 190 offenders are signed out to certified correctional officers from the agency and approximately five (5) other agencies to perform work details throughout the county and surrounding counties.

The staffing plan addresses programs. These include Day Watch that facilitates programs on most weekdays in the main classroom. Night Watch facilitates a GED Program two (2) nights a week and one (1) off site class at the local college. Gwinnett Technical College provides a class one day a week for about three hours. Religious activities are also conducted each Sunday afternoon. Recreational activities are provided in the summer for two (2) hours on the main yard and in the gym during winter months.

The plan considers the population of the facility. The facility houses an adult male population of felony and other offenders who range from minimum to close security levels with an average of three (3) years remaining on their sentences.

The plan also considers substantiated allegations of sexual abuse. The plan Gwinnett County Correction Institution documents that between 2015 and 2018 there was sixteen (16) substantiated case of sexual abuse and sixteen (16) unsubstantiated cases and (61) Unfounded allegations.

Facility administration indicates the staffing level at the facility provides adequate supervision. One staff supplemented by cameras supervises 6 dorms on the work release side. This staffing plan does not require direct supervision of work release offenders. Staffing for corrections dorms require the placement of one officer per dorm.

The facility has identified ten (10) priority one posts (posts that must be manned 24/7). These include:

- Shift Supervisor/OIC

- Segregated Housing
- Lobby
- Control Room
- Work Release control room
- Correctional Dorms

There are four (4) priority two posts that require a certified correctional officer who is not assigned to a priority one post. These are:

- Visitation
- Transportation
- Recreation/Programs
- Food services

The facility does not deviate from staffing the priority one posts. In the event of staff shortages, Corrections Lieutenants/Duty Officers have the authority to hold over security staff from the previous shift, call in staff from other shifts, and/or call in staff on annual leave as needed to provide adequate staffing.

**Policy and Gwinnett County Correctional Institution documents Reviewed:** Gwinnett County Correctional Institution Staffing Plan, Facility Pre-Audit Questionnaire; Georgia Department of Corrections Policy, 208.6, (Facility's policy 3-5-3), Prison Rape Elimination Act, Sexually Abusive Behavior Prevention and Intervention Program, A. Prevention Planning, Paragraph 3; Gwinnett County Correctional Institution Stratification Plan; Reviewed Log Book pages Gwinnett County Correctional Institution documenting unannounced rounds; Georgia Department of Corrections SOP, 11A07-0012, Security Post Rotation/Security Rosters; Shift Rosters

**Interviews:** Warden, Deputy Warden of Security; Chief of Security; PREA Compliance Manager; Shift Supervisor; Agency PREA Coordinator (previous interview); Assistant Statewide PREA Coordinator (previous interview), Leader of Sexual Assault Response Team, 12 Randomly selected staff; 23 Specialized Staff; 30 Randomly selected offenders that included 10 Targeted Offenders; 15 Offenders, Informally Interviewed

**Policy and Gwinnett County Correction Institution document Review:** 3-5-3, Prison Rape Elimination Act, Sexually Abusive Behavior Prevention and Intervention Program, A. Prevention Planning, Paragraph 3, requires each facility to develop, and make its best efforts to comply on a regular basis with the established staffing plan that provides for adequate levels of staffing, and, where applicable, video monitoring to protect offenders against sexual abuse. Gwinnett County Correction Institution is also required to document and justify all deviations on the Daily Post Roster. Annually, the facility, assesses determines and documents whether adjustments are needed to the established staffing plan and deployment of video monitoring systems.

Additionally, policy requires unannounced rounds by supervisory staff with the intent of identifying and deterring sexual abuse and sexual harassment every week, including all shifts and of all areas. These rounds are documented in area logbooks and staff is prohibited from alerting other staff of the rounds. Duty Officers are required to conduct unannounced rounds and these rounds are required to be documented in the Duty Officer Log book. Shift rosters confirmed the minimum staffing required. All priority one posts is staffed as required without deviations. Logbook reviews documented unannounced rounds.

The staffing plan thoroughly and comprehensively considered each of the items required when developing a staffing plan. The plan documented consideration of the inmate population and programs that are going on different shifts, the presence of video monitoring, and priority one (24/7) posts, blind spots in the facility, and details.

The staffing plan and review is conducted by the Warden, PREA Compliance Manager, Lieutenant and other SART Members during their PREA Meetings. The facility provided reviews for 2018 and 2019.

Reviews were documented in minutes of meetings.

**Discussion of Interviews:** The Warden described the staffing levels at his facility as adequate. There have been no deviations from designated staffing plan. Inmate sexual safety is given strong consideration during annual staffing review. Staff monitoring now, given the security level of offenders housed is adequate. The Deputy Warden of Security described each priority one post and indicated these posts are always manned and if staff must be held over or called in from another shift to man a post, the duty officer notifies the administrative staff that has the authority to make changes.

## Standard 115.14: Youthful inmates

### All Yes/No Questions Must Be Answered by the Auditor to Complete the Report

#### 115.14 (a)

- Does the facility place all youthful inmates in housing units that separate them from sight, sound, and physical contact with any adult inmates through use of a shared dayroom or other common space, shower area, or sleeping quarters? (N/A if facility does not have youthful inmates [inmates <18 years old].)  Yes  No  NA

#### 115.14 (b)

- In areas outside of housing units does the agency maintain sight and sound separation between youthful inmates and adult inmates? (N/A if facility does not have youthful inmates [inmates <18 years old].)  Yes  No  NA
- In areas outside of housing units does the agency provide direct staff supervision when youthful inmates and adult inmates have sight, sound, or physical contact? (N/A if facility does not have youthful inmates [inmates <18 years old].)  Yes  No  NA

#### 115.14 (c)

- Does the agency make its best efforts to avoid placing youthful inmates in isolation to comply with this provision? (N/A if facility does not have youthful inmates [inmates <18 years old].)  Yes  No  NA
- Does the agency, while complying with this provision, allow youthful inmates daily large-muscle exercise and legally required special education services, except in exigent circumstances? (N/A if facility does not have youthful inmates [inmates <18 years old].)  Yes  No  NA
- Do youthful inmates have access to other programs and work opportunities to the extent possible? (N/A if facility does not have youthful inmates [inmates <18 years old].)  Yes  No  NA

## Auditor Overall Compliance Determination

- Exceeds Standard** (*Substantially exceeds requirement of standards*)
- Meets Standard** (*Substantial compliance; complies in all material ways with the standard for the relevant review period*)
- Does Not Meet Standard** (*Requires Corrective Action*)

## Instructions for Overall Compliance Determination Narrative

*The narrative below must include a comprehensive discussion of all the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet the standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.*

This facility does not house any youthful offenders. Youthful offenders are not appropriate for this type of facility and the Georgia Department of Corrections houses all male youthful offenders at the Burruss Correctional Training Center, in Forsyth, Georgia where they are kept sight and sound separate from adult offenders.

**Policy and GWINNETT COUNTY CORRECTIONAL INSTITUTION documents Reviewed:** Gwinnett County Correctional Institution PREA Policy 3-5-3, Pre-Audit Questionnaire; Burruss Training Center webpage.

**Interviews:** Warden; PREA Compliance Manager; 12 randomly selected staff; 23 specialized staff; 15 informally interviewed

**Policy Review:** The Georgia Department of Corrections PREA Policy requires that youthful offenders are sight and sound separated from adults and that where youthful offenders are maintains they must be housed in a separate unit and have access to programs and exercise. When outside the unit, they must be sight and sound separate unless they are accompanied by and supervised by a correctional officer.

**Discussion of Interviews:** Interviews with the Warden; Deputy Warden; Shift Supervisors; Medical Staff; and randomly and specialized staff confirmed youthful offenders are not housed in this facility. Interviews with 26 inmates confirmed that none of those randomly selected were youthful offenders.

## Standard 115.15: Limits to cross-gender viewing and searches

### All Yes/No Questions Must Be Answered by the Auditor to Complete the Report

#### 115.15 (a)

- Does the facility always refrain from conducting any cross-gender strip or cross-gender visual body cavity searches, except in exigent circumstances or by medical practitioners?  
 Yes  No

### 115.15 (b)

- Does the facility always refrain from conducting cross-gender pat-down searches of female inmates in non-exigent circumstances? (N/A here for facilities with less than 50 inmates before August 20, 2017.)  Yes  No  NA
- Does the facility always refrain from restricting female inmates' access to regularly available programming or other out-of-cell opportunities in order to comply with this provision? (N/A here for facilities with less than 50 inmates before August 20, 2017.)  Yes  No  NA

### 115.15 (c)

- Does the facility document all cross-gender strip searches and cross-gender visual body cavity searches?  Yes  No
- Does the facility document all cross-gender pat-down searches of female inmates?  Yes  No

### 115.15 (d)

- Does the facility implement a policy and practice that enables inmates to shower, perform bodily functions, and change clothing without nonmedical staff of the opposite gender viewing their breasts, buttocks, or genitalia, except in exigent circumstances or when such viewing is incidental to routine cell checks?  Yes  No
- Does the facility require staff of the opposite gender to announce their presence when entering an inmate housing unit?  Yes  No

### 115.15 (e)

- Does the facility always refrain from searching or physically examining transgender or intersex inmates for the sole purpose of determining the inmate's genital status?  Yes  No
- If an inmate's genital status is unknown, does the facility determine genital status during conversations with the inmate, by reviewing medical records, or, if necessary, by learning that information as part of a broader medical examination conducted in private by a medical practitioner?  Yes  No

### 115.15 (f)

- Does the facility/agency train security staff in how to conduct cross-gender pat down searches in a professional and respectful manner, and in the least intrusive manner possible, consistent with security needs?  Yes  No
- Does the facility/agency train security staff in how to conduct searches of transgender and intersex inmates in a professional and respectful manner, and in the least intrusive manner possible, consistent with security needs?  Yes  No

## Auditor Overall Compliance Determination

- Exceeds Standard** (*Substantially exceeds requirement of standards*)
- Meets Standard** (*Substantial compliance; complies in all material ways with the standard for the relevant review period*)
- Does Not Meet Standard** (*Requires Corrective Action*)

## Instructions for Overall Compliance Determination Narrative

*The narrative below must include a comprehensive discussion of all the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet the standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.*

The Gwinnett County Correctional Institution prohibits cross gender strip searches or cross-gender visual body cavity searches, and cross gender pat searches of females except in exigent circumstances that are approved and documented or when performed by medical practitioners. If this should occur, Gwinnett County Correctional Institution documentation is required via the facility Incident Report. This is confirmed through the reviewed policies, annual in-service training lesson plan, and interviews with both staff and offenders. In practice, interviews with staff and offenders confirmed that female staff does not conduct cross gender strip searches at this facility and almost 100% of the interviewed offenders stated that females at this facility do not conduct pat searches either.

The Gwinnett County Correctional Institution Search Policy in 1.d requires that a strip search of females shall be conducted by female correctional officers while males shall be strip searched by male correctional officers, however in an emergency such as an escape, riot etc., the provision may be waived.

Gwinnett County Correctional Institution Policy does allow female staff, trained in conducting cross-gender searches, to conduct pat searches of male offenders. The facility's practice, consistent with GDC Standard Operating Procedure, 226.01, Searches, Security Inspections, and Use of Permanent Logs, I.2, is that if a male staff is available to conduct the pat search, the male conducts it. The practice at this facility, as confirmed through interviews with staff and with offenders, confirmed that female staff can conduct pat searches however if a male staff is available, the male staff conducts it. Female staff must however have been trained to conduct cross-gender pat searches. The facility provided four (5) training rosters Gwinnett County Correctional Institution documenting cross-gender search training. Staff, in their interviews, also confirmed they are trained to conduct cross-gender pat searches at both Basic Correctional Officers Training and at annual in-service training.

Interviews with offenders confirmed females do not conduct cross-gender strip searches or cross-gender pat searches at this facility.

This is a co-ed facility, Policy prohibits cross gender pat searches of females. This will not restrict female offender's access to regularly available programming or other out-of-cell opportunities in order to comply with those provisions.

Policy and practice at Gwinnett County Correctional Institution requires that offenders can shower, perform bodily functions, and change clothing without nonmedical staff of the opposite gender viewing

their breasts, buttocks, or genitalia, except in exigent circumstances or when such viewing is incidental to routine cell checks. It is the practice that female do not enter unit during shower time or during strip searches.

Showers in the prototypical dorms consisted of group showers with curtains and toilets with half-walls. Offenders who are showering cannot be viewed naked unless curtains are left open. Half walls do prevent staff from seeing offenders naked in full view of staff. Toilets have half walls with curtains.

100% of the 26 interviewed offenders affirmed they are never naked in full view of staff, except in strip searches. They confirmed the configuration of the showers and toilets in their interviews.

Gwinnett County Correctional Institution policy requires staff of the opposite gender to announce their presence when entering the housing units. Female staff working the unit will announce once, after taking the shift over however other female's coming into the unit must announce. The facility also requires the offenders to announce anytime the Warden, Deputy, or other administrative staff enters dorms. Signs are also posted in each pod, explaining that female staff works in the pod. The sign does not negate the requirement to announce their presence and they indicated they do announce their presence. Twenty-Six offenders indicated female staff will announce their presence when entering the housing area. 100% of the interviewed staff said female staff announces their presence when entering the housing areas.

Policy requires that the facility refrain from searching or physically examining transgender or intersex offenders for the sole purpose of determining the inmate's genital status and If an inmate's genital status is unknown, the facility may determine genital status during conversations with the inmate, by reviewing medical records, or, if necessary, by learning that information as part of a broader medical examination conducted in private by a medical practitioner. The policy does not limit searches of offenders to ensure the safe and orderly running of the institution.

100% of the interviewed staff affirmed they would not be allowed to search a transgender or intersex inmate for the sole purpose of determining the resident's genital status. They indicated essentially that they would ask them or have medical make that determination. Interviewed transgender offenders consistently reported that they were not searched for the sole purpose of determining their genital status.

Agency policy requires and the facility trains staff to conduct cross gender pat down searches in a professional and respectful manner. Staff related they received this training at the facility, at Basic Correctional Officers Training (BCOT) and during annual in-service training. BCOT is the training that results in successful candidates becoming certified as a Correctional Officer by the Peace Officers Standards Training Committee.

Gwinnett County Correctional Facility Policy 3-5-3, The same policies requires that security staff are trained to conduct cross-gender pat searches and searches of transgender and intersex offenders in a professional and respectful manner and in the least intrusive manner possible, consistent with security needs. The reviewed in-service PREA training curriculum informs staff about searching transgender and intersex offenders in a professional and respectful manner. Staff is required to take the National Institute of Corrections on-line training, Communicating Effectively and Professionally with LGBTI Offenders. The auditor reviewed 20 sampled certificates documenting the NIC Training while reviewing personnel files for background check, Communicating Effectively and Professionally with LGBTI Offender and observed certificates documenting that training in personnel files while reviewing background checks. All the interviewed staff stated they took the on-line National Institute of Corrections Training, "Communicating Effectively and Professionally with LGBTI Offenders".

**Policies and GWINNETT COUNTY CORRECTIONAL INSTITUTION documents Reviewed:** Policy 3-5-3, Prison Rape Elimination Act, Sexually Abusive Behavior Prevention and Intervention Program; GWINNETT COUNTY CORRECTIONAL INSTITUTION Policy 3-5-3, Searches, Training Module for In-Service Training for 2018; Pre-Audit Questionnaire; Reports from the PREA Analyst; SOP 11B-01-0013, Searches; Training Rosters documenting cross-gender pat searches

**Interviews:** 12 Randomly selected staff, 23 Specialized Staff; 19 randomly selected offenders and 7 targeted offenders.

**Policy and GWINNETT COUNTY CORRECTIONAL INSTITUTION documents Review:** Policy 3-5-3, Prison Rape Elimination Act, Sexually Abusive Behavior Prevention and Intervention Program and GDC Policy 3-5-3, Searches, prohibits cross-gender strip or visual body cavity searches except in exigent circumstances or when performed by medical practitioners.

GWINNETT COUNTY CORRECTIONAL INSTITUTION Policy 3-5-3, Searches, requires that strip search of females will be conducted by female correctional officers and that males will be strip searched by male correctional officers absent exigent circumstances (escapes, riot, etc.) and only if a same gender officer is not available. Cross gender searches in exigent circumstances are required to be conducted with dignity and professionalism. Search policy requires in the event of exigent circumstances searches of the opposite gender conducted under exigent circumstances must be documented on an incident report.

The reviewed Pre-Audit Questionnaire and interviews with staff and offenders confirmed that there have been no cross-gender strip or body cavity searches during the past twelve months. All the interviewed staff confirmed that female staff is prohibited from conducting cross-gender strip or body cavity searches unless there were exigent circumstances that are documented.

Paragraph 2. Frisk or Pat Search requires the pat search will be conducted, when possible, by an officer of the same sex. However, male offenders may be frisk or pat searched by both male and female security staff. Instructions for conducting pat searches, including using the back of the hand and edge of the hand are provided during search training. Policy prohibits male staff from conducting pat searches of female offenders absent exigent circumstances.

The auditor reviewed the training module for in-service training. That training reaffirmed the verbiage in policy. Multiple pages of training rosters Gwinnett County Correctional Institution documenting Day 1 In-Service were provided for review. Staff also affirmed, in their interviews, that they have been trained in how to conduct a proper pat search of offenders, to include transgender and intersex offenders. They indicated they received the training at this facility, at BCOT and during annual in-service training. Staff was asked to demonstrate the technique they were taught, and staff demonstrated how they would use the back of their hands to avoid an allegation of groping the inmate. They referred to the back of their hands as the "blade: which is the term used in the training.

Policy prohibits staff from searching a transgender inmate for the sole purpose of determining the inmate's genital status. Staff is also required by policy to search transgender and intersex offenders in a professional and respectful manner. 100% of the interviewed staff confirmed they would not and would not be allowed to search a transgender or intersex offender for the sole purpose of determining the offender's genital status.

Policy 3-5-3, again reiterates that males strip search males except in exigent circumstances and even then, only if same sex officers aren't available. It also affirms the expectation that pat searches, when possible, are conducted by same sex staff. Cross gender strip searches, should they be done in an

exigent circumstance, are required to be Gwinnett County Correctional Institution documented on an incident report.

GWINNETT COUNTY CORRECTIONAL INSTITUTION requires facilities to implement procedures enabling offenders to shower, perform bodily functions and change clothing without nonmedical staff of the opposite gender viewing their breasts, buttocks or genitalia, except in exigent circumstances or when such viewing is incidental to routine cell checks. Policy requires that offenders should shower, perform bodily functions and change clothing in designated areas. Observations of the showers in every dormitory confirmed that offenders have privacy while showering. All showers have curtains. All correctional staff wears body cameras but must turn cameras off when performing routine checks in toilet/shower area.

Interviews with staff and offenders confirmed offenders can shower, perform bodily functions and change clothing without being viewed by staff. Interviews with offenders, informally, also confirmed privacy while showering, using the restroom, and changing clothes. They also affirmed males do the strip searches and that males conduct pat searches.

An additional measure required by policy is for staff of the opposite gender to announce their presence when entering an inmate housing unit. Signs are prominently posted in each pod informing offenders that male and female staff routinely work and visit all housing areas. Interviewed staff, randomly selected as well as specialized staff, affirmed that female staff consistently announces their presence before entering the housing area.

**Discussion of Interviews:** Interviewed staff affirmed they are prohibited from conducting cross-gender strip searches except in extreme emergencies and pat searches only if a male staff is not available. They also stated they have been trained to conduct cross-gender pat searches and that female officers do not conduct pat searches of male offenders when a male staff is available. They indicated they are trained to conduct cross-gender pat searches and searches of offenders in professional and respectful manner. They confirmed that search training, including cross gender pat searches and searches of transgender and intersex offenders in a professional and respectful manner is taught during Basic Correctional Officers Training, during in-service training and demonstrated during some shift briefings periodically. They also stated they were recently trained again on conducting cross-gender pat searches. This training was conducted at the facility and confirmed through interviews and reviewing four training rosters. Staff also stated they have been trained to search a transgender and intersex inmate in a professional and respectful manner.

The reviewed training module for Annual In-Service, reminds staff that security staff must conduct searches in a professional and respectful manner and in the least intrusive manner possible, consistent with security needs. Staff is instructed that female staff may conduct strip and body cavity searches of male offenders only in exigent circumstances and searches must be documented on an incident report.

Staff indicated, in their interviews that staff of the opposite gender; consistently announce their presence saying things like "female on deck". Most of the interviewed offenders affirmed female staff not working in the unit, announce their presence when entering the dormitory. Female staff was observed making their announcement.

Interviews with 26 offenders confirmed that female staff do not see them naked in full view while using the restroom and while showering. Offenders said they are never naked in full view of staff while changing clothes, showering or using the restroom. 100% of the interviewed offenders asserted that male staff conducts the strip searches and that female do not conduct pat searches at this facility.

## Standard 115.16: Inmates with disabilities and inmates who are limited English proficient

### All Yes/No Questions Must Be Answered by the Auditor to Complete the Report

#### 115.16 (a)

- Does the agency take appropriate steps to ensure that inmates with disabilities have an equal opportunity to participate in or benefit from all aspects of the agency's efforts to prevent, detect, and respond to sexual abuse and sexual harassment, including: inmates who are deaf or hard of hearing?  Yes  No
- Does the agency take appropriate steps to ensure that inmates with disabilities have an equal opportunity to participate in or benefit from all aspects of the agency's efforts to prevent, detect, and respond to sexual abuse and sexual harassment, including: inmates who are blind or have low vision?  Yes  No
- Does the agency take appropriate steps to ensure that inmates with disabilities have an equal opportunity to participate in or benefit from all aspects of the agency's efforts to prevent, detect, and respond to sexual abuse and sexual harassment, including: inmates who have intellectual disabilities?  Yes  No
- Does the agency take appropriate steps to ensure that inmates with disabilities have an equal opportunity to participate in or benefit from all aspects of the agency's efforts to prevent, detect, and respond to sexual abuse and sexual harassment, including: inmates who have psychiatric disabilities?  Yes  No
- Does the agency take appropriate steps to ensure that inmates with disabilities have an equal opportunity to participate in or benefit from all aspects of the agency's efforts to prevent, detect, and respond to sexual abuse and sexual harassment, including: inmates who have speech disabilities?  Yes  No
- Does the agency take appropriate steps to ensure that inmates with disabilities have an equal opportunity to participate in or benefit from all aspects of the agency's efforts to prevent, detect, and respond to sexual abuse and sexual harassment, including: Other (if "other," please explain in overall determination notes)?  Yes  No
- Do such steps include, when necessary, ensuring effective communication with inmates who are deaf or hard of hearing?  Yes  No
- Do such steps include, when necessary, providing access to interpreters who can interpret effectively, accurately, and impartially, both receptively and expressively, using any necessary specialized vocabulary?  Yes  No
- Does the agency ensure that written materials are provided in formats or through methods that ensure effective communication with inmates with disabilities including inmates who: Have intellectual disabilities?  Yes  No

- Does the agency ensure that written materials are provided in formats or through methods that ensure effective communication with inmates with disabilities including inmates who: Have limited reading skills?  Yes  No
- Does the agency ensure that written materials are provided in formats or through methods that ensure effective communication with inmates with disabilities including inmates who: Are blind or have low vision?  Yes  No

### 115.16 (b)

- Does the agency take reasonable steps to ensure meaningful access to all aspects of the agency's efforts to prevent, detect, and respond to sexual abuse and sexual harassment to inmates who are limited English proficient?  Yes  No
- Do these steps include providing interpreters who can interpret effectively, accurately, and impartially, both receptively and expressively, using any necessary specialized vocabulary?  Yes  No

### 115.16 (c)

- Does the agency always refrain from relying on inmate interpreters, inmate readers, or other types of inmate assistance except in limited circumstances where an extended delay in obtaining an effective interpreter could compromise the inmate's safety, the performance of first-response duties under §115.64, or the investigation of the inmate's allegations?  Yes  No

### Auditor Overall Compliance Determination

- Exceeds Standard** (*Substantially exceeds requirement of standards*)
- Meets Standard** (*Substantial compliance; complies in all material ways with the standard for the relevant review period*)
- Does Not Meet Standard** (*Requires Corrective Action*)

### Instructions for Overall Compliance Determination Narrative

*The narrative below must include a comprehensive discussion of all the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet the standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.*

The Georgia Department of Corrections and this facility appear to be committed to ensuring offenders with disabilities, including offenders who are deaf/hard of hearing, blind or low vision, intellectually disabled; psychiatrically disabled or speech disabled have access to interpretive services that are provided expeditiously through professional interpretive services. They also appear to be committed to ensuring offenders with limited English proficiency have access to interpretive services. These interpretive services may be accessible through Gwinnett County Correctional Institution Pool of

Interpreters or by dialing 911 and utilizing Gwinnett County contract with Language Line Solutions. PREA Brochures in Spanish, Mental Health Counselors, GED and Literacy Remedial Instructors at the facility, and closed caption PREA Video are provided in an effort to ensure all offenders have access to and the ability to participate in the agency's efforts at prevention, detection, responding and reporting sexual abuse and sexual harassment. GDC Standard Operating Procedure, 103.63, Americans with Disabilities Act (ADA), Title II Provisions, in a 20-page policy, addresses how the agency makes available interpretive services to disabled, challenged, and limited English proficient offenders.

The agency (GDC) has an Americans with Disabilities Coordinator who is responsible for overseeing and coordinating the agency's efforts to comply with the ADA requirements. The Coordinator works in direct collaboration with the State ADA Coordinator's Office and serves as an invaluable resource when a facility needs any type of interpretive service to ensure an inmate can fully participate in the agency and facility's prevention, detection, response and reporting program for sexual assault, sexual harassment and retaliation. Her position on the organizational chart is described as ADA/LEP (Limited English Proficiency) Coordinator. In addition to making staff aware of the statewide contracts for interpretive services, the ADA Coordinator is available to facilitate, for facilities, access to interpretive services. During a recent audit, a deaf inmate was selected to be interviewed. Requiring an interpreter who could "sign" the facility contacted the ADA Coordinator, who quickly arranged for a video interpreter and through the interpreter using American Sign Language, the inmate responded to all the questions asked by the auditor.

The facility has access to interpretive services. There were no limited English offenders available for interview.

Interpreters on the state contracts must meet the professional qualifications required by the contract.

The ADA Coordinator has required each facility to designate an ADA Coordinator who can facilitate and expedite contact with the Statewide ADA Coordinator in securing interpretive services and work with her on any issues related to disabled inmate accommodations.

GDC Standard Operating Procedure 103.63, American's with Disabilities Act, B.2, indicates that inmates entering a Diagnostic Facility (Georgia Diagnostic State Prison and Coastal State Prison), will have an initial medical screening to determine any needs for immediate intervention. Efforts are made at the diagnostic facility to identify offenders who may be qualified individuals under the ADA. Additionally, a mental health screening and evaluation is conducted at a GDC Diagnostic Facility to determine the level of care needs. Policy requires that during the intake and diagnostic process, staff, including security, education, medical, mental health, parole and classification will ask offenders with hearing/visual disabilities their preferred way of communication during the first interaction in the intake/diagnostic process. That determination will prompt the intake/diagnostic staff to secure a Qualified Interpreter or use the Video Remote Interpreting for those with hearing impairments, a reader or other assistive technology, for those with visual impairments, or other specified preferred ways of effective communication. The preferred way of communication will be use throughout the intake/diagnostic process and this information will be documented in the Department's Database.

When required, the ADA Coordinator will order live American Sign Language interpreting services. Policy requires the sending diagnostic facility to contact the receiving facility to ensure that necessary equipment or auxiliary aids are available, including "qualified interpreters". Qualified interpreters are defined as someone who can interpret effectively, accurately, and impartially, both receptively (understanding what the person with the disability is saying) and expressively (having the skill to convey the information back to the person) using any necessary specialized vocabulary.

In that same SOP, F. Effective Communication, paragraph a, requires that offenders with hearing and/or speech disabilities and offenders who wish to communicate with others who have disabilities will be provided access to a Telecommunications Device for the Deaf (TDD) or comparable equipment on the housing units. Public phones are required to have volume control for offenders with hearing impairments.

Auxiliary aids that include the following will be provided as a reasonable accommodation to offenders who qualify under ADA: Qualified Interpreters on site or through video remote interpreting services, note takers, real-time computer aided transcription services, written materials, exchange of written notes, telephone handset amplifiers, assistive listening devices, assistive listening systems, telephones compatible with hearing aids, closed caption decoders, voice, text, and video-based telecommunications, including text telephones (TTY), video phones, and closed caption phones or equally effective telecommunication devices.

Gwinnett County Correctional Institution has access to a Pool of Interpreters provided by Gwinnett County Government the Prison also have access to Language Line Solutions through local 911 to provide interpretation services. Language Line can provide interpretation services over the phone, video remote and through on-site interpreting. Contract services, it affirms, also includes American Sign Language. The facility also has PREA Gwinnett County Correctional Institution documentation available for offenders and is in English and Spanish format. If interpretation is needed for any other language, the contracted translation service provided by Language Line includes Gwinnett County Correctional Institution documentation translation.

This facility has GED teachers and instructors who can provide information regarding PREA for offenders with limited educational skills to ensure that offenders with limited educational skills receive and understand how to access all the aspects of PREA, including prevention, detection, responding and reporting. Staff also indicated they would read the PREA information to the inmate upon admission and additionally, PREA Education is provided through the PREA Video and orally to clarify any issues.

The facility has provided multiple PREA related posters in Spanish. The intake packages contain PREA Acknowledgement Statements in both English and Spanish. The facility also has a PREA Video that is in English and Spanish and has closed caption in both English and Spanish.

**Policies and documents Reviewed:** GWINNETT COUNTY CORRECTIONAL INSTITUTION Policy 3-5-3, Prison Rape Elimination Act, Sexually Abusive Behavior Prevention and Intervention Program, A. Prevention Planning, Paragraph 6; GDC Standard Operating Procedures, 101.63, Americans with Disabilities Act (ADA), Title II Provisions; Agreement with Gwinnett County Government for facility access to Language Line Solutions; and PREA Brochures in English and Spanish; Instructions for Accessing Language Line; Georgia Department of Administrative Services Statewide Contracts for Provision of American Sign Language for Hearing; Agency Disability Report provided by the PREA Analyst; Contract with Language Line for interpretive services; PREA Posters in Spanish and English; PREA Video in English and Spanish, Closed Caption in both English and Spanish

**Interviews:** Warden; PREA Compliance Manager; Georgia Department of Corrections ADA Coordinator in a previous interview; Education Staff; Intake and Orientation Staff; Randomly selected staff (12); Specialized Staff (23); Randomly Selected and Targeted Offenders

**Observations:** Posting of PREA Brochures in English and Spanish

Gwinnett County Correctional Institution Policy 3-5-3, Prison Rape Elimination Act, Sexually Abusive Behavior Prevention and Intervention Program, A. Prevention Planning, Paragraph 6, Offenders with disabilities and offenders who are limited English proficient, requires the local PREA Compliance

Manager ensure that appropriate resources are made available to ensure the facility is providing effective communication accommodations when a need for such an accommodation is known. It also prohibits the facility from relying on inmate interpreters, readers or other types of inmate assistants except in exigent circumstances where an extended delay in obtaining an effective interpreter could compromise the inmate's safety, the performance of first response duties or the investigation of the inmate's allegation.

The facility has access to Language Line Solutions to provide interpretive services for disabled and limited English proficient offenders in making an allegation of sexual abuse.

The auditor reviewed the PREA Brochures in both Spanish and English. The PREA Video is also available in Spanish and in English and Spanish closed caption.

Gwinnett County Correctional Institution facilities have a valuable resource when needing to access interpretive services. The agency ADA Coordinator has communicated information on how to access interpretive services via statewide contracts and when there is a need to secure an interpreter expeditiously; staff contacts the ADA Coordinator who can expedite those services. While the ADA Coordinator is not responsible for county facilities, she would be available to suggest how the facilities might access any services not available to them through the statewide contracts. Each facility has an ADA Compliance Staff who can facilitate contact with the Statewide Coordinator in securing interpretive services.

The facility has GED teachers/Literacy Remedial teachers who can assist any literacy or cognitively challenged offenders in understanding the PREA information and how to report.

Counselors can assist offenders with mental health issues. Language Line Solutions is available to staff working with limited English proficient offenders. American Sign Language is available on-site through facility access with Language Line Solutions including via video with a Language Line staff that is qualified in American Sign Language.

The ADA Coordinator is ensuring that a local ADA Coordinator is being designated in each facility to be responsible for assisting with any ADA issue, including an inmate who is challenged by a disability that might interfere with his/her ability to participate in the agency's sexual abuse prevention efforts.

The facility had a hearing impaired inmate that during interview did not require additional assistance.

**Discussion of Interviews:** The auditor conducted a previous telephone interview with the Agency ADA Coordinator. According to the Coordinator if the facility had a limited English proficient inmate needing translation services the facility has access to Language Line and if on-site interpreters were needed, she would arrange that. She also affirmed the availability of translators or interpreters for the hearing impaired via statewide contracts and indicated she would, if called, make the contacts to provide signing and any other translation services needed. The PREA Video was observed to be in both English and Spanish and closed caption in both languages.

Interviews with Twelve (12) random staff indicated that most of the staff would not rely on an inmate to translate for another inmate in making a report of sexual abuse or sexual harassment absent and emergency or exigent circumstance. Most of the staff indicated that they would not rely on an inmate, but most were unsure of how professional interpretive services would be accessed, nor did they know Language Line was a resource for interpretive services.

## **Standard 115.17: Hiring and promotion decisions**

**All Yes/No Questions Must Be Answered by the Auditor to Complete the Report**

**115.17 (a)**

- Does the agency prohibit the hiring or promotion of anyone who may have contact with inmates who has engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution (as defined in 42 U.S.C. 1997)?  Yes  No
- Does the agency prohibit the hiring or promotion of anyone who may have contact with inmates who has been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse?  Yes  No
- Does the agency prohibit the hiring or promotion of anyone who may have contact with inmates who has been civilly or administratively adjudicated to have engaged in the activity described in the question immediately above?  Yes  No
- Does the agency prohibit the enlistment of services of any contractor who may have contact with inmates who has engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution (as defined in 42 U.S.C. 1997)?  Yes  No
- Does the agency prohibit the enlistment of services of any contractor who may have contact with inmates who has been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse?  Yes  No
- Does the agency prohibit the enlistment of services of any contractor who may have contact with inmates who has been civilly or administratively adjudicated to have engaged in the activity described in the question immediately above?  Yes  No

**115.17 (b)**

- Does the agency consider any incidents of sexual harassment in determining whether to hire or promote anyone, or to enlist the services of any contractor, who may have contact with inmates?  Yes  No

**115.17 (c)**

- Before hiring new employees, who may have contact with inmates, does the agency: perform a criminal background records check?  Yes  No
- Before hiring new employees, who may have contact with inmates, does the agency: consistent with Federal, State, and local law, makes its best efforts to contact all prior institutional employers for information on substantiated allegations of sexual abuse or any resignation during a pending investigation of an allegation of sexual abuse?  Yes  No

**115.17 (d)**

- Does the agency perform a criminal background records check before enlisting the services of any contractor who may have contact with inmates?  Yes  No

#### 115.17 (e)

- Does the agency either conduct criminal background records checks at least every five years of current employees and contractors who may have contact with inmates or have in place a system for otherwise capturing such information for current employees?  Yes  No

#### 115.17 (f)

- Does the agency ask all applicants and employees who may have contact with inmates directly about previous misconduct described in paragraph (a) of this section in written applications or interviews for hiring or promotions?  Yes  No
- Does the agency ask all applicants and employees who may have contact with inmates directly about previous misconduct described in paragraph (a) of this section in any interviews or written self-evaluations conducted as part of reviews of current employees?  Yes  No
- Does the agency impose upon employees a continuing affirmative duty to disclose any such misconduct?  Yes  No

#### 115.17 (g)

- Does the agency consider material omissions regarding such misconduct, or the provision of materially false information, grounds for termination?  Yes  No

#### 115.17 (h)

- Does the agency provide information on substantiated allegations of sexual abuse or sexual harassment involving a former employee upon receiving a request from an institutional employer for whom such employee has applied to work? (N/A if providing information on substantiated allegations of sexual abuse or sexual harassment involving a former employee is prohibited by law.)  Yes  No  NA

#### Auditor Overall Compliance Determination

- Exceeds Standard** (*Substantially exceeds requirement of standards*)
- Meets Standard** (*Substantial compliance; complies in all material ways with the standard for the relevant review period*)
- Does Not Meet Standard** (*Requires Corrective Action*)

#### Instructions for Overall Compliance Determination Narrative

*The narrative below must include a comprehensive discussion of all the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's*

*conclusions. This discussion must also include corrective action recommendations where the facility does not meet the standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.*

The Gwinnett County Correctional Institution prohibits the hiring or promotion of anyone and enlisting the services of any contractor who may have contact with offenders who has engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution (as defined in 42 U.S.C. 1997; who has who has been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse; and the hiring or promotion of anyone who may have contact with offenders who has been civilly or administratively adjudicated to have engaged in the same activity. The Department considers any incidents of Sexual Harassment in determining whether to hire or promote anyone who may have contact with offenders.

Policy requires every employee, as a continuing affirmative duty to disclose any such misconduct.

Gwinnett County Correctional Institution requires the following regarding the hiring and promotion process: 1) Applicants responding to the PREA related questions asked of all applicants and documented on the Employment Verification Form; 2) Correctional applicants must pass a background check consisting of fingerprint checks, a check of the Georgia Crime Information Center and the National Crime Information Center; 3) Correctional Staff must pass an annual background check prior to going to the firing range annually to maintain their Peace Officers Standards Training Certification (POST); all other staff must pass a background check consisting of the GCIC and NCIC annually.

Material omissions regarding misconduct or providing materially false information will not be grounds for termination.

Policy also requires before hiring new employees, who may have contact with offenders, the agency performs a thorough criminal background records check. These checks include a check of the Georgia Crime Information Center and the National Crime Information Center, as well as an initial fingerprint check for all security positions.

Additionally, unless prohibited by law, the Department will provide information on Substantiated Allegations of sexual abuse or Sexual Harassment involving a former employee upon receiving a request from an institutional employer for whom such employee has applied to work. GDC Complies with the Federal Privacy Act and Freedom of Information Act, and all other applicable laws, rules and regulations.

The described hiring processes for staff of the facility were consistent with GDC Policy and the PREA Standard and included the following”

Newly Hired Staff require the following:

- Applicant Verification Form asking the PREA questions (Prohibitions)
- Professional Reference Checks as applicable (Facility has an Institutional Reference Check)
- Background Check including the Georgia Crime Information Center and the National Crime Information Center
- Finger Prints

Promotions – Prior to promotions staff must have the following:

- Applicant Verification Form asking the three PREA related questions

- Criminal Background Check of the Georgia Crime Information Center and the National Crime Information Center

#### Uniform Staff –

- Annual background check and driver’s license check, prior to going to the firing range; a requirement to maintain the officer’s Peace Officer Standards Training Certification

#### Non-Uniformed Staff-

- Facility reportedly now runs all staff annually; the requirement is every five (5) years

#### Volunteers –

- Training for volunteers is conducted by Facility PREA Compliance Manager
- Background checks are run prior to a volunteer being admitted to training

The facility has developed acknowledgment statements for Gwinnett County Correctional Institution documenting background checks for newly hired staff and promoted staff. An example of that is as follows:

“This letter serves to verify that pursuant to hiring and promotion requirements laid out in 28 C.F.R. Part 115, Prison Rape Elimination Act, Standard § 115.17 that the above-named staff member has been found clear of any criminal, civil, or administrative substantiated charges of sexual abuse or harassment. Findings of this nature are determined by review of criminal records checks, reference checks with previous employers (to the extent the law allows non-law enforcement employers to disclose information), and/or review of administrative investigative files for the duration of the individual’s current or previous employment with this agency. “The form is then signed by the Warden of the facility.

The auditor reviewed the following files to determine if background checks were conducted as required:

**(17) Newly Hired Staff** – 100% of the reviewed files contained the following:

Background Checks, including a check of the Georgia Crime Information Center and National Crime Information Center conducted prior to hire date. PREA Acknowledgment Statements

**(08) Promoted Staff:** 100% of the files contained the required background checks prior to promotion.

**(04) Regular Employees for five-year checks:** 100% of the reviewed files contained the required background checks. Checks are conducted annually.

**(04) Contractors:** 100% of the contractor files contained the required PREA Acknowledgment Statements and Background Checks.

**(05) Volunteers:** 100% of the reviewed files contained the required background checks and Gwinnett County Correctional Institution documentation of PREA Training.

The facility also asks the applicant, via a form, a number of questions related to past behavior after which the staff must take and pass a polygraph exam.

All security/uniformed staff undergo a background check annually as a requirement to maintain their Peace Officers Standards Training Certification.

**Policy and GWINNETT COUNTY CORRECTIONAL INSTITUTION documents Review:** Policy 3-5-3, Prison Rape Elimination Act, Sexually Abusive Behavior Prevention and Intervention Program, A.

Prevention Planning, Paragraph 7, Hiring and Promotion Decisions; GDC Standard Operating Procedures 104.09, Filling a Vacancy; GWINNETT COUNTY CORRECTIONAL INSTITUTION Applicant Verification form; Form SOP IV00312, Attachment 1), to a Criminal Background Check and a Driver History Consent; Professional Reference Check, IV003-0001, Attachment 5; Reviewed Applicant Verification Forms; Reviewed Background checks/ Personnel Records for Five (5) newly hired employees; Five (5) Promoted Staff; (4) Regular Employees for 5 year checks; (5) Contactor Background Checks Gwinnett County Correctional Institution documenting checks; Five (5) Volunteer Background Checks

**Interviews:** Warden; PREA Compliance Manager; Human Resources/Personnel Staff; (12) Randomly Selected Staff; Two (2) Contractors; Two (2) Volunteers

**Policy Review:** Gwinnett County Correctional Institution policy 3-5-3, Prison Rape Elimination Act, Sexually Abusive Behavior Prevention and Intervention Program, A. Prevention Planning, Paragraph 7, Hiring and Promotion Decisions, complies with the PREA Standards. GDC does not hire or promote anyone or contract for services with anyone who may have contact with offenders who has engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility or other institution defined in 42USC 1997; who has been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent; of who has been civilly or administratively adjudicated to have engaged in the activity described in the above. Too, policy requires the Department to consider incidents of sexual harassment in determining whether to hire or promote anyone, or to enlist the services of any contactor who may have contact with offenders. Prior to hiring someone, the PREA Questions, asking prospective applicants the three PREA Questions, is required. GDC Policy 104.09, Filling a Vacancy, Paragraph I. Hiring and Promotion, 3. Requires that before hiring anyone who may have contact with offenders, GDC will perform a criminal background check and consistent with Federal, State, and local law, make its best efforts to contact all prior institutional employers for information on substantiated allegations of sexual abuse or any resignation during a pending investigation of any allegation of sexual abuse. Verification of that check must be Gwinnett County Correctional Institution documented on the Professional Reference Check.

Criminal History Record Checks are conducted on all employees prior to hire and yearly thereafter. Custody staff must qualify with their weapons annually and prior to that annual qualification another background check is conducted. Criminal History Record Checks are conducted prior to enlisting the services of any contractor who may have contact with offenders. Staff also has an affirmative duty to report and disclose any such misconduct. GDC Policy 208.06 (Facility's policy 3-5-3), requires in Paragraph e. that material omissions regarding misconduct or the provision of materially false information will be grounds for termination. The agency's PREA Coordinator requested, as a best practice, that the facilities conduct annual background checks of all employees to ensure that a five-year check did not fall through the cracks.

As part of the interview process potential employees and employees being promoted are asked about any prior histories that may have involved PREA related issues prior to hire and approval to provide services. Human Resources staff related that the PREA Questions are given to applicants and required to be completed.

Gwinnett County Correctional Institution requires applicants to disclose any disciplinary history involving substantiated allegations of sexual abuse and goes on to tell the applicant that Gwinnett County Correctional Institution requires supporting documentation must be obtained prior to the applicant being hired. Failure to disclose (omissions) that are material will result in the applicant not being considered.

The GDC requires that all corrections staff have an annual background check prior to going to the firing range, which is a requirement for corrections staff to maintain their certification as Correctional Officers through the Peace Officer's Standards Training council. Non-Uniformed staff is required to have a background check every five (5) years; however the Warden and Human Resources Manager have determined that it is easier to background all employees annually than to try to keep up with all the different dates five-year checks would be due.

Gwinnett County Correctional Institution policy 3-5-3), Paragraph d, requires that unless prohibited by law, the Department will provide information on substantiated allegations of sexual abuse or sexual harassment involving a former employee upon receiving a request from an institutional employer for whom such employee has applied to work. The Department complies with the Federal Privacy Act and Freedom of Information Act, and all other applicable laws, rules and regulations. A memo from the Warden affirmed that that information would be made available to potential employers.

If the employee violates an agency policy related to PREA, the employee will be subject to termination and prosecution.

**Discussion of Interviews:** The HR Staff described the hiring process. Prospective employees must complete the Gwinnett County Applicant Verification Form affirming they have not been involved in those PREA related issues on the form, and consent for a background check through the GCIC and NCIC. If the applicant worked in another facility or institution, a professional reference check is required. That check is referred to as the Gwinnett County Institutional Check and asks former institutional employers about previous prohibited behavior related to PREA. In addition to the GCIC and NCIC Background clearance, newly hired security staff must also undergo a finger print check. She confirmed that uniform staff has background checks annually prior to going to the firing range to maintain their certification as peace officers.

## Standard 115.18: Upgrades to facilities and technologies

### All Yes/No Questions Must Be Answered by the Auditor to Complete the Report

#### 115.18 (a)

- If the agency designed or acquired any new facility or planned any substantial expansion or modification of existing facilities, did the agency consider the effect of the design, acquisition, expansion, or modification upon the agency's ability to protect inmates from sexual abuse? (N/A if agency/facility has not acquired a new facility or made a substantial expansion to existing facilities since August 20, 2012, or since the last PREA audit, whichever is later.)  
 Yes  No  NA

#### 115.18 (b)

- If the agency installed or updated a video monitoring system, electronic surveillance system, or other monitoring technology, did the agency consider how such technology may enhance the agency's ability to protect inmates from sexual abuse? (N/A if agency/facility has not installed or updated a video monitoring system, electronic surveillance system, or other monitoring technology since August 20, 2012, or since the last PREA audit, whichever is later.)  
 Yes  No  NA

### Auditor Overall Compliance Determination

- Exceeds Standard** (*Substantially exceeds requirement of standards*)
- Meets Standard** (*Substantial compliance; complies in all material ways with the standard for the relevant review period*)
- Does Not Meet Standard** (*Requires Corrective Action*)

**Instructions for Overall Compliance Determination Narrative**

*The narrative below must include a comprehensive discussion of all the evidence relied upon in making the compliance or non-compliance determination, the auditor’s analysis and reasoning, and the auditor’s conclusions. This discussion must also include corrective action recommendations where the facility does not meet the standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.*

The Warden, in an interview, indicated that since the last PREA Audit, 359 cameras have been ordered, upgrades installation in process. The facility utilizes body cameras and there is strict adherence to the staffing. There have been no deviations from staffing plan. Staffing is monitored per shift; overtime compensation is not an issue.

The administrators consistently stay abreast of any identified blind spots and will be involved in determining how new cameras/mirrors will be deployed in the best effort to keep offenders sexually safe and safe in general.

**Policy and GWINNETT COUNTY CORRECTIONAL INSTITUTION documents Reviewed:** Pre-Audit Questionnaire; Policy 3-5-3, Prisons Rape Elimination Act, Sexually Abusive Behavior Prevention and Intervention Program, A, Prevention Planning, Paragraph 8; Engineering Form

**Interviews:** Warden, Deputy Warden, PREA Compliance Manager

**Observations:** Surveillance system upgrades observed.

**Policy Review:** GCI policy 3-5-3), Prisons Rape Elimination Act, Sexually Abusive Behavior Prevention and Intervention Program, A, Prevention Planning, Paragraph 8, requires all new or existing facility designs and modifications and upgrades of technology will include consideration of how it could enhance the Department’s ability to protect offenders against sexual abuse. The PREA Coordinator must be consulted in the planning process.

**Discussion of Interviews:** An interview with the Warden, and the PREA Coordinator/PREA Compliance Manager confirmed that they are and will be involved in any planning for expansions or modifications to the existing facility and upgrades to the video monitoring system,

**RESPONSIVE PLANNING**

**Standard 115.21: Evidence protocol and forensic medical examinations**

**All Yes/No Questions Must Be Answered by the Auditor to Complete the Report**

**115.21 (a)**

- If the agency is responsible for investigating allegations of sexual abuse, does the agency follow a uniform evidence protocol that maximizes the potential for obtaining usable physical evidence for administrative proceedings and criminal prosecutions? (N/A if the agency/facility is not responsible for conducting any form of criminal OR administrative sexual abuse investigations.)  
 Yes  No  NA

#### 115.21 (b)

- Is this protocol developmentally appropriate for youth where applicable? (N/A if the agency/facility is not responsible for conducting any form of criminal OR administrative sexual abuse investigations.)  Yes  No  NA
- Is this protocol, as appropriate, adapted from or otherwise based on the most recent edition of the U.S. Department of Justice's Office on Violence Against Women publication, "A National Protocol for Sexual Assault Medical Forensic Examinations, Adults/Adolescents," or similarly comprehensive and authoritative protocols developed after 2011? (N/A if the agency/facility is not responsible for conducting any form of criminal OR administrative sexual abuse investigations.)  Yes  No  NA

#### 115.21 (c)

- Does the agency offer all victims of sexual abuse access to forensic medical examinations, whether on-site or at an outside facility, without financial cost, where evidentiary or medically appropriate?  Yes  No
- Are such examinations performed by Sexual Assault Forensic Examiners (SAFEs) or Sexual Assault Nurse Examiners (SANEs) where possible?  Yes  No
- If SAFEs or SANEs cannot be made available, is the examination performed by other qualified medical practitioners (they must have been specifically trained to conduct sexual assault forensic exams)?  Yes  No
- Has the agency documented its efforts to provide SAFEs or SANEs?  Yes  No

#### 115.21 (d)

- Does the agency attempt to make available to the victim a victim advocate from a rape crisis center?  Yes  No
- If a rape crisis center is not available to provide victim advocate services, does the agency make available to provide these services a qualified staff member from a community-based organization, or a qualified agency staff member?  Yes  No
- Has the agency documented its efforts to secure services from rape crisis centers?  
 Yes  No

#### 115.21 (e)

- As requested by the victim, does the victim advocate, qualified agency staff member, or qualified community-based organization staff member accompany and support the victim through the forensic medical examination process and investigatory interviews?  Yes  No
- As requested by the victim, does this person provide emotional support, crisis intervention, information, and referrals?  Yes  No

#### 115.21 (f)

- If the agency itself is not responsible for investigating allegations of sexual abuse, has the agency requested that the investigating entity follow the requirements of paragraphs (a) through (e) of this section? (N/A if the agency/facility is responsible for conducting criminal AND administrative sexual abuse investigations.)  Yes  No  NA

#### 115.21 (g)

- Auditor is not required to audit this provision.

#### 115.21 (h)

- If the agency uses a qualified agency staff member or a qualified community-based staff member for the purposes of this section, has the individual been screened for appropriateness to serve in this role and received education concerning sexual assault and forensic examination issues in general? [N/A if agency attempts to make a victim advocate from a rape crisis center available to victims per 115.21(d) above.]  Yes  No  NA

### Auditor Overall Compliance Determination

- Exceeds Standard** (*Substantially exceeds requirement of standards*)
- Meets Standard** (*Substantial compliance; complies in all material ways with the standard for the relevant review period*)
- Does Not Meet Standard** (*Requires Corrective Action*)

### Instructions for Overall Compliance Determination Narrative

*The narrative below must include a comprehensive discussion of all the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet the standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.*

Gwinnett Sexual Assault Protocol signed June 19, 2018 establishes the guidelines and procedures to be employed by Gwinnett County SVU investigator to identify, gather, and document evidence.

The Special Victims Unit investigators conduct investigations of allegations that appear to be criminal in nature for the Gwinnett County Correctional Institution. These investigators undergo extensive training

in conducting investigations and are empowered to arrest staff or offenders. Gwinnett County Police SVU Investigators and Office of Professional Standards Special Agents attend a police academy in addition to any departmental training they receive. In addition to the eleven (11) weeks of police academy training, Investigator attends specialized training. An interview an Investigator, confirmed that they attend 11 weeks of Basic Mandate Training at a Police Academy. Training includes basic law enforcement. They also attend additional weeks of specialized training where they are trained in the investigation process, crime scene preservation, interviewing victims of sexual abuse, intelligence technology, and other investigative courses. He also related Investigators attend a three-day class related to PREA Investigations.

Investigators are trained to follow a uniform process. Georgia Department of Corrections Standard Operating Procedures, 103.10, Evidence Handling and Crime Scene Processing (thirteen pages), provides extensive guidance in evaluating a crime scene and examining a crime scene. It asserts that the designated case agent of investigator will be responsible for ensuring the preservation, collection, marking/identification, packaging, and security of all evidence. This detailed protocol discusses crime scene examination and includes the following, each discussed with extensive detail:

- Still and/or video photography
- Crime scene sketch
- Collection, marking, and packaging of evidence
- Lifting latent prints
- Collection and preservation of materials and substances from known sources for use in scientific tests

Paragraph F, Handling/Collection of Evidence, requires that evidence to be seized shall be collected, marked, packaged, and documented in accordance with the provisions of this or other applicable directives or manuals. Guidelines for the collection, packaging, and submission of evidence are set forth in the Georgia Bureau of Investigation, Division of Forensic Services, "Laboratory Services and Requirements for Submitting Evidence" Manual. Collection and Packaging of Evidence discusses in detailed for each type of evidence.

An interview with the Gwinnett County Police Department SVU supervisor confirmed a specific and thorough process for conducting the investigation and in collecting evidence. He indicated that once notified, if the area has been secured, he will come to the facility and process the cell or crime scene while waiting on the Sexual Assault Nurse Examiner to arrive. Processing, he indicated, includes taking photos, using the alternative light source, review video, listen to phone calls, ask permission for swabs and secure search warrants if they don't consent, He related he will interview the victim but not right away, in an effort to not re-victimize them. Additional potential evidence may be clothing to be processed by the Investigation Crime Lab. The SANE conducts the forensic exam and turns the Rape Kit over to the Investigator or to security in the absence of the Investigator. The chain of custody begins, and the evidence may be secured in an evidence locker until it is turned over to the Investigator who gets it to the crime lab for examination.

Sexual Assault Response Team members are facility-based staff, composed generally of a facility-based investigator who has completed the National Institute of Corrections on-line course, "PREA: Conducting Sexual Abuse Investigations in Confinement Setting", a medical staff, counseling or mental health staff (one of whom may serve as a staff advocate), and often the retaliation monitor. Their role, in the event of an allegation that appeared to be criminal, is limited to ensuring the protection of the evidence and if an assault is alleged, getting the inmate medical attention immediately, all the while protecting evidence insofar as possible.

All inmate victims of sexual abuse are offered a forensic exam at no cost to the inmate/resident. This is confirmed in Gwinnett County Correctional Institution Policy and the Georgia Network Against Sexual Assault document entitled, "Reporting Victim Sexual Assault Kit Protocol.

Upon learning of a sexual assault, the facility nurse is required to complete the Nursing Assessment Form for Alleged Sexual Assault. If the determination is that a possible sexual assault occurred, the Nurse completes the Plan portion of the form. This information documents notifying the Officer in Charge, SANE Nurse, and other notifications. In March 2019 the facility conducted a mock sexual assault drill. The training event involved participation from all areas involved in the investigation of a sexual assault in this facility including facility staff, Police, Special Victims unit detectives, Crime scene investigators, Mosaic Georgia SANE Nurse and Victim Advocate, and the Assistant District Attorney responsible for prosecution of Special Victim Cases.

The facility administration has gone to great length to ensure that staff and outside agencies are aware of appropriate response protocol in the event of a sexual assault, this standard is rated exceeds.

**Policy and GWINNETT COUNTY CORRECTIONAL INSTITUTION documents Reviewed:** Policy 3-5-3, Prison Rape Elimination Act Sexually Abusive Behavior Prevention and Intervention Program, B. Responsive Planning; Mental Health Management of Suspected Sexual Abuse or Sexual Harassment; Attachment 1, Medical Evaluation of Suspected Sexual Assault (Contract) with Attachment 1, Medical Evaluation of Suspected Sexual Assault; Medical Co-Pay for Sexual Assault; Standard Operating Procedure 103.10 Evidence Handling and Crime Scene Processing and SOP 103.06, Investigations of Allegations of Sexual Contract, Sexual Abuse, Sexual Harassment of Offenders; GDC Policy VH07-001 Health Services, E., Medical Services Deemed Necessary Exempt from Fee; SANE Nurse Call Roster; Medical PREA Log; Sexual Assault Nurse Examiner's; IK01-0005; MOU with Mosaic Sexual Assault Center; National Protocol for Sexual Assault Medical Forensic Examinations, 2<sup>nd</sup> Edition, Major Updates"; Email from Satilla Advocacy confirming Following the National Protocol for Evidence Collection; Procedure for SANE Nurse Evaluation/Forensic Collection.

**Interviews:** Commissioner; Warden; PREA Compliance Manager; Registered Nurse; Sexual Assault Response Team Members; Facility Based Investigators, Interview with a Counselor from the Mosaic Georgia, Inc.; Previous Interviews with two (2) SANEs from Satilla Advocacy; Rape Crisis Center Staff ; Twelve (12) Randomly selected staff; Twenty-Three (23) Specialized Staff; Interviews with Twenty-Six (26) formally interviewed offenders and Fifteen (15) Informally interviewed offenders; One (1) Special Agent One (1) Gwinnett County Police Department SVU Investigator (previous interview).

**Discussion of Policy and GWINNETT COUNTY CORRECTIONAL INSTITUTION document Review:** Policy 3-5-3, Prison Rape Elimination Act Gwinnett Sexually assault Protocol Abusive Behavior Prevention and Intervention Program, B. Responsive Planning, describes the agency's expectations regarding the evidence protocols and forensic examinations. Facilities are required to follow a uniform evidence protocol that maximizes the potential for obtaining usable physical evidence for administrative proceedings and criminal prosecutions. GDCs response to sexual assault follows the US Department of Justice's Office on Violence Against Women publication, "A National Protocol for Sexual Assault Medical Forensic Examinations, Adults/Adolescents" dated April 2013, or the most current version. The Department requires that upon receiving a report of a recent incident of sexual abuse, or a strong suspicion that a recent serious assault may have been sexual in nature, a physical exam of the alleged victim is performed, and the Sexual Assault Nurse Examiner's protocol initiated. The Mosaic Georgia Inc. GWINNETT COUNTY CORRECTIONAL INSTITUTION documented they follow a National Protocol for the Collection of Forensic Evidence and the National Protocol for Sexual Assault Medical Forensic Examinations, 2<sup>nd</sup> Edition, Major Updates.

The Gwinnett County Sexual Assault Protocol; establishes the agency's policy on evidence collections and protecting the crime scene. Policy requires that one of the first responsibilities at a crime scene is to prevent the destruction or contamination of evidence. Staff is required to initiate security measures to prevent unauthorized persons from entering the crime scene and not to touch anything or disturb anything. Instructions for maintaining the chain of possession of evidence is discussed. Gwinnett County Sexual Assault Protocol requires that medical care initiated by the facility is exempt from health care fees.

The Department has promulgated a Local Procedure Directive encompassing the procedures related to responding to victims of sexual assault and the victim is provided the opportunity for a forensic exam as soon as possible. Forensic exams are provided at no cost to the victim. The facility has also issued a local operating procedure essentially Gwinnett County Correctional Institution documenting the facility's coordinated response to an allegation of sexual abuse.

Investigations are initiated when the Sexual Assault Response Team Leader is notified of an actual or allegation of sexual assault/abuse or sexual harassment. The SART initially investigates to determine if the allegation is PREA related. If there is a sexual assault, the SART leader informs the Warden and Duty Officer and the Warden contacts the Gwinnett County Police Department SVU, the Warden will also notify Department of Corrections Regional Office who may assign an Office of Professional Standards (OPS) Investigator (Special Agent). The (OPS) investigator will shadow the Gwinnett County Police Department UVS. Protocol gives the Gwinnett County Police Department the authority to respond and conduct the criminal investigation. Gwinnett County Police Department SVU has the full responsibility to conduct investigations of incidents the victim and requiring the alleged perpetrator not to take any actions that would degrade or eliminate potential evidence and securing the area or room where the alleged assault took place and maintaining the integrity of evidence. The Gwinnett County Police SVU investigator may order a forensic exam. If a forensic exam is ordered, the facility's nurse or Warden/Designee follows the Gwinnett Sexual Assault Protocol. Medical Forensic exams shall be performed on site or at the Gwinnett Sexual Assault Center.

Gwinnett County Correctional Institution Policy also requires the PREA Compliance Manager to attempt to enter into an agreement with a rape crisis center to make available a victim advocate to accompany and provide emotional support for offenders being evaluated for the collection of forensic evidence. The facility has an ongoing MOU with Mosaic Georgia, Inc. The MOU confirms the organization will provide an advocate to meet the victim to provide emotional support, if requested by the offender. One facility staff is certified as a victim advocate.

Gwinnett County Correctional Institution Policy requires an administrative or criminal investigation of all allegations of sexual abuse and sexual harassment. Allegations involving potentially criminal behavior will be referred to the Gwinnett Police Department.

**Discussion of Interviews:** The facility-based investigator Master Correctional Officer; has completed the NIC On-Line Training, "PREA: Investigating Sexual Abuse in a Confinement Setting". She described the process for conducting investigations and indicated that once she was informed of an allegation, she would make sure all the SART members were notified and initiate the investigation. The process would include interviewing the alleged victim and alleged perpetrator as well as any witnesses, review any video footage, review any Gwinnett County Correctional Institution documentation including things like shift rosters and log books.

An interview with a SANE confirmed the process for conducting a forensic exam. She follows a uniform protocol for conducting those exams. An interview with a Gwinnett County Police SVU Investigator

confirmed the investigative process when an incident at the facility appears to be criminal. Investigators, he indicated, must complete 13 weeks of specialized training.

Interviews with a Nurse at the facility confirmed medical's roles in responding to an allegation of sexual abuse. Mosaic Georgia Inc. would be contacted if a forensic exam is needed.

## Standard 115.22: Policies to ensure referrals of allegations for investigations

### All Yes/No Questions Must Be Answered by the Auditor to Complete the Report

#### 115.22 (a)

- Does the agency ensure an administrative or criminal investigation is completed for all allegations of sexual abuse?  Yes  No
- Does the agency ensure an administrative or criminal investigation is completed for all allegations of sexual harassment?  Yes  No

#### 115.22 (b)

- Does the agency have a policy and practice in place to ensure that allegations of sexual abuse or sexual harassment are referred for investigation to an agency with the legal authority to conduct criminal investigations, unless the allegation does not involve potentially criminal behavior?  Yes  No
- Has the agency published such policy on its website or, if it does not have one, made the policy available through other means?  Yes  No
- Does the agency document all such referrals?  Yes  No

#### 115.22 (c)

- If a separate entity is responsible for conducting criminal investigations, does such publication describe the responsibilities of both the agency and the investigating entity? [N/A if the agency/facility is responsible for criminal investigations. See 115.21(a).]  Yes  No  NA

#### 115.22 (d)

- Auditor is not required to audit this provision.

#### 115.22 (e)

- Auditor is not required to audit this provision.

### Auditor Overall Compliance Determination

**Exceeds Standard** (*Substantially exceeds requirement of standards*)

- Meets Standard** (*Substantial compliance; complies in all material ways with the standard for the relevant review period*)
- Does Not Meet Standard** (*Requires Corrective Action*)

### **Instructions for Overall Compliance Determination Narrative**

*The narrative below must include a comprehensive discussion of all the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet the standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.*

The Gwinnett County Correction Institution Policy 3-5-3, requires that all reports of sexual abuse and sexual harassment will be considered allegations and will be investigated. That included any sexual behavior that was observed, that staff have knowledge of, or have a received a report about, suspicions. Staff acknowledged that regardless of the source of the allegation, the allegation is reported and referred for investigation. If an allegation appears criminal in nature it is referred to the Gwinnett County Police Department SVU Investigator who is trained extensively in conducting investigations and who has the power to affect an arrest of staff or offenders. Staff acknowledged that they understood that failing to report would result in disciplinary action up to an including dismissal.

Another GDC Policy, 1K01-0006, Investigation of Allegations of Sexual Contact, Sexual Abuse, and Sexual Harassment of Offenders, asserts it is the policy of the GDC that allegations of sexual contact, sexual abuse, and sexual harassment filed by sentenced offenders against departmental employees, contractors, vendors, or volunteers be reported, fully investigated and otherwise treated in a confidential and serious manner.

Policy requires that every allegation (sexual abuse and sexual harassment) must be referred immediately to the local Sexual Assault Response Team with the local SART protocol initiated and investigations handled promptly, thoroughly, and objectively, incident notification made to the GDC PREA Coordinator within 24 hours of initiating the SART Investigation.

Gwinnett County Correction Institution has established Sexual Assault Response Teams (SART) in according to policy, is responsible for the administrative investigation into all allegations of sexual abuse or sexual harassment. Gwinnett County Correctional Institution has a Sexual Assault Response Team that is responsible for conducting the initial sexual abuse investigations and sexual harassment investigations. The SART Facility Based Investigator is required to complete the National Institute of Corrections Specialized Training (online) entitled: "PREA: Investigating Sexual Abuse Investigations in Confinement Settings." The SART is made up of a facility-based investigator, a nurse, a counselor, and a staff advocate. The SART's role is to conduct an initial investigation into the allegation.

If an allegation appears to be criminal in nature and involves a state inmate, the SART will notify the Shift Supervisor and Warden will contact the applicable Regional Office. Gwinnett County Police Department SVU is responsible for the investigation. The Office of Professional Standards may designate a Special Agent. In Gwinnett County, Special Agents must defer to local police to lead the investigation. Gwinnett County Police Department SVU Investigator also works with the local District Attorney and recommends criminal charges when the evidence warrants it.

All investigations are Gwinnett County Correction Institution documented and maintained. Investigations conducted by the Sexual Assault Response Team are entered into the GDC's data base

and are reviewed by the PREA Unit and must be approved by them prior to the investigation being finalized and closed in the system.

The agency's website is replete with information related to PREA. A section entitled: "Department Response to Sexual Assault or Misconduct Allegations" asserts that employees have a duty to report all rumors and allegations of sexual assault and sexual misconduct through the chain of command. Another paragraph, "Investigations of Sexual Assault and Misconduct" states that the GDC is dedicated to producing quality investigations of alleged sexual assaults and sexual misconduct incidents. A separate section, "How do I Report Sexual Abuse or Sexual Harassment?" affirms the GDC investigates all allegations of sexual abuse and sexual harassment promptly, thoroughly, and objectively. Multiple ways to report are then identified and contact information is provided.

**Policy and Gwinnett County Correction Institution policy 3-5-3, Prison Rape Elimination Act; GDC Standard Operating Procedure, IK01-0006, Investigation of Allegations of Sexual Contact, Sexual Abuse and Sexual Harassment; IK01-005, Crime Scene Preservation; Pre-Audit Questionnaire; PREA Investigation Summary; Notification of Results of Investigation; Gwinnett Police Department Policy 19.00 Sexual Assault Gwinnett County Correction Institution document NIC Certificates (National Institute of Corrections, PREA: Investigating Sexual Abuse in Confinement Settings).**

**Interviews:** 12 Randomly selected and 23 special category staff; informally interviewed staff during the audit; 26 Offenders, including 15 targeted offenders

**Discussion of Policy and Gwinnett County Correctional Institution documents Reviewed:** Policy 3-5-3, Prison Rape Elimination Act, requires that an administrative or criminal investigation is to be completed for all allegations of sexual abuse and sexual harassment. Allegations that involve potentially criminal behavior will be referred for investigation to the Gwinnett County Police Department SVU. The local Sexual Assault Response Team is responsible for the initial inquiry and subsequent administrative investigation of all allegations of sexual abuse or sexual harassment with limitations. In cases where allegations are made against staff members and the SART inquiry deems the allegation is unfounded or unsubstantiated by evidence of facility Gwinnett County Correctional Institution documentation, video monitoring systems, witness statement or other investigative means, the case can be closed at the facility level. All allegations with penetration and those with immediate and clear evidence of physical contact are required to be reported to the Regional SAC and the Department's PREA Coordinator immediately upon receipt of the allegations. If a sexual assault is alleged and cannot be cleared at the local level, the Gwinnett County Police Department SVU determines the appropriate response upon notification. Evidence, direct and circumstantial, will be collected and preserved. Evidence includes any electronic monitoring data; interviews with witnesses; prior complaints and reports of sexual abuse involving the suspected perpetrator. When the criminal investigation pertaining to an employee is over it is turned over to the Gwinnett County Police Department SVU to conduct any necessary compelled administrative interviews. The credibility of a victim, suspect or witness is to be assessed on an individual basis and not determined by the person's status as offender or staff member. Offenders alleging sexual abuse will not be required to submit to a polygraph or other truth telling device as a condition for proceeding with the investigation of the allegation. After each SART investigation all SART investigations are referred to the OPS for an administrative review.

Gwinnett County Correction Institution 3-5-3 thoroughly describes the expectations for reporting allegations including initial notifications, general guidelines for investigations and investigative reports. This policy asserts that allegations of sexual contact, sexual abuse and sexual harassment filed by sentenced offenders against departmental employees, contractors, vendors or volunteers be reported, fully investigated and otherwise treated in a confidential and serious manner. Staff is required to

cooperate with the investigation and Gwinnett County Correction Institution policy is to ensure that investigations are conducted in such a manner as to avoid threats, intimidation or future misconduct. Policy requires “as soon as an incident of, sexual contact, sexual abuse or sexual harassment (including rumors, inmate talk, kissing etc.)” comes to the attention of a staff member, the staff member is required to immediately inform the Warden/Superintendent, and/or the Institutional Duty Officer, and/or the Office of Professional Standards Unit verbally and follow up with a written report. Failure to report allegations of sexual contact, sexual abuse or sexual harassment may result in disciplinary action, up to and including dismissal.

This policy also affirms the “Internal Investigations Unit” (now Office of Professional Standards) will investigate allegations of sexual contact, sexual abuse, and sexual harassment by employees, contractors, volunteers, or vendors. The investigations may include video or audio recorded interviews and written statements from victims, alleged perpetrator and any witnesses as well as all other parties with knowledge of any alleged incident; as well as known Gwinnett County Correctional Institution documents, photos or physical evidence.

Policy requires investigations to continue whether the alleged victim refuses to cooperate with the investigator and whether another investigation is being conducted and even if the employee resigns during an investigation. The time limit for completing investigations is 45 days from the assignment of the case.

The auditor conducted an interview with an OPS Special Agent previously and Gwinnett County Police Department’s SVU Supervisor. An interview with a facility based Sexual Assault Response Team Investigator. Facility-based investigations are conducted by a team of staff including a staff whose primary responsibility is to investigate, a staff whose primary role is staff advocate, and a medical staff. Upon receiving the complaint, the investigator initiates the investigation process.

The facility has a primary facility-based investigator, the Master Correctional Officer. The Master Corrections Officer is a certified law enforcement officer having completed a Mandated Training at a Law Enforcement Academy. In addition to having completed Mandated Law Enforcement Training, the investigator also completed the National Institute of Corrections online specialized training entitled: “PREA: Investigating Sexual Abuse in a Confinement Setting.” The Department of Corrections provides SART Training at least annually. The investigator has completed that as well.

An interview confirmed the investigator has a good knowledge of the investigation process. She responded professionally to all the questions asked of investigators in the Investigations Questionnaire.

There have been twenty-six (26) allegations of sexual abuse or sexual harassment in the past 12 months.

If, upon receiving an allegation or report of sexual abuse, the preliminary evidence indicates, or it is obvious that a criminal act is likely to have occurred, notifications are made up to the Duty Officer and Warden, who then make contact with the Gwinnett County Police Department SVU. The Warden notifies the Regional Office Special Agent in Charge. The OPS agent assigned will shadow investigators from the Gwinnett County Police Department SVU. Protocol dictates that Gwinnett County Police Department is in charge of all criminal investigations. The role of the facility-based investigator then is to support the investigator in any way possible.

Interviews with SART Members indicated they would notify the inmate the results of the investigation and they would use the Gwinnett County Correctional Institution Notification Form and are familiar with the requirements of policy related to notification to the inmate.

**Discussion of Interviews:** Interviews with Twelve (20) Randomly selected staff and Twenty-Three (23) Specialized Staff indicated that they are required to report all allegations and knowledge of sexual abuse or sexual harassment. The auditor asked them if they would report something they suspected, they said they would report that and follow-up with a written witness statement that would be completed immediately if possible and before the end of the shift. When asked if they would report an anonymous report or a report made by another inmate, family member or other third party and write a statement regarding these as well. Most of the staff stated the Sexual Assault Response Team is responsible for conducting sexual abuse investigations. An interview with the SART Leader confirmed they are very knowledgeable of the investigation process and reviewed investigation packages indicated a thorough process.

## TRAINING AND EDUCATION

### Standard 115.31: Employee training

All Yes/No Questions Must Be Answered by the Auditor to Complete the Report

#### 115.31 (a)

- Does the agency train all employees who may have contact with inmates on its zero-tolerance policy for sexual abuse and sexual harassment?  Yes  No
- Does the agency train all employees who may have contact with inmates on how to fulfill their responsibilities under agency sexual abuse and sexual harassment prevention, detection, reporting, and response policies and procedures?  Yes  No
- Does the agency train all employees who may have contact with inmates on inmates' right to be free from sexual abuse and sexual harassment  Yes  No
- Does the agency train all employees who may have contact with inmates on the right of inmates and employees to be free from retaliation for reporting sexual abuse and sexual harassment?  Yes  No
- Does the agency train all employees who may have contact with inmates on the dynamics of sexual abuse and sexual harassment in confinement?  Yes  No
- Does the agency train all employees who may have contact with inmates on the common reactions of sexual abuse and sexual harassment victims?  Yes  No
- Does the agency train all employees who may have contact with inmates on how to detect and respond to signs of threatened and actual sexual abuse?  Yes  No
- Does the agency train all employees who may have contact with inmates on how to avoid inappropriate relationships with inmates?  Yes  No
- Does the agency train all employees who may have contact with inmates on how to communicate effectively and professionally with inmates, including lesbian, gay, bisexual, transgender, intersex, or gender nonconforming inmates?  Yes  No

- Does the agency train all employees who may have contact with inmates on how to comply with relevant laws related to mandatory reporting of sexual abuse to outside authorities?  
 Yes  No

#### 115.31 (b)

- Is such training tailored to the gender of the inmates at the employee's facility?  Yes  No
- Have employees received additional training if reassigned from a facility that houses only male inmates to a facility that houses only female inmates, or vice versa?  Yes  No

#### 115.31 (c)

- Have all current employees who may have contact with inmates received such training?  
 Yes  No
- Does the agency provide each employee with refresher training every two years to ensure that all employees know the agency's current sexual abuse and sexual harassment policies and procedures?  Yes  No
- In years in which an employee does not receive refresher training, does the agency provide refresher information on current sexual abuse and sexual harassment policies?  Yes  No

#### 115.31 (d)

- Does the agency document, through employee signature or electronic verification that employees understand the training they have received?  Yes  No

#### Auditor Overall Compliance Determination

- Exceeds Standard** (*Substantially exceeds requirement of standards*)
- Meets Standard** (*Substantial compliance; complies in all material ways with the standard for the relevant review period*)
- Does Not Meet Standard** (*Requires Corrective Action*)

#### Instructions for Overall Compliance Determination Narrative

*The narrative below must include a comprehensive discussion of all the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet the standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.*

This standard is rated exceeds by requiring and providing staff with more PREA related training than is required by the PREA Standards. This facility and the management of the facility appear to value staff training. This is reflected in the multiple trainings staff have been involved in related to PREA. The Warden provided the means for the PREA Coordinator/PREA Compliance Manager to attend and complete the Department of Justice/PREA Resource Center's Certified Auditor Training enabling the

PREA Coordinator/Compliance Manager to become a certified PREA Auditor. This knowledge has enabled the Coordinator to implement and maintain the PREA Standards in a comprehensive manner.

In addition to New Employee's Orientation, staff receive PREA training at Basic Correctional Officers Training, Day 1, Annual In-Service Training, refreshers, and specialized training including, "PREA: Your Role in Responding to Sexual Abuse" and the NIC on-line training entitled, "Communicating Professionally and Effectively with LGBTI Offenders".

Gwinnett County Correctional Institution Policy 3-5-3, requires that staff are trained in the following:

- Department's Zero Tolerance Policy for Sexual Abuse and Sexual Harassment
- How to fulfill staff responsibilities under the Department's Sexual Abuse and Sexual Harassment
- Prevention, detection, reporting and response policies and procedures
- Offender's right to be free from Sexual Abuse and Sexual Harassment
- Right of offenders and employees to be free from retaliation for reporting Sexual Abuse and Sexual Harassment
- The dynamics of Sexual Abuse and Sexual Harassment victims
- How to detect and respond to signs of threatened and actual Sexual Abuse
- How to avoid inappropriate relationships with offenders
- How to communicate effectively and professionally with offenders, including lesbian, gay, bisexual, Transgender, Intersex; or Gender nonconforming
- How to comply with relevant laws related to mandatory reporting of sexual abuse to outside entities.

The reviewed lesson plan for annual in-service covers the required training topics.

Interviews with staff and contractors confirmed 100% of them had completed PREA Training covering all the topics required by GDC Policy and the PREA Standards. The auditor reviewed training rosters Gwinnett County Correctional Institution documenting Day 1, Annual In-Service Training for 2018.

During staff interviews, staff were asked to review the topics outlined on the questionnaire and to explain where and how they received that training. Staff confirmed having been trained in all those topics as both new employees and at annual in-service training. Facility provides PREA information cards for all staff, offenders and volunteers this information allows immediate information on how to respond to PREA related incidents.

Staff indicated they receive PREA Training as newly hired employees in pre-service orientation, at Basic Correctional Officers Training, at Annual In-Service Training and through on-line training including the required National Institute of Corrections course, "Communicating Effectively and Efficiently with LGBTI Offenders".

Training was also confirmed through reviewing 20 Certificates confirming the NIC. "Communicating Professionally and Effectively with LGBTI Offenders." The Department requires all staff and contracted employees who have contact with offenders to take the online course provided by the National Institute of Corrections entitled, "PREA: Communicating Professionally and Effectively with LGBTI Offenders."

Staff at the facility, in compliance with Gwinnett County Correctional Institution Policies, receive their initial PREA Training as newly hired employees (Pre-Service Orientation). A block of training for the new employees is dedicated to PREA. Staff confirmed receiving class room training as a new employee. This was also confirmed through an interview with the POST IT Instructor.

Newly hired Correctional Officers later attend Basic Correctional Officer Training (BCOT for Certification through the Georgia Peace Officers Training Council). A block of training includes PREA.

Following BCOT, all staff and contractors are required to complete Annual In-Service Training. Day 1 that includes PREA training. The reviewed agency's developed curriculum for 2018 Annual In-Service Training includes the following:

- Zero Tolerance
- Definitions
- Staff Prevention Responsibilities
- Offender Prevention Responsibilities
- Detection and Prevention Responsibilities
- Reporting Responsibilities
- Coordinated Response (Including First Responder Duties)
- Mandatory Reporting Laws (Official Code of Georgia)
- Inmate Education
- Retaliation
- Dynamics in Confinement
- Victimization Characteristics
- Warning Signs
- Avoiding Inappropriate Relationships with Offenders
- Communicating with Offenders
- Acknowledging LGBTI Offenders
- Search Procedures
- PREA Video
- PREA Training and Forms
- Enabling Objectives

GDC Policy 3-5-3 section E, requires that in-service training will include gender specific reference and training to staff as it relates to a specific population supervised and that staff who transfer into a facility of different gender from prior institution are required to receive gender-appropriate training.

The auditor also reviewed Staff PREA Acknowledgments acknowledging staff are aware of the zero-tolerance policy and their mandate to report, as well as the consequences for becoming involved in sexual abuse or sexual harassment.

The agency provides training for PREA Compliance Managers once or twice a year. They also provide training for the Sexual Assault Response Teams at least twice a year.

The Agency's PREA Coordinator and the Assistant PREA Coordinator completed the Train the Trainer Advocacy Training provided by the Moss Group to enable them to train designated facility staff to serve as facility-based advocates.

**Policy and Gwinnett County Correctional Institution document Review:** Policy 3-5-3, Prison Rape Elimination Act, Sexually Abusive Behavior Prevention and Intervention Program, C. Training and Education; Reviewed 2018 Lesson Plan for PREA; Reviewed Power Point Presentation for Annual In-service Training: PREA, Training Rosters Gwinnett County Correctional Institution documented Day 1, Annual In-service training for 2016, 2017 and 2018; Reviewed Certificates Gwinnett County Correctional Institution documenting Specialized Training; Reviewed Personnel files containing PREA

Acknowledgment Statements; Previous Rosters Gwinnett County Correctional Institution documenting Sexual Assault Response Team Training; PREA Acknowledgment Statements

**Interviews:** Warden; PREA Compliance Manager; Agency PREA Coordinator (Previous Interview); Assistant PREA Coordinator (Previous Interview); POST Certified Training Officer; 12 Randomly selected staff, 23 Special Category Staff; including Contracted Medical Staff.

**Observations:** None applicable for this audit.

**Discussion of Policies and Gwinnett County Correctional Institution documents:** Policy, 3-5-3, Prison Rape Elimination Act, Sexually Abusive Behavior Prevention and Intervention Program, C. Training and Education, requires annual training that includes the following: The Department's zero-tolerance policy, how to fulfill their responsibilities under the sexual abuse and sexual harassment prevention, detection, reporting and response policies and procedures, inmate's right to be free from sexual abuse and sexual harassment, the right of offenders and employees to be free from retaliation for reporting sexual abuse and sexual harassment, the dynamics of sexual abuse and sexual harassment victims, how to detect and respond to signs of threatened and actual sexual abuse, how to avoid inappropriate relationships with offenders, how to communicate effectively and professionally with offenders, including lesbian, gay, bisexual transgender, intersex or gender non-conforming offenders ; how to avoid inappropriate relationships with offenders and how to comply with relevant laws related to mandatory reporting of sexual abuse and sexual harassment. New employees receive PREA Training during Pre-Service Orientation. Staff also receive annual in-service training that includes a segment on PREA. In-service training considers the gender of the inmate population.

The facility provided the training curriculum covering the topics required by the PREA Standards and more.

The auditor reviewed multiple training rosters for 2018, Gwinnett County Correctional Institution documenting Day 1, Annual In-Service Training and over 40 PREA Acknowledgment Statements.

Reviewed personnel files representing Newly Hired Staff, Promoted Staff and Regular Staff all contained PREA Acknowledgment Statements indicating staff are PREA. These statements affirm the employee has received training on the Department's Zero Tolerance Policy on Sexual Abuse and Sexual Harassment and that they have read the GDC Standard Operating Procedure 208.06, (Facility's policy 3-5-3), Sexually Abusive Behavior Prevention and Intervention Program. They also affirm they understand that any violation of the policy will result in disciplinary action, including termination, or that they will be banned from entering any GDC institution. Penalties for engaging in sexual contact with an offender commit sexual assault, which is a felony punishable by imprisonment of not less than one or more, than 25 years, a fine of \$100,000 or both.

PREA Compliance Managers attend training at least twice a year. The Sexual Assault Response Team receives training at least semi-annually on their roles in responding to allegations of sexual abuse. Specialized training is completed by SART members and medical staff.

PREA Related posters are prolific and posted in numerous locations throughout this facility and in this facility the posters and notices are posted strategically throughout the facility and in each living unit. Posters are also posted in administrative segregation and disciplinary isolation.

The investigator on the SART completed the specialized training for investigators through the National Institute of Corrections training, "Investigating Sexual Abuse in Confinement Settings". Additionally, the SART receives training in their roles in response to a sexual assault at least semi-annually. The auditor reviewed multiple certificates confirming the specialized training.

All staff is required to complete the on-line training Communicating Effectively and Professionally with LGBTI Offenders. Reviewed Certificates of Training (20) Gwinnett County Correctional Institution documented the training provided by the National Institute of Corrections and all interviewed staff stated they must complete the on-line NIC training, “Communicating Effectively and Professionally with LGBTI Offenders”.

The PREA Unit provides training for staff, including the SART Teams and training to become a qualified staff advocate. Because of their role in training, the Agency’s PREA Coordinator and Assistant PREA Coordinator and PREA Unit Analyst have attended and completed the Peace Officers Standards Training to become what is known as a POST IT Instructor. This intensive training is a three-week course to train potential instructors. Receiving this certification by the Peace Officers Standards Training Council, these staff may conduct classes consistent with all the requirements for certification as a POST IT Instructor. Classes they teach enable the staff to receive credit toward their POST Certification Training.

**Discussion of Interviews:** Interviewed staff appeared knowledgeable of the PREA topics as addressed in the Random Staff Questionnaire. Staff stated they received their initial PREA Training during pre-service training. New Correctional Officers attend Basic Correctional Officer Training at the Academy where they receive a block of PREA Training. Staff also related that they get PREA Training every year during annual in-service training on Day 1. This training included, they indicated, conducting searches in a professional and respectful manner. Staff also said they received training in conducting cross-gender pat searches during their annual staff meeting. The training was documented on training rosters reviewed by the auditor. Each staff member interviewed reviewed each of the required training topics and confirmed they had been trained in Annual In-Service on each of those topics. Staff also said they receive training from the PREA Coordinator/PREA Compliance Manager.

Staff is knowledgeable of the facility’s zero tolerance for all forms of sexual abuse, sexual harassment and retaliation. Posters are posted throughout the facility reminding everyone of Zero Tolerance.

Many were specifically asked if they had received PREA training in each of the identified PREA Standards training topics, 100% reviewed the topics and said they were trained in each of the topics and that training was provided during annual in-service training. Staff reported they are trained to take everything seriously and report everything and even a suspicion. They stated they would take a report made verbally, in writing, anonymously and through third parties and they would report these immediately to their shift supervisor and follow-up with a written statement or incident report before they left the shift.

Staff explained their roles as first responders. This included both uniform and non-uniform staff. Non-Uniform staff also described their roles as first responders.

If an inmate reported being at risk of imminent sexual abuse staff stated, staff said they would act immediately and remove the inmate from the threat and report it to their immediate supervisor.

100% of the interviewed staff affirmed they took the online NIC Training, “Communicating Effectively and Professionally with LGBTI Offenders”. SART members confirmed they attend SART training once or twice a year.

## **Standard 115.32: Volunteer and contractor training**

## All Yes/No Questions Must Be Answered by the Auditor to Complete the Report

### 115.32 (a)

- Has the agency ensured that all volunteers and contractors who have contact with inmates have been trained on their responsibilities under the agency's sexual abuse and sexual harassment prevention, detection, and response policies and procedures?  Yes  No

### 115.32 (b)

- Have all volunteers and contractors who have contact with inmates been notified of the agency's zero-tolerance policy regarding sexual abuse and sexual harassment and informed how to report such incidents (the level and type of training provided to volunteers and contractors shall be based on the services they provide and level of contact they have with inmates)?  Yes  No

### 115.32 (c)

- Does the agency maintain documentation confirming that volunteers and contractors understand the training they have received?  Yes  No

## Auditor Overall Compliance Determination

- Exceeds Standard** (*Substantially exceeds requirement of standards*)
- Meets Standard** (*Substantial compliance; complies in all material ways with the standard for the relevant review period*)
- Does Not Meet Standard** (*Requires Corrective Action*)

## Instructions for Overall Compliance Determination Narrative

*The narrative below must include a comprehensive discussion of all the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet the standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.*

**Policy and Gwinnett County Correctional Institution documents Reviewed:** Policy 3-5-3, Prison Rape Elimination Act, Sexually Abusive Behavior Prevention and Intervention Program, C. Training and Education, Paragraph 3, Volunteer and Contractor Training; GDC Standard Operating Procedure Local Management of Volunteer Services; Reviewed Contractor and Volunteer PREA Acknowledgement Statements (17).

**Interviews:** Warden; PREA Compliance Manager; Contracted Employees, a Volunteer, and Statewide Volunteer Coordinator; Facility Chaplain/Volunteer Coordinator.

**Observations:** There were no volunteer activities during the on-site audit period.

**Discussion of Policies and Gwinnett County Correctional Institution documents that were reviewed:** Policy 3-5-3, Prison Rape Elimination Act, Sexually Abusive Behavior Prevention and Intervention Program, C. Training and Education, Paragraph 3, Volunteer and Contractor Training, requires all volunteers and contractors who have contact with offenders to be trained on their responsibilities under the Department's PREA policies and procedures. This training is based on the services being provided and the level of contact with offenders, however all volunteers and contractors are required to be notified of the Department's zero-tolerance policy and informed how to report such incidents. Participation must be Gwinnett County Correctional Institution documented and indicates understanding the training they received.

The level and type of training provided to volunteers and contractors is based on the services they provide and level of contact they have with the offenders. All volunteers and contractors who have contact with offenders are notified of the Department's Zero Tolerance policy regarding sexual abuse and sexual harassment and informed on how to report such incidents. Gwinnett County Correctional Institution documentation of that training is on the Contractor/Volunteer Acknowledgment Statement.

Training for volunteers is provided at the facility. Training is documented via the PREA Acknowledgment Statement and the Training Package. The auditor reviewed 12 Volunteer Packages.

Contractors/Volunteers receive training at the facility and attend departmental annual in-service training like all other employees. Interviews with contracted medical staff confirmed they attend annual in-service training along with regular facility employees. The facility exceeds designated training requirement for volunteers/contractors.

The Gwinnett County Correctional Institution Acknowledgment Statements are for supervised visitors/contractors/volunteers. It acknowledges that they understand the agency has a zero-tolerance policy prohibiting visitors, contractors, and volunteers from having sexual contact of any nature with offenders. They agree not to engage in sexual contact with any offender while visiting a correctional institution and if they witnessed another having sexual contact with an offender or if someone reported it to the contractor/volunteer he/she agrees to report it to a corrections employee. They acknowledge, as well, the disciplinary action, including the possibility for criminal prosecution, if they violate the agreement. The Acknowledgment Statement for Unsupervised Contractors and Volunteers acknowledges training on the zero-tolerance policy and that they have read the agency's PREA Policy (208.06). They acknowledge they are not to engage in any behavior of a sexual nature with an offender and to report to a nearby supervisor if they witness such contact or if someone reports such conduct. They acknowledge the potential disciplinary actions and/or consequences for violating policy.

Interviews with a volunteer indicated he received training at initially at his church and later again at a statewide volunteer training conducted at his church. The training, he said, included the zero-tolerance policy and reporting. He indicated he would report to the first staff if he became aware of anything. They also said they must have a background check every year.

## **PREA Standard 115.33: Inmate education**

### **All Yes/No Questions Must Be Answered by the Auditor to Complete the Report**

#### **115.33 (a)**

- During intake, do inmates receive information explaining the agency's zero-tolerance policy regarding sexual abuse and sexual harassment?  Yes  No

- During intake, do inmates receive information explaining how to report incidents or suspicions of sexual abuse or sexual harassment?  Yes  No

#### 115.33 (b)

- Within 30 days of intake, does the agency provide comprehensive education to inmates either in person or through video regarding: Their rights to be free from sexual abuse and sexual harassment?  Yes  No
- Within 30 days of intake, does the agency provide comprehensive education to inmates either in person or through video regarding: Their rights to be free from retaliation for reporting such incidents?  Yes  No
- Within 30 days of intake, does the agency provide comprehensive education to inmates either in person or through video regarding: Agency policies and procedures for responding to such incidents?  Yes  No

#### 115.33 (c)

- Have all inmates received such education?  Yes  No
- Do inmates receive education upon transfer to a different facility to the extent that the policies and procedures of the inmate's new facility differ from those of the previous facility?  Yes  No

#### 115.33 (d)

- Does the agency provide inmate education in formats accessible to all inmates including those who are limited English proficient?  Yes  No
- Does the agency provide inmate education in formats accessible to all inmates including those who are deaf?  Yes  No
- Does the agency provide inmate education in formats accessible to all inmates including those who are visually impaired?  Yes  No
- Does the agency provide inmate education in formats accessible to all inmates including those who are otherwise disabled?  Yes  No
- Does the agency provide inmate education in formats accessible to all inmates including those who have limited reading skills?  Yes  No

#### 115.33 (e)

- Does the agency maintain documentation of inmate participation in these education sessions?  Yes  No

#### 115.33 (f)

- In addition to providing such education, does the agency ensure that key information is continuously and readily available or visible to inmates through posters, inmate handbooks, or other written formats?  Yes  No

### Auditor Overall Compliance Determination

- Exceeds Standard** (*Substantially exceeds requirement of standards*)
- Meets Standard** (*Substantial compliance; complies in all material ways with the standard for the relevant review period*)
- Does Not Meet Standard** (*Requires Corrective Action*)

### Instructions for Overall Compliance Determination Narrative

*The narrative below must include a comprehensive discussion of all the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet the standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.*

This facility exceeds the requirements of GDC Policy and of the PREA Standards relative to informing and educating offenders in Zero-Tolerance and how to report, but also in educating them in their rights to be free from sexual abuse, sexual harassment and retaliation for reporting or cooperating with an investigation and how to report allegations of sexual abuse.

Offenders receive verbal and written information during the admission process.

During the admission process offenders are provided the following information:

- Information on Zero-Tolerance
- Reporting Methods:
  - 1) PREA Hotline
  - 2) Verbally or in writing to any staff
  - 3) Email to the PREA Unit; email address provided
  - 4) Ombudsman; phone number provided
  - 5) In Writing to the State Pardons and Parole, Victim Services Director
  - 6) Third Party, including another inmate who can report for them
  - 7) Family

Staff conducting intake and orientation stated at intake staff go over zero tolerance and how to report.

The same day or within 72 hours, staff stated they provide information verbally and in writing and through the PREA Video. They stated they touch on the key points in the PREA Video, give out the PREA Brochure and go over how to avoid being victimized, and give offenders information on how to access to Sexual Assault Center. They then offer the opportunity for offenders to ask questions.

Additionally, they watch the PREA Video during the orientation process. All interviewed offenders received an orientation the same day they were admitted.

Kiosks are available in each dormitory. Offenders may send requests to staff via the kiosk and email family and others on their approved visitors list. Prior to accessing the Kiosk for other purposes, the offender must again view the PREA Video. This was confirmed through interviews with offenders and reviewed printouts indicating the inmate accessing the Kiosk.

The auditor plotted the responses of offenders to questions asked about how they receive PREA Information at this facility. The results are the following related to PREA Information received at the facility:

- 30 of 30 offenders said they received information about the facility rules against sexual abuse and sexual harassment on admission
- 30 of 30 offenders said they received information “off the bus” covering zero tolerance and how to report
- 30 of 30 offenders said they were made aware of their rights including the right to be free from sexual abuse and sexual harassment and retaliation for reporting and how to report
- 30 Of 30 offenders said they received information on their rights the first day of admission, 1 said he received the information within 1 day; 4 said they received it in a couple of days and 1 said he did not receive that information
- 30 said they received verbal information and that they viewed the PREA Video

PREA information is reportedly presented to offenders in a manner that enables the inmate to understand and to participate fully in the Agency’s prevention, detection, responding and reporting PREA efforts. If a limited English proficient resident was admitted, the facility has access to a local Interpreter Pool as well as Language Line professional interpretive services. Coordination of these services may be expedited by the local ADA Coordinator contacting the Statewide ADA Coordinator or designee who can facilitate access to professional interpreters either on the phone, via video, or in person. If a resident is deaf, the staff may use language line to access an interpreter using American Sign or access one of the many statewide contracts for interpretive services, both via phone, in person, or through video conference. The facility has access to Gwinnett County Interpreter Pool, if needed.

If, on admission, an inmate has literacy issues or is cognitively disabled, the initial intake information may be read to them. If needed, the facility has GED/ABE/Literacy teachers. If a teacher is available on site during the admission, the teacher may ensure the resident understands. The facility may also use general population counselors or any staff to assist in communicating the information necessary to attempt to keep the inmate safe.

If an inmate is transferring in from another facility, she indicated they would still receive the same information over again, if they had it at another facility.

For limited English proficient offenders, the facility has access to a county interpreter pool and Language Line Solutions if needed to provide interpretation services. These include interpretation over the phone, video remote and on-site. Contract services also include access to interpretation services for American Sign Language. The facility has an ADA Coordinator who can access the Statewide ADA Coordinator to secure a wide variety of statewide contracts for accessing interpretive services and

these can be expedited by the statewide ADA Coordinator if necessary. Staff would read the information to offenders with literacy or developmental issues. A mental health counselor is available to assist mentally ill offenders in understanding the PREA related information and in making reports.

PREA related posters were observed throughout the facility and accessible in multiple areas to offenders.

**Policy and Gwinnett County Correctional Institution documents Reviewed:** Policy 3-5-3, Prison Rape Elimination Act, Sexually Abusive Behavior Prevention and Intervention Program, C. Training and Education, Paragraph 4, Offender Education; GDC PREA pamphlet; GDC Policy 3-5-3, Offender Orientation; A review of inmate files, 40 PREA Acknowledgment Statements and 40 orientation checklists indicating offenders receive information on the zero tolerance on admission and within a few hours complete the orientation to the facility, including PREA education; Previously reviewed contracts for interpretive services.

**Interviews:** Warden; Staff conducting intake; Staff conducting orientation (resident education); PREA Compliance Manager; Twenty-Six (26) offenders; (10) Randomly selected staff; (23) Specialized Staff; Informally Interviewed Offenders; Pre-Audit Questionnaire

**Discussion of Policy Gwinnett County Correctional Institution documents: Reviewed:** Policy 3-5-3, Prison Rape Elimination Act, Sexually Abusive Behavior Prevention and Intervention Program, C. Training and Education, Paragraph 4, Offender Education, requires notification of the GDC Zero-Tolerance Policy for Sexual Abuse and Harassment and information on how to report an allegation at the receiving facility. This is required to be provided to every resident upon arrival at the facility. It also requires that in addition to verbal notification, offenders are required to be provided a GDC PREA pamphlet.

It is required that within 72 hours of arrival, offenders receive PREA education. The education must be conducted by assigned staff members to all offenders and includes the gender appropriate "Speaking Up" video on sexual abuse.

The facility documents the initial notification/education in writing by the signature of the offender. Only in exigent circumstances may the initial training be delayed.

The PREA Education must include: 1) The Department's zero-tolerance of sexual abuse and sexual harassment; 2) Definitions of sexually abusive behavior and sexual harassment; 3) Prevention strategies the offender can take to minimize his/her risk of sexual victimization while in Department Custody; 4) Methods of reporting; 5) Treatment options and programs available to offender victims of sexual abuse and sexual harassment; 6) Monitoring, discipline, and prosecution of sexual perpetrators; 7) and Notice that male and female routinely work and visit housing area.

PREA Education is required to be provided in formats, accessible to all offenders, including those who are limited English proficient, deaf, visually impaired, or otherwise disabled, as well as those with limited reading skills.

Education, according to facility policy requires the facility to maintain documentation of offender participation in education sessions in the offender's institutional file. In each housing unit, policy requires that the following are posted in each housing unit: a) Notice of Male and Female Staff routinely working and visiting housing areas; b) A poster reflecting the Department's zero-tolerance (must be posted in common areas, as well, throughout the facility, including entry, visitation, and staff areas.

Offenders confirm their orientation on several documents.

- 1) Offender Acknowledgment of PREA
- 2) Offender Orientation Checklist Gwinnett County Correctional Institution documenting Sexual Abuse and Harassment and Viewed the PREA Video)

If an inmate is non-English speaking, the County Pool of Interpreters or Language Line is available. If an inmate has a disability, appropriate staff are to be used to ensure that the inmate understands the PREA policy. If an inmate requires signing (hearing impaired) the agency's ADA Coordinator is called and provides the necessary translation services (according to an interview with the ADA Coordinator). The State Department of Administrative Services has multiple contracts with translation services. These may be accessed through the Agency ADA Coordinator. The facility has access to a Gwinnett County Pool of Interpreters and access also to Language Line for interpretive services for the deaf and offenders who are limited English proficient. Offenders who have literacy issues or who are cognitively challenged have access to the GED teacher and other staff who can read the PREA related information to them and mentally ill offenders have two counselors who can assist them in understanding PREA and how to report. PREA Videos have closed caption and there is also a Spanish version of the video.

### **Standard 115.34: Specialized training: Investigations**

**All Yes/No Questions Must Be Answered by the Auditor to Complete the Report**

#### **115.34 (a)**

- In addition to the general training provided to all employees pursuant to §115.31, does the agency ensure that, to the extent the agency itself conducts sexual abuse investigations, its investigators have received training in conducting such investigations in confinement settings? (N/A if the agency does not conduct any form of administrative or criminal sexual abuse investigations. See 115.21(a).)  Yes  No  NA

#### **115.34 (b)**

- Does this specialized training include techniques for interviewing sexual abuse victims? [N/A if the agency does not conduct any form of administrative or criminal sexual abuse investigations. See 115.21(a).]  Yes  No  NA
- Does this specialized training include proper use of Miranda and Garrity warnings? [N/A if the agency does not conduct any form of administrative or criminal sexual abuse investigations. See 115.21(a).]  Yes  No  NA
- Does this specialized training include sexual abuse evidence collection in confinement settings? [N/A if the agency does not conduct any form of administrative or criminal sexual abuse investigations. See 115.21(a).]  Yes  No  NA
- Does this specialized training include the criteria and evidence required to substantiate a case for administrative action or prosecution referral? [N/A if the agency does not conduct any form of administrative or criminal sexual abuse investigations. See 115.21(a).]  Yes  No  NA

### 115.34 (c)

- Does the agency maintain documentation that agency investigators have completed the required specialized training in conducting sexual abuse investigations? [N/A if the agency does not conduct any form of administrative or criminal sexual abuse investigations. See 115.21(a).]  
 Yes    No    NA

### 115.34 (d)

- Auditor is not required to audit this provision.

### Auditor Overall Compliance Determination

- Exceeds Standard** (*Substantially exceeds requirement of standards*)
- Meets Standard** (*Substantial compliance; complies in all material ways with the standard for the relevant review period*)
- Does Not Meet Standard** (*Requires Corrective Action*)

### Instructions for Overall Compliance Determination Narrative

*The narrative below must include a comprehensive discussion of all the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet the standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.*

The facility has access to highly qualified investigators through the Gwinnett County Police Department. These include SVU investigators who are referred to as "Criminal Investigators". Criminal Investigators may conduct sexual abuse investigations, but their primary functions are related to contraband, and gangs.

This facility's facility-based investigator, Master Correctional Officer, who was a certified Law Enforcement Officer in another state and had Completed Mandated Law Enforcement Training and specialized training as an investigator for sexual assaults and homicides, which means she has attended 11 weeks of law enforcement training at a Regional Law Enforcement Training Center and is a certified law enforcement officer who has arrest powers. In addition to the specialized training he received at Mandate Training, She also completed the National Institute of Corrections on-line specialized training entitled: "PREA: Conducting Sexual Abuse Investigations in a Confinement Setting". She has also completed the NIC On-line Training for investigators entitled: "PREA: Conducting Sexual Abuse in a Confinement Setting; Advanced Investigations". Other specialized training she has received is provided at least annually at the Georgia Department of Corrections State Office Complex in Forsyth Georgia. The training is conducted by Certified Peace Officers Trainers and designed for facility-based Sexual Assault Response Teams. The PREA Coordinator/PREA Compliance Manager has also completed both of the NIC Specialized Investigations Training, including the Advanced Investigations course. The auditor reviewed certificates documenting the training for both the facility-based investigators including the initial NIC Investigations training and the advanced training.

Initial investigations of allegations of sexual abuse or sexual harassment are conducted by the facility's Sexual Assault Response Team (SART). The SART is composed of a facility-based investigator, a representative from medical and counseling.

If an allegation appears criminal, the Warden/designee contacts the Gwinnett County Police Department SVU. The Department of Corrections Regional Office will be notified. Gwinnett sexual assault protocol gives Gwinnett Police Department SVU primary responsibility for any investigate at Gwinnett County Correctional Institution. The Investigator, will determine if a Special Agent needs to be assigned and if so, to assign one. These investigators work for the Georgia Department of Corrections Office of Professional Standards.

Gwinnett County Police SVU Investigators have attended mandate law enforcement training and Investigators, who conduct criminal investigations, have completed, not only mandate law enforcement training, but also, they attend 13 more weeks of investigative training.

The agency Gwinnett Police Department requires that investigators complete specialized training regarding conducting investigations of sexual abuse in confinement settings. The specialized training covers all the topics required by the PREA Standards: interviewing sexual abuse victims; Miranda and Garrity Warnings; Evidence Collection in Confinement Settings; and the Criteria for the evidence Required to Substantiate a Case for administrative action or criminal prosecution.

Gwinnett Police Department SVU attends mandate law enforcement training and complete the on-line training provided by the NIC. These investigators have arrest powers and are assigned to a facility but work facilities for which they are responsible. These investigators are primarily involved in intelligence gathering, gang activity, and contraband however they too may conduct the criminal investigation.

The facility conducts its own administrative investigations of allegations of sexual assault, sexual harassment or retaliation. These are conducted by the Sexual Assault Response Team (SART). A primary investigator, referred to as the facility- based investigator, leads the investigation.

The facility-based investigator easily articulated appropriate responses to all the questions asked by the auditor. She explained and understood the investigative process and was articulate in describing a comprehensive approach to conducting sexual abuse investigations.

Too, the Department of Corrections has implemented a computer- based system in which the facility-based investigator inputs the components of the investigation for review by the Agency's PREA Coordinator and/or Assistant PREA Coordinator. If they believe additional information is needed, they inform the facility-based investigator and will not authorize the close-out of the investigation until the PREA Unit approves the investigation. Interviews with the Facility-Based Investigator, PREA Compliance Manager (also trained to conduct investigations in confinement settings), Agency PREA Coordinator and a Special Agent (previous interview) confirmed the investigative process and the fact that the investigators have all completed specialized training in conducting sexual abuse investigations in confinement settings.

**Policy and Gwinnett County Correctional Institution documents Reviewed:** Policy 3-5-3, Prison Rape Elimination Act, Sexually Abusive Behavior Prevention and Intervention Program, C. Training and Education, Paragraph 5. Specialized Training Investigations; Certificates documenting specialized training provided by the National Institute of Corrections: Investigating Sexual Abuse in Confinement Settings; NIC Certificates documenting Advanced Investigations Training; Previously Reviewed Training Rosters for SART Training; Multiple Certificates documenting additional training through the National Institute of Corrections.

**Interviews:** Warden; Previous Interview with the Special Agent designated as the PREA Investigator in the Southwest Region; Previous interview with Agency PREA Coordinator; Previous Interview with the Agency Assistant PREA Coordinator; PREA Compliance Manager; Office of Professional Standards Investigator-Facility-Based, Facility-Based Investigator; SART Members.

**Discussion of Policies Gwinnett County Correctional Institution documents:** Policy 3-5-3, Prison Rape Elimination Act, Sexually Abusive Behavior Prevention and Intervention Program, C. Training and Education, Paragraph 5. Specialized Training, Investigations, requires the Office of Professional Standards to ensure all investigators are appropriately trained in conducting investigations in confinement settings. That training includes techniques for interviewing sexual abuse victims, proper use of Miranda and Garrity Warnings, sexual abuse evidence collection in confinement settings, and the criteria and evidence required to substantiate a case for administrative action or prosecution referral. The Department is required to maintain documentation of that training.

The Sexual Assault Response Team is charged with conducting the initial investigation into issues related to PREA. Their role is to determine if the allegation is indeed PREA related. If the allegation appears to be criminal in nature, the Office of Professional Standards investigators will conduct the investigation with support from the SART.

Sexual Assault Response Team members are provided training conducted by the GDC PREA Unit at least twice a year. Training rosters were previously provided documenting the SART attendance at the training.

**Discussion of interviews:** An interview with an Investigator, assigned to Gwinnett County Police SVU as the PREA Investigator for the Gwinnett County Correctional Institution confirmed the extensive specialized training, included extensive training in conducting investigations, including sexual abuse investigations. Most recently, a two-day training for investigating sexual assault in a confinement setting. He described the criminal investigation process in detail, including protecting crime scenes, collecting evidence (including swabs), using the Miranda Warning, collecting forensic exams (SANEs), chain of custody for rape kits, interviewing alleged victims and perpetrators and interviewing witnesses.

The facility-based investigator confirmed receiving the NIC training, including the course on Advanced Investigations and SART Training. She also attends annual in-service training like all other facility employees.

## Standard 115.35: Specialized training: Medical and mental health care

**All Yes/No Questions Must Be Answered by the Auditor to Complete the Report**

### 115.35 (a)

- Does the agency ensure that all full- and part-time medical and mental health care practitioners who work regularly in its facilities have been trained in how to detect and assess signs of sexual abuse and sexual harassment?  Yes  No
- Does the agency ensure that all full- and part-time medical and mental health care practitioners who work regularly in its facilities have been trained in how to preserve physical evidence of sexual abuse?  Yes  No

- Does the agency ensure that all full- and part-time medical and mental health care practitioners who work regularly in its facilities have been trained in how to respond effectively and professionally to victims of sexual abuse and sexual harassment?  Yes  No
- Does the agency ensure that all full- and part-time medical and mental health care practitioners who work regularly in its facilities have been trained in how and to whom to report allegations or suspicions of sexual abuse and sexual harassment?  Yes  No

#### 115.35 (b)

- If medical staff employed by the agency conduct forensic examinations, do such medical staff receive appropriate training to conduct such examinations? (N/A if agency medical staff at the facility do not conduct forensic exams.)  Yes  No  NA

#### 115.35 (c)

- Does the agency maintain documentation that medical and mental health practitioners have received the training referenced in this standard either from the agency or elsewhere?  Yes  No

#### 115.35 (d)

- Do medical and mental health care practitioners employed by the agency also receive training mandated for employees by §115.31?  Yes  No
- Do medical and mental health care practitioners contracted by and volunteering for the agency also receive training mandated for contractors and volunteers by §115.32?  Yes  No

### Auditor Overall Compliance Determination

- Exceeds Standard** (*Substantially exceeds requirement of standards*)
- Meets Standard** (*Substantial compliance; complies in all material ways with the standard for the relevant review period*)
- Does Not Meet Standard** (*Requires Corrective Action*)

### Instructions for Overall Compliance Determination Narrative

*The narrative below must include a comprehensive discussion of all the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet the standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.*

Gwinnett County Correctional Institution Policy 3-5-3 requires that all full and part time medical and mental health staff, contracted, receive specialized online training using the National Institute of Corrections (NIC). The Specialized training is health care for victims of sexual abuse. National Institute of Corrections in their on-line courses; Health Care for Victims of Sexual Abuse in Confinement

Settings; and Behavioral Health Care for Victims of Sexual Abuse in Confinement Settings. The specialized training includes how to detect and assess signs of sexual abuse and sexual harassment; how to preserve physical evidence, and how to respond effectively and professionally to victims of sexual abuse and sexual harassment. Policy also requires that staff attend annual PREA in-service training.

Interviews with medical staff and mental health indicated all of them have completed the specialized training entitled: "Medical Care for Victims of Sexual Abuse in a Confinement Setting." Mental health staff provided certificates documenting the specialized training entitled, "Behavioral Health Care for Victims of Sexual Abuse in a Confinement Setting."

Medical and Mental Health Staff also complete the same PREA Training that all other staff receive. This training requires them to minimally complete Day 1, Annual In-Service Training. Day 1 Training was Gwinnett County Correctional Institution documented on multiple Day1, Training Rosters. Medical and Mental Health staff are contracted providers.

Interviews with medical staff confirmed the specialized training received and completed by both. Staff described detecting signs and symptoms, how they would protect evidence, care for victims of sexual abuse and reporting.

The facility staff does not perform forensic exams. Interviews and MOU indicates the SANE exam would be conducted by a trained Mosaic Georgia Sexual Assault Nurse Examiner at the facility or inmate would be transported to Gwinnett Medical Center of Lawrenceville/Duluth.

**Policy and Gwinnett County Correctional Institution documents Reviewed:** Pre-Audit Questionnaire Policy 3-5-3, Prison Rape Elimination Act, Sexually Abusive Behavior Prevention and Intervention Program, C. Training and Education, Paragraph 6, Specialized Training: Medical and Mental Health Care; National Institute of Corrections Certificates documenting specialized training for Medical Practitioners (50); Specialized Training Certificates: Behavioral Health Care for Victims of Sexual Abuse in a Confinement Setting; SANE Nurse Procedures Acknowledgment; GDC Comprehensive Audit Training Grid (for Medical) documenting specialized training as well as PREA Training required by the PREA Standards and GDC Policy; Certificates documenting Communicating Effectively and Professionally with LGBTI Offenders.

**Interviews:** Previous interview with the Agency PREA Coordinator; Warden; PREA Compliance Manager; Health Services Administrator; Sexual Assault Nurse Examiner (two previous interviews with the contracted SANEs); Random and Targeted Offenders

**Observations:** Auditor reviewed training documentation on contracted medical and mental health staff.

**Discussions of Policy and Gwinnett County Correctional Institution.** The Pre-Audit Questionnaire Gwinnett County Correctional Institution documented 100% of the medical staff completing the required specialized training. Department of Corrections Policy, 208.6, (Facility's policy 3-5-3), Prison Rape Elimination Act, Sexually Abusive Behavior Prevention and Intervention Program, C. Training and Education, Paragraph 6, Specialized Training: Medical and Mental Health Care, requires the GDC medical and mental health staff are trained using the NIC Specialized Training PREA Medical and MH Standards curriculum. Certificates of Completion are required to be printed and maintained in the employee training file. Staff also must complete GDC's annual PREA in-service training and that training is documented on the requested training rosters Gwinnett County Correctional Institution Day1 Annual In-Service Training.

Staff receives training in PREA as newly hired employees and through annual in-service, just as any other employee of the facility. That training includes recognizing signs and symptoms of sexual abuse, first responding as a non-uniformed staff, and how to report allegations of sexual abuse and sexual harassment, including how and to whom to report and follow-up with a written statement. Medical staff are trained in annual in-service training how to respond to allegations and how to protect the evidence from being compromised or destroyed.

**Discussion of Interviews:** An interview with Healthcare Administrator indicated that all health care staff (medical/mental health) are required to and have completed the NIC Specialized Training provided online by the NIC. The staff also affirmed the regular PREA Training staff received during annual in-service and refreshers.

## **SCREENING FOR RISK OF SEXUAL VICTIMIZATION AND ABUSIVENESS**

### **Standard 115.41: Screening for risk of victimization and abusiveness**

**All Yes/No Questions Must Be Answered by the Auditor to Complete the Report**

#### **115.41 (a)**

- Are all inmates assessed during an intake screening for their risk of being sexually abused by other inmates or sexually abusive toward other inmates?  Yes  No
- Are all inmates assessed upon transfer to another facility for their risk of being sexually abused by other inmates or sexually abusive toward other inmates?  Yes  No

#### **115.41 (b)**

- Do intake screenings ordinarily take place within 72 hours of arrival at the facility?  
 Yes  No

#### **115.41 (c)**

- Are all PREA screening assessments conducted using an objective screening instrument?  
 Yes  No

#### **115.41 (d)**

- Does the intake screening consider, at a minimum, the following criteria to assess inmates for risk of sexual victimization: (1) Whether the inmate has a mental, physical, or developmental disability?  Yes  No
- Does the intake screening consider, at a minimum, the following criteria to assess inmates for risk of sexual victimization: (2) The age of the inmate?  Yes  No

- Does the intake screening consider, at a minimum, the following criteria to assess inmates for risk of sexual victimization: (3) The physical build of the inmate?  Yes  No
- Does the intake screening consider, at a minimum, the following criteria to assess inmates for risk of sexual victimization: (4) Whether the inmate has previously been incarcerated?  Yes  No
- Does the intake screening consider, at a minimum, the following criteria to assess inmates for risk of sexual victimization: (5) Whether the inmate's criminal history is exclusively nonviolent?  Yes  No
- Does the intake screening consider, at a minimum, the following criteria to assess inmates for risk of sexual victimization: (6) Whether the inmate has prior convictions for sex offenses against an adult or child?  Yes  No
- Does the intake screening consider, at a minimum, the following criteria to assess inmates for risk of sexual victimization: (7) Whether the inmate is or is perceived to be gay, lesbian, bisexual, transgender, intersex, or gender nonconforming (the facility affirmatively asks the inmate about his/her sexual orientation and gender identity AND makes a subjective determination based on the screener's perception whether the inmate is gender non-conforming or otherwise may be perceived to be LGBTI)?  Yes  No
- Does the intake screening consider, at a minimum, the following criteria to assess inmates for risk of sexual victimization: (8) Whether the inmate has previously experienced sexual victimization?  Yes  No
- Does the intake screening consider, at a minimum, the following criteria to assess inmates for risk of sexual victimization: (9) The inmate's own perception of vulnerability?  Yes  No
- Does the intake screening consider, at a minimum, the following criteria to assess inmates for risk of sexual victimization: (10) Whether the inmate is detained solely for civil immigration purposes?  Yes  No

#### 115.41 (e)

- In assessing inmates for risk of being sexually abusive, does the initial PREA risk screening consider, when known to the agency: prior acts of sexual abuse?  Yes  No
- In assessing inmates for risk of being sexually abusive, does the initial PREA risk screening consider, when known to the agency: prior convictions for violent offenses?  Yes  No
- In assessing inmates for risk of being sexually abusive, does the initial PREA risk screening consider, when known to the agency: history of prior institutional violence or sexual abuse?  Yes  No

#### 115.41 (f)

- Within a set time period not more than 30 days from the inmate's arrival at the facility, does the facility reassess the inmate's risk of victimization or abusiveness based upon any additional, relevant information received by the facility since the intake screening?  Yes  No

#### 115.41 (g)

- Does the facility reassess an inmate's risk level when warranted due to a: Referral?  
 Yes  No
- Does the facility reassess an inmate's risk level when warranted due to a: Request?  
 Yes  No
- Does the facility reassess an inmate's risk level when warranted due to a: Incident of sexual abuse?  Yes  No
- Does the facility reassess an inmate's risk level when warranted due to a: Receipt of additional information that bears on the inmate's risk of sexual victimization or abusiveness?  
 Yes  No

#### 115.41 (h)

- Is it the case that inmates are not ever disciplined for refusing to answer, or for not disclosing complete information in response to, questions asked pursuant to paragraphs (d)(1), (d)(7), (d)(8), or (d)(9) of this section?  Yes  No

#### 115.41 (i)

- Has the agency implemented appropriate controls on the dissemination within the facility of responses to questions asked pursuant to this standard in order to ensure that sensitive information is not exploited to the inmate's detriment by staff or other inmates?  Yes  No

#### Auditor Overall Compliance Determination

- Exceeds Standard** (*Substantially exceeds requirement of standards*)
- Meets Standard** (*Substantial compliance; complies in all material ways with the standard for the relevant review period*)
- Does Not Meet Standard** (*Requires Corrective Action*)

#### Instructions for Overall Compliance Determination Narrative

*The narrative below must include a comprehensive discussion of all the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet the standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.*

Offenders are assessed for the potential victimization or abusiveness on admission to the facility. This includes offenders who may have been transferred from another facility. The assessment, according to

staff and interviewed offenders is conducted in an office, one on one, with privacy. Reviewed assessments and interviews with staff and offenders (those who could remember) seemed to confirm the assessments are conducted during the admission process, unless the offender comes in later in the day. In those cases, the assessment would be conducted the next day.

All offenders arriving at the facility, including transfers to the facility, are screened for potential for victimization and aggressiveness. The counselors administer the victim/aggressor assessment during the admission process, in within 24 hours. The assessments are conducted in privacy and offenders are encouraged to answer all the questions on the assessment but are not disciplined if they do not want to answer some of the sensitive questions. The assessment instrument is an objective instrument considering a variety of factors that may indicate a propensity toward being abused or for being an abuser. Reassessments are also conducted when offenders leave the facility or appointments and court and return. The auditor reviewed 41 reassessments of offenders going to court and returning.

The PREA Assessment is conducted using the Gwinnett County Correctional Institution Victim/Aggressor Assessment. That instrument considers the following sexual victim factors:

- Offender is a former victim of institutional rape or sexual assault
- Offender is 25 years old or younger or 60 years or older
- Offender is small in physical stature
- Offender has a developmental disability/mental illness/physical disability
- Offender's first incarceration
- Offender is perceived to be gay/lesbian/bisexual transgender/intersex or gender non-conforming
- Offender has a history of prior sexual victimization
- Offender's own perception is that of being vulnerable
- Offender has a criminal history that is exclusively non-violent
- Offender has a conviction(s) for sex offense against adult and/or child?

If question #1 is answered yes, the offender will be classified as a Victim regardless of the other questions. This generates the PREA Victim icon on the SCRIBE Offender Page. If three (3) or more of questions (2-10) are checked, the offender will be classified as a Potential Victim. This will generate the PREA Potential Victim icon on the SCRIBE offender page.

The Offender PREA Classification Detail considers the following Sexual Aggressor Factors:

- Offender has a history of institutional (prison or jail) sexually aggressive behavior
- Offender has a history of sexual abuse or sexual assault toward others (adult or child)
- Offender's current offense is sexual abuse/sexual assault toward others (adult or child)
- Offender has a prior conviction(s) for violent offenses

If questions #1 is answered yes, the inmate will be classified as a Sexual Aggressor regardless of the other questions. This will generate the PREA Aggressor icon on the SCRIBE Offender page. If two (2) or more of questions (2-4) are checked, the offender will be classified as a Potential Aggressor. This will generate the PREA Potential Aggressor icon on the SCRIBE Offender page.

Reassessments are required to be conducted within 30 days of the offender's arrival at the facility. GDC Policy asserts offenders are reassessed based upon any additional information received, upon an incident, on receiving a referral, based on any information related to sexual abuse or information that may impact sexual abuse. In addition, reassessments are required to be done anytime an inmate goes out of the facility for court and may have had to stay in the county jail awaiting or after court or for any inmate going out for any appointment and returning to the facility.

Interviews with two counselors indicated offenders are not disciplined for refusing to answer sensitive questions. Counselors indicated they would also look at the offender database to ensure the information provided by the inmate is consistent with the information in the database. Reassessments, they said, were conducted within 30 days using the same instrument and again if an inmate leaves the facility for appointments or court.

Reviewed assessments and reassessments were conducted as required. The facility also provided reassessments and movement sheets Gwinnett County Correctional Institution documenting reassessments when offenders had moved from the facility for an appointment or court.

The PREA Assessment information is limited to those with a need to know and to those who have that level of access to SCRIBE to review the assessments and reassessments. The offender's data page posts a flag if an inmate is screened or has ever been screened and identified as either a victim or potential victim or an actual or potential aggressor.

**Policy and Gwinnett County Correctional Institution documents Reviewed:** Policy 3-5-3, Prison Rape Elimination Act, Sexually Abusive Behavior Prevention and Intervention Program, D. Screening for Risk of Sexual Victimization and Abusiveness, Paragraph 1. Screening for victimization and abusiveness, Victim/Aggressor Classification Instrument; Policy 208.06, (Facility's policy 3-5-3), Prison Rape Elimination Act-PREA, Sexually Abusive Behavior Prevention and Intervention Program in paragraph 9; Victim/Aggressor Assessments (40) and Reassessments (40)

**Interviews:** Warden, PREA Compliance Manager/Deputy Warden; Counselor conducting the assessments and reassessments; Interviews with Twenty-Six (26) offenders

**Discussion of Policy and Gwinnett County Correctional Institution documents:**

Policy 3-5-3, Prison Rape Elimination Act, Sexually Abusive Behavior Prevention and Intervention Program, D. Screening for Risk of Sexual Victimization and Abusiveness, Paragraph 1. Screening for victimization and abusiveness, dated March 2, 2018, requires all offenders be assessed during intake screening and upon transfer to another facility for their risk of being sexually abused by other offenders or sexually abusive toward other offenders.

Policy requires counseling staff to conduct a screening for risk of victimization and abusiveness, in SCRIBE, the offender database using the instrument, PREA Sexual Victim/Aggressor Classification Screening Instrument. Policy requires that the assessment is done within 24 hours of arrival at the facility. At this facility, interviews with a Counselor conducting the Victim/Aggressor Assessment and reviewed Victim/Aggressor Assessments indicated that the assessments are done as part of the admissions process and are done well within 24 hours of admission.

All the reviewed assessments (40) were completed within 24 hours of admission.

Information from the screening will be used to inform housing, bed assignment, work, education and program assignments. Policy requires that outcome of the screening is documented in SCRIBE.

The Offender PREA Classification Details considers all the following sexual victim factors:

- Offender is a former victim of institutional rape or sexual assault
- Offender is 25 years old or younger or 60 years or older
- Offender is small in physical stature
- Offender has a developmental disability/mental illness/physical disability
- Offender's first incarceration

- Offender is perceived to be gay/lesbian/bisexual transgender/intersex or gender non-conforming
- Offender has a history of prior sexual victimization
- Offender's own perception is that of being vulnerable
- Offender has a criminal history that is exclusively non-violent
- Offender has a conviction(s) for sex offense against adult and/or child?

If question #1 is answered yes, the offender will be classified as a Victim regardless of the other questions. This generates the PREA Victim icon on the SCRIBE Offender Page. If three (3) or more of questions (2-10) are checked, the offender will be classified as a Potential Victim. This will generate the PREA Potential Victim icon on the SCRIBE offender page.

The Offender PREA Classification Detail considers the following Sexual Aggressor Factors:

- Offender has a history of institutional (prison or jail) sexually aggressive behavior
- Offender has a history of sexual abuse or sexual assault toward others (adult or child)
- Offender's current offense is sexual abuse/sexual assault toward others (adult or child)
- Offender has a prior conviction(s) for violent offenses

If questions #1 is answered yes, the inmate will be classified as a Sexual Aggressor regardless of the other questions. This will generate the PREA Aggressor icon on the SCRIBE Offender page. If two (2) or more of questions (2-4) are checked, the offender will be classified as a Potential Aggressor. This will generate the PREA Potential Aggressor icon on the SCRIBE Offender page.

The counselor conducting the assessments accurately described the items that are considered and reviewed during the intake process.

GDC Policy 208.06, (Facility's policy 3-5-3), Attachment 4 also states in situations where the instrument classifies the offender as both Victim and Aggressor counselors are instructed to thoroughly review the offender's history to determine which rating will drive the offender's housing, programming, etc. This also is required to be documented in the offender SCRIBE case notes, with an alert note indicating which the controlling rating is.

Staff is required to encourage offenders to respond to the questions to better protect them, but staff are prohibited from disciplining them for not answering any of the questions. The screening process considers minimally, the following criteria to assess inmate's risk of sexual victimization: Whether the inmate has a mental, physical, or developmental disability; the age of the inmate; the physical build of the inmate; whether the inmate has been previously incarcerated; whether the inmate's criminal history is exclusively nonviolent; whether the inmate has prior conviction for sex offenses against an adult or child; whether the inmate is or is perceived to be gay, lesbian, bisexual, transgender, intersex or gender nonconforming; whether the inmate has previously experienced sexual victimization; the inmate's own perception of vulnerability and whether the inmate is detained solely for civil immigration purposes. It also considers prior acts of sexual abuse; prior convictions for violent offenses and history of prior institutional violence or sexual abuse, as known by the Department, Other factors considered are physical appearance, demeanor, special situations or special needs, social inadequacy and developmental disabilities.

Policy requires offenders whose risk screening indicates a risk for victimization or abusiveness is required to be reassessed when warranted and within 30 days of arrival at the facility based up on any additional information and when warranted due to a referral, report or incident of sexual abuse or receipt of additional information that bears on the inmate's risk of sexual victimization or abusiveness.

Policy requires that any information related to sexual victimization or abusiveness, including the information entered into the comment section of the Intake Screening Form, is limited to a need-to-know basis for staff, only for the purpose of treatment and security and management decisions, such as housing and cell assignments, as well as work, education and programming assignments.

The information from the risk screening is required to be used to determine housing, bed, work, education and program assignments with the goal of keeping separate those offenders at high risk of being sexually victimized from those at high risk of being sexually abusive.

Policy 208.06, (Facility's policy 3-5-3), Prison Rape Elimination Act-PREA, Sexually Abusive Behavior Prevention and Intervention Program in paragraph 9, requires the Warden to designate a safe dorm or safe beds for offenders identified as highly vulnerable to sexual abuse. The location of these safe beds is identified in the Facility Stratification Plan. The facility has safe beds in multiple dorms to house potential victims.

The Counselors and PREA Coordinator stated in their interviews the facility will make individualized determinations about how to ensure the safety of each offender. Potential victims are reportedly housed in the front of the dorm in view of cameras and within view of the staff in the control room rotunda.

In making housing assignments for transgender or intersex offenders, the Department requires staff to consider on a case-by-case basis, whether a placement would ensure the offender's health and safety and whether the placement would present management or security problems. Also, in compliance with the PREA Standards, placement and programming assignments for each transgender or intersex offender will be reassessed at least twice a year to review any threats to safety experienced by the offender. This facility did not have any assigned transgender offenders during the audit.

Policy also requires that offenders who are at high risk for sexual victimization will not be placed in involuntary segregation unless an assessment of all available alternatives have been made, and determination has been made that there is no available alternative means of separation from likely abusers. If an assessment cannot be conducted immediately, the offender may be held in involuntary segregation no more than 24 hours while completing the assessment. The placement, including the concern for the offender's safety must be noted in SCRIBE case notes documenting the concern for the offender's safety and the reason why no alternative means of separation can be arranged. Offenders would receive services in accordance with SOP 209-06, Administrative Segregation. The facility will assign offenders to involuntary segregated housing only until an alternative means of separation from likely abusers can be arranged. The assignment will not ordinarily exceed thirty days.

Policy requires that offenders whose risk screening indicates a risk for victimization, or abusiveness will be reassessed whenever warranted due to an incident, disclosure or allegation of sexual abuse or sexual harassment. It also requires all offenders to be reassessed within 30 days of arrival at the facility. A case note must be entered into SCRIBE to indicate when the reassessment was conducted.

Screening is required to be conducted, in private in an office with the door closed, within 24 hours of arrival at the facility. A counselor who conducts the screening stated the initial PREA Assessment is conducted in an officer, one on one. They stated they ask the questions and the inmate responds. They also indicated the screening takes place the same day the inmate is admitted and is a part of the admissions and intake process and if the inmate arrives late in the day on Tuesday or Thursday, they are assessed the next morning, and within 24 hours of admission.

The staff responsible for conducting the PREA Assessments are general population counselors. Staff related they consider the offender's history, including a history of violent or non-violent offenses, whether he has a previous history of being abused or being an abuser, age, build, age, sexual

orientation and the other questions that are on the assessment instrument. They also related they ask the inmate has any concerns for his safety here at this facility.

The counselor also related if an offender discloses previous victimization the offender is offered a follow-up with mental health.

Reviewed reassessments are done within 30 days of arrival. All assessments are documented in SCRIBE, the offender database. The counselor indicated that if an offender is away from the prison for 24 hours, she conducts another assessment when they return.

Information from the PREA Assessment is used in an effort to house the inmate appropriately and to place him in programs and on details that are conducive to his safety and risk. The classification committee meets weekly and following admission; the classification committee reviews the available information on the inmate, including the PREA Assessment.

### **Discussion of Interviews:**

Staff use the facility Form PREA Sexual Victim/Sexual Aggressor Classification Screening and the questions are asked orally. The staff stated they cannot require an inmate to answer any of the questions on the assessment nor can offenders be disciplined for not doing so. The screening form considers things such as: 1) Prior victimization, 2) Weight, 3) Age, 4) Body type, 5) Disability, 6) Mental issues, 7) First incarceration or not, 8) Criminal history that is non-violent, 9) Sexual offenses, 10) Sexual abuse against adults, children etc., 11) Current offense, and 12) Prior convictions for violence. Staff also related that instead of stature the department instruments populate information in the system to assign a score for body mass index. Staff also related that they go into SCRIBE, the offender database, to look for any previous flags, criminal history, and disciplinary actions involving the offender. The interviewed counselor related that she checks SCRIBE to cross check the responses of the offender.

If an inmate endorses the 1<sup>st</sup> question regarding being a victim previously in an institutional setting, the resident is identified as a Risk for Victimization. If a resident endorses the first question on the abusive scale, he is designated as at Risk for Abusiveness.

Reassessments, according to staff, are required to be completed, within 30 days after the initial assessment and if an offender is away from the facility for more than 24 hours. The reassessments are documented in the case notes in SCRIBE. Reviewed case notes confirmed the reviewed reassessments were conducted. Auditor was able to review approximately forty assessments and reassessments. Most of the reassessments were conducted within the 30 day timeframe.

Interviewed offenders had difficulty remembering if they were asked the PREA Questions on arrival. Some remembered being asked the questions, but the others did not.

## **Standard 115.42: Use of screening information**

### **All Yes/No Questions Must Be Answered by the Auditor to Complete the Report**

#### **115.42 (a)**

- Does the agency use information from the risk screening required by § 115.41, with the goal of keeping separate those inmates at high risk of being sexually victimized from those at high risk of being sexually abusive, to inform: Housing Assignments?  Yes  No

- Does the agency use information from the risk screening required by § 115.41, with the goal of keeping separate those inmates at high risk of being sexually victimized from those at high risk of being sexually abusive, to inform: Bed assignments?  Yes  No
- Does the agency use information from the risk screening required by § 115.41, with the goal of keeping separate those inmates at high risk of being sexually victimized from those at high risk of being sexually abusive, to inform: Work Assignments?  Yes  No
- Does the agency use information from the risk screening required by § 115.41, with the goal of keeping separate those inmates at high risk of being sexually victimized from those at high risk of being sexually abusive, to inform: Education Assignments?  Yes  No
- Does the agency use information from the risk screening required by § 115.41, with the goal of keeping separate those inmates at high risk of being sexually victimized from those at high risk of being sexually abusive, to inform: Program Assignments?  Yes  No

#### 115.42 (b)

- Does the agency make individualized determinations about how to ensure the safety of each inmate?  Yes  No

#### 115.42 (c)

- When deciding whether to assign a transgender or intersex inmate to a facility for male or female inmates, does the agency consider on a case-by-case basis whether a placement would ensure the inmate's health and safety, and whether a placement would present management or security problems (NOTE: if an agency by policy or practice assigns inmates to a male or female facility on the basis of anatomy alone, that agency is not in compliance with this standard)?  Yes  No
- When making housing or other program assignments for transgender or intersex inmates, does the agency consider on a case-by-case basis whether a placement would ensure the inmate's health and safety, and whether a placement would present management or security problems?  Yes  No

#### 115.42 (d)

- Are placement and programming assignments for each transgender or intersex inmate reassessed at least twice each year to review any threats to safety experienced by the inmate?  Yes  No

#### 115.42 (e)

- Are each transgender or intersex inmate's own views with respect to his or her own safety given serious consideration when making facility and housing placement decisions and programming assignments?  Yes  No

#### 115.42 (f)

- Are transgender and intersex inmates given the opportunity to shower separately from other inmates?  Yes  No

#### 115.42 (g)

- Unless placement is in a dedicated facility, unit, or wing established in connection with a consent decree, legal settlement, or legal judgment for the purpose of protecting lesbian, gay, bisexual, transgender, or intersex inmates, does the agency always refrain from placing: lesbian, gay, and bisexual inmates in dedicated facilities, units, or wings solely on the basis of such identification or status?  Yes  No
- Unless placement is in a dedicated facility, unit, or wing established in connection with a consent decree, legal settlement, or legal judgment for the purpose of protecting lesbian, gay, bisexual, transgender, or intersex inmates, does the agency always refrain from placing: transgender inmates in dedicated facilities, units, or wings solely on the basis of such identification or status?  Yes  No
- Unless placement is in a dedicated facility, unit, or wing established in connection with a consent decree, legal settlement, or legal judgment for the purpose of protecting lesbian, gay, bisexual, transgender, or intersex inmates, does the agency always refrain from placing: intersex inmates in dedicated facilities, units, or wings solely on the basis of such identification or status?  Yes  No

#### Auditor Overall Compliance Determination

- Exceeds Standard** (*Substantially exceeds requirement of standards*)
- Meets Standard** (*Substantial compliance; complies in all material ways with the standard for the relevant review period*)
- Does Not Meet Standard** (*Requires Corrective Action*)

#### Instructions for Overall Compliance Determination Narrative

*The narrative below must include a comprehensive discussion of all the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet the standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.*

**Policy and Gwinnett County Correctional Institution documents Reviewed:** Policy 3-5-3, D. Screening for Risk of Victimization and Abusiveness, Paragraph 2. Use of Screening Information; (40) Reviewed Assessments and (40) Reviewed Reassessments; (40) Classification Forms; Warden's Safe Housing Units Memo (January 25, 2016).

**Interviews:** Warden; PREA Compliance Manager/Deputy Warden; Chief Counselor; Counselor Conducting Victim/Aggressor Assessments; ID Officer; Members of the Classification Committee

**Discussion of Policies and Gwinnett County Correctional Facility documents:** Policy 3-5-3, D. Screening for Risk of Victimization and Abusiveness, Paragraph 2. Use of Screening Information,

requires that information from the risk screening is used to inform housing, bed, work, education and program assignments, the goal of which is to keep separate those offenders at high risk of being sexually victimized from those at high risk for being sexually abusive. Wardens and Superintendents are required to designate a safe dorm (s) for those offenders (offenders) identified as vulnerable to sexual abuse. Facilities will make individualized determinations about how to ensure the safety of each inmate. In the event the facility had a transgender inmate, the Department requires the facility to consider on a case by case basis whether a placement would ensure the inmate's health and safety and whether the placement would present management or security problems. Placement and program assignments for each transgender or intersex offender is to be reassessed at least twice a year.

Policy also requires that offenders at high risk for sexual victimization will not be placed in involuntary segregated housing unless an assessment of all available alternatives have been made and there is no alternative means of separation from likely abusers. If an assessment cannot be made immediately the offender may be held in involuntary segregation for no more than 24 hours while completing the assessment. The placement and justifications for placement in involuntary segregation must be noted in SCRIBE. While in any involuntary segregation, the offender will have access to programs as described in GDC SOP 209.06, Administrative Segregation which also provides for reassessments as well and the offender will be kept in involuntary segregated housing for protection only until a suitable and safe alternative is identified.

Potential victims are assigned to general population dorms but are housed, insofar as possible in a safer dorm and in a bed closer to the front where they can be more easily viewed.

The classification committee meets weekly and reviews the inmate's record and file and if they determine an offender needs to be moved, he will be moved. They also consider the offenders' safety in making assignments to details and programs, although programs are very limited.

Staff stated that transgender offenders would be asked if they felt vulnerable and if so, what the committee might do to make them feel safer. Staff indicated the offender's views for their own safety would be given serious consideration. They also stated if the inmate requested to shower separately because of safety and personal issues, the facility would strive to arrange that. Housing assignments for each transgender inmate would be made, according to staff, based on the PREA Assessment and the inmate's feelings regarding safety.

## **Standard 115.43: Protective Custody**

### **All Yes/No Questions Must Be Answered by the Auditor to Complete the Report**

#### **115.43 (a)**

- Does the facility always refrain from placing inmates at high risk for sexual victimization in involuntary segregated housing unless an assessment of all available alternatives has been made, and a determination has been made that there is no available alternative means of separation from likely abusers?  Yes  No
- If a facility cannot conduct such an assessment immediately, does the facility hold the inmate in involuntary segregated housing for less than 24 hours while completing the assessment?  Yes  No

#### **115.43 (b)**

- Do inmates who are placed in segregated housing because they are at high risk of sexual victimization have access to: Programs to the extent possible?  Yes  No
- Do inmates who are placed in segregated housing because they are at high risk of sexual victimization have access to: Privileges to the extent possible?  Yes  No
- Do inmates who are placed in segregated housing because they are at high risk of sexual victimization have access to: Education to the extent possible?  Yes  No
- Do inmates who are placed in segregated housing because they are at high risk of sexual victimization have access to: Work opportunities to the extent possible?  Yes  No
- If the facility restricts access to programs, privileges, education, or work opportunities, does the facility document: The opportunities that have been limited?  Yes  No
- If the facility restricts access to programs, privileges, education, or work opportunities, does the facility document: The duration of the limitation?  Yes  No
- If the facility restricts access to programs, privileges, education, or work opportunities, does the facility document: The reasons for such limitations?  Yes  No

#### 115.43 (c)

- Does the facility assign inmates at high risk of sexual victimization to involuntary segregated housing only until an alternative means of separation from likely abusers can be arranged?  Yes  No
- Does such an assignment not ordinarily exceed a period of 30 days?  Yes  No

#### 115.43 (d)

- If an involuntary segregated housing assignment is made pursuant to paragraph (a) of this section, does the facility clearly document: The basis for the facility's concern for the inmate's safety?  Yes  No
- If an involuntary segregated housing assignment is made pursuant to paragraph (a) of this section, does the facility clearly document: The reason why no alternative means of separation can be arranged?  Yes  No

#### 115.43 (e)

- In the case of each inmate who is placed in involuntary segregation because he/she is at high risk of sexual victimization, does the facility afford a review to determine whether there is a continuing need for separation from the general population EVERY 30 DAYS?  Yes  No

#### Auditor Overall Compliance Determination

**Exceeds Standard** (*Substantially exceeds requirement of standards*)

- Meets Standard** (*Substantial compliance; complies in all material ways with the standard for the relevant review period*)
- Does Not Meet Standard** (*Requires Corrective Action*)

### Instructions for Overall Compliance Determination Narrative

*The narrative below must include a comprehensive discussion of all the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet the standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.*

Interviewed staff indicated they have not had any offender at risk of sexual victimization who were held in involuntary segregated housing in the past 12 months for one to 24 hours awaiting completion of an assessment. The interviews also affirmed there have been no offenders who were held in involuntary or segregated housing in the past 12 months for longer than 30 days while awaiting alternative placement. There have been no offenders placed in involuntary segregation as the result of having a high potential for victimization or for being at risk of imminent sexual abuse. This was confirmed through reviewing the sampled inmate files, and interviews with the Warden, PREA Compliance Manager, Staff Supervising Segregation, and randomly selected and targeted offenders.

**Policy and Gwinnett County Correctional Institution documents Reviewed:** Policy, 3-5-3, IV.d.3 (a-d) Administrative Segregation; GDC Standard Operating Procedures, IIB09-0002, Segregation-Coordinated Response Plan; Monthly PREA Reports; Hot Line Call Report from the Georgia Department of Corrections PREA Unit.

**Interviews:** Warden, PREA Compliance Manager; Staff supervising segregation; Randomly selected staff (12); Randomly selected; (23) Specialized staff; (26) Offenders, including those randomly selected offenders and targeted Offenders

**Discussion of Policy and Gwinnett County Correctional Institution documents:** The facility Gwinnett County Correctional Institution documented and interviews indicated that the facility did not place any inmate in involuntary segregation/protective custody during the past twelve months nor were there any offenders at risk of sexual victimization who were assigned to involuntary segregated housing at all; none held for 24 hours awaiting assessment and none in the past 12 months for longer than 30 days while awaiting alternate placement. Staff were aware however of the requirements of GDC policy which is consistent with the PREA Standards.

The Gwinnett County Correctional Institution Policy, 3-5-3), IV.d.3 (a-d) Administrative Segregation, requires that offenders at high risk for sexual victimization are not placed in involuntary segregated housing unless an assessment of all available alternatives has been made and a determination has been made that there is no available alternative means of separation from likely abusers. If an assessment cannot be conducted immediately, the offender may be held in involuntary segregation no more than 24 hours while completing the assessment. This placement, including the concern for the inmate's safety is noted in SCRIBE case notes documenting the concern for the offender's safety and the reason why no alternative means of separation can be arranged. The inmate will be assigned to involuntary segregated housing only until an alternative means of separation can be arranged. Assignment does not ordinarily exceed a period of 30 days.

Offenders at high risk for sexual victimization are housed in the general population. They are not placed in segregated housing and would not be placed there unless there were no other options for safely housing the inmate/resident. Offenders identified as having a risk for victimization would be housed in a designated safer dorm.

If there was no place to safely house a potential or actual victim, the victim will be temporarily housed in the administrative segregation area but would be expeditiously transferred to another facility.

If an inmate is assigned to involuntary segregated housing policy requires and staff understands it is only until an alternative means of separation from likely abusers can be arranged and such an assignment does not ordinarily exceed a period of 30 days. If the facility uses involuntary segregation to keep an inmate safe, the facility Gwinnett County Correctional Institution documents the basis for their concerns for the inmate's safety and the reason why no alternative means of separation can be arranged. Reviews are conducted every 30 days to determine whether there is a continuing need for separation from the general population.

Offenders in involuntary protective custody, in compliance with policy, will have access to programs and services like those of the general population, including access to medical care, mental health, recreation/exercise, education, and the phone.

**Discussion of Interviews:** Interviews with the Warden and PREA Compliance Manager indicated that there have been no offenders placed in involuntary protective custody in the past 12 months. Offenders who are at high risk for sexual victimization may be placed in involuntary protective custody until some other means of keeping them safe could be arranged and that may include transfer to another facility. If they were placed in involuntary protective custody the justification would be documented.

## REPORTING

### Standard 115.51: Inmate reporting

All Yes/No Questions Must Be Answered by the Auditor to Complete the Report

#### 115.51 (a)

- Does the agency provide multiple internal ways for inmates to privately report: Sexual abuse and sexual harassment?  Yes  No
- Does the agency provide multiple internal ways for inmates to privately report: Retaliation by other inmates or staff for reporting sexual abuse and sexual harassment?  Yes  No
- Does the agency provide multiple internal ways for inmates to privately report: Staff neglect or violation of responsibilities that may have contributed to such incidents?  Yes  No

#### 115.51 (b)

- Does the agency also provide at least one way for inmates to report sexual abuse or sexual harassment to a public or private entity or office that is not part of the agency?  Yes  No

- Is that private entity or office able to receive and immediately forward inmate reports of sexual abuse and sexual harassment to agency officials?  Yes  No
- Does that private entity or office allow the inmate to remain anonymous upon request?  Yes  No
- Are inmates detained solely for civil immigration purposes provided information on how to contact relevant consular officials and relevant officials at the Department of Homeland Security?  Yes  No

#### 115.51 (c)

- Does staff accept reports of sexual abuse and sexual harassment made verbally, in writing, anonymously, and from third parties?  Yes  No
- Does staff promptly document any verbal reports of sexual abuse and sexual harassment?  Yes  No

#### 115.51 (d)

- Does the agency provide a method for staff to privately report sexual abuse and sexual harassment of inmates?  Yes  No

#### Auditor Overall Compliance Determination

- Exceeds Standard** (*Substantially exceeds requirement of standards*)
- Meets Standard** (*Substantial compliance; complies in all material ways with the standard for the relevant review period*)
- Does Not Meet Standard** (*Requires Corrective Action*)

#### Instructions for Overall Compliance Determination Narrative

*The narrative below must include a comprehensive discussion of all the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet the standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.*

This standard is rated exceeds for multiple reasons that will be discussed. This facility and the Georgia Department of Corrections provide multiple ways for offenders to report both internally and externally. These include multiple ways to internally and privately report allegations of sexual abuse, sexual harassment, retaliation and staff neglect or violations that may have contributed to the incident.

Additionally, the agency and this facility provide a way for offenders to report to a public or private entity that is not a part of the agency. The Director of Victim Services, Officer of Pardons and Parole is such an entity.

This facility is a minimum- medium security prison housing medium and minimum-security offenders who have been convicted of felony crimes and are serving incarceration in the prison. The prison does not house any offenders who are being detained solely for civil immigration purposes.

Staff at this facility, in compliance with GDC Policy, and the PREA Standards, accepts and requires all employees, contactors and volunteers to accept reports from all sources, including those from third parties and reports made anonymously. Policy requires that they report these to their immediate supervisor immediately and/or Designated SART member and follow-up with a written witness statement or incident report prior to the end of their shift. Interviewed staff indicated they would be disciplined for failing to report and that would most likely be termination. Volunteers report to the first Correctional Staff they see.

Staff may report allegations of sexual abuse and sexual harassment in the same ways the offenders may make. Additionally, a Staff Poster advises staff they may call the PREA Hotline or leave a voicemail with the PREA Coordinator. 100% of the interviewed staff stated they would and have been trained to take all allegations seriously and to report any knowledge, information, or suspicions immediately to their immediate supervisor and follow-up with a written statement prior to the end of the shift.

Offenders are given information through multiple venues. These venues include the following”

- Offender Handbook
- Kiosk
- PREA Brochure
- PREA Intake Acknowledgment
- Zero Tolerance Posters

The Inmate Handbook informs offenders they may report in the following ways:

- PREA Hotline
- Verbally and/or in Writing to any staff
- Email PREA, email address provided
- Ombudsman; phone number provided
- Writing to the State Board of Pardons and Parole, Victim Services
- 3<sup>rd</sup> Party on behalf of an offender
- Family members as a 3<sup>rd</sup> party
- Contact information for the Mosaic Georgia, Inc.

The facility has Kiosks that are accessible to offenders and serves a variety of functions. Through the Kiosk the offender can contact via email the following:

- Warden
- Deputy Warden
- Administration
- Business Office
- Chief Counselor
- Counselors
- Chaplain
- Medical
- Family

The PREA Brochure provides for the following ways to report:

- Hotline
- Staff, Volunteer, or Contractor
- Any medical or mental health staff
- Sick Call Slip
- PREA Coordinator
- Family as a 3<sup>rd</sup> party
- Anonymously
- Confidential Support System; Mosaic Georgia Inc.

Phone posters provide dialing instructions for contacting the GDC PREA Hotline.

Zero Tolerance Posters providing multiple ways to report.

25 of 26 interviewed offenders indicated they would report via the hotline/phone.

22 of 26 stated they could also contact and report through their families.

22 of 26 said they could make an anonymous report.

9 of the 26 named the kiosk as a way they would report.

10 of 26 said they could “fly a kite”/note to report.

4 of 26 said they could report via a grievance.

20 of 26 stated they believed staff would take an allegation of sexual abuse seriously.

Offenders are educated on ways they can report through multiple sources. These include information provided to them at intake and during orientation, including to outside entities such as the Ombudsman, and the Office of Victim Services, and through multiple PREA Posters located throughout the facility and in every living unit.

The facility also provides offenders the tools to make reports. Basic telephones are provided in each dormitory enabling inmate to communicate with family and others on their approved list. Offenders can also use the phone to report, via the PREA Hotline, allegations of sexual abuse and sexual harassment to the PREA Unit. Instructions were provided for offenders on their PREA Acknowledgment Forms received at intake. Each phone issues prompts enabling offenders to understand the easy step by step procedures for accessing the hotline. The PREA Phone enables offenders to make calls to the PREA Unit without having to enter a personally identifying number so offenders can make an anonymous report that way.

Each dormitory has a Kiosk enabling offenders to email family and anyone else on their approved list. They can also notify staff and email PREA.

Staff are trained to treat all allegations as confidential. Therefore, when allegations are reported up the chain of command, they are kept private and are only forwarded to the Warden and duty officer, who then determines who else, needs to be notified. Typically, only the Sexual Assault Response Team, PREA Coordinator, and the Gwinnett County Police Department SVU Investigator will be informed.

To report outside the facility offenders can call the PREA Hotline; write the Ombudsman (phone number provided); write the State Board of Pardons and Parole Victim Services (contact information provided); call the Georgia Department of Corrections Tip Line (and remain anonymous) and write or call the GDC PREA Coordinator; and tell a family member by phone, letter or during visitation. Within the facility they

can report to a staff member, write a note, send a request, tell medical, send a "kite" or file a grievance. They may report to their attorney's either via phone, in person or via letter.

Reports to the State Board of Pardons and Parole, Victim Services Unit, is an outside agency that is not a part of the Georgia Department of Corrections.

Offenders may choose to report via the GDC Tip Line. Similar to the PREA Hotline, offenders may access the TIP line to report allegations of sexual abuse, sexual harassment, retaliation or staff misconduct or neglect in the performance of their duties.

Staff who fail to report allegations of sexual abuse or sexual harassment will be held accountable and sanctioned through dismissal. Allegations must result in staff reporting verbally immediately and filing an incident report or witness statement prior to the end of the shift.

Interviewed staff indicated they would take a report of sexual abuse or sexual harassment from any source and take all of them seriously and report it to their immediate supervisor and follow-up with a written report, a witness statement or incident report, prior to the end of the shift.

**Policy and Georgia Department of Corrections documents Reviewed:** Pre-Audit Questionnaire; Policy, 208.6, (Facility's policy 3-5-3), Prison Rape Elimination Act, Sexually Abusive Behavior Prevention and Intervention Program, E. Reporting, 1. Inmate Reporting; The GDC policy (208.06, 2. Offender Grievances); Standard Operating Procedure 227.02, Statewide Grievance Procedures; brochure entitled, "Sexual Assault, Sexual Harassment, Prison Rape Elimination Act (PREA), Reporting is the First Step; Inmate Handbook, "Sexual Assault and Sexual Harassment Prison Rape Elimination Act (PREA) How to Prevent it; How to report it"; GDC Policy IIA23-0001, Consular Notification;. Report from the PREA Analyst documenting calls to the PREA Hotline in the past 12 months; Staff Guide on the Prevention and Reporting of Sexual Misconduct ; PREA Acknowledgment Statements

**Interviews:** Twenty-Six (26) Offenders, both randomly selected and special category; informally interviewed offenders; Twelve (12) randomly selected staff representing a cross section of positions; and Twenty-Three (23) specialized staff; Warden; Deputy Warden/PREA Compliance Manager

**Observations:** Phones in each dorm with dialing instructions; Kiosks for reporting sexual abuse; Multiple PREA Related Posters in Dorms and throughout the Facility

**Discussion of Policy and Georgia Department of Corrections documents:** Policy, 208.6, (Facility's policy 3-5-3), Prison Rape Elimination Act, Sexually Abusive Behavior Prevention and Intervention Program, E. Reporting, 1. Inmate Reporting, provides multiple ways for offenders to report. These include making reports in writing, verbally, through the inmate PREA Hotline and by mail to the Department Ombudsman Office. Offenders are encouraged to report allegations immediately and directly to staff at all levels. Reports are required to be promptly documented. The Department has provided offenders a sexual abuse hotline enabling offenders to report via telephone without the use of the inmate's pin number. If an inmate wishes to remain anonymous or report to an outside entity, he may do so in writing to the State Board of Pardons and Paroles, Office of Victim Services (address provided). Additionally, the resident is provided contract information, including dialing instructions for reporting via the GDC Tip Line. The instructions tell the resident the Tip Line is for anonymous reporting of staff and inmate suspicions and illegal activity.

Staff have been instructed and trained to accept reports made both verbally and in writing from third parties and promptly document them. Offenders may file grievances as well however the agency has determined and asserted in the revised Standard Operating Procedure that allegations of sexual abuse

and sexual harassment are not grievable issues because of the potential for losing time in responding. If, however a grievance is received and determined to be PREA related, the grievance is immediately turned over to the SART and an investigation begins.

Third Party reports may be made to the Ombudsman's Office or in writing to the State Board of Pardons and Paroles, Office of Victim Services (address provided). Interviews with staff, both random and specialized confirmed staff are required and trained to accept all reports, regardless of how they are made and regardless of the source, to notify their supervisor and write either an incident report or a statement as directed by the supervisor to document receipt of verbal reports, third party reports, anonymous reports etc.

The GDC Grievance Policy has designated allegations of sexual assault or sexual harassment as not grievable, however the policy requires that in the event an inmate files a grievance alleging sexual abuse or sexual harassment it is immediately turned over to the SART to begin an investigation into the allegation. Reviewed investigation reports indicated offenders still do use the grievance to report.

Offenders also have access to outside confidential support services including those identified in the PREA Brochure given to offenders during the admission process and posted throughout the prison. The following ways to report are provided: Call PREA; to any staff member; to the Statewide PREA Coordinator, to the Ombudsman (phone number provided), to the Director of Victim Services (mailing address provided).

GDC Policy IIA23-0001, Consular Notification affirms it is the policy of GDC that the Consulate General of an inmate's native country be kept informed as the inmate's custody status or occurrences to the Vienna Convention on Consular Relations. Offenders will be provided information on how to access Foreign Consular Offices in the United States. This information is available for download at <http://www.state.gov/s/cpr/ris/fco> This policy prescribes the GDC's responsibility for notification and that the inmate be informed of such notification. Foreign National offenders are allowed visitation with representatives from the Consulate General of his/her native country. The visit must be scheduled at least 24 hours in advance unless the Warden approves a shorter time period.

Offenders may call anyone on their approved list. They may also call their attorney's if they have one. Offenders have the opportunity to report through visits with family, calling family, or writing families.

Offenders have multiple ways to report allegations of sexual abuse or sexual harassment internally and externally. They may report by calling the PREA Hotline, write the Ombudsman, write the State Board of Pardons and Parole, Victim Services, report to the Agency's PREA Coordinator, to staff, friends, family and offenders, report via the grievance process, the GDC Tip Line, the Director of Victim Services and by telling a trusted staff.

Multiple PREA related posters were observed posted throughout the facility keeping PREA information continuously available to offenders. Zero Tolerance Posters, located throughout the facility, as well as other PREA related posters, explaining that offenders have the right to report and listing some ways offenders may choose to report.

**Discussion of Interviews:** 100% of the interviewed offenders confirmed they received information during admission on the facility's rules against sexual abuse and sexual harassment and they received PREA Education during orientation which consistently was reported as the same or next day. 100% of the 26 said they received information off the bus and during orientation and through posters "all over the facility" Offenders watched the PREA Video at this facility just as they had received it while in other facilities. Formal interviews with 26 offenders and informal interviews with offenders confirmed that they understand and are aware of how to report sexual assault/abuse or sexual harassment. They indicated

they would report primarily by calling the PREA Hotline or telling a staff. Staff related multiple ways offenders could report and stated they would take every allegation seriously regardless of the source of the allegation. When asked if they would take an anonymous report and report it; 100% said they would and that they would document it in writing after verbally reporting it. They also indicated they would take a third-party report, report it verbally, and follow-up with a written statement prior to the end of the shift.

## Standard 115.52: Exhaustion of administrative remedies

### All Yes/No Questions Must Be Answered by the Auditor to Complete the Report

#### 115.52 (a)

- Is the agency exempt from this standard? NOTE: The agency is exempt ONLY if it does not have administrative procedures to address inmate grievances regarding sexual abuse. This does not mean the agency is exempt simply because an inmate does not have to or is not ordinarily expected to submit a grievance to report sexual abuse. This means that as a matter of explicit policy, the agency does not have an administrative remedies process to address sexual abuse.  Yes  No  NA

#### 115.52 (b)

- Does the agency permit inmates to submit a grievance regarding an allegation of sexual abuse without any type of time limits? (The agency may apply otherwise-applicable time limits to any portion of a grievance that does not allege an incident of sexual abuse.) (N/A if agency is exempt from this standard.)  Yes  No  NA
- Does the agency always refrain from requiring an inmate to use any informal grievance process, or to otherwise attempt to resolve with staff, an alleged incident of sexual abuse? (N/A if agency is exempt from this standard.)  Yes  No  NA

#### 115.52 (c)

- Does the agency ensure that: An inmate who alleges sexual abuse may submit a grievance without submitting it to a staff member who is the subject of the complaint? (N/A if agency is exempt from this standard.)  Yes  No  NA
- Does the agency ensure that: Such grievance is not referred to a staff member who is the subject of the complaint? (N/A if agency is exempt from this standard.)  Yes  No  NA

#### 115.52 (d)

- Does the agency issue a final agency decision on the merits of any portion of a grievance alleging sexual abuse within 90 days of the initial filing of the grievance? (Computation of the 90-day time period does not include time consumed by inmates in preparing any administrative appeal.) (N/A if agency is exempt from this standard.)  Yes  No  NA
- If the agency claims the maximum allowable extension of time to respond of up to 70 days per 115.52(d)(3) when the normal time period for response is insufficient to make an appropriate decision, does the agency notify the inmate in writing of any such extension and provide a date

by which a decision will be made? (N/A if agency is exempt from this standard.)

Yes  No  NA

- At any level of the administrative process, including the final level, if the inmate does not receive a response within the time allotted for reply, including any properly noticed extension, may an inmate consider the absence of a response to be a denial at that level? (N/A if agency is exempt from this standard.)  Yes  No  NA

#### 115.52 (e)

- Are third parties, including fellow inmates, staff members, family members, attorneys, and outside advocates, permitted to assist inmates in filing requests for administrative remedies relating to allegations of sexual abuse? (N/A if agency is exempt from this standard.)  
 Yes  No  NA
- Are those third parties also permitted to file such requests on behalf of inmates? (If a third-party files such a request on behalf of an inmate, the facility may require as a condition of processing the request that the alleged victim agree to have the request filed on his or her behalf, and may also require the alleged victim to personally pursue any subsequent steps in the administrative remedy process.) (N/A if agency is exempt from this standard.)  Yes  No  NA
- If the inmate declines to have the request processed on his or her behalf, does the agency document the inmate's decision? (N/A if agency is exempt from this standard.)  
 Yes  No  NA

#### 115.52 (f)

- Has the agency established procedures for the filing of an emergency grievance alleging that an inmate is subject to a substantial risk of imminent sexual abuse? (N/A if agency is exempt from this standard.)  Yes  No  NA
- After receiving an emergency grievance alleging an inmate is subject to a substantial risk of imminent sexual abuse, does the agency immediately forward the grievance (or any portion thereof that alleges the substantial risk of imminent sexual abuse) to a level of review at which immediate corrective action may be taken? (N/A if agency is exempt from this standard.)  
 Yes  No  NA
- After receiving an emergency grievance described above, does the agency provide an initial response within 48 hours? (N/A if agency is exempt from this standard.)  Yes  No  NA
- After receiving an emergency grievance described above, does the agency issue a final agency decision within 5 calendar days? (N/A if agency is exempt from this standard.)  
 Yes  No  NA
- Does the initial response and final agency decision document the agency's determination whether the inmate is in substantial risk of imminent sexual abuse? (N/A if agency is exempt from this standard.)  Yes  No  NA
- Does the initial response document the agency's action(s) taken in response to the emergency grievance? (N/A if agency is exempt from this standard.)  Yes  No  NA

- Does the agency's final decision document the agency's action(s) taken in response to the emergency grievance? (N/A if agency is exempt from this standard.)  Yes  No  NA

### 115.52 (g)

- If the agency disciplines an inmate for filing a grievance related to alleged sexual abuse, does it do so ONLY where the agency demonstrates that the inmate filed the grievance in bad faith? (N/A if agency is exempt from this standard.)  Yes  No  NA

### Auditor Overall Compliance Determination

- Exceeds Standard** (*Substantially exceeds requirement of standards*)
- Meets Standard** (*Substantial compliance; complies in all material ways with the standard for the relevant review period*)
- Does Not Meet Standard** (*Requires Corrective Action*)

### Instructions for Overall Compliance Determination Narrative

*The narrative below must include a comprehensive discussion of all the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet the standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.*

**Policy and Gwinnett County Correctional Institution documents Reviewed:** Pre-Audit Questionnaire; Policy, 3-5-3, Prison Rape Elimination Act, Sexually Abusive Behavior Prevention and Intervention Program, F. Reporting, Paragraph 2; Memo from Warden, dated (2/3/2016) Grievance Related to PREA Incidents.

**Interviews:** Warden; Deputy Warden/ PREA Compliance Manager; Grievance Officer; Due Process Officer; Twelve (20) Randomly selected staff; Twenty-Three (23) Specialized Staff; inmates formally interviewed; offenders informally interviewed.

**Discussion of Policies Gwinnett County Correctional Institution documents:** Policy 3-5-3 Offender Grievances, in an updated policy, states that all allegations of sexual abuse and sexual harassment are not grievable issues. These should be reported in accordance with methods outlined in the policy.

Prior to the change in the policy, with an effective date of March 2, 2018, offenders did file grievances and those reviewed by the auditor were responded to by immediately turning them over to the Sexual Assault Response Team for investigation.

The policy changed effective March 2018 when this revision was included.

If a grievance alleged sexual abuse, it would be turned over to the SART to begin an investigation, as the grievance process ceases.

None of the reviewed grievances Gwinnett County Correctional Institution documented sexual abuse or sexual harassment allegations.

Although policy asserts that allegations of sexual abuse or sexual harassment are not grievable, during the past 12 months, offenders have used that as a form of reporting. In those cases, the grievance was turned over to the Sexual Assault Response Team to be investigated.

## Standard 115.53: Inmate access to outside confidential support services

All Yes/No Questions Must Be Answered by the Auditor to Complete the Report

### 115.53 (a)

- Does the facility provide inmates with access to outside victim advocates for emotional support services related to sexual abuse by giving inmates mailing addresses and telephone numbers, including toll-free hotline numbers where available, of local, State, or national victim advocacy or rape crisis organizations?  Yes  No
- Does the facility provide persons detained solely for civil immigration purposes mailing addresses and telephone numbers, including toll-free hotline numbers where available of local, State, or national immigrant services agencies?  Yes  No
- Does the facility enable reasonable communication between inmates and these organizations and agencies, in as confidential a manner as possible?  Yes  No

### 115.53 (b)

- Does the facility inform inmates, prior to giving them access, of the extent to which such communications will be monitored and the extent to which reports of abuse will be forwarded to authorities in accordance with mandatory reporting laws?  Yes  No

### 115.53 (c)

- Does the agency maintain or attempt to enter into memoranda of understanding or other agreements with community service providers that are able to provide inmates with confidential emotional support services related to sexual abuse?  Yes  No
- Does the agency maintain copies of agreements or documentation showing attempts to enter into such agreements?  Yes  No

### Auditor Overall Compliance Determination

- Exceeds Standard** (*Substantially exceeds requirement of standards*)
- Meets Standard** (*Substantial compliance; complies in all material ways with the standard for the relevant review period*)
- Does Not Meet Standard** (*Requires Corrective Action*)

### Instructions for Overall Compliance Determination Narrative

*The narrative below must include a comprehensive discussion of all the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet the standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.*

This facility has a MOU with the Mosaic Georgia Inc. Sexual Assault Center, providing an outside advocacy organization that will provide a trained advocate for emotional support services, following a sexual assault, if requested by an offender victim. The Center agreed to provide a trained advocate to meet the offender either at the Center or hospital and accompany the inmate through the forensic exam process. In addition to that however, the facility has provided a hotline for offenders to use, as well as their mailing address enabling offenders to talk with an advocate or a counselor if needed. An interview with a licensed eligible counselor from the Center confirmed the services named in the MOU. The facility provides information to offenders about how to access these services. Contact information was observed in the resident handbook, on the PREA Brochure and on the Kiosk. A counselor on staff is certified as a Domestic Violence Advocate.

**Policy and Gwinnett County Correctional Institution documents Reviewed** Policy 3-5-3, PREA, Pre-Audit Questionnaire; GDC Policy IIA234-0001, MOU with Mosaic Georgia Inc. Sexual Assault Center a; PREA Related Posters; Inmate Handbook; Kiosk.

**Interviews:** Warden; PREA Compliance Manager, PREA Coordinator, Twenty-Six (26) offenders, Registered Nurse; Executive Director of the Mosaic Georgia Inc. via phone interview.

**Discussion of Policies Gwinnett County Correctional Institution and documents Review:** GDC Procedures require the facility attempt to enter into an agreement with a rape crisis center to make available a victim advocate to offenders being evaluated for the collection of forensic evidence. Victim advocates from the community used by the facility will be pre-approved through the appropriate screening process and subject to the same requirements of contractors and volunteer who have contact with offenders. Advocates serve as emotional and general support, navigating the inmate through the treatment and evidence collection process.

Offenders also have access to the GDC Ombudsman, GDC Tip Line, and the State Board of Pardons and Parole, Victim Services. The State Board of Pardons and Parole is an entity that is not a part of the Department of Corrections.

GDC Policy IIA23-0001, Consular Notification; affirms it is the policy of GDC that the Consulate General of an inmate's native country be kept informed as the inmate's custody status or occurrences to the Vienna Convention on Consular Relations. Offenders will be provided information on how to access Foreign Consular Offices in the United States. This information is available for download at <http://www.state.gov/s/cpr/ris/fco> This policy prescribes the GDC's responsibility for notification and that the inmate be informed of such notification. Foreign National offenders are allowed visitation with representatives from the Consulate General of his/her native country.

Offenders have access to their attorney's if they have one and may correspond with them, call them and visit with them at the prison. Professional visits are available during normal duty hours and by other appointment to accommodate them.

Offenders have access to their parents or relatives daily via phone, by email from the KIOSK or Goal Device (tablet), through the mail, and visitation.

Offenders also have access to a Kiosk enabling them communicate via email with family members and others on their approved visitor's list.

**Discussion of Interviews:** An interview with the Executive Director of the Mosaic Georgia Inc. Sexual Assault Center, confirmed the services the center will provide the offenders at the facility.

## Standard 115.54: Third-party reporting

### All Yes/No Questions Must Be Answered by the Auditor to Complete the Report

#### 115.54 (a)

- Has the agency established a method to receive third-party reports of sexual abuse and sexual harassment?  Yes  No
- Has the agency distributed publicly information on how to report sexual abuse and sexual harassment on behalf of an inmate?  Yes  No

### Auditor Overall Compliance Determination

- Exceeds Standard** (*Substantially exceeds requirement of standards*)
- Meets Standard** (*Substantial compliance; complies in all material ways with the standard for the relevant review period*)
- Does Not Meet Standard** (*Requires Corrective Action*)

### Instructions for Overall Compliance Determination Narrative

*The narrative below must include a comprehensive discussion of all the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet the standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.*

Gwinnett County Correctional Institution Policy states that staff will accept reports made verbally, in writing and from third parties and will promptly and document any verbal reports.

The Gwinnett County Correctional Institution website provides viewers with multiple ways to report allegations of sexual abuse and sexual harassment. These include the following:

- Calling the GDC PREA Hotline at 1-888-992-7849
- Reporting verbally or in writing to any staff member
- Reporting by email to [PREA.report@gdc.ga.gov](mailto:PREA.report@gdc.ga.gov)
- Reporting by phone to GDC Ombudsman's Office at 478-992-5358
- Reporting in writing to:

State Board of Pardons and Paroles, Office of Victim Services 2 MLK, Jr. Drive, S.E., Balcony Level, East Tower Atlanta, Georgia 30334

- Reporting as a third party on behalf of a fellow offender

- Family members may also make a report via any of the above methods as a third party

Any report can be made anonymously.

The facility's website also provides the contact information for the Mosaic Inc. Sexual Assault Center.

If a viewer Googles the Georgia Department of Corrections the Department Website has established ways to receive third party reports. GDC Policy 208.06, (Facility's policy 3-5-3), Prison Rape Elimination Act (PREA) Sexually Abusive Behavior Prevention and Intervention Program, page 23, Paragraph 2.

Third Party Reporting provides for Third Party Reports to be made to the following:

- Call the PREA Confidential Reporting Line (toll free number provided and advises that these reports are recorded, and messages are checked Monday through Friday.
- Report via email to: [PREA.report@gdc.ga.gov](mailto:PREA.report@gdc.ga.gov)
- Send correspondence to Georgia Department of Corrections, ATTN: Office of Professional Standards PREA Unit, (Address provided)
- Contact the Ombudsman and Inmate Affairs Office (number provided)
- Contact the Pardons and Parole Victim Services office (number provided or via email-address provided)

The instructions tell the viewers they do not have to give their name, but they are encouraged to provide as many details as possible and the site lists the items requested to be reported to facilitate the investigation.

The inmate Gwinnett County PREA Brochure and the Gwinnett County Correctional Institution Inmate Handbook provides contact information for the following third-party reporters:

- Georgia Department of Corrections PREA Hotline (dialing instructions provided)
- Statewide PREA Coordinator (mailing address provided)
- Ombudsman (mailing address and phone number)
- Director of Victim Services (mailing address provided)

#### **Policy and Georgia Department of Corrections/Gwinnett County Correctional Institution**

**documents Reviewed:** Georgia Department of Corrections Policy, 208.6, (Facility's policy 3-5-3), PREA; The Gwinnett County Correctional Institution Pre-Audit Questionnaire; GDC Policy, 227.02, Statewide Grievance Process; The Department's Website; Inmate Handbook; PREA Brochure; PREA related posters

**Interviews:** Warden, PREA Compliance Manager; Twenty-Six (26) offenders, randomly selected and targeted offenders; Fifteen (15) Informally interviewed offenders; Twelve (12) Randomly Selected Staff; Twenty-Three (23) Special Category Staff, PREA Compliance Manager

**Observations:** Review of the Gwinnett County Correctional Institution County Correctional Facility's website; Agency's Website (Georgia Department of Corrections)

**Discussion of Policy and Gwinnett County Correctional Institution documents:** The Georgia Department of Corrections and the Gwinnett County Correctional Institution provide multiple ways for offenders to access third parties who may make reports on behalf of an inmate. These are posted prominently on the facility's website. Third Party reporting is also provided to offenders at the facility through the inmate handbook, the Kiosk, the PREA Acknowledgement Statements, and through multiple PREA related posters posted throughout the facility.

The Department's Website (Georgia Department of Corrections) contains a section entitled: "How do I report sexual abuse or sexual harassment?" These are provided as ways to make third party reports: Call the PREA Confidential Reporting Line (1-888-992-7849); email [PREA.report@gdc.gov](mailto:PREA.report@gdc.gov); Send correspondence to the Department of Corrections, Office of Professional Standards/PREA Unit; contact the Ombudsman and Inmate Affairs Office (numbers and email provided and Contact the Office of Victim Services (phone number and email address provided). Anyone wishing to make a report can do so anonymously however there is a request that as much detail as possible be provided.

The agency also has a TIP Line accessible to offenders and to third parties. This information is posted on separate posters posted throughout the facility.

**Discussion of Interviews:** Staff were asked to name ways offenders can make reports or allegations of sexual abuse or sexual harassment. They consistently could name multiple ways and when asked if an inmate could report anonymously and through a third party, they said they could, and they would take those reports seriously like any other report and that they would report it verbally and complete a witness statement before the end of their shift.

Offenders indicated they would report by calling the Hotline, reporting to staff, and family who could make a report for them. Most of the offenders who had family indicated a family member could report for them.

100% of the staff said offenders could get a third party to report for them and that they would take that report seriously and act immediately. They indicated the third party could be another inmate or a family member.

Interviewed offenders were aware they could have a third party, including a parent, relative or another inmate report for them.

## OFFICIAL RESPONSE FOLLOWING AN INMATE REPORT

### Standard 115.61: Staff and agency reporting duties

All Yes/No Questions Must Be Answered by the Auditor to Complete the Report

#### 115.61 (a)

- Does the agency require all staff to report immediately and according to agency policy any knowledge, suspicion, or information regarding an incident of sexual abuse or sexual harassment that occurred in a facility, whether or not it is part of the agency?  Yes  No
- Does the agency require all staff to report immediately and according to agency policy any knowledge, suspicion, or information regarding retaliation against inmates or staff who reported an incident of sexual abuse or sexual harassment?  Yes  No
- Does the agency require all staff to report immediately and according to agency policy any knowledge, suspicion, or information regarding any staff neglect or violation of responsibilities that may have contributed to an incident of sexual abuse or sexual harassment or retaliation?  Yes  No

#### 115.61 (b)

- Apart from reporting to designated supervisors or officials, does staff always refrain from revealing any information related to a sexual abuse report to anyone other than to the extent necessary, as specified in agency policy, to make treatment, investigation, and other security and management decisions?  Yes  No

#### 115.61 (c)

- Unless otherwise precluded by Federal, State, or local law, are medical and mental health practitioners required to report sexual abuse pursuant to paragraph (a) of this section?  Yes  No
- Are medical and mental health practitioners required to inform inmates of the practitioner's duty to report, and the limitations of confidentiality, at the initiation of services?  Yes  No

#### 115.61 (d)

- If the alleged victim is under the age of 18 or considered a vulnerable adult under a State or local vulnerable person's statute does the agency report the allegation to the designated State or local services agency under applicable mandatory reporting laws?  Yes  No

#### 115.61 (e)

- Does the facility report all allegations of sexual abuse and sexual harassment, including third-party and anonymous reports, to the facility's designated investigators?  Yes  No

#### Auditor Overall Compliance Determination

- Exceeds Standard** (*Substantially exceeds requirement of standards*)
- Meets Standard** (*Substantial compliance; complies in all material ways with the standard for the relevant review period*)
- Does Not Meet Standard** (*Requires Corrective Action*)

#### Instructions for Overall Compliance Determination Narrative

*The narrative below must include a comprehensive discussion of all the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet the standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.*

Gwinnett County Correctional Facility requires all staff, contractors and volunteers to immediately report any knowledge, suspicion, or information they may receive concerning sexual assault or sexual harassment.

The Gwinnett County Correctional Institution Policy 3-5-3 mandates that all staff, contractors and volunteers immediately report any knowledge, suspicion, or information they may receive concerning sexual assault or sexual harassment.

Staff is also required to report any retaliation they know about or have observed or are aware of.

Additionally, they are expected to report any knowledge or information related to staff negligence of misconduct that may have resulted in a sexual assault. Staff are required to keep confidential, any information, knowledge or reports of sexual abuse or sexual harassment they may receive other than reporting to those who have a need to know and for management and security decisions.

Contracted medical staff are required to report all allegations of sexual abuse that comes to their attention.

Staff receive training and policy requires that any information they obtain or become aware of is limited to a need-to-know basis and only for the purpose of treatment, security and management decisions, such as housing, work, education, and programming assignments. Staff, in their interviews, indicated they would not report allegations over the radio but would so in private or by asking the shift supervisor to come to them so they could report only to him or they would come to the supervisor's office and tell him/her.

At the initiation of services, medical personnel understand that they are required to inform offenders of their duty to report and the limitations of confidentiality and any information medical or counseling staff receive will be reported in compliance with policy. This was confirmed through interviews with the Health Service Administrator, Director of Nursing, a Registered Nurse and a Mental Health Professional.

Youthful offenders are not housed at this facility. Youthful Offenders are housed at the Burruss Correctional Training Center.

Policies require all allegations of sexual abuse and sexual harassment, including third-party and anonymous reports must be reported to the facility designated investigators. All allegations are required to be reported to the staff's immediate supervisor who then notifies the Sexual Assault Response Team. The Warden/designee then will notify the Gwinnett County Police Department SVU Investigator with arrest powers and extensive training in conducting investigations, to respond to and begin the criminal investigation. The Warden is responsible for ensuring the notifications are made as soon as possible.

The Staff Guide on the Prevention and Reporting of Sexual Misconduct with Offenders discusses, in a section entitled, A Duty to Report, that staff must report any inappropriate staff/offender behavior immediately. Failure to report will result in staff being held accountable and sanctioned through dismissal. Reporting includes not only verbal reporting but following up with writing an incident report. Another section of the Guide requires that all employees have a duty to report immediately any findings in which offenders are having sexual relations with other offenders or staff.

The Department and the Gwinnett County Correctional Training Center appears to take the Zero Tolerance Policy seriously. This is reflected in the structure of the Department where the PREA Coordinator, reports to the Assistant Director of Compliance, who reports to the Assistant Director of the Compliance in the Office of Professional Standards yet allows the PREA Coordinator direct access to the Commissioner should she need it regarding any PREA related issue. The auditor, in a recent interview with the Commissioner of the Department of Corrections confirmed he supports all the efforts of the PREA Unit and is accessible to the Director of Compliance and the PREA Coordinator, whenever needed. And in this facility, the PREA Compliance Manager is a Lieutenant, who has direct access to the Warden in implementing the PREA Standards which also are required in the GDC Policies. Reviewed investigation reports indicated that allegations are investigated promptly.

The agency has an ADA Coordinator who serves actively as a resource person for securing interpretive services for limited English proficient offenders/detainees and for disabled detainees/offenders who may be hearing or visually impaired to enable them to make reports of sexual abuse or sexual harassment and to participate fully in the agency's prevention, detection, responding and reporting program.

The training component for PREA also engages staff, with staff receiving Pre-Service Orientation as a newly hired staff during which they are exposed to the Prison Rape Elimination Act. Correctional staff receive PREA training at Basic Correctional Officer's Training (BCOT) while attending the Peace Officers Standards BCOT Academy. All employees and contractors are required to attend Day 1, Annual In-Service Training that includes a block on PREA and includes all the topics required by the PREA Standards. The reviewed curriculum for annual in-service covered the topics outlined in the PREA Standards. Multiple training rosters documenting completing Annual In-Service Training, Day 1, that includes PREA training, were reviewed.

Staff at the Gwinnett County Correctional facility indicated, in their interviews, they are trained to report all allegations regardless of how those allegations came to light and to report them immediately to a designated shift supervisor. They may also report to any member of the Sexual Assault Response Team. Upon making verbal notification, they are required to document the allegation in a written statement or an incident report and these must be completed as soon as possible but always prior to the end of the shift (or leaving the shift).

Policy requires that reports of allegations of sexual assault or sexual harassment are limited to those with a need to know only and reports are generally made by radioing the Shift Supervisor to come to the area or taking the Inmate to the Supervisor's Office. Interviewed staff confirmed they are going to keep the reports limited to their immediate supervisor and anyone else only on a need to know basis.

#### **Policy and Georgia Department of Corrections/Gwinnett County Correctional Institution**

**document Review:** Department of Corrections Policy, 208.6, (Facility's policy 3-5-3), Sexually Abusive Behavior Prevention and Intervention Program, F. Official Response Following and Inmate Report, 1. Staff and Department Reporting Duties; the reviewed Sexual Assault/Sexual Misconduct Prison Rape Elimination Act (PREA) Education Acknowledgment Statement; Agency and Staff Reporting, Staff and Agency Reporting Duties; Staff Guide on the Prevention and Reporting of Sexual Misconduct with Offenders; Memo Staff and Agency Reporting Duties (December 31, 2018).

**Interviews:** Commissioner; Warden; PREA Coordinator (previous interview); Assistant PREA Coordinator (previous interview) PREA Compliance Manager; SART Members; Special Agent/PREA Investigator for the Southwest Region; Facility Based Investigator; Office of Professional Standards Investigator; Deputy Warden of Security; Gwinnett Police Department Investigator; Twelve (12) Random Staff; Twenty-Three (23) Special category staff;

**Discussion of Policy Gwinnett County Correctional Institution documents Reviewed:** Policy 3-5-3, Sexually Abusive Behavior Prevention and Intervention Program, F. Official Response Following and Inmate Report, 1. Staff and Department Reporting Duties, requires staff who witness or receive a report of sexual assault, sexual harassment, or who learn of rumors or allegations of such conduct, must report information concerning incidents or possible incidents of sexual abuse or sexual harassment to the supervisor on duty and write a statement, in accordance with the Employee Standards of Conduct. The highest-ranking supervisor on duty who receives a report of sexual assault or sexual harassment, is required to report it to the appointing authority or his/her designee immediately. The supervisor in charge is required to notify the PREA Compliance Manager and/or SART Leader. Appointing authorities or his/her designee may make an initial inquiry to determine if a

report of sexual assault, sexual harassment, is a rumor or an allegation. Allegations of sexual assault and sexual harassment are major incidents and are required to be reported in compliance with policy. Once reported, an evaluation by the SART Leader/Team of whether a full response protocol is needed will be made. Appointing authorities or designee(s) are required to report all allegations of sexual assault with penetration to the Gwinnett Police SVU, Investigator In-Charge and the Department's PREA Coordinator immediately upon receipt of the allegation. The Special Agent in Charge in the Regional Office will determine if a Special Agent is assigned. The Gwinnett County Police Department maintains control of the investigation.

Staff, failing to comply with the reporting requirements of Gwinnett County Correctional Institution Policy, may be banned from correctional facilities or will be subject to disciplinary action, up to and including termination. If an alleged victim is under the age of 18, the Department reports the allegation to the Department of Family and Children Services, Child Protection Services Section. Staff are not to disclose any information concerning sexual abuse, sexual harassment or sexual misconduct of an offender, including the names of the alleged victims or perpetrators, except to report the information as required by policy, or the law, or to discuss such information as a necessary part of performing their job.

This facility does not house youthful offenders; however, policy requires if the victim was under the age of 18, the Field Operations Manager, in conjunction with the Director of Investigations, or designee, is required to report the allegation to the Department of Family and Children Services, Child Protective Services Section. Also, if the victim is considered a vulnerable adult under Georgia Law, the Director of Investigations or designee, will make notification to the appropriate outside law enforcement agency. Multiple examples of staff acknowledgement statements were provided.

Policy requires that staff be aware of and attempt to detect to attempt to prevent sexual abuse, sexual harassment or sexual misconduct, through offender communications, comments to staff members, offender interactions, changes in offender behavior, and isolated or vulnerable areas of the institution.

**Discussion of Interviews:** The Warden, PREA Compliance Manager and the Facility-Based Investigator indicated that all allegations will be referred to the organization or entity with the legal authority to conduct the investigation, the Gwinnett Police Department SVU. Within this unit is the investigation unit consisting of criminal investigations and internal investigations. Special Agents and Gwinnett Police SVU Criminal Investigators may both investigate criminal allegations.

Randomly selected staff, both security and non-security staff affirmed that they must report "everything". When asked about something they just suspected, they said they would have to report that as well. When asked if they would take an "anonymous" report and report it, they said they did not know how that would help but they would report it. Asked about another inmate reporting for another, they said they would take that seriously and report it too. They also affirmed they would be required to write a statement following an immediate report to their shift supervisor/Officer in Charge. When asked about a time frame for completing a written report they said within 24 hours was policy they thought but they could not leave the shift until the statement was written.

Non-Uniform staff, in their interviews, explained they are expected to report all knowledge, information, and suspected behavior to their supervisor or first security staff they see. When asked about reporting staff negligence that may have contributed to an incident of sexual abuse, staff said they would report that as well. When asked if they would report their supervisor if they witnessed or heard of the supervisor violating the zero- tolerance policy, they said they would. When asked about any sanctions for failing to report, staff said they would be disciplined and most likely terminated from employment.

## **Standard 115.62: Agency protection duties**

## All Yes/No Questions Must Be Answered by the Auditor to Complete the Report

### 115.62 (a)

- When the agency learns that an inmate is subject to a substantial risk of imminent sexual abuse, does it take immediate action to protect the inmate?  Yes  No

### Auditor Overall Compliance Determination

- Exceeds Standard** (*Substantially exceeds requirement of standards*)
- Meets Standard** (*Substantial compliance; complies in all material ways with the standard for the relevant review period*)
- Does Not Meet Standard** (*Requires Corrective Action*)

### Instructions for Overall Compliance Determination Narrative

*The narrative below must include a comprehensive discussion of all the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet the standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.*

The Pre-Audit Questionnaire; reviewed monthly PREA Reports, reviewed grievances and incident reports and interviews with staff confirmed there have been no offenders at risk of imminent sexual abuse during the past 12 months. This facility is a medium security level facility and has relatively few incidents because of the nature of the facility, which is work related.

100% of the interviewed staff said they would remove that inmate immediately from the threat or source of the threat and keep him with them until their supervisor came and determined what to do or put him in a safe area until the supervisor came. All of them said they would take any information seriously and act on it immediately.

Staff could not recall any inmate being placed in involuntary protective custody as the result of being at risk of imminent sexual abuse.

**Policy and Georgia Department of Corrections/Gwinnett County Correctional Institution documents Reviewed:** GDC Policy 208.06, (Facility's policy 3-5-3), Prison Rape Elimination Act-PREA, Sexually Abusive Behavior Prevention and Intervention Program, Paragraph 2., Facility Protection Duties; SOP 209.06, Administrative Segregation; the Pre-Audit Questionnaire; Reviewed Grievances; Reviewed Incident Reports; Monthly PREA Reports; Reports of Calls to the PREA Unit

**Interviews:** Warden; PREA Compliance Manager; Staff Supervising Segregation; Unit Manager; Twelve (20) Randomly selected staff; Twenty-Three (23) Special Category Staff; Twenty-Six (26) Offenders, random and targeted

**Discussion of Policy and Georgia Department of Corrections/Gwinnett County Correctional Institution documents:** GDC Policy 208.06, (Facility's policy 3-5-3), Prison Rape Elimination Act-

PREA, Sexually Abusive Behavior Prevention and Intervention Program, Paragraph 2., Facility Protection Duties, requires that upon learning of a sexual abuse, staff are to separate the alleged victim and abuser and ensure the alleged victim has been placed in safe housing which may be protective custody in accordance with SOP 209.06, Administrative Segregation. If the inmate victim is placed in administrative segregation, a note is required to be placed in SCRIBE indicating the reason for the placement. If the offender remains in Administrative Segregation for 72 hours, ensure that the Sexual Assault Response Team has again evaluated the victim within 72 hours. Again, a note is to be entered SCRIBE indicating the reason for continued placement. The care and treatment member of SART is responsible for documenting the reasons in SCRIBE. If the alleged perpetrator is an offender and if the alleged perpetrator has been placed in Administrative Segregation in accordance with SOP 209.06, Administrative Segregation, again, a case note documenting the reason for placement is completed and documented in SCRIBE. If the offender remains in Administrative Segregation for 72 hours, the SART evaluates the offender again within 72 hours and if continued placement is required, the reasons are documented in SCRIBE. The care and treatment staff from the SART are responsible for the documentation. If the alleged perpetrator is a staff member, the staff member and alleged victim are separated during the investigation period. The staff member may be reassigned to other duties or other work area; transferred to another institution, suspended with pay pending investigation or temporarily banning the individual from the institution, whichever option the appointing authority deems appropriate. Staff are instructed, if applicable, they are to consult with the SART, Regional Director, the Department's PREA Coordinator or the Regional SAC within 72 hours of the reported incident to determine how long the alleged victim or perpetrator should remain segregated from the general population and document the final decision in the offender's file with specific reasons for returning the offenders to the general population or keeping the offenders segregated and ensure the SART has evaluated the victim within 24 hours of the report. Once a determination has been made that there is sufficient evidence of sexual assault, staff ensure closure of the matter by serving notice of adverse action or banning the staff member, making housing and classification changes if the perpetrator is an offender, and update the victim's offender file with incident information.

**Discussion of Interviews:** Interviews with the Warden, PREA Compliance Manager, random and special category staff and Offenders, and reviewed incident reports indicated there were no offenders at risk of imminent sexual abuse in the past 12 months.

100% of the randomly selected staff who were interviewed related if they became aware that an inmate was subject to a substantial risk of imminent sexual abuse, the first thing they would do is remove that inmate immediately from the alleged threat, place him in a safe place or escort him to the supervisor's office, or place him temporarily in a segregation cell with single occupancy and notify their supervisor. When asked where they would place the inmate or where they thought he would be placed, they indicated the inmate would probably be placed temporarily in protective custody until he could be transferred to a facility where he might feel safer.

All the interviewed staff stated they would take the action immediately and when pressed to see what they themselves would do with an inmate making such an allegation, they often said they'd take him to a safe place, to the security office, to medical, or elsewhere until the supervisory staff made a decision about where to house him.

None of the interviewed offenders stated they had ever been at risk of imminent sexual abuse and most of the offenders indicated they thought staff would take allegations of sexual abuse seriously.

## **Standard 115.63: Reporting to other confinement facilities**

### **All Yes/No Questions Must Be Answered by the Auditor to Complete the Report**

### 115.63 (a)

- Upon receiving an allegation that an inmate was sexually abused while confined at another facility, does the head of the facility that received the allegation notify the head of the facility or appropriate office of the agency where the alleged abuse occurred?  Yes  No

### 115.63 (b)

- Is such notification provided as soon as possible, but no later than 72 hours after receiving the allegation?  Yes  No

### 115.63 (c)

- Does the agency document that it has provided such notification?  Yes  No

### 115.63 (d)

- Does the facility head or agency office that receives such notification ensure that the allegation is investigated in accordance with these standards?  Yes  No

### Auditor Overall Compliance Determination

- Exceeds Standard** (*Substantially exceeds requirement of standards*)
- Meets Standard** (*Substantial compliance; complies in all material ways with the standard for the relevant review period*)
- Does Not Meet Standard** (*Requires Corrective Action*)

### Instructions for Overall Compliance Determination Narrative

*The narrative below must include a comprehensive discussion of all the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet the standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.*

This facility has not received any allegations of sexual abuse or sexual harassment that an inmate previously housed at the facility was abused at another facility and vice versa. This was confirmed through interviews with the Warden and PREA Coordinator and reviewed grievances and incident reports and the reviewed Pre-Audit Questionnaire.

**Policy and Gwinnett County Correctional Institution documents Reviewed:** Policy 3-5-3, Prison Rape Elimination Act, Sexually Abusive Behavior Prevention and Intervention Program, 3. Reporting to other Confinement Facilities; Pre-Audit Questionnaire; Reviewed Incident Reports, Reviewed Grievances and Reviewed Investigation Packages

**Interviews:** Warden; PREA Compliance Manager, SART Members, Twenty0Six (26) Offenders, Randomly Selected and Targeted and informally interviewed offenders.

**Discussion of Policy and Reviewed Gwinnett County Correctional Institution documents:** Policy, 3-5-3, Prison Rape Elimination Act, Sexually Abusive Behavior Prevention and Intervention Program, 3. Reporting to other Confinement Facilities, requires that in cases where there is an allegation that sexually abusive behavior occurred at another Department facility, the Warden/designee of the victim's current facility is required to provide notification to the Warden of the identified institution and the Department's PREA Coordinator. In cases alleging sexual abuse by staff at another institution, the Warden of the inmate's current facility refers the matter directly to the Office of Professional Standards Special Agent In-Charge. For the non-Department secure facilities, the Warden/Superintendent will notify the appropriate office of the facility where the abuse allegedly occurred. For non-Department facilities, the Warden/designee(s) contacts the appropriate office of that correctional Department. This notification must be provided as soon as possible but not later than 72 hours after receiving the allegation. Notification is documented. The facility head or Department office receiving the notification is required to ensure that the allegation is investigated in accordance with the PREA Standards.

The facility's Pre-Audit Questionnaire (PAQ) Gwinnett County Correctional Institution documented and staff confirmed there have been no allegations in the past 12 months in which an inmate at this facility alleged sexual abuse at another facility.

An interview with the Warden explained his role in receiving an allegation from an inmate at his facility that the inmate was sexual abused at another facility and his role if an inmate at another facility reported he had been sexual abused at the facility. The Warden indicated he would contact the Warden of the sending facility and cooperate with an investigation or if needed, he would initiate an investigation by turning the allegation over to SART to investigate. The administrative staff knew and described the steps they would take in reporting to the sending facility and ensuring that if an investigation had not been initiated, starting an investigation. They also indicated if they received an allegation from another facility that an offender had been sexually abused while at this facility, they would cooperate with an investigation and conduct interviews or provide any additional information they might have. They indicated they would make the report immediately but were aware that the policy required notification within 72 hours.

## Standard 115.64: Staff first responder duties

**All Yes/No Questions Must Be Answered by the Auditor to Complete the Report**

### 115.64 (a)

- Upon learning of an allegation that an inmate was sexually abused, is the first security staff member to respond to the report required to: Separate the alleged victim and abuser?  
 Yes  No
- Upon learning of an allegation that an inmate was sexually abused, is the first security staff member to respond to the report required to: Preserve and protect any crime scene until appropriate steps can be taken to collect any evidence?  Yes  No
- Upon learning of an allegation that an inmate was sexually abused, is the first security staff member to respond to the report required to: Request that the alleged victim not take any actions that could destroy physical evidence, including, as appropriate, washing, brushing teeth,

changing clothes, urinating, defecating, smoking, drinking, or eating, if the abuse occurred within a time period that still allows for the collection of physical evidence?  Yes  No

- Upon learning of an allegation that an inmate was sexually abused, is the first security staff member to respond to the report required to: Ensure that the alleged abuser does not take any actions that could destroy physical evidence, including, as appropriate, washing, brushing teeth, changing clothes, urinating, defecating, smoking, drinking, or eating, if the abuse occurred within a time period that still allows for the collection of physical evidence?  Yes  No

#### 115.64 (b)

- If the first staff responder is not a security staff member, is the responder required to request that the alleged victim not take any actions that could destroy physical evidence, and then notify security staff?  Yes  No

#### Auditor Overall Compliance Determination

- Exceeds Standard** (*Substantially exceeds requirement of standards*)
- Meets Standard** (*Substantial compliance; complies in all material ways with the standard for the relevant review period*)
- Does Not Meet Standard** (*Requires Corrective Action*)

#### Instructions for Overall Compliance Determination Narrative

*The narrative below must include a comprehensive discussion of all the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet the standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.*

Gwinnett County Correctional Institution requires that all staff and contractors having contact with offenders attend, minimally, Day 1 of Annual In-Service Training. Interviewed staff attended Annual In-Service Training and Day 1 of that training includes PREA. That training includes a refresher on first responding. The facility provided training rosters documenting staff attending Day 1 of Annual In-Service Training.

Gwinnett County Correctional Institution's Local Policy Directive for the prison, PREA: Local Procedure Directive and Coordinated Response Plan identify detailed actions required of first responders. These are included in the section entitled first steps. The Response Plan also identifies actions to take after the Shift Supervisor on duty who receives the report, immediately notifies the Warden and Duty Officer and contacts the local Sexual Abuse Response Team members. The agency's Sexual Assault Response Checklist is also used in responding to allegations of sexual abuse.

Staff carry a first responder card to refresh them if they need it in responding to an allegation or incident of sexual assault. The agency initiates a Sexual Assault Response Protocol serving as a checklist of actions to take.

Interviewed staff is very knowledgeable of their roles as first responders. Both uniformed and non-uniformed staff stated, in their interviews, described their role in responding to allegations of sexual abuse. These steps included first of all, separating the alleged victim and alleged abuser immediately and getting the victim to a safe place and advising him not to eat, drink, brush his teeth or do anything to mess up the evidence. They indicated they would contact the shift supervisor, have the alleged abuser removed and told not to eat, drink brush his teeth, or shower. They stated they would ensure the scene is secured and the victim taken to medical. Offenders, staff, contractors/volunteers are provided individual cards detailing appropriate responses to sexual/assault situations. This is a plus in keeping everyone apprised of reporting and first responder duties. The facility exceeds standard requirements in responding to this standard.

Once the offender arrives at medical the Registered Nurse explained the steps they would take as first responders. The steps they described were the same as those of the security first responder. Then medically, their role would be to do a visual exam of the offender victim and protect the evidence.

Medical staff would decide if the need exists for inmate to be seen by a Sexual Assault Nurse Examiner. Mosaic Georgia Inc. would be called to conduct the forensic exam, collecting potential forensic evidence. A chain of custody would be started, and the sexual assault kit turned over to the security staff at the facility, who would in turn, turns it over to the Gwinnett County Police Department SVU.

**Policy and Gwinnett County Correctional Institution documents Review:** Facility's policy 3-5-3, local protocol, "PREA Reporting Process"; Pre-Audit Questionnaire; Facility Local Operating Directive Procedure, Sexual Assault Response Protocol/List

**Interviews:** Twelve (12) Randomly selected staff, uniform and non-uniform; Twenty-Three (23) Specialized staff; Facility-Based Investigator; Special Agent/PREA Investigator for the Southwest Region; Special Agent (Previous Interview); Informal Interviews with staff randomly selected during the site review.

**Discussion of Policy and Gwinnett County Correctional Institution documents:** Policy 3-5-3, describes, in detail, actions to take upon learning that a resident has been the victim of sexual abuse. Actions described included the expectations for non-security first responders. Policy and local operating procedures require that upon learning of an allegation that an inmate was sexually abused, the first security staff to respond to the report is to respond in the following manner: 1) Separate the alleged victim and abuser 2) Preserve and protect any crime scene until appropriate steps can be taken to collect any evidence, in compliance with SOP IK01-0005, Crime Scene Preservation; 3) If the abuse occurred within 72 hours request that the alleged victim not take any actions that could destroy physical evidence, including, as appropriate, washing, brushing teeth, changing clothes, urinating, defecating, smoking, drinking or eating; 4) If the abuse occurred within 72 hours ensure that the alleged abuser does not take any actions that could destroy physical evidence, including washing, brushing teeth, changing clothes, urinating, defecating, smoking or eating; 5) If the first responder is not a security staff, the responder is required to request that the alleged victim not take any actions that could destroy physical evidence, and notify security staff immediately.

The Sexual Assault Response Team will be notified and will implement the local protocol.

The local protocol, PREA Local Operating Directive and the Local Procedure Directive for Reporting/Responding to Sexual Allegations, describe in detail the responses to an allegation of sexual abuse.

Annual in-service training covers first responding and staff are trained in first responding during annual in-service training, with refreshers in shift briefings and from the PREA Compliance Manager in meetings and briefings. This information was provided by staff during their interviews.

Non-custody staff have been trained in first responding. They receive the same annual in-service training during Day 1 that includes PREA. Medical staff, as non-security staff, described the steps they would take in response to being informed a resident had been sexually assaulted. They stated step by step the same procedures as correctional staff. The nurse stated that, in addition to conducting an assessment on the alleged victim her role would be to attempt to protect the evidence.

There were no occasions in which a non-security staff was the first responder.

**Discussion of Interviews:** This standard is exceeded because 100% of the staff, who were interviewed, representing both uniform, non-uniform staff, specialized staff, and including medical staff, confirmed they are knowledgeable of their roles as first responders. The staff were able to discuss in depth the steps they would take if they were the first person to be alerted that an offender had been sexually assaulted or abused.

## Standard 115.65: Coordinated response

### All Yes/No Questions Must Be Answered by the Auditor to Complete the Report

#### 115.65 (a)

- Has the facility developed a written institutional plan to coordinate actions among staff first responders, medical and mental health practitioners, investigators, and facility leadership taken in response to an incident of sexual abuse?  Yes  No

#### Auditor Overall Compliance Determination

- Exceeds Standard** (*Substantially exceeds requirement of standards*)
- Meets Standard** (*Substantial compliance; complies in all material ways with the standard for the relevant review period*)
- Does Not Meet Standard** (*Requires Corrective Action*)

#### Instructions for Overall Compliance Determination Narrative

*The narrative below must include a comprehensive discussion of all the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet the standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.*

The facility's coordinated response plan is documented in the Prison's PREA Local Procedure Directive and Coordinated Response Plan, the facility's Local Procedure Directive for Reporting/Responding to Sexual Allegations.

The facility has a Coordinated Response Plan to ensure that during an emergency, the Coordinated Response Plan serves as the Emergency Plan, like other emergency plans required for secure facilities.

The Local Operating Directive serves as the Coordinated Response Plan. It provides guidance in actions to take to protect offenders and evidence but also for notifying all parties when there is an allegation of sexual abuse. After the shift supervisor notifies the Warden and the Duty Officer, the Sexual Assault Response Team is notified. The directive provides ready reference names and phone numbers. The SART is composed of the PREA Compliance Manager/SART Leader, a representative from medical and from mental health.

**Discussion of Policy and Gwinnett County Correctional Institution documents Reviewed:** Policy 3-5-3, Prison Rape Elimination Act-PREA, Sexually Abusive Behavior Prevention and Intervention Program, Paragraph 5, Coordinated Response; Local Operating Directive for Reporting and Responding to Sexual Allegations; GDC Sexual Abuse Response Checklist (GDC 208.06, Attachment 6); Local Operating Directive

**Interviews:** Warden, Deputy Warden/PREA Compliance Manager, Twelve (12) Randomly Selected Staff; Twenty-Three (23) Specialized Staff (including medical)

**Discussion of Policies and Gwinnett County Correctional Institution documents:** Policy 3-5-3, Prison Rape Elimination Act-PREA, Sexually Abusive Behavior Prevention and Intervention Program, Paragraph 5, Coordinated Response, requires each facility to develop a written institutional plan to coordinate actions taken in response to an incident of sexual abuse, among staff first responders, medical and mental health practitioners, investigators and facility leadership. The plan must be kept current and include names and phone numbers of coordinating parties.

The Local Operating Procedure Directive serves as the Facility's Coordinated Response Plan. This facility is compact in that each department is located under one roof and communications are easily effected using radios and phones. The local operating directive identifies actions to be taken by various components of the facility in response to an allegation of sexual abuse. If there was a sexual assault allegation, the facility, complying with GDC Policy will initiate the Sexual Abuse Response Checklist that also identifies actions taken by staff in response to a report of sexual abuse or of sexual misconduct and sexual harassment.

**Discussion of Interviews:** All the interviewed staff could explain the steps they would take and what their responsibilities would be in response to an allegation of sexual abuse. The agency has a notification process and form to Gwinnett County Correctional Institution the notification, which sets in motion, the responses of each component of responding to an allegation.

## **Standard 115.66: Preservation of ability to protect inmates from contact with abusers**

### **All Yes/No Questions Must Be Answered by the Auditor to Complete the Report**

#### **115.66 (a)**

- Are both the agency and any other governmental entities responsible for collective bargaining on the agency's behalf prohibited from entering into or renewing any collective bargaining agreement or other agreement that limits the agency's ability to remove alleged staff sexual

abusers from contact with any inmates pending the outcome of an investigation or of a determination of whether and to what extent discipline is warranted?  Yes  No

### 115.66 (b)

- Auditor is not required to audit this provision.

### Auditor Overall Compliance Determination

- Exceeds Standard** (*Substantially exceeds requirement of standards*)
- Meets Standard** (*Substantial compliance; complies in all material ways with the standard for the relevant review period*)
- Does Not Meet Standard** (*Requires Corrective Action*)

### Instructions for Overall Compliance Determination Narrative

*The narrative below must include a comprehensive discussion of all the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet the standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.*

The State of Georgia is a right to work state. County employees are not members of a union or a collective bargaining organization. The county does not engage in collective bargaining.

**Interviews:** Warden of the Gwinnett County Correctional Institution; Warden; Statewide PREA Coordinator (previous interview); Statewide Assistant PREA Coordinator (previous interview); PREA Compliance Manager

**Discussion of interviews:** Interviews with the Warden and PREA Compliance Manager confirmed that 5 employees are all non-union and not involved in any form of collective bargaining. The Warden can remove any staff member from contact with inmates following an allegation of sexual abuse or sexual harassment.

### Standard 115.67: Agency protection against retaliation

#### All Yes/No Questions Must Be Answered by the Auditor to Complete the Report

### 115.67 (a)

- Has the agency established a policy to protect all inmates and staff who report sexual abuse or sexual harassment or cooperate with sexual abuse or sexual harassment investigations from retaliation by other inmates or staff?  Yes  No
- Has the agency designated which staff members or departments are charged with monitoring retaliation?  Yes  No

### 115.67 (b)

- Does the agency employ multiple protection measures, such as housing changes or transfers for inmate victims or abusers, removal of alleged staff or inmate abusers from contact with victims, and emotional support services for inmates or staff that fear retaliation for reporting sexual abuse or sexual harassment or for cooperating with investigations?  Yes  No

### 115.67 (c)

- Except in instances where the agency determines that a report of sexual abuse is unfounded, for at least 90 days following a report of sexual abuse, does the agency: Monitor the conduct and treatment of inmates or staff who reported the sexual abuse to see if there are changes that may suggest possible retaliation by inmates or staff?  Yes  No
- Except in instances where the agency determines that a report of sexual abuse is unfounded, for at least 90 days following a report of sexual abuse, does the agency: Monitor the conduct and treatment of inmates who were reported to have suffered sexual abuse to see if there are changes that may suggest possible retaliation by inmates or staff?  Yes  No
- Except in instances where the agency determines that a report of sexual abuse is unfounded, for at least 90 days following a report of sexual abuse, does the agency: Act promptly to remedy any such retaliation?  Yes  No
- Except in instances where the agency determines that a report of sexual abuse is unfounded, for at least 90 days following a report of sexual abuse, does the agency: Monitor any inmate disciplinary reports?  Yes  No
- Except in instances where the agency determines that a report of sexual abuse is unfounded, for at least 90 days following a report of sexual abuse, does the agency: Monitor inmate housing changes?  Yes  No
- Except in instances where the agency determines that a report of sexual abuse is unfounded, for at least 90 days following a report of sexual abuse, does the agency: Monitor inmate program changes?  Yes  No
- Except in instances where the agency determines that a report of sexual abuse is unfounded, for at least 90 days following a report of sexual abuse, does the agency: Monitor negative performance reviews of staff?  Yes  No
- Except in instances where the agency determines that a report of sexual abuse is unfounded, for at least 90 days following a report of sexual abuse, does the agency: Monitor reassignments of staff?  Yes  No
- Does the agency continue such monitoring beyond 90 days if the initial monitoring indicates a continuing need?  Yes  No

### 115.67 (d)

- In the case of inmates, does such monitoring also include periodic status checks?  
 Yes  No

#### 115.67 (e)

- If any other individual who cooperates with an investigation expresses a fear of retaliation, does the agency take appropriate measures to protect that individual against retaliation?  
 Yes  No

#### 115.67 (f)

- Auditor is not required to audit this provision.

#### Auditor Overall Compliance Determination

- Exceeds Standard** (*Substantially exceeds requirement of standards*)
- Meets Standard** (*Substantial compliance; complies in all material ways with the standard for the relevant review period*)
- Does Not Meet Standard** (*Requires Corrective Action*)

#### Instructions for Overall Compliance Determination Narrative

*The narrative below must include a comprehensive discussion of all the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet the standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.*

The Gwinnett County Correctional Institution County Correctional facility have a zero tolerance toward retaliation against any inmate/detainee or staff who reports an allegation of sexual abuse or sexual harassment. This is expressed and documented in Policy 3-5-3, Prison Rape Elimination Act, Sexually Abusive Behavior Prevention and Intervention Program and confirmed in interviews the Warden and the facility's Retaliation Monitor, who is a Lieutenant of Support Services. 100% of the twenty-six (26) interviewed offenders acknowledged they received information on admission letting them know the facility has a zero-tolerance for any form of retaliation and that they have the right to report it and tolerate it. Interviewed staff confirmed offenders and staff have the right to be free from retaliation for reporting sexual abuse, sexual harassment, or staff conduct or absence of action that may have contributed to the abuse.

The monitor indicated the facility would attempt to prevent any retaliation by separating, if inmate on inmate, the two offenders by putting them in different cells or dorms and ensuring they are not in the same programs or working on the same details or on the same schedules. He stated she could also place a non-association note in SCRIBE. If a staff was involved the staff would be placed on another post, on no contact.

He indicated he would monitor all the items required by the Policy and document the monitoring in case notes. He said he would be watching for changes in details, changes in housing, DRs etc. for offenders and for staff he would be monitoring things like performance reports, changes in details etc.

He also stated he would provide the inmate emotional support services if he asked for them. When asked how long an offender or staff would be monitored, he related he would document retaliation monitoring at 30-60- and 90 days and would continue to monitor if needed beyond 90 days and for as long as they are at this facility, if needed.

He also indicated when they get notification of a PREA allegation the process of monitoring for retaliation begins.

There have been 26 allegations of either sexual abuse, sexual harassment in the past twelve months. This was confirmed through interviews with the Warden, PREA Coordinator, random and specialized staff, twenty-six offenders and reviewed grievances and incident reports.

**Policy and Gwinnett County Correctional Institution documents Reviewed:** Policy 3-5-3), Prison Rape Elimination Act, Sexually Abusive Behavior Prevention and Intervention Program; 90 Day Offender Sexual Abuse Review Checklist (GDC Form)

**Interviews:** Warden; Work Release Sergeant- Staff Designated as the Facility's Retaliation Monitor; Twelve (12) Randomly selected staff; Twenty-Three (23) Specialized Staff; Twenty-Six (26) Offenders including those randomly selected and targeted.

**Discussion of Policy and Gwinnett County Correctional Institution documents Review:** Policy 3-5-3, Prison Rape Elimination Act, Sexually Abusive Behavior Prevention and Intervention Program, affirms the agency has a zero tolerance for any form of retaliation and is committed to protecting offenders or staff who report sexual abuse and sexual misconduct or sexual harassment from retaliation. Policy requires that anyone who retaliates against a staff member or an offender who has reported an allegation of sexual abuse or sexual harassment in good faith is subject to disciplinary action. Policy requires a staff be identified to monitor for retaliation. Additionally, policy provides multiple protection measures including housing changes for offenders, transfers, removal of alleged staff or inmate abusers from contact with victims and emotional support for offenders or staff who fear retaliation. Monitoring is required to be conducted for at least 90 days following a report of abuse. Monitoring will include monitoring the conduct and treatment of offenders and staff to see any changes to indicate possible retaliation and to remedy any retaliation. Monitoring includes the following: review of inmate disciplinary reports, housing or program changes, negative performance reviews or reassignments of staff etc. Monitoring may continue beyond 90 days if the initial monitoring indicates the need for it. Periodic status checks of inmates will be conducted. The obligation for monitoring terminates if the allegation is unfounded. Policy requires that monitoring is documented Form 90 Day Offender Sexual Abuse Review Checklist. The checklist is completed for each inmate being monitored.

The Gwinnett County Correctional Institution 90 Day Offender Sexual Abuse Review Checklist includes Georgia Department of Correction documenting the reviews of the following at 30, 60 and 90 days:

- Offender Disciplinary Report(s) History
- Offender Housing Unit Placement Reviewed
- Offender Transfer(s) Placement Review
- Offender Program(s) History Review
- Offender Work Performance Review
- Offender Schedule History Review

- Offender Case Note(s) Review

Upon learning of an allegation; the alleged victim and alleged aggressor will be separated. For an inmate that may mean placing either the alleged victim or alleged aggressor or both, temporarily, in administrative segregation. If a staff is involved the staff will be separated from the alleged victim by placing the staff either on a post away from the inmate or placing the staff on administrative paid leave while an investigation is going on and placing a staff on administrative leave.

The Retaliation monitor described the actions he takes when notified of an allegation. That includes ensuring actions are taken to separate the alleged victims and aggressors, whether staff or inmate. Retaliation monitoring is documented on the Gwinnett County Correctional Institution Retaliation Monitoring Form.

There have been 26 allegations of either sexual abuse or sexual harassment the past twelve months. This was confirmed through interviews with the Warden, PREA Coordinator, random and specialized staff, twenty-six offenders and reviewed grievances and incident reports.

## Standard 115.68: Post-allegation protective custody

All Yes/No Questions Must Be Answered by the Auditor to Complete the Report

### 115.68 (a)

- Is any and all use of segregated housing to protect an inmate who is alleged to have suffered sexual abuse subject to the requirements of § 115.43?  Yes  No

### Auditor Overall Compliance Determination

- Exceeds Standard** (*Substantially exceeds requirement of standards*)
- Meets Standard** (*Substantial compliance; complies in all material ways with the standard for the relevant review period*)
- Does Not Meet Standard** (*Requires Corrective Action*)

### Instructions for Overall Compliance Determination Narrative

*The narrative below must include a comprehensive discussion of all the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet the standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.*

**Policy and Gwinnett County Correctional Institution documents Reviewed:** Policy 3-5-3, Prison Rape Elimination Act, Sexually Abusive Behavior Prevention and Intervention Program, D. Screening for Risk of Sexual Victimization and Abusiveness, 3. Protective Custody; Memo from the PREA Coordinator, 3/2019

**Interviews:** Warden; PREA Compliance Manager; Staff Supervising Segregation; Randomly Selected Staff (12) Special Category Staff (23); Randomly Selected and Special Category Offenders (26).

**Discussion of Policy and Gwinnett County Correctional Institution documents:** Policy 3-5-3 Prison Rape Elimination Act, Sexually Abusive Behavior Prevention and Intervention Program, D. Screening for Risk of Sexual Victimization and Abusiveness, 3. Protective Custody, prohibits placing offenders at high risk for sexual victimization in involuntary segregated housing unless an assessment of all available alternatives have been made and a determination made that there is no available alternative means of separation from likely abusers. If an assessment cannot be conducted immediately, the inmate may be held in involuntary segregation for less than 24 hours while completing the assessment. This placement, including concern for the inmate's safety, must be documented in the inmate/offender database, SCRIBE, documenting concern for the inmate's safety and the reason why no alternative means of separation can be arranged. Offenders who are placed in involuntary segregation are housed there only until an alternative means of separation from likely abusers can be arranged and the assignment, ordinarily, shall not exceed 30 days. Reviews are required to be conducted every 30 days to determine whether there is a continuing need for separation from the general population. Offenders in involuntary segregation will receive services in accordance with SOP HN09-0001, Administrative Segregation.

The Gwinnett County Correctional Institution 3-5-3 Administrative Segregation, requires that offenders at high risk for sexual victimization are not placed in involuntary segregated housing unless an assessment of all available alternatives has been made and a determination has been made that there is no available alternative means of separation from likely abusers. If an assessment cannot be conducted immediately, the offender may be held in involuntary segregation no more than 24 hours while completing the assessment. This placement, including the concern for the inmate's safety is noted in SCRIBE case notes documenting the concern for the offender's safety and the reason why no alternative means of separation can be arranged. The inmate will be assigned to involuntary segregated housing only until an alternative means of separation can be arranged. Assignment does not ordinarily exceed a period of 30 days.

Offenders at high risk for sexual victimization are housed in the general population. The facility does not utilize a separate dorm designated as a safe dorm. The facility attempts to place offenders who score out as potential victims or who are already flagged as potential victims in high visibility areas, toward the fronts of the dorm.

If there was no place to safely house a potential or actual victim, the victim will be potentially be housed in a holding cell only as the safest means for separating the victim and aggressor until SART could investigate. A memo from the PREA Coordinator asserted if an offender is placed in a holding cell it would be for less than 8 hours and would not be protective custody. He also asserted that there have been no occasions in which an offender was placed in a holding cell since 2015.

Offenders in involuntary protective custody, in compliance with policy, will have access to programs and services like those of the general population, including access to medical care, mental health, recreation/exercise, education, and the phone. The staff member supervising segregation stated, in an interview, that any inmate placed on involuntary protective custody will have access to programs, including education. They would also have their tablets enabling them to communicate with family.

Individual Records are required and will document, all activity such as bathing, exercise, medical visits, program participation and religious visits. It should also include documentation of unusual occurrences.

**Discussion of Interviews:** The Warden, PREA Compliance Manager, and staff supervising segregation, indicated that placing someone in involuntary protective custody would be a last resort and

may be used only in the absence of any other safe place to house the resident. Offenders may be placed in involuntary protective custody temporarily to determine what happened. They also indicated the inmate may be placed in a holding cell temporarily and for less than 8 hours and if that means were used it would be only because there was no other available means to keep the offender safe. Staff indicated no one has been placed in PC or a holding cell as the result of being a victim of sexual abuse since 2015.

The Aggressor, in an allegation of sexual abuse, if known, will be placed in administrative segregation, if applicable.

If the inmate could not be safely housed in the facility, he could be transferred to another prison.

## INVESTIGATIONS

### Standard 115.71: Criminal and administrative agency investigations

All Yes/No Questions Must Be Answered by the Auditor to Complete the Report

#### 115.71 (a)

- When the agency conducts its own investigations into allegations of sexual abuse and sexual harassment, does it do so promptly, thoroughly, and objectively? [N/A if the agency/facility is not responsible for conducting any form of criminal OR administrative sexual abuse investigations. See 115.21(a).]  Yes  No  NA
- Does the agency conduct such investigations for all allegations, including third party and anonymous reports? [N/A if the agency/facility is not responsible for conducting any form of criminal OR administrative sexual abuse investigations. See 115.21(a).]  Yes  No  NA

#### 115.71 (b)

- Where sexual abuse is alleged, does the agency use investigators who have received specialized training in sexual abuse investigations as required by 115.34?  Yes  No

#### 115.71 (c)

- Do investigators gather and preserve direct and circumstantial evidence, including any available physical and DNA evidence and any available electronic monitoring data?  Yes  No
- Do investigators interview alleged victims, suspected perpetrators, and witnesses?  
 Yes  No
- Do investigators review prior reports and complaints of sexual abuse involving the suspected perpetrator?  Yes  No

#### 115.71 (d)

- When the quality of evidence appears to support criminal prosecution, does the agency conduct compelled interviews only after consulting with prosecutors as to whether compelled interviews may be an obstacle for subsequent criminal prosecution?  Yes  No

#### 115.71 (e)

- Do agency investigators assess the credibility of an alleged victim, suspect, or witness on an individual basis and not on the basis of that individual's status as inmate or staff?  Yes  No
- Does the agency investigate allegations of sexual abuse without requiring an inmate who alleges sexual abuse to submit to a polygraph examination or other truth-telling device as a condition for proceeding?  Yes  No

#### 115.71 (f)

- Do administrative investigations include an effort to determine whether staff actions or failures to act contributed to the abuse?  Yes  No
- Are administrative investigations documented in written reports that include a description of the physical evidence and testimonial evidence, the reasoning behind credibility assessments, and investigative facts and findings?  Yes  No

#### 115.71 (g)

- Are criminal investigations documented in a written report that contains a thorough description of the physical, testimonial, and documentary evidence and attaches copies of all documentary evidence where feasible?  Yes  No

#### 115.71 (h)

- Are all substantiated allegations of conduct that appears to be criminal referred for prosecution?  Yes  No

#### 115.71 (i)

- Does the agency retain all written reports referenced in 115.71(f) and (g) for as long as the alleged abuser is incarcerated or employed by the agency, plus five years?  Yes  No

#### 115.71 (j)

- Does the agency ensure that the departure of an alleged abuser or victim from the employment or control of the agency does not provide a basis for terminating an investigation?  Yes  No

#### 115.71 (k)

- Auditor is not required to audit this provision.

#### 115.71 (l)

- When an outside entity investigates sexual abuse, does the facility cooperate with outside investigators and endeavor to remain informed about the progress of the investigation? (N/A if an outside agency does not conduct administrative or criminal sexual abuse investigations. See 115.21(a).)  Yes  No  NA

### Auditor Overall Compliance Determination

- Exceeds Standard** (*Substantially exceeds requirement of standards*)
- Meets Standard** (*Substantial compliance; complies in all material ways with the standard for the relevant review period*)
- Does Not Meet Standard** (*Requires Corrective Action*)

### Instructions for Overall Compliance Determination Narrative

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Gwinnett County Correctional Institution policy 3-5-3 requires that all reports of sexual abuse or sexual harassment will be considered allegations and will be investigated.

Policy requires investigations are conducted promptly, thoroughly and objectively. It also requires, and staff confirmed, that allegations or reports, including any knowledge, information or suspicions are taken seriously and are investigated. These include reports made verbally, in writing, from third parties and from anonymous sources.

Policy, Investigation of Allegations of Sexual Contact, Sexual Abuse, and Sexual Harassment of Offenders requires that allegations of sexual contact, sexual abuse, and sexual harassment filed by sentenced offenders, against departmental employees, contractors, vendors or volunteers are reported, fully investigated, and treated in a confidential and serious manner. It requires staff attitudes and conduct towards such allegations will be professional and unbiased, and staff member are required to cooperate with investigations into those matters. Policy also requires that investigations are conducted in such a manner as to avoid threats, intimidation, or future misconduct.

The investigations policies and procedures require that as soon as an incident of sexual contact, sexual abuse, or sexual harassment, comes to the attention of staff, the staff receiving the information is required to immediately inform the Warden and/or the Institutional Duty Officer, and/or Internal Investigations, verbally and followed up with a written report to the Warden.

The Gwinnett County Police Department has the responsibility, power, and authority to conduct criminal investigations of all allegations of sexual abuse. They are also empowered to affect an arrest of either staff or offenders.

The Gwinnett Sexual Assault Protocol dated June 19, 2018 provides investigation procedures. The Protocol requires that the Warden shall contact the Gwinnett County Police Department SVU who initiates all investigations, (if criminal activity is deemed probable). The protocol enumerates specific criteria, that if one or more exists, the allegation must always be referred to the Gwinnett County Police Department SVU. If none of the criteria exists, the SART will proceed with the investigation and conduct a prompt, thorough, and objective investigation to determine an appropriate disposition. For administrative investigations, the SART will refer all harassment cases involving staff to the Gwinnett County Police Department SVU harassment cases involving staff. For all allegations that have potential criminal actions, the SART investigator will contact the Gwinnett County Police Department SVU Unit. The Gwinnett Police SVU will be responsible for the criminal investigation and the SART will complete the administrative portion in coordination with the Police Criminal investigation.

The Warden of the facility where the incident allegedly happens contacts the Gwinnett Police Department SVU Investigator to investigate the criminal allegation.

The investigator has had extensive training in conducting investigations, including investigations of sexual abuse in a confinement setting, has arrest powers, and conducts investigations into allegations that appear to be criminal in nature.

At the facility level, the initial investigation into an allegation of either sexual abuse or sexual harassment is initiated by the local Sexual Assault Response Team. These include a primary facility-based investigator and a member from medical and counseling and/or mental health.

A memo from the Warden, dated in April 2018, requires anyone conducting investigations must be trained in the curriculum of the National Institute of Corrections for Investigating Sexual Abuse in a Confinement Setting. The Warden established a requirement that investigators must complete two courses: "PREA: Conducting Sexual Abuse Investigations in a Confinement Setting" and "PREA: Conducting Sexual Abuse Investigations in a Confinement Setting, Advanced Investigations".

The facility-based investigator and the PREA Coordinator have completed both of those trainings.

If the allegation appears criminal and in all cases of penetration, the allegation is referred by the Warden or Duty Officer, in his absence, to the Gwinnett County Police Department. The Department of Corrections Regional Office is notified. Investigations into allegations of sexual abuse may be documented locally as unsubstantiated maybe referred to the Gwinnett Police Department SVU for investigation into the alleged criminal conduct.

Department staff, the Sexual Assault Response Team and those receiving the initial allegations, is required by policy to take appropriate steps to ensure the preservation and protection of all evidence, including crime scene.

Policy discusses general guidelines for conducting the investigation and these included:

- Gwinnett Police Department will keep the Warden apprised of the status of the case.
- All interviews may be recorded by video or audio
- All Gwinnett County Correctional Institution documents, videos, polygraph results, and all other evidence will be treated as confidential
- Names of complainant and/or alleged victim will be confidential as required by the statutes
- A trained counselor will be made available to counsel the alleged victim before he/she is first interviewed by the investigator

These may be included in the investigation:

- Conducting video or audio recorded interviews
- Taking witness statements from all witnesses and all other parties
- All known Gwinnett County Correctional Institution documents
- All known photos
- All known physical evidence

According to policy the investigation continues even if the following occur:

- Alleged victim or complainant refuses to cooperate with the investigator
- Whether local, state, or federal agency conducts its own investigation, subject to binding limitations or restrictions imposed by the courts or the agency
- If the accused employee resigns during the investigation

If there is an allegation of sexual abuse, staff trained as first responders separate the alleged victim and alleged aggressors and ensure that the crime scene, including the bodies of the alleged victim and perpetrator as well as the area where the alleged offense occurred, are treated as crime scenes and actions are taken to protect the evidence that may be on them. If during the initial investigation by the SART, the allegation appears to be criminal in nature, the Warden or designee will contact the Gwinnett County Police Department.

The SVU investigators, the staff who will conduct investigations of allegations that appear criminal in nature, will consult with the district attorney to consider referral for prosecution when the evidence appears to support criminal prosecution and compelled interviews are conducted only after consulting with the prosecutors to ensure the interviews may not be an obstacle for subsequent criminal prosecution.

A previous interview with a Special Agent, and current interviews with a Gwinnett County SVU Investigator, indicated that they would assess the credibility of an alleged victim, suspect or witness on an individual basis and not on the basis of identify, status and would make the determination on an individual basis and that it would be based only on the evidence. The facility-based investigator also confirmed they would not put an alleged victim on a polygraph or other truth telling device as a condition for proceeding with the investigation and that under these circumstances the investigation would continue:

- When the victim recants
- When an employee involved in an investigation terminates his/her employment prior to the conclusion of an investigation
- When an alleged victim or alleged abusing inmate departs the facility prior to a completed investigation

Administrative and Criminal Investigations are documented in reports. Administrative Investigations conducted by the Sexual Assault Response Team typically include an Incident Report, Supplemental Report, Witness Statements, Video, if applicable, and an Investigation Summary. The investigation packages for the Gwinnett County Correctional Institution contained notifications to offenders following an investigation and retaliation monitoring forms.

Investigation Reports, which are criminal investigations, are much more thorough and include the following: 1) Case Report Face Sheet; 2) Executive Summary; 3) Exhibit List; 4) Investigative Case Summary; 5) Personal Demographics Summary; 6) Offender Store History; 7) Personal Data Summary;

8) Witness Statements; 9) Photos; 10) Waiver of Rights; 11) Consent to Search; 12) Videos; 13) Oath of Office; 14) Warrant for Arrest.

This facility has had twenty-six 26 allegations of either sexual abuse or sexual harassment or of retaliation in the past twelve or more months.

The Agency Facility-Based Investigator/SART enters the alleged incident and notifications into the agency's database, enabling the Agency's PREA Coordinator and Assistant PREA Coordinator to review the investigations in a computer-based program. Investigators upload their investigation packages into the program where they can be viewed and reviewed. If additional information should have been looked at the PREA Unit requires the investigator to go back and secure the information requested. Upon satisfaction that they investigation was appropriate, the PREA Unit approves the submission. This provides an additional measure of quality assurance in the investigative process.

**Policy and Gwinnett County Correctional Institution documents Reviewed:** Policy 3-5-3, Investigations; Investigation of Allegations of Sexual Contact, Sexual Abuse, and Sexual Harassment of Offenders; PREA Investigation Summary; PREA Initial Notification Form; Gwinnett County Correctional Institution Incident Report; Reviewed NIC Certificates; Reviewed Criminal Investigation Report; Coordinated Response Plan; Pre-Audit Questionnaire

**Interviews:** Warden, Agency PREA Coordinator; PREA Compliance Manager; SART Members; Special Agents (2); Facility-Based Investigator; Gwinnett County Police Department SVU Investigator; Twelve (12) Random Staff; Twenty-Six (26) Specialized Staff; Twenty-Six (26) Offenders, both randomly selected and targeted

**Discussion of Policy and Gwinnett County Correctional Institution documents Reviewed:** Policy 3-5-3 Investigations and of Allegations of Sexual Contact, Sexual Abuse, and Sexual Harassment or Offenders asserts that the appointing authorities or his/her designee may make the initial investigation inquiring to determine if a report of sexual abuse or sexual harassment is a rumor or an allegation. The Local Sexual Assault Response Team is responsible for initially inquiring and subsequent investigation of all allegations of sexual abuse or sexual harassment with limitations. In cases where allegations are made against staff and the SART deems the allegation is unfounded or unsubstantiated by evidence of facility Gwinnett County Correctional Institution documentation, video monitoring systems, witness statements, or other investigative means, the case can be closed at the facility level. The Appointing Authority or designee(s) are required to report all allegations of sexual abuse with penetration and those with immediate and clear evidence of physical contact, to the Gwinnett County Police Department SVU Investigator and the Department's PREA Coordinator immediately upon receipt of the allegation. After each SART investigation, all substantiated cases are referred to the Gwinnett County Police Department SVU. The Gwinnett Police Department follows a uniform protocol for obtaining usable physical evidence for administrative proceedings and criminal prosecution. Investigations are required to be prompt and thorough, including those reported by third parties or anonymously. Administrative investigations include an effort to determine whether staff actions or failures to act contributed to the abuse. Reports documented and include descriptions of physical and testimonial evidence, reasoning behind the credibility of assessments and investigative facts and findings. Criminal investigations documented in written reports that contain thorough descriptions of physical, testimonial, and copies of all documentary evidence when feasible. Substantiated allegations of conduct that appears to be criminal are referred for prosecution.

The departure of the alleged abuser or victim from the employment or control of the facility does not provide a basis for termination of the investigation.

The facility has a Sexual Assault Response Team. The team consists of a lead member who initiates the investigation, medical staff, and a counselor. All the Sexual Assault Response Team Members have completed the National Institute of Corrections Specialized Training, "PREA: Investigating Sexual Abuse in a Confinement Setting".

At the conclusion of each sexual abuse investigation, the PREA Team meets and discusses the allegations and findings of the investigator and essentially reviews the incident in compliance with the Gwinnett County Correctional Institution 3-5-3 Policy related to Incident Reviews.

The PREA Unit has implemented a system in which the investigation staff enters information into the GDC data system enabling the PREA Unit to review investigations for quality assurance purposes. If the PREA Unit believes the investigation needs additional information, the facility investigator is notified. The PREA Coordinator indicated that either she or the Assistant PREA Coordinator or the PREA Analyst must approve an investigation prior to closure.

**Discussion of Interviews:** An interview with the Warden confirmed that allegations that appear to be criminal in nature are referred to the Gwinnett Police Department SVU and notification is given to the Regional Office Special Agent in Charge who may assign a Special Agent to shadow the Gwinnett Police Departments SVU. He also confirmed the facility's Sexual Assault Response Team conducts the initial investigation into all allegations. Any allegation of penetration must be referred on to the Gwinnett Police Department SVU.

The facility -based investigator indicated she is a certified law enforcement officer and has completed law enforcement mandate training, the training required in the State of Georgia to be certified as a law enforcement officer. The investigator and the PREA Coordinator have both the on-line specialized training, "PREA: Conducting Sexual Abuse Investigations in a Confinement Setting" and "PREA: Conducting Sexual Abuse Investigations in a Confinement Setting, Advanced Investigations: This was confirmed through the reviewed NIC Certificate confirming the specialized training.

Interviews with the Facility Based Investigator and the Investigator of the Gwinnett Police Department SVU confirmed the credibility of the victim, alleged perpetrator and witnesses based on the evidence and not on the offender's status or identity or any other factors including how many times the offender has alleged sexual abuse or sexual harassment. The investigation, they related would continue even if the victim recanted, if a staff involved terminated his employment prior to a completed investigation, or if an inmate victim or abuser departed the facility prior to the completed investigation. The also said that victims would never be placed on a truth telling device as a condition for proceeding with an investigation.

Interviews with facility staff, both those randomly selected and special category, confirmed that most of them knew the SART conducts sexual abuse investigations in this facility and could name each member of the SART and their specific roles.

## **Standard 115.72: Evidentiary standard for administrative investigations**

### **All Yes/No Questions Must Be Answered by the Auditor to Complete the Report**

#### **115.72 (a)**

- Is it true that the agency does not impose a standard higher than a preponderance of the evidence in determining whether allegations of sexual abuse or sexual harassment are substantiated?  Yes  No

### Auditor Overall Compliance Determination

- Exceeds Standard** (*Substantially exceeds requirement of standards*)
- Meets Standard** (*Substantial compliance; complies in all material ways with the standard for the relevant review period*)
- Does Not Meet Standard** (*Requires Corrective Action*)

### Instructions for Overall Compliance Determination Narrative

*The narrative below must include a comprehensive discussion of all the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet the standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.*

**Policy and Gwinnett County Correctional Institution documents Reviewed:** Policy 3-5-3, Prison Rape Elimination Act-PREA, Sexually Abusive Behavior Prevention and Intervention Program, Section G. 14.

**Interviews:** Warden; Deputy Warden/ PREA Compliance Manager; Facility-Based Investigator

**Discussion of Policy and Gwinnett County Correctional Institution documents Reviewed:** Policy 3-5-3, Prison Rape Elimination Act-PREA, Sexually Abusive Behavior Prevention and Intervention Program, Section G. 14, requires that there shall be no standard higher than a preponderance of the evidence in determining whether allegations of sexual abuse or sexual harassment are substantiated.

The Facility-Based Investigator appeared knowledgeable of the investigative process. She stated that the standard of evidence to substantiate an allegation of sexual abuse is "the preponderance of the evidence".

## Standard 115.73: Reporting to inmates

### All Yes/No Questions Must Be Answered by the Auditor to Complete the Report

#### 115.73 (a)

- Following an investigation into an inmate's allegation that he or she suffered sexual abuse in an agency facility; does the agency inform the inmate as to whether the allegation has been determined to be substantiated, unsubstantiated, or unfounded?  Yes  No

#### 115.73 (b)

- If the agency did not conduct the investigation into an inmate's allegation of sexual abuse in an agency facility, does the agency request the relevant information from the investigative agency in order to inform the inmate? (N/A if the agency/facility is responsible for conducting administrative and criminal investigations.)  Yes  No  NA

#### 115.73 (c)

- Following an inmate's allegation that a staff member has committed sexual abuse against the resident, unless the agency has determined that the allegation is unfounded, or unless the resident has been released from custody, does the agency subsequently inform the resident whenever: The staff member is no longer posted within the inmate's unit?  Yes  No
- Following an inmate's allegation that a staff member has committed sexual abuse against the resident, unless the agency has determined that the allegation is unfounded, or unless the resident has been released from custody, does the agency subsequently inform the resident whenever: The staff member is no longer employed at the facility?  Yes  No
- Following an inmate's allegation that a staff member has committed sexual abuse against the resident, unless the agency has determined that the allegation is unfounded, or unless the resident has been released from custody, does the agency subsequently inform the resident whenever: The agency learns that the staff member has been indicted on a charge related to sexual abuse in the facility?  Yes  No
- Following an inmate's allegation that a staff member has committed sexual abuse against the resident, unless the agency has determined that the allegation is unfounded, or unless the resident has been released from custody, does the agency subsequently inform the resident whenever: The agency learns that the staff member has been convicted on a charge related to sexual abuse within the facility?  Yes  No

#### 115.73 (d)

- Following an inmate's allegation that he or she has been sexually abused by another inmate, does the agency subsequently inform the alleged victim whenever: The agency learns that the alleged abuser has been indicted on a charge related to sexual abuse within the facility?  Yes  No
- Following an inmate's allegation that he or she has been sexually abused by another inmate, does the agency subsequently inform the alleged victim whenever: The agency learns that the alleged abuser has been convicted on a charge related to sexual abuse within the facility?  Yes  No

#### 115.73 (e)

- Does the agency document all such notifications or attempted notifications?  Yes  No

#### 115.73 (f)

- Auditor is not required to audit this provision.

### Auditor Overall Compliance Determination

- Exceeds Standard** (*Substantially exceeds requirement of standards*)
- Meets Standard** (*Substantial compliance; complies in all material ways with the standard for the relevant review period*)
- Does Not Meet Standard** (*Requires Corrective Action*)

### **Instructions for Overall Compliance Determination Narrative**

*The narrative below must include a comprehensive discussion of all the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet the standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.*

The facility has had 26 allegations, 2 were substantiated, 6 were unsubstantiated and 18 were unfounded allegations of either sexual abuse or sexual harassment in the past 12 months. This was confirmed through interviews with the Warden and PREA Coordinator and reviewed grievances and incident reports, and Pre-Audit Questionnaire. Interviewed staff are knowledgeable of the Department's policy and process related to informing and notifying offenders of the outcome of the investigation at the conclusion of the investigation. There were zero substantiated case on staff on offender sexual abuse

Facility standard operating procedure, 3-5-3, Reporting to Offenders, requires that offenders who are in custody of the Gwinnett County Correctional Institution are entitled to know the outcome of the investigation. The inmate must be notified whether the allegation was determined to be substantiated, unsubstantiated, or unfounded. All notifications or attempted notifications are documented.

If the allegations involved a staff member, the staff making the notification will, using the Gwinnett County Correctional Institution Offender Notification Form, inform the offender whenever:

- The staff is no longer posted in the institution
- The staff is no longer employed at the institution
- The staff has been indicted on a charge related to sexual abuse with the institution or the staff has been convicted on a charge related to sexual abuse within the institution

If the allegation involved another inmate, staff are required to inform the alleged victim when the alleged abuser has been"

- Indicated on a charge related to sexual abuse within the institution or;
- The alleged abuser has been convicted on a charge related to sexual abuse within the institution

Auditor reviewed (26) Notifications forms documented on the Gwinnett County Correctional Institution Notification Form.

The investigator is knowledgeable of the investigative process and the requirements that offenders are notified at the conclusion of the investigation of the results of the investigation.

**Policy and Gwinnett County Correctional Institution documents Reviewed:** Policy 3-5-3 Prison Rape Elimination Act – PREA, Sexually Abusive Behavior Prevention and Intervention Program, G.15; Reviewed GDC Notification Form, Attachment 5, GDC 208.6; Pre-Audit Questionnaire

**Interviews:** Warden, PREA Coordinator/Compliance Manager; Facility-Based Investigator; Sexual Assault Response Team Leader; Offenders (26)

**Discussion of Gwinnett County Correctional Institution documents Review:** Auditor review 26 Investigation Notification Form. Following an investigation into an allegation of sexual abuse, within 30 days, the facility is required, by policy 3-5-3, to notify the inmate of the results of the investigation as to whether the allegation has been determined to be substantiated, unsubstantiated, or unfounded. Policy 3-5-3 Prison Rape Elimination Act – PREA, Sexually Abusive Behavior Prevention and Intervention requires that following the close of an investigation into an offender’s allegation that he/she suffered sexual abuse in a DOC contracted facility, the facility is required to inform the offender as to whether the allegation has been determined to be substantiated, unsubstantiated, or unfounded. Policy requires the notification be completed by a member of the local SART unless the appointing authority delegates to another designee under certain circumstances. Notifications are required to be documented. If an inmate is released from the Department’s custody the Department’s obligation to “notify” the inmate of the outcome of the investigation is terminated. Notifications are required to comply with the PREA Standards and GDC Policies/Gwinnett County Correctional Institution.

If an outside entity conducts the investigation the agency/facility will request the relevant information from the agency conducting the investigation to inform the offender of the outcome of the investigation.

A member of the SART is required to notify the resident when a staff member is no longer posted within the resident’s unit; the staff member is no longer employed at the facility; the agency learns that the staff member has been indicted on a charge related to sexual abuse within the facility or the agency learns that the staff member has been convicted on a charge related to sexual abuse within the facility. The agency would also notify the resident when the agency learns that the alleged abuser has been indicted on a charge related to sexual abuse within the facility; or the agency learns that the alleged abuser has been convicted on a charge related to sexual abuse within the facility.

The notification form document, for the resident, if the investigation was determined to be substantiated, unsubstantiated, unfounded or referred to Gwinnett Police Department SVU If the allegation is determined to be substantiated, unsubstantiated, or unfounded, the resident is notified of any of the following if applicable:

- Staff member is no longer posted within the inmate’s unit
- Staff member is no longer employed at the facility
- Staff member has been indicted on a charge related to sexual abuse with the facility
- Staff member has been convicted on a charge related to sexual abuse within the facility
- The alleged abuser (offender) has been indicted on a charge related to sexual abuse within the facility
- The alleged abuser (offender) has been convicted on a charge related to sexual abuse within the facility
- Other: Include explanation of why “other:” was checked.

**Discussion of Interviews:** Interviews with the Facility-Based Investigator and with the PREA Compliance Manager indicated that the investigator or a member of SART would be responsible for notifying the offenders of the outcome of the investigation.

## DISCIPLINE

### Standard 115.76: Disciplinary sanctions for staff

All Yes/No Questions Must Be Answered by the Auditor to Complete the Report

#### 115.76 (a)

- Are staff subject to disciplinary sanctions up to and including termination for violating agency sexual abuse or sexual harassment policies?  Yes  No

#### 115.76 (b)

- Is termination the presumptive disciplinary sanction for staff who have engaged in sexual abuse?  Yes  No

#### 115.76 (c)

- Are disciplinary sanctions for violations of agency policies relating to sexual abuse or sexual harassment (other than actually engaging in sexual abuse) commensurate with the nature and circumstances of the acts committed, the staff member's disciplinary history, and the sanctions imposed for comparable offenses by other staff with similar histories?  Yes  No

#### 115.76 (d)

- Are all terminations for violations of agency sexual abuse or sexual harassment policies, or resignations by staff that would have been terminated if not for their resignation, reported to: Law enforcement agencies (unless the activity was clearly not criminal)?  Yes  No
- Are all terminations for violations of agency sexual abuse or sexual harassment policies, or resignations by staff that would have been terminated if not for their resignation, reported to: Relevant licensing bodies?  Yes  No

#### Auditor Overall Compliance Determination

- Exceeds Standard** (*Substantially exceeds requirement of standards*)
- Meets Standard** (*Substantial compliance; complies in all material ways with the standard for the relevant review period*)
- Does Not Meet Standard** (*Requires Corrective Action*)

#### Instructions for Overall Compliance Determination Narrative

The narrative below must include a comprehensive discussion of all the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does

*not meet the standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.*

The Gwinnett County Correctional Institution Policy requires that staff that engage in sexual abuse with offenders and violate and agency sexual abuse and sexual harassment are banned from all Georgia Correctional Institutions and subject to disciplinary sanctions up to and including termination and termination is the presumptive sanction. If the allegation was criminal in nature, recommendations may be made for referral for prosecution. Investigators work with the District Attorneys to determine if, and when, they have enough evidence to refer for prosecution. Administrative investigations in which staff violates policy, may result in a staff member being disciplined up and including dismissal.

If an offense was less than sexual abuse the appropriate sanction would be commensurate with the nature and circumstances of the acts committed, the staff member's disciplinary history, and the sanctions imposed for comparable offenses by other staff with similar histories. This was confirmed through interviews with the Warden and PREA Compliance Manager. Staff interviews confirmed the likely sanction for violating a sexual abuse or sexual harassment policy would be termination.

There have been 26 allegations, 2 were substantiated, 6 were unsubstantiated and 18 were unfounded allegations of ether sexual abuse or sexual harassment in the past 12 months.

Failure to report is cause for disciplinary action up to and including termination.

The Gwinnett County Correctional Institution has a zero tolerance for sexual abuse and sexual harassment and if there is a substantiated case of sexual abuse, the presumptive sanction is termination from employment and possible referral for prosecution. Staff acknowledges they understand the prohibitions against sexual abuse or any sexual activity as well as the consequences if they violate sexual abuse or sexual harassment policies, including referral for prosecution. This is confirmed in multiple reviewed PREA Acknowledgment Statements. Newly hired staff also signs an Ethics Acknowledgement affirming the expectation of ethical behavior from staff.

Staff and contractors found to have engaged in sexual misconduct/abuse will be banned from correctional institutions or subject to disciplinary sanctions up to and including termination and staff may be referred for criminal prosecution. Contractors and volunteers will be banned from any contact with offenders and reported to law enforcement agencies, unless the activity was not criminal. Appropriate licensing agencies and/or the Georgia Peace Officer Standards and Training Council will be notified.

**Policy and Gwinnett County Correctional Institution documents Reviewed:** Policy, 3-5-3, Prison Rape Elimination Act, H. Discipline, 1. Disciplinary Sanction for Staff; GDC Sexual Assault/Sexual Misconduct Prison Rape Elimination Act (PREA) Education Acknowledgment Statement for Employees and Unsupervised Contractors and Unsupervised Volunteers

**Interviews:** Warden; PREA Compliance Manager, Human Resources Designee; Volunteer Coordinator, Contractors

**Discussion of Policy Gwinnett County Correctional Institution document Review:** Policy, 3-5-3 Prison Rape Elimination Act, H. Discipline, 1. Disciplinary Sanction for Staff requires that staff who engage in sexual misconduct with an offender are banned from correctional institutions or subject to disciplinary action, up to and including, termination, whichever is appropriate. Staff may also be referred for criminal prosecution when appropriate.

The presumptive disciplinary sanction for sexual touching and violation of sexual abuse policies is termination. Violations of Department policy related to sexual abuse or sexual harassment (other than

engaging in sexual abuse) will be commensurate with the nature and circumstances of the acts committed the staff member's disciplinary history and the sanctions imposed for comparable offenses by other staff with similar histories. If an allegation is substantiated by the Investigator conducting the sexual abuse investigation, the Investigator will consult with the local District Attorney and a warrant for the staff's arrest will be taken if warranted and approved by the District Attorney.

Terminations for violations of the Department sexual abuse or sexual harassment policies or resignations by staff that would have been terminated if not for their resignation are reported to law enforcement agencies unless the activity was clearly not criminal. These cases are also reported to the Georgia Peace Officers Standards and Training Council (POST) for uniformed staff.

Substantiated cases of nonconsensual sexual contact between offenders or sexual contact between a staff member and an offender will be referred for criminal prosecution. This was confirmed through interviews with the Warden, PREA Compliance Manager/SART Leader, and interviews with Investigator of the Gwinnett County Police Department SVU.

Staff, as a part of their PREA training sign a Gwinnett County Correctional Institution Sexual Assault/Sexual Misconduct Prison Rape Elimination Act (PREA) Education Acknowledgment Statement for Employees and Unsupervised Contractors and Unsupervised Volunteers contains a warning that any violation of the policy will result in disciplinary action, including termination, or that they will be banned from entering any correctional institution. Furthermore, it asserts that staff understand that in accordance with Georgia Law, O.C.G.A. 16-6-5.1, certain correctional staff members who engage in sexual contact with an offender commit sexual assault, a felony punishable by imprisonment of not less than one nor more than 25 years, a fine of \$100,000.00 or both. Staff acknowledged that an offender cannot consent to sexual activity. The auditor reviewed 40 PREA Acknowledgment Statements signed by employees and contractors.

**Discussion of Interviews:** Interviews with the Warden, PREA Compliance Manager, randomly selected staff and specialized staff, indicated that the facility has a zero-tolerance for all forms of sexual activity. If a staff was involved in an allegation of sexual abuse the staff would most likely be placed on no-contact with that resident and that decision would be based on a case by case basis. The staff could also possibly be placed on administrative leave, with or without pay, while an investigation was being conducted. If the allegations were substantiated, the staff would be banned from this facility as well as from all GDC facilities and most likely the employee would be terminated and referred for prosecution by the OPS Investigator after consulting with the District Attorney.

## **Standard 115.77: Corrective action for contractors and volunteers**

### **All Yes/No Questions Must Be Answered by the Auditor to Complete the Report**

#### **115.77 (a)**

- Is any contractor or volunteer who engages in sexual abuse prohibited from contact with inmates?  Yes  No
- Is any contractor or volunteer who engages in sexual abuse reported to: Law enforcement agencies (unless the activity was clearly not criminal)?  Yes  No
- Is any contractor or volunteer who engages in sexual abuse reported to: Relevant licensing bodies?  Yes  No

## 115.77 (b)

- In the case of any other violation of agency sexual abuse or sexual harassment policies by a contractor or volunteer, does the facility take appropriate remedial measures, and consider whether to prohibit further contact with inmates?  Yes  No

### Auditor Overall Compliance Determination

- Exceeds Standard** (*Substantially exceeds requirement of standards*)
- Meets Standard** (*Substantial compliance; complies in all material ways with the standard for the relevant review period*)
- Does Not Meet Standard** (*Requires Corrective Action*)

### Instructions for Overall Compliance Determination Narrative

*The narrative below must include a comprehensive discussion of all the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet the standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.*

There have been no contractors or volunteers who have engaged in allegations of sexual abuse or sexual harassment.

Volunteers and Contractors understand there is a zero tolerance for all forms of sexual activity, including sexual abuse, sexual misconduct, or sexual harassment. Contractors and Volunteers are advised of that policy and explained the consequences for violations prior to providing services to offenders. Any contractor or volunteer who violates any agency sexual abuse or sexual harassment will be immediately barred from the facility and placed on a ban for entering any GDC facility. Pending investigation, the contractor or volunteer will not be allowed entry into this facility or any other GDC facility. If the violator is a contractor, the company's supervisor will be informed of the incident/allegation and told that the contractor will not be allowed to return to this facility. The local law enforcement will be notified, and a recommendation will be made to refer the contractor or volunteer for prosecution.

If the contractor or volunteer is a licensed person, the licensing agency will also be notified.

**Policy and Gwinnett County Correctional Institution documents Reviewed:** Policy, 3-5-3, Prison Rape Elimination Act, Sexually Abusive Behavior Prevention and Intervention Program, Paragraph #2. Contractors and Volunteers; GDC Sexual Assault/Sexual Misconduct Prison Rape Elimination Act (PREA) Education Acknowledgment Statement for Employees and Unsupervised Contractors and Unsupervised Volunteers

**Interviews:** Warden; Deputy Warden/PREA Compliance Manager; SART Members; Medical Service Contracted Staff; Volunteer Coordinator; Volunteer

**Discussion of Policies and Reviewed Gwinnett County Correctional Institution documents:** Policy 3-5-3, Prison Rape Elimination Act, Sexually Abusive Behavior Prevention and Intervention Program, Paragraph #2. Contractors and Volunteers, requires that any contractor or volunteer who

engages in sexual abuse will be prohibited from contact with inmates and will be reported to law enforcement agencies, unless the activity was clearly not criminal and to relevant licensing bodies.

The facility is required to take appropriate remedial measures and to consider whether to prohibit further contact with inmates in the case of any other violation of Department sexual abuse or sexual harassment policies by a contractor or volunteer.

Contractors and Volunteers, as a part of their PREA training sign a Gwinnett County Correctional Institution Sexual Assault/Sexual Misconduct Prison Rape Elimination Act (PREA) Education Acknowledgment Statement for Employees and Unsupervised Contractors and Unsupervised Volunteers contains a warning that any violation of the policy will result in disciplinary action, including termination, or that they will be banned from entering any correctional institution. Furthermore, it asserts that staff understand that in accordance with Georgia Law, O.C.G.A. 16-6-5.1, certain correctional staff members who engage in sexual contact with an offender commit sexual assault, a felony punishable by imprisonment of not less than one nor more than 25 years, a fine of \$100,000.00 or both. Staff acknowledge that an offender cannot consent to sexual activity. The auditor reviewed 10 PREA Acknowledgment Statements for Volunteers and Contractors.

There were no allegations of sexual abuse or sexual harassment against any contractor or volunteer during the past 12 months. This was indicated from interviews with the Warden, PREA Compliance Manager, and the Volunteer Coordinator.

An interview with a Volunteer confirmed he was trained in PREA. He indicated staff went over the Law with him, and actually read information to him. He indicated that he was told he must report sexual abuse and he was aware of the sanctions for violating any agency policy related to sexual abuse.

## Standard 115.78: Disciplinary sanctions for inmates

### All Yes/No Questions Must Be Answered by the Auditor to Complete the Report

#### 115.78 (a)

- Following an administrative finding that an inmate engaged in inmate-on-inmate sexual abuse, or following a criminal finding of guilt for inmate-on-inmate sexual abuse, are inmates subject to disciplinary sanctions pursuant to a formal disciplinary process?  Yes  No

#### 115.78 (b)

- Are sanctions commensurate with the nature and circumstances of the abuse committed, the inmate's disciplinary history, and the sanctions imposed for comparable offenses by other inmates with similar histories?  Yes  No

#### 115.78 (c)

- When determining what types of sanction, if any, should be imposed, does the disciplinary process consider whether an inmate's mental disabilities or mental illness contributed to his or her behavior?  Yes  No

#### 115.78 (d)

- If the facility offers therapy, counseling, or other interventions designed to address and correct underlying reasons or motivations for the abuse, does the facility consider whether to require the offending inmate to participate in such interventions as a condition of access to programming and other benefits?  Yes  No

#### 115.78 (e)

- Does the agency discipline an inmate for sexual contact with staff only upon a finding that the staff member did not consent to such contact?  Yes  No

#### 115.78 (f)

- For the purpose of disciplinary action does a report of sexual abuse made in good faith based upon a reasonable belief that the alleged conduct occurred NOT constitute falsely reporting an incident or lying, even if an investigation does not establish evidence sufficient to substantiate the allegation?  Yes  No

#### 115.78 (g)

- Does the agency always refrain from considering non-coercive sexual activity between inmates to be sexual abuse? (N/A if the agency does not prohibit all sexual activity between inmates.)  
 Yes  No  NA

#### Auditor Overall Compliance Determination

- Exceeds Standard** (*Substantially exceeds requirement of standards*)
- Meets Standard** (*Substantial compliance; complies in all material ways with the standard for the relevant review period*)
- Does Not Meet Standard** (*Requires Corrective Action*)

#### Instructions for Overall Compliance Determination Narrative

*Compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet the standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.*

**Policy and Gwinnett County Correctional Institution documents Reviewed:** Policy 3-5-3 Sexually Abusive Behavior Prevention and Intervention Program, H. Discipline, Paragraph 3. Disciplinary Sanctions for Offenders, Pre-Audit Questionnaire;

**Interviews:** Warden; PREA Compliance Manager/SART Leader; SART Members

**Discussion of Policy and Gwinnett County Correctional Institution documents Reviewed:** Policy 3-5-3 prohibits all consensual sexual activity between offenders and offenders may be subject to disciplinary action for such activity. Consensual sexual activity between offenders does not constitute sexual abuse, but it is considered a disciplinary issue. Paragraph b. requires that offenders are subject to disciplinary sanctions pursuant to a formal disciplinary process following an administrative finding that the offender engaged in offender-on-offender sexual abuse or a criminal finding of guilt for offender-on-offender sexual abuse. The sanctions that may be imposed are prescribed in Standard Operating Procedures 209.01, Offender Discipline.

Policy requires that the disciplinary process consider whether an offender's mental disabilities or mental illness contributed to behavior when determining what type of sanction, if any, will be imposed. And if the facility offers therapy, counseling or other interventions to address and correct underlying reasons or motivations for the abuse, the facility is required to consider whether to offer the offending offender to participate in such interactions as a condition of access to programming or other benefits.

Policy affirms that an offender may be disciplined for sexual contact with a staff member only upon a finding that the staff member did not consent to such contact.

Reports made in good faith upon a reasonable belief that the alleged conduct occurred shall not constitute false reporting or lying, even if the investigation does not establish sufficient evidence to substantiate the allegation. However, following an administrative finding of malicious intent on behalf of the offender making the report, then the offender will be subject to disciplinary sanctions pursuant to a formal disciplinary process in accordance with Offender Discipline.

The Gwinnett County Correctional Institution Disciplinary Process and Policies follow the standards of the American Correctional Association and offenders are afforded a formal due process hearing in accordance with those standards. Offenders may also have an advocate present if they request it.

Facility due process officers use an Offender Disciplinary Code Sheet documenting that offenses designated as either "great" or "high" severity offenses, that include sexual assault or soliciting sexual activity, may be sanctioned by 1) Isolation one to fourteen days; 2) Referral to Classification Committee for review; 3) Disciplinary transfer; 4) Removal from specified programs; 5) Affect issuance of a warrant for violation of law; 6) Prisons restriction on privileges for up to 90 days; 7) Impound personal property for days; 8) Change in work or quarters assignment; 9) Extra duty for two hours/day up to 90 days and 13 other sanctions. If the allegation of sexual assault is substantiated, the Investigator may consult with the district attorney and refer the inmate for prosecution. The Code Sheet addresses violations of statutes and asserts that offenders under the jurisdiction of the State Board of Corrections are subject to all laws of the United States and of the State of Georgia and any inmate violating these laws may be charged and tried for that violation in the same manner as any other citizen in the appropriate state or federal court. The filing of charges in a judicial court of record for a violation of state or federal laws does not in any way prevent or preclude the administrative handling of the same act as a prisons disciplinary manner or of the taking of disciplinary action against the inmate.

## **MEDICAL AND MENTAL CARE**

### **Standard 115.81: Medical and mental health screenings; history of sexual abuse**

## All Yes/No Questions Must Be Answered by the Auditor to Complete the Report

### 115.81 (a)

- If the screening pursuant to § 115.41 indicates that a prison inmate has experienced prior sexual victimization, whether it occurred in an institutional setting or in the community, do staff ensure that the inmate is offered a follow-up meeting with a medical or mental health practitioner within 14 days of the intake screening?  Yes  No

### 115.81 (b)

- If the screening pursuant to § 115.41 indicates that a prison inmate has previously perpetrated sexual abuse, whether it occurred in an institutional setting or in the community, do staff ensure that the inmate is offered a follow-up meeting with a mental health practitioner within 14 days of the intake screening? (N/A if the facility is not a prison.)  Yes  No  NA

### 115.81 (c)

- If the screening pursuant to § 115.41 indicates that a jail inmate has experienced prior sexual victimization, whether it occurred in an institutional setting or in the community, do staff ensure that the inmate is offered a follow-up meeting with a medical or mental health practitioner within 14 days of the intake screening?  Yes  No

### 115.81 (d)

- Is any information related to sexual victimization or abusiveness that occurred in an institutional setting strictly limited to medical and mental health practitioners and other staff as necessary to inform treatment plans and security management decisions, including housing, bed, work, education, and program assignments, or as otherwise required by Federal, State, or local law?  Yes  No

### 115.81 (e)

- Do medical and mental health practitioners obtain informed consent from inmates before reporting information about prior sexual victimization that did not occur in an institutional setting, unless the inmate is under the age of 18?  Yes  No

## Auditor Overall Compliance Determination

- Exceeds Standard** (*Substantially exceeds requirement of standards*)
- Meets Standard** (*Substantial compliance; complies in all material ways with the standard for the relevant review period*)
- Does Not Meet Standard** (*Requires Corrective Action*)

## Instructions for Overall Compliance Determination Narrative

*The narrative below must include a comprehensive discussion of all the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's*

*conclusions. This discussion must also include corrective action recommendations where the facility does not meet the standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.*

Gwinnett County Correctional Institution Policy 3-5-3 asserts that if an inmate's intake assessment indicated the inmate has experienced any prior victimization or has perpetrated any sexual abuse, whether in an institutional setting or in the community, the inmate will be offered a follow-up meeting within 14 days of the intake screening. This will be documented on the inmate's intake screening instrument. Any information related to sexual victimization or abusiveness that occurred in an institutional setting is required to be strictly limited to necessary staff maintaining strict confidentiality.

During the initial PREA Assessment (Victim/Aggressor) if the inmate endorses the question about having been a previous victim of sexual abuse, the counselor is required to offer the inmate a referral to mental health. The inmate may choose to refuse. If the inmate wants to have a follow-up with mental health, the counselor makes the referral.

Medical staff at the facility conduct an intake screening. The screening form asks the inmate if he has been a previous victim or sexual abuse and if he has been a previous abuser. After each question, the offender responds either yes or no. If the offender responds in the affirmative, the next question asks if the offender was referred to mental health. The auditor reviewed 20 medical files pulled at random. None of the reviewed files acknowledge either previous abuse or previous victimization. Staff indicated they would refer the offender for a follow-up with mental health if he wanted it. Review of files documented initial and 30 screenings and follow-ups.

The reviewed Medical/Mental Health Referral Form for this facility includes the following:

- Acknowledgment that Gwinnett County Correctional Institution County Corrections will provide free medical/mental health evaluations and on-going crisis intervention to all victims of sexual abuse.
- Acknowledgment that immediate crisis intervention and follow-up care is available upon request
- Acknowledgment that if prior victimization did not occur within an institutional setting by signing the offender acknowledges he is giving informed consent for staff to notify the PREA Coordinator pursuant to arranging any services on the offender's behalf.

The offender then checks the services requested and the options include the following:

- Mental Health Evaluation at Phillip State Prison
- Medical Evaluation provided at the facility
- Crisis Intervention provided at the facility
- Follow-up care provided at the facility
- Refusal of services

Medical and mental health practitioners will determine the nature, scope, and duration of all services provided to me.

Forensic exams, if any, would be conducted at the facility by a SANE nurse from Mosaic Georgia Inc., or Gwinnett Medical Center, Lawrenceville/Duluth. The facility did not receive any allegations involving any form of penetration in the past 12 months. If the inmate is injured to the point of requiring medical services at the hospital, the inmate would be transported to the hospital for treatment.

The forensic exam is provided by a SANE nurse without financial cost to the inmate. This was confirmed through interviews with the Nurse and reviewed Gwinnett County Correctional Institution Policy.

**Policy and Gwinnett County Correctional Institution documents Reviewed:** Policy 3-5-3, Sexually Abusive Behavior Prevention and Intervention Program, I., Medical and Mental Health Care; Victim/Aggressor Assessments' Referral Form; Memo form Mosaic Georgia Inc.

**Interviews:** Registered Nurse; PREA Compliance Manager, Staff who administer the Victim/Aggressor Assessments; Administrator from Mosaic Georgia Inc.; (26) Randomly Selected and Targeted Offenders

**Discussion of Reviewed Policy and Gwinnett County Correctional Institution documents:** Policy 3-5-3, Medical Policies are specific and voluminous regarding health care. Health Care services are provided through a contract. Policy 3-5-3, Sexually Abusive Behavior Prevention and Intervention Program I, Medical and Mental Health Care requires that the Gwinnett County Correctional Institution provide prompt and appropriate medical and mental health services.

If an inmate discloses prior victimization during the initial intake victim/aggressor assessment, the offender will be offered a follow-up with either medical or a mental health practitioner. This follow-up is offered and will be completed within 14 days of the intake screening. The inmate may choose to refuse the offer and if so, the refusal will be documented.

If the screening process indicates an offender has previously perpetrated sexual abuse whether it occurred in an institutional setting or in the community, staff ensure that the offender is offered a follow-up meeting with a mental health practitioner within 14 days of the intake screening. None of the reviewed files or instruments documented having perpetrated prior sexual abuse.

The interviewed staff stated if an inmate disclosed a previous history of sexual abuse during the initial PREA Assessment, the inmate will be offered a follow-up with mental health.

Care is taken to protect reported information. Information reported by offenders related to prior victimization or abusiveness that occurred in an institutional setting is limited to medical and mental health practitioners and other staff, as necessary, to inform treatment plans and security and management decisions, including housing, bed, work, education and program assignments or as otherwise required by Federal, State or local law. Offenders sign a consent form for evaluation and for treatment.

**Discussion of Interviews:** Interviews with counseling staff, mental health staff and the PREA Compliance Manager indicated that the victim/aggressor assessment asks the offenders about prior victimization and prior abuse. They indicated they would refer the inmate to mental health for a follow-up.

## **Standard 115.82: Access to emergency medical and mental health services**

### **All Yes/No Questions Must Be Answered by the Auditor to Complete the Report**

#### **115.82 (a)**

- Do inmate victims of sexual abuse receive timely, unimpeded access to emergency medical treatment and crisis intervention services, the nature and scope of which are determined by medical and mental health practitioners according to their professional judgment?  
 Yes  No

### 115.82 (b)

- If no qualified medical or mental health practitioners are on duty at the time a report of recent sexual abuse is made, do security staff first responders take preliminary steps to protect the victim pursuant to § 115.62?  Yes  No
- Do security staff first responders immediately notify the appropriate medical and mental health practitioners?  Yes  No

### 115.82 (c)

- Are inmates victims of sexual abuse offered timely information about and timely access to emergency contraception and sexually transmitted infections prophylaxis, in accordance with professionally accepted standards of care, where medically appropriate?  Yes  No

### 115.82 (d)

- Are treatment services provided to the victim without financial cost and regardless of whether the victim names the abuser or cooperates with any investigation arising out of the incident?  Yes  No

### Auditor Overall Compliance Determination

- Exceeds Standard** (*Substantially exceeds requirement of standards*)
- Meets Standard** (*Substantial compliance; complies in all material ways with the standard for the relevant review period*)
- Does Not Meet Standard** (*Requires Corrective Action*)

### Instructions for Overall Compliance Determination Narrative

*The narrative below must include a comprehensive discussion of all the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet the standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.*

Gwinnett County Correctional Institution Policy and Practice ensures that offender victims of sexual abuse receive timely, unimpeded access to emergency medical treatment and crisis intervention services and the services are within the nature and scope of which are determined by medical and mental health practitioners according to their professional judgment. This was confirmed through reviewed policies and procedures, reviewed monthly PREA reports, Interviews with staff, offenders, PREA Compliance Manager, Health Services Administrator, Director of Nursing; previous interview with the Agency's Contracted SANEs (2); Mental Health Counselor.

An interview with the Registered Nurse confirmed that health care services at this facility are available 24 hours per day.

If an offender was sexual assaulted, he would be taken immediately to medical. The offender would have his vital signs taken and be assessed for trauma and injuries only and medical staff will take precautions to protect the evidence. The facility does not do any cavity or internal checks. If the offender had injuries requiring treatment outside the facility the inmate would be taken to the Gwinnett County Medical Center for emergency treatment and care.

Gwinnett County Correctional Institution Policy requires that when an offender makes an allegation of sexual abuse, the offender will be interviewed in private to determine the nature and timing of the assault and extent of physical injuries. First Aid and emergency treatment will be provided in accordance with good clinical judgment. If the assault occurred within the previous 72 hours, the offender will be counseled regarding need for a medical evaluation to determine the extent of injuries and testing and treatment for sexually transmitted infections. If the offender needs emergency care beyond the capability of the facility, he will be transported to the local hospital.

Interviews with medical staff indicated there have not been any incidents requiring a Sexual Assault Nurse Examiner in years. If there were such an occasion, the SANE would come from the Mosaic Georgia Inc.; the exam would be conducted at the facility or the Gwinnett County Medical Center.

The SANE and health care staff will be utilized to provide the victim with information about access to emergency prophylactic treatment of sexually transmitted infections.

Offenders are not charged for PREA related issues and treatment.

If the assault occurred more than 72 hours prior to being reported, the decision as to where the medical evaluation will occur is made on a case by case basis.

Security and non-security staff are trained as first responders and their roles are to separate the alleged victims from alleged perpetrators, try to protect any evidence, suggesting the victim not eat, drink, use the restroom or change clothes, and require the alleged perpetrator not do those things as well that could destroy evidence. Interviewed staff articulated their roles as first responders and non-uniform staff responded with all the elements of first responding just as the uniformed staff did.

Mental Health Services are provided by a Mental Health Counselor from Mosaic Georgia Inc.,

**Policy and Gwinnett County Correctional Institution documents Reviewed:** Policy 3-5-3, Prison Rape Elimination Act, Sexually Abusive Behavior Prevention and Intervention Program; GDC Standard Operating Procedures, VH85-0002; Medical Management of Suspected Sexual Assault, Abuse or Harassment; GDC Standard Operating Procedure, VH85-0001; Forensic Information; Procedure for SANE Evaluation/Forensic Collection; Medication Guidelines for Sexual Assault Patients; National Protocol for Sexual Assault Medical Forensic Examinations, 2<sup>nd</sup> Editions, Major Updates; Coordinated Response Plan; Mental Health Referrals

**Interviews:** The Warden; PREA Compliance Manager; Facility-Based Investigator; Previous interviews with two Sexual Assault Nurse Examiners; Sexual Assault Response Team Leader; Randomly Selected Staff; Security and Non-Security First Responders;

**Discussion of Reviewed Policies and Gwinnett County Correctional Institution documents:**

Offender victims of sexual abuse receive timely and unimpeded access to emergency medical treatment and crisis intervention services, the nature and scope of which are determined by medical and mental health practitioners according to their professional judgment. This was confirmed through interviews with medical and mental health providers.

Health care services at the Prison are available. If an offender requires outside treatment, the inmate, according to staff, would be transported to the Gwinnett County Medical Center.

Gwinnett Correctional Institution Policy 3-5-3 Prison Rape Elimination Act, Sexually Abusive Behavior Prevention and Intervention Program requires the facility to provide prompt and appropriate medical and mental health services in compliance with this standard. It requires the SART to arrange for immediate medical examination of the alleged victim, followed by a mental health evaluation within 24 hours. One of the SART Members is the health services administrator. Medical Staff are required to contact the appropriate Sexual Assault Nurse Examiner, who will respond as soon as possible, but within 72 hours of the time the alleged assault occurred to collect forensic evidence. Medical staff is charged with conducting an initial assessment of the offender to determine if there is evidence of physical trauma requiring immediate medical intervention in accordance with good clinical judgment. Medical staff immediately initiates all necessary urgent/emergent treatment for bleeding, wounds and other traumas.

They then complete the Nursing Protocol Assessment form for alleged sexual assault. Facility clinicians document physical examinations in the progress notes. When medically indicated; medical staff are required to arrange transfer of the offender; (if no SANE's is available on site) to the designated emergency facility for continued treatment and collection of forensic evidence. If an alleged assault occurred within 72 hours of the reported incident and the offender does not require transport to the emergency room, the designated facility SANE Nurse (from the list of SANE Nurses) shall be immediately notified and an appointment scheduled for the collection of forensic evidence. The facility provided the auditor with a copy of the MOU with Mosaic Georgia Inc. This will occur only if there has been penetration, including oral penetration, reported by the patient. Otherwise no rape kit will be collected. If the sexual assault occurred more than 72 hours previously, the decision on whether the evaluation is done by a local hospital, by the SANE Nurse, or facility staff will be made on a case by case basis. The decision is made by the Health Authority in consultation with the facility investigator and in accordance with Gwinnett County Correctional Institution PREA Policy.

When an offender has been the victim of sexual abuse, medical staff assesses the offender to ensure there are no life threatening or emergency needs, and if stable, initiate the Nursing Protocol, contact the Mosaic Georgia Inc. if needed, be taken to the local Hospital.

## **Standard 115.83: Ongoing medical and mental health care for sexual abuse victims and abusers**

### **All Yes/No Questions Must Be Answered by the Auditor to Complete the Report**

#### **115.83 (a)**

- Does the facility offer medical and mental health evaluation and, as appropriate, treatment to all inmates who have been victimized by sexual abuse in any prison, jail, lockup, or juvenile facility?  Yes  No

#### **115.83 (b)**

- Does the evaluation and treatment of such victims include, as appropriate, follow-up services, treatment plans, and, when necessary, referrals for continued care following their transfer to, or placement in, other facilities, or their release from custody?  Yes  No

### 115.83 (c)

- Does the facility provide such victims with medical and mental health services consistent with the community level of care?  Yes  No

### 115.83 (d)

- Are inmate victims of sexually abusive vaginal penetration while incarcerated offered pregnancy tests? (N/A if all-male facility.)  Yes  No  NA

### 115.83 (e)

- If pregnancy results from the conduct described in paragraph § 115.83(d), do such victims receive timely and comprehensive information about and timely access to all lawful pregnancy-related medical services? (N/A if all-male facility.)  Yes  No  NA

### 115.83 (f)

- Are inmate victims of sexual abuse while incarcerated offered tests for sexually transmitted infections as medically appropriate?  Yes  No

### 115.83 (g)

- Are treatment services provided to the victim without financial cost and regardless of whether the victim names the abuser or cooperates with any investigation arising out of the incident?  Yes  No

### 115.83 (h)

- If the facility is a prison, does it attempt to conduct a mental health evaluation of all known inmate-on-inmate abusers within 60 days of learning of such abuse history and offer treatment when deemed appropriate by mental health practitioners? (NA if the facility is a jail.)  Yes  No  NA

### Auditor Overall Compliance Determination

- Exceeds Standard** (*Substantially exceeds requirement of standards*)
- Meets Standard** (*Substantial compliance; complies in all material ways with the standard for the relevant review period*)
- Does Not Meet Standard** (*Requires Corrective Action*)

### Instructions for Overall Compliance Determination Narrative

*The narrative below must include a comprehensive discussion of all the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does*

*not meet the standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.*

The facility offers medical and mental health evaluation and, as appropriate, treatment to all offenders who have been victimized by sexual abuse in the facility or who disclose that it has happened in the facility or previously.

Medical services at this facility are provided on site 24 hours a day 7 days a week.

Victims of sexual assault are assessed following an allegation to determine the presence and extent of any injuries. Nursing staff, responding to a sexual assault do a visual exam to assess injuries and if there are no injuries requiring care at the hospital, the Sexual Assault Nurse Examiner is called and comes to the prison to conduct the forensic exam. At the conclusion of the exam, medical staff may recommend the STI Prophylaxis and testing for STIs. The recommendations still must be approved by the physician. Because the facility offers a variety of health care services, ongoing treatment, testing and follow-up are provided at the facility.

Medical and mental health staff provides services consistent with the community level of care, consistent with the GDC Policy, VH-08-0002. This was asserted by the Registered Nurse.

There are females offenders at this prison therefore offenders are offered pregnancy tests, the substandard regarding providing timely and comprehensive information about and timely access to all lawful pregnancy related medical services.

Offenders would be offered STI prophylaxis either at the hospital or in the facility, and as recommended by the Sexual Assault Nurse Examiner and ordered by the Gwinnett County Correctional Institution and if the inmate requested it after it is offered.

**Policy and Gwinnett County Correctional Institution documents Reviewed:** “Procedure for Sane Nurse Evaluation/Forensic Collection: Policy 3-5-3, PREA; Sane Logs; Mental Health Referrals; Memo from Licensed Professional Counselor from Mosaic Georgia Inc. The facility documents on-going follow-up and treatment plan care for a victim of sexual abuse previously.

**Interviews:** Warden; PREA Compliance Manager; Registered Nurse; SART Team; Randomly selected and targeted offenders

**Discussion of Policy and Gwinnett County Correctional Institution documents Reviewed:** The agency’s “Procedure for Sane Nurse Evaluation/Forensic Collection” provides specific actions required when an inmate alleges sexual abuse/assault. It also requires that following a SANE Examination, the facility provider or designee is responsible for ordering prophylactic treatment for STIs. A follow up visit by a clinician is required three working days following the exam. The facility has a facility specific coordinated response plan (Local Procedure Directive) that specifies the actions for first responders; Sexual Assault Response Team, Medical and Mental Health. Gwinnett County Correctional Institution Policy requires that victims of sexual abuse are provided health care services, including the forensic exam at no cost to the victim. This is confirmed through review of the GDC PREA Policy as well as interviews with medical staff. Gwinnett County Correctional Institution Policy requires that the facility attempt to conduct a mental health evaluation of all known resident on resident abusers within 60 days of becoming aware of such history and offer treatment as appropriate.

The facility provided documentation to indicate inmate’s alleging sexual abuse are referred to and seen by mental health.

If an inmate had to go to the hospital for a forensic exam, the hospital would offer the inmate STI prophylaxis. If the inmate had his forensic exam at the prison, the SANE will recommend the STI prophylaxis and the staff will document it on the medical orders. Any follow-up as the result of a sexual assault would be provided by the facility.

## DATA COLLECTION AND REVIEW

### Standard 115.86: Sexual abuse incident reviews

#### All Yes/No Questions Must Be Answered by the Auditor to Complete the Report

#### 115.86 (a)

- Does the facility conduct a sexual abuse incident review at the conclusion of every sexual abuse investigation, including where the allegation has not been substantiated, unless the allegation has been determined to be unfounded?  Yes  No

#### 115.86 (b)

- Does such review ordinarily occur within 30 days of the conclusion of the investigation?  Yes  No

#### 115.86 (c)

- Does the review team include upper-level management officials, with input from line supervisors, investigators, and medical or mental health practitioners?  Yes  No

#### 115.86 (d)

- Does the review team: Consider whether the allegation or investigation indicates a need to change policy or practice to better prevent, detect, or respond to sexual abuse?  Yes  No
- Does the review team: Consider whether the incident or allegation was motivated by race; ethnicity; gender identity; lesbian, gay, bisexual, transgender, or intersex identification, status, or perceived status; gang affiliation; or other group dynamics at the facility?  Yes  No
- Does the review team: Examine the area in the facility where the incident allegedly occurred to assess whether physical barriers in the area may enable abuse?  Yes  No
- Does the review team: Assess the adequacy of staffing levels in that area during different shifts?  Yes  No
- Does the review team: Assess whether monitoring technology should be deployed or augmented to supplement supervision by staff?  Yes  No
- Does the review team: Prepare a report of its findings, including but not necessarily limited to determinations made pursuant to §§ 115.86(d)(1) - (d)(5), and any recommendations for improvement and submit such report to the facility head and PREA compliance manager?  Yes  No

## 115.86 (e)

- Does the facility implement the recommendations for improvement, or document its reasons for not doing so?  Yes  No

### Auditor Overall Compliance Determination

- Exceeds Standard** (*Substantially exceeds requirement of standards*)
- Meets Standard** (*Substantial compliance; complies in all material ways with the standard for the relevant review period*)
- Does Not Meet Standard** (*Requires Corrective Action*)

### Instructions for Overall Compliance Determination Narrative

*The narrative below must include a comprehensive discussion of all the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet the standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.*

The facility has had 26 allegations of sexual abuse/sexual harassment in the past 12 or more months. The facility is required to comply with the PREA Standards and Gwinnett County Correctional Facility Policy related to conducting incident reviews and interviewed staffs were knowledgeable of the review process. An interview with the Warden and PREA Coordinator indicated the following are members of the incident review team:

- PREA Coordinator
- Chief Counselor
- Sexual Assault Response Team Members

The process, he indicated including looking at the physical plant, staffing at the time of the incident, and staff negligence.

The PREA Coordinator stated the report would be forwarded to the Warden for review and follow-up action approval, if there were any recommendations.

This facility's Incident review team conducts a sexual abuse incident review at the conclusion of every sexual abuse investigation, including where the allegation has not been substantiated, unless the allegation has been determined to be unfounded

Interviews indicated that the staff understands the Incident Review Process and that they would conduct incident reviews within 30 days of the conclusion of the investigation.

Using the Gwinnett County Correctional Institution Incident Review Form, the following are a part of the review process:

- Consider whether the allegations or investigation indicates a need to change policy or practice to better prevent, detect, or respond to sexual abuse whether the incident or allegation was motivated by race, ethnicity, gender identity, gay, lesbian, bisexual, transgender or intersex

identification status or perceived status, gang affiliation or was motivated or otherwise caused by other group dynamics at the institution.

- Examine the area where the incident allegedly occurred to assess any physical barriers in the area that may enable abuse
- Assess the adequacy of staffing levels in that area during various shifts

The review team, in compliance with policy and confirmed in interviews, then will prepare a report of its findings to the Warden and PREA Compliance Manager/Deputy Warden of Care and Treatment who are authorized to implement the recommendations for improvement or Gwinnett County Correctional Institution document the reasons for not doing so.

**Policy and Gwinnett County Correctional Institution documents Review:** Policy 3-5-3, Prison Rape Elimination Act-PREA, Sexually Abusive Behavior Prevention and Intervention Program J. Data Collection and Review, 1. Monthly Sexual Abuse and Sexual Assault Program Review

**Interviews:** Warden; PREA Compliance Manager; SART Members

**Discussion of Policies and Gwinnett County Correctional Institution documents:**

Policy 3-5-3, (Facility's policy 3-5-3), Prison Rape Elimination Act-PREA, Sexually Abusive Behavior Prevention and Intervention Program J. Data Collection and Review, 1. Monthly Sexual Abuse and Sexual Assault Program Review, affirms and requires that each facility meet once per month to review and assess the facility's PREA prevention, detection, and response efforts. During that meeting, policy requires an incident review to be conducted for each sexual abuse allegation that has been concluded within the past 30 days. This review is to be conducted on all abuse allegations deemed to be substantiated and unsubstantiated. Reviews of unfounded allegations are not necessary.

This policy requires that the members of the incident review team consist of the PREA Compliance Manager, SART and representatives from upper level management, line supervisors and other staff members, as designated by the Warden of the facility.

Team members consider whether the allegation or investigation indicates a need to change policy or practice to better prevent, detect or respond to sexual abuse; whether the allegation was motivated by the perpetrator's or victim's race, ethnicity, gender identity, gay, lesbian, bisexual, transgender or intersex identification, status or perceived status, or gang affiliation, or was motivated by other group dynamics at the facility; to examine the area where the incident allegedly occurred to assess whether physical barriers in the area enabled the abuse; to assess the adequacy of staffing levels in the area during different shifts; assess whether monitoring technology should be deployed or augmented to supplement supervision by staff and prepare a report of findings, including, but not limited to , determinations regarding all of the above and any recommendations for improvements, and submit the report to the Warden or PREA Compliance Manager.

The reviews are required by policy to be conducted at the end of the investigation. Interviews with team members confirmed the reviews are required to be conducted within 30 days of the conclusion of the investigation and that the team would consider, what motivated the incident (identification, status, gang related etc.), where it happened, blind spots, the presence of cameras, staffing and other items included on the Incident Review Checklist (Sexual Abuse Incident Review Checklist).

Gwinnett County Correctional Institution documentation indicated the facility conducts incident reviews and considers all the elements required in the standards.

## Standard 115.87: Data collection

### All Yes/No Questions Must Be Answered by the Auditor to Complete the Report

#### 115.87 (a)

- Does the agency collect accurate, uniform data for every allegation of sexual abuse at facilities under its direct control using a standardized instrument and set of definitions?  Yes  No

#### 115.87 (b)

- Does the agency aggregate the incident-based sexual abuse data at least annually?  Yes  No

#### 115.87 (c)

- Does the incident-based data include, at a minimum, the data necessary to answer all questions from the most recent version of the Survey of Sexual Violence conducted by the Department of Justice?  Yes  No

#### 115.87 (d)

- Does the agency maintain, review, and collect data as needed from all available incident-based documents, including reports, investigation files, and sexual abuse incident reviews?  Yes  No

#### 115.87 (e)

- Does the agency also obtain incident-based and aggregated data from every private facility with which it contracts for the confinement of its inmates? (N/A if agency does not contract for the confinement of its inmates.)  Yes  No  NA

#### 115.87 (f)

- Does the agency, upon request, provide all such data from the previous calendar year to the Department of Justice no later than June 30? (N/A if DOJ has not requested agency data.)  Yes  No  NA

### Auditor Overall Compliance Determination

- Exceeds Standard** (*Substantially exceeds requirement of standards*)
- Meets Standard** (*Substantial compliance; complies in all material ways with the standard for the relevant review period*)
- Does Not Meet Standard** (*Requires Corrective Action*)

### Instructions for Overall Compliance Determination Narrative

*The narrative below must include a comprehensive discussion of all the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's*

*conclusions. This discussion must also include corrective action recommendations where the facility does not meet the standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.*

The facility provides the data requested by the Georgia Department of Corrections related to PREA. This information includes the Monthly PREA Report Gwinnett County Correctional Institution documenting all allegations of staff on inmate abuse, staff on inmate harassment, offender on offender abuse and offender or harass offender. In addition to the allegations, the report documents the results of the investigation and if the allegation was referred to the Gwinnett County Police Department SVU for review and/or investigation by an Investigator. The auditor reviewed twelve months of PREA reports.

Investigations must be input into the GDC database enabling the PREA Unit to review the investigation to determine if the investigation was complete or incomplete and needed additional information prior to the PREA Unit authorizing closure of the investigation.

Upon request all data from previous calendar years will be provided to the Department of Justice.

The aggregated sexual abuse data will be readily available to the public at least annually through the Georgia Department of Corrections. Before making the data available, the Department will remove all personal identifiers. Some information may be redacted from the reports when publication would present a clear and specific threat to the safety and security of the institution, but it will but, the nature of the material redacted will be indicated. No personal information is included in the monthly PREA reports.

The facility's annual report is posted on the facility's website. This report compares the allegations and investigation results for Staff on Inmate Abuse, Staff on Inmate Harassment; Inmate on Inmate Abuse, and Inmate on Inmate Harassment for 2016, 2017 and 2018. A decrease in substantiated cases was attributed to the facility institutionalizing the PREA Standards daily.

**Policies and Georgia Department of Corrections/Gwinnett County Correctional Institution documents Review:** GDC Policy 208.06, Prison Rape Elimination Act, Sexually Abusive Behavior Prevention and Intervention Program, J.3; Georgia Department of Corrections Annual Report; Monthly PREA reports to the GDC PREA Unit; Reports from the GDC PREA Analyst; Annual Report on the Gwinnett County Correctional Institution website.

**Interviews:** Statewide PREA Coordinator (previous interview); Assistant Statewide PREA Coordinator (previous interview); PREA Compliance Manager; Warden

**Discussion of Policies and Georgia Department of Corrections/Gwinnett County Correctional Institution documents:** The Georgia Department of Corrections collects accurate and uniform data for every allegation of sexual abuse at facilities under its direct control using a standardized instrument and set of definitions and aggregates the incident-based sexual abuse data at least annually. The incident-based data collected is based on the most recent version of the Survey of Sexual Violence conducted by the US Department of Justice. The department maintains, reviews, and collects data as needed from all available incident-based Georgia Department of Corrections documents, including reports, investigation files and sexual abuse incident reviews. Information is also secured from every facility, including private facilities with whom, Department of Corrections contracts for the confinement of offenders. Upon request, Department of Corrections provides data from the previous calendar year to the US Department of Justice no later than June 30<sup>th</sup>.

GDC Policy 208.06, Prison Rape Elimination Act, Sexually Abusive Behavior Prevention and Intervention Program, J.3, requires each facility to submit to the Department's PREA Analyst, each month, a report, using the electronic spreadsheet provided from the PREA Coordinator's office. The form is submitted by email the fifth calendar day of the month following the reporting month. It requires that allegations occurring within the month will be included on this report along with the appropriate disposition. The monthly report is to be completed in accordance with the Facility PREA Log User Guide.

The auditor reviewed the most recent Gwinnett County Department of Corrections Annual Report. The Agency issues annual PREA reports and posts them on the Gwinnett County Website. The auditor reviewed the 2017 Georgia Department of Corrections Prison Rape Elimination Annual Report. The thirteen-page report was detailed and comprehensive. The report indicated that the GEORGIA Department of Corrections has 34 prisons, 13 Transition Centers, 9 probation detention centers, 5 substance abuse and integrated treatment facilities and 4 private prisons. Data is collected from each of the facilities and aggregated. Department of Corrections compiles and investigates PREA allegations in 4 major categories including 1) Staff on inmate Abuse, 2) Staff on Inmate Harassment, 3) Inmate on Inmate Abuse, and 4) Inmate on Inmate Harassment. The report provided data regarding the total number of allegations from all facilities and then it breaks the allegations down into those that were substantiated, unsubstantiated and unfounded. A chart then breaks down the data by facility. The review of the 2018 report indicated for Gwinnett County Correctional Institution there was a 37% decrease in the number of allegations reported from the previous year. This decrease is attributable to the education efforts by the Gwinnett County Correctional Institution for staff and offenders as to what is and as to what is not an appropriate allegation, as it relates to PREA. The substantiated cases remained constant and an increase in the total number of allegations is influenced by process improvements and prevention training.

The report included initiatives by the DOC. In 2017 the PREA Unit implemented a database for all allegations. The database records all reported PREA incidents that are sorted into queues including Pending SART Investigator, Pending PREA Coordinator Review, and Completed Cases. This enhanced the PREA Coordinator's ability to be more involved in the investigative process as allegations are reported. The PREA Coordinator reviews provide a check and balance system to ensure the dispositions are in compliance with the investigation standards. Beginning in 2018 the PREA Unit was able to ensure all allegations are accompanied by an incident report and all federal-related data recorded as the cases occur. This is accomplished through the SCRIBE Module.

Statistics are provided for each GDC facility.

The GDC PREA Unit has a dedicated staff person, an analyst, who collects and analyzes the data. Based on the data reviewed the GDC can track allegations and investigations and findings from each facility and assess the need for any corrective actions. The PREA Compliance Manager related the facility sends a monthly PREA report (208.06, Attachment 2), to the Agency's PREA Analyst. This report, according to the compliance manager, consists of the numbers of PREA Cases, victims and predators, statistics on allegations of sexual abuse, assaults, grievances filed, the results of investigations and a response to the question, "was the investigation or allegations sent to the OPS investigators.

The PREA Analyst provides the auditor, prior to each audit; reports documenting the disabilities of offenders; lists of offenders disclosing prior victimization (when available), as well documentation the names of offenders contacting the PREA Hotline during the past twelve (12) months. The disability

report enables the auditor to identify offenders/offenders who are hearing or visually impaired or who have some other form of disability.

The Department's PREA Unit now has access to investigations through a module that allows staff in the unit to review investigations for quality. Reviewing staff may instruct the facility investigator to conduct additional inquiry or investigation and will not authorize the closure of that investigation until the PREA Unit reviews and approves the investigation.

Again, the facility's Annual Report is posted on the facility's website. The report compares allegations and investigation results for 2016, 2017 and 2018. The data is compared and the 37% decrease in substantiated cases was attributed to the facility institutionalizing the PREA Standards daily.

## Standard 115.88: Data review for corrective action

### All Yes/No Questions Must Be Answered by the Auditor to Complete the Report

#### 115.88 (a)

- Does the agency review data collected and aggregated pursuant to § 115.87 in order to assess and improve the effectiveness of its sexual abuse prevention, detection, and response policies, practices, and training, including by: Identifying problem areas?  Yes  No
- Does the agency review data collected and aggregated pursuant to § 115.87 in order to assess and improve the effectiveness of its sexual abuse prevention, detection, and response policies, practices, and training, including by: Taking corrective action on an ongoing basis?  Yes  No
- Does the agency review data collected and aggregated pursuant to § 115.87 in order to assess and improve the effectiveness of its sexual abuse prevention, detection, and response policies, practices, and training, including by: Preparing an annual report of its findings and corrective actions for each facility, as well as the agency as a whole?  Yes  No

#### 115.88 (b)

- Does the agency's annual report include a comparison of the current year's data and corrective actions with those from prior years and provide an assessment of the agency's progress in addressing sexual abuse?  Yes  No

#### 115.88 (c)

- Is the agency's annual report approved by the agency head and made readily available to the public through its website or, if it does not have one, through other means?  Yes  No

#### 115.88 (d)

- Does the agency indicate the nature of the material redacted where it redacts specific material from the reports when publication would present a clear and specific threat to the safety and security of a facility?  Yes  No

### Auditor Overall Compliance Determination

- Exceeds Standard** (*Substantially exceeds requirement of standards*)
- Meets Standard** (*Substantial compliance; complies in all material ways with the standard for the relevant review period*)
- Does Not Meet Standard** (*Requires Corrective Action*)

### **Instructions for Overall Compliance Determination Narrative**

*The narrative below must include a comprehensive discussion of all the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet the standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.*

The agency and facility reviews data collected and aggregated in order to assess and improve the effectiveness of its sexual abuse prevention, detection, and response policies, practices, and training, including identifying problem areas and taking corrective action as necessary on an ongoing basis.

The auditor reviewed the most recent Gwinnett County Department of corrections annual report. The agency issues annual PREA Reports and posts them on the Gwinnett County Website. The review of the 2018 report indicates a 37% decrease in the number of allegations from previous year. This decreased is attributable to the education effort by the department staff and offenders as to what is, and as to what is not an appropriate allegation as it relates to PREA.

The GDC requires each facility to maintain PREA related data and to report to the GDC PREA Unit, monthly the number of allegations of sexual abuse and sexual harassment, including inmate on inmate and staff, contractor, volunteer on inmate. The agency collects the data for each facility and aggregates it at least annually and provides comparisons from previous years as well as actions the Department has taken as a result of analysis of the data. The annual reports are comprehensive and informative.

### **Policy and Georgia Department of Correction/Gwinnett County Correctional Institution**

**documents Reviewed:** Georgia Department of Corrections 2017 Annual Report; Agency Website; Monthly Facility PREA Reports' Compstat Reports; Annual Report for the Facility.

**Interviews:** Warden; PREA Compliance Manager; Members of Incident Review Team; Previous interview with the Agency's Statewide PREA Coordinator and Agency Assistant Statewide PREA Coordinator

### **Policy and Georgia Department of Corrections/Gwinnett County Correctional Institution**

**document Review:** The Georgia Department of Corrections requires each facility to conduct incident reviews after each sexual abuse allegation investigation if the allegations are founded or unsubstantiated. The purpose of this is to determine what the motivation for the incident was and to assess whether there is a need for corrective actions including additional staff training, staffing changes or requests for additional video monitoring technology or other actions to help prevent similar incidents in the future. Gwinnett County Correctional Institution complies with this standard set forth by GDC.

Likewise, the agency collects data from each facility and reviews the aggregated data collected to assess and improve the effectiveness of its sexual abuse prevention, detection and response policies, practices and training, including identifying problem areas; taking corrective action on an ongoing basis

and preparing an annual report of its findings and corrective actions for each facility and the GDC. The department has a dedicated staff person whose job it is to collect and analyze the data.

## Standard 115.89: Data storage, publication, and destruction

### All Yes/No Questions Must Be Answered by the Auditor to Complete the Report

#### 115.89 (a)

- Does the agency ensure that data collected pursuant to § 115.87 are securely retained?  
 Yes  No

#### 115.89 (b)

- Does the agency make all aggregated sexual abuse data, from facilities under its direct control and private facilities with which it contracts, readily available to the public at least annually through its website or, if it does not have one, through other means?  Yes  No

#### 115.89 (c)

- Does the agency remove all personal identifiers before making aggregated sexual abuse data publicly available?  Yes  No

#### 115.89 (d)

- Does the agency maintain sexual abuse data collected pursuant to § 115.87 for at least 10 years after the date of the initial collection, unless Federal, State, or local law requires otherwise?  Yes  No

### Auditor Overall Compliance Determination

- Exceeds Standard** (*Substantially exceeds requirement of standards*)
- Meets Standard** (*Substantial compliance; complies in all material ways with the standard for the relevant review period*)
- Does Not Meet Standard** (*Requires Corrective Action*)

### Instructions for Overall Compliance Determination Narrative

*The narrative below must include a comprehensive discussion of all the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet the standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.*

**Policies and Georgia Department of Corrections documents Reviewed:** GDC Policy 208.06(Facility's policy 3-5-3), Prison Rape Elimination Act -PREA, Sexually Abusive Behavior Prevention and Intervention Program, VI. Record Retention of Forms Relevant to this Policy

**Interviews:** Statewide PREA Coordinator (previous interview); Assistant Statewide PREA Coordinator, PREA Compliance Manager; Warden; PREA Compliance Manager

**Discussion of Policies and Georgia Department of Corrections/Gwinnett County Correctional Institution documents:** Georgia Department of Corrections makes all aggregated sexual abuse data from all facilities under its direct control and private facilities with whom it contracts, readily available to the public through the Georgia GDC Website. GDC Policy requires all reports are securely retained and maintained for at least 10 years after the date of the initial collection unless the Federal, State or local laws require otherwise.

GDC Policy 208.06 (Facility's policy 3-5-3), Prison Rape Elimination Act -PREA, Sexually Abusive Behavior Prevention and Intervention Program, VI. Record Retention of Forms Relevant to this Policy, requires that the retention of PREA related documents and investigations will be securely retained and made in accordance with this policy and policy in VI.1, Sexual abuse data, files and related documentation requires they are retained at least 10 years from the date of the initial report.

Criminal investigation data, files and related documentation is required to be retained for as long as the alleged abuser is incarcerated or employed by the agency, plus five years or 10 years from the date of the initial report, whichever is greater. Administrative investigation data files and related documentation is to be retained for as long as the alleged abuser is incarcerated or employed by the agency, plus five years; or 10 years from the date of the initial report, whichever is greater.

The PREA Compliance Manager related that data collected will be securely retained. All sexual abuse data will be available to the public on the prison's website and in annual reports. All personal identifiers will be removed as it pertains to confidentiality. All data collected will be maintained no less than 10 years from the initial date of collection.

## AUDITING AND CORRECTIVE ACTION

### Standard 115.401: Frequency and scope of audits

All Yes/No Questions Must Be Answered by the Auditor to Complete the Report

#### 115.401 (a)

- During the three-year period starting on August 20, 2013, and during each three-year period thereafter, did the agency ensure that each facility operated by the agency, or by a private organization on behalf of the agency, was audited at least once? (N/A before August 20, 2016.)  
 Yes    No    NA

#### 115.401 (b)

- During each one-year period starting on August 20, 2013, did the agency ensure that at least one-third of each facility type operated by the agency, or by a private organization on behalf of the agency, was audited?  Yes  No

#### 115.401 (h)

- Did the auditor have access to, and the ability to observe, all areas of the audited facility?  Yes  No

#### 115.401 (i)

- Was the auditor permitted to request and receive copies of any relevant documents (including electronically stored information)?  Yes  No

#### 115.401 (m)

- Was the auditor permitted to conduct private interviews with inmates, inmates, and detainees?  Yes  No

#### 115.401 (n)

- Were inmates permitted to send confidential information or correspondence to the auditor in the same manner as if they were communicating with legal counsel?  Yes  No

### Auditor Overall Compliance Determination

- Exceeds Standard** (*Substantially exceeds requirement of standards*)
- Meets Standard** (*Substantial compliance; complies in all material ways with the standard for the relevant review period*)
- Does Not Meet Standard** (*Requires Corrective Action*)

### Instructions for Overall Compliance Determination Narrative

*The narrative below must include a comprehensive discussion of all the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet the standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.*

The Georgia Department of Corrections ensures that 1/3 of their prisons are audited each year for compliance with the PREA Standards each year so that at the end of the 3-year cycle, all prisons have been audited.

The Gwinnett County Correctional Institution was previously audited by a certified PREA Auditor July 11-12, 2016 for compliance with the PREA Standards. The facility received Six (6) Exceeded Standards, Thirty-Four (33) Met Standards and Three (4) Standards were determined to be Non-Applicable.

Since the last PREA Audit, the PREA Coordinator attended the training to become a Certified PREA Auditor and is currently certified to conduct audits of adult facilities and programs.

**Policy and Georgia Department of Corrections/Gwinnett County Correctional Institution documents Reviewed:** GDC Policy, 208.06, Prison Rape Elimination Act-PREA, Sexually Abusive Behavior Prevention and Intervention Program, K. Audits; Notices of PREA Audit; GDC Policy, 208.06, (Facility's policy 3-5-3), Prison Rape Elimination Act-PREA, Sexually Abusive Behavior Prevention and Intervention Program, K. Audits, asserts that the Department will conduct audits pursuant to 28 C.F.R/ 114.401-405. Each facility operated by the Department will be audited every three years or on a schedule determined by the PREA Coordinator

The Georgia Department of Corrections contracts with county and private facilities. Policy requires that county facilities and privately operated on behalf of the Department (housing state offenders) must meet the same audit requirements. These entities are responsible for scheduling and funding their audits. All audits are required to be certified by the Department of Justice and each facility will bear the burden of demonstrating compliance with the federal standards. A copy of the final report will be submitted to the Department's PREA Coordinator upon completion of the audit and must be conducted every three years.

The facility posted the Notices of PREA Audit in areas of the facility accessible to offenders, staff, contractors, volunteers and visitors six weeks prior to the on-site audit. These were observed in living units and other areas accessible to staff, offenders, contractors, volunteers and visitors. The auditor did not receive any communication from any staff, offenders, volunteers, contractors or visitors. During the on-site the auditor freely moved about the facility and talked with both staff and offenders. At no time during the on-site audit did a staff, contractor, inmate, volunteer or visitor request to talk with the auditor.

The auditor received the flash drive 30 days prior to the onsite audit. The flash drive was well organized and replete with information regarding the facility. Policies and procedures as well as Gwinnett County Correctional Institution documents to support practice were provided.

During the on-site audit the facility was requested to provide additional documentation which was provided in a timely manner. The auditor had complete and unfettered access to offenders, staff, inmate files, personnel files, and medical files and anytime the auditor requested information it was provided.

The on-site audit of the Gwinnett County Correctional Institution was conducted by two (2) Certified Auditors. During the on-site audit, auditors were provided complete and unfettered access to all areas of the facility and to all the offenders. Comfortable space was provided auditors to conduct interviews with complete privacy.

The Notice of PREA Audit was observed posted throughout the facility and in the living units. The notice contained contact information for the auditor. During the site review of the facility, auditors informally talked with offenders and staff. None of the offenders requested to talk with the auditor in private.

Interviews were conducted in complete privacy and every resident with offender chosen for interviews. The Certified Auditor conducted interviews with a total of 55 offenders.

The auditors reviewed inmate files, made observations throughout the on-site audit, thoroughly reviewed large samples of Gwinnett County Correctional Institution documentation, tested processes

(including checking victim/aggressor assessment time periods) and interviewed staff, contractors and offenders.

Multiple personnel files were reviewed to assess the hiring process and background checks.

An exit briefing was conducted with:

Warden Darrell Johnson

Darlesa Barron, Business Office Manager

Deputy Warden Scott Pickens, Support Services Division

Deputy Warden Donald Dagen, Building Security Division

Captain Gilbert White, Support Services Division

Captain Gary Gordijn, Building Security Division/Training Officer

Day Shift Lieutenant Shawntez Williams

Lieutenant Barry Sasser, Field Operations Supervisor

Lieutenant Keith Phinney, ACA Accreditation Manager

MCO Investigator Miriam Diaz

Administrative Assistant, Joelle Ehrmentrout

Preliminary findings were discussed, and corrective actions were identified. The auditor advised she would continue to review information submitted on jump drives and additional paper documents obtained onsite.

Communications continued with the PREA Compliance Manager through-out the reporting writing phase.

## Standard 115.403: Audit contents and findings

### All Yes/No Questions Must Be Answered by the Auditor to Complete the Report

#### 115.403 (f)

- The agency has published on its agency website, if it has one, or has otherwise made publicly available, all Final Audit Reports within 90 days of issuance by auditor. The review period is for prior audits completed during the past three years PRECEDING THIS AGENCY AUDIT. In the case of single facility agencies, the auditor shall ensure that the facility's last audit report was published. The pendency of any agency appeal pursuant to 28 C.F.R. § 115.405 does not excuse noncompliance with this provision. (N/A if there have been no Final Audit Reports issued in the past three years, or in the case of single facility agencies that there has never been a Final Audit Report issued.)  Yes  No  NA

#### Auditor Overall Compliance Determination

- Exceeds Standard** (*Substantially exceeds requirement of standards*)
- Meets Standard** (*Substantial compliance; complies in all material ways with the standard for the relevant review period*)
- Does Not Meet Standard** (*Requires Corrective Action*)

## Instructions for Overall Compliance Determination Narrative

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The Facility's PREA Coordinator ensures that all PREA Reports are published on the agency's website within 90 days of the completion of the report. Reports for all facilities for all reporting periods are posted on the agency's website and easily accessible to the public.

The auditor reviewed the Agency's website and reviewed the previous PREA reports as well as annual reports that were posted on the website.

Interviewed administrators indicated the PREA Report as well as annual reports is posted for public viewing and reviewing and the PREA Report, like the last PREA Report, will be posted within 90 days of issuing the final report to the facility.

# AUDITOR CERTIFICATION

I certify that:

- The contents of this report are accurate to the best of my knowledge.
- No conflict of interest exists with respect to my ability to conduct an audit of the agency under review, and
- I have not included in the final report any personally identifiable information (PII) about any inmate or staff member, except where the names of administrative personnel are specifically requested in the report template.

## Auditor Instructions:

Type your full name in the text box below for Auditor Signature. This will function as your official electronic signature. Auditors must deliver their final report to the PREA Resource Center as a searchable PDF format to ensure accessibility to people with disabilities. Save this report Georgia Department of Corrections document into a PDF format prior to submission.<sup>1</sup> Auditors are not permitted to submit audit reports that have been scanned.<sup>2</sup> See the PREA Auditor Handbook for a full discussion of audit report formatting requirements.

Mable P. Wheeler

June 26, 2019

**Auditor Signature**

**Date**

<sup>1</sup> See additional instructions here: <https://support.office.com/en-us/article/Save-or-convert-to-PDF-d85416c5-7d77-4fd6-a216-6f4bf7c7c110>.

<sup>2</sup> See *PREA Auditor Handbook*, Version 1.0, August 2017; Pages 68-69.