

3-04/025.30 PREA - Supervision and Monitoring

The Department shall develop staffing plans for each facility, which provide for adequate levels of staffing and video monitoring to protect inmates against sexual abuse and sexual harassment. The Department shall take into consideration the following:

- Generally accepted detention and correctional practices
- Any judicial findings of inadequacy
- Any findings of inadequacy from federal investigative agencies
- Any findings of inadequacy from internal or external oversight bodies
- All components of the facility's physical plant (including "blind-spots" or areas where staff or inmates may be isolated)
- The composition of the inmate population
- The number and placement of supervisory staff
- Institutional programs occurring on a particular shift
- Any applicable state or local laws, regulations, or standards
- The prevalence of substantiated and unsubstantiated incidents of sexual abuse and
- Any other relevant factors

The staffing plan shall be reviewed annually, or as needed, to ensure compliance with the approved staffing plan for each respective facility. The annual review shall be conducted with the Department's PREA coordinator, facility PREA compliance manager, facility scheduling personnel, and unit commander or designee. They shall assess and document whether adjustments are needed to the following:

- Staffing plan
- The facility's deployment of video monitoring systems
- Other monitoring technologies
- The resources the facility has available to commit to ensure adherence to the staffing plan

For additional information, refer to Prison Rape Elimination Act (PREA) *Standards for Prison and Jails (SPJ) section 115.11, "Zero Tolerance of Sexual Abuse and Sexual Harassment; PREA Coordinator."*

In the event there are any deviations to the approved staffing plan, the on-duty watch commander of each shift, shall justify and document all findings in the watch commander's log. The facility PREA compliance manager shall also be notified via email. For further information, refer to PREA (SPJ) *section 115.13(a), (b), (c), "Supervision and Monitoring."*

Custody personnel shall provide the necessary inmate supervision to protect inmates from sexual abuse and sexual harassment. Supervisors responsible for reviewing incident reports shall examine areas in the facility where sexual abuse has occurred to assess whether physical barriers may have enabled the sexual abuse, the adequacy of staffing levels in those areas during different shifts, and the need for monitoring technology to supplement custody supervision.

The Department's PREA coordinator shall evaluate all reports relating to sexual abuse within Custody Services Division facilities and recommend any corrective actions to the respective Chief.

In accordance with PREA section 115.18, "Upgrades to Facilities and Technologies," and CDM section 3-06/030.00, "Facility Modifications," the unit commander, or their designee, shall consult with the Department's PREA coordinator prior to making modifications to housing arrangements and/or video monitoring systems to ensure such modifications can enhance the Department's ability to protect inmates from sexual abuse.

For the security and monitoring of juveniles, refer to CDM section [5-02/010.00](#), "Juveniles," and Manual of Policy and Procedures (MPP) sections [5-02/035.10](#), "Conditions of Secure Detentions," and [5-03/030.03](#), "Booking Prisoners with Medical Problems" under the subsection titled "Booking Procedures - Juveniles."
