5-01-005 Prison Rape Elimination Act (PREA)- Approved by CSS on 05/22/2025-Revised 02/02/2026

Los Angeles County Sheriff's Department

CUSTODY SERVICES DIVISION	**Unit Order: # 5-01-005**
SPECIALIZED PROGRAMS	**Effective Date:** 02/01/2013
CENTURY REGIONAL DETENTION FACILITY	**Revision Date:** 05/13/2025

Subject: Prison Rape Elimination Act (PREA): Coordinated Response Protocol

Reference: CDM 3-04/025.00 thru 3-04/025.55, 4-07/015.00, 4-11.020.00 and 4-11/025.00, MPP 5-09/350.05, Unit Order 5-10-010

Unit Commander Signature: On File **Date: 06/10/2025**

PURPOSE OF ORDER:

The purpose of this order is to establish the "Coordinated Response Protocol" for Century Regional Detention Facility (CRDF). These procedures, developed in response to the Prison Rape Elimination Act (PREA) provisions 115.64 and 115.65, shall be followed when there is a report received, whether made verbally or in writing, including third-party and anonymous reports, of sexual abuse involving an inmate. This order is also intended to establish and outline duties, responsibilities, notification, and treatment protocol for CRDF staff.

CRDF has a zero-tolerance policy for sexual harassment and/or sexual abuse.

SCOPE OF ORDER:

This order shall apply to all sworn and civilian personnel assigned to, and/or working in any capacity at CRDF, who have any contact with inmates.

ORDER:

Coordinated Response Protocol

In the event an allegation of sexual abuse involving an inmate is received, CRDF staff shall implement the "Coordinated Response Protocol" (CRP). The CRP outlines the duties, responsibilities, notification, and treatment protocol for CRDF staff. All provisions listed in the Custody Division Manual (CDM) section 3-04/025.10, "PREA – First Responder Duties and Coordinated Response Protocol," shall be adhered to.

- The CRDF Main Control supervising line deputy shall maintain a list of all contracted hospital(s) where inmates shall be transported to if a forensic sexual assault exam is required.

First Responder Duties

Custody personnel receiving sexual abuse allegation information from an inmate, regardless of where or when the alleged activity will occur or has occurred, shall immediately report all information to the on-duty watch commander. Upon learning of an allegation, Department personnel shall:

- Separate the alleged victim(s) and suspect(s) and ensure the safety of the inmate(s).
- Notify the tower sergeant immediately.
- Preserve and protect the crime scene until appropriate steps can be taken to collect any evidence (Refer to Manual of Policy and Procedures Volume 5, Chapter 4).
- If the abuse occurred within the past 120 hours, ensure the alleged victim and alleged suspect, if known, not take any actions that could destroy physical evidence, including: washing, brushing teeth, changing clothes, urinating, defecating, smoking, drinking, or eating.
- If the victim refuses to cooperate with a forensic sexual assault exam, document their refusal on video and place in the Risk Management folder.
- If either the suspect and/or victim must urinate or defecate, custody personnel shall contact Correctional Health Services (CHS) personnel and request a container to collect the waste as an effort to preserve evidence.
- An Incident Report (SH-R-49) shall be completed.

Supervisor Responsibilities

Supervisors shall be responsible for the supervision of first responder deputy staff to ensure compliance to the CRP. Supervisors shall ensure personnel refrain from conducting an investigative interview of the suspect/inmate in the absence of the investigative unit having jurisdiction, unless the urgency of the information received dictates such. The supervisor shall:

- Determine if the allegation involved staff, including another agency, (or any outside vendor). Notify the watch commander and conduct an initial inquiry (including an interview). Report your findings to the watch commander for further directions.
- Notify IAB and/or ICIB when applicable.
- If the allegation was against another inmate and qualifies as a crime, ensure a deputy initiates an initial investigation and completes an incident report. Ensure the crime scene is preserved and evidence is collected, if necessary. Call Custody Investigative Services (CIS) for guidance and/or response. Consider calling the Crime Lab.
- Ensure inmates are moved/rehoused, when necessary. Make every effort to move/rehouse the suspect(s), not the victim(s).
- For all allegations of abuse or harassment, a sergeant shall complete a PREA Allegation Alert (in Sharepoint) containing as much relevant information as possible.

  NOTE: Once sent, this notifies the unit commander, the PREA Coordinator, and the facility's PREA Compliance Manager.

- CIS shall be notified following the report of sexual abuse involving an inmate. Refer to CDM sections 4-01/000.00, “Crime Reporting Procedures,” and 4-07/015.00, “Notification of Incidents to Custody Investigative Services Unit,” for staff and agency reporting duties.
- Work collaboratively with CHS personnel to determine if the inmate will be transported to a medical facility for a forensic sexual assault examination.

NOTE: If an allegation is made involving an outside agency, the case is to be referred to the agency having jurisdiction, for investigation.

NOTE: Inmates who have been sexually abused shall not be placed in restrictive housing unless an assessment of all available alternatives has been made and there is no other means of separating the victim from likely abusers**.**

Notifications to CIS

All inmate-on-inmate allegations of sexual related crimes shall be reported to CIS. All appropriate report(s) shall be prepared. When an inmate makes a report, the handling deputy shall notify CIS telephonically or by e-mail and provide the name(s), booking number(s), URN number, and nature of the criminal activity. The CIS supervisor will coordinate with the handling deputy to ensure the information is properly documented and forwarded to the proper investigative agency.

PREA Compliance Managers

The Office of PREA Compliance shall designate a supervisor, with the minimum rank of sergeant, with the collateral duty of PREA Compliance Manager. The PREA Compliance Manager shall have sufficient time and authority to coordinate the facility’s efforts to comply with the PREA standards. They shall be responsible for ensuring CRDF develops a unit specific PREA CRP and adheres to the compliance provisions 115.64 and 115.65.

Correctional Health Services Personnel and Mental Health Staff Responsibilities

CHS and mental health staff are responsible for immediate and follow-up care of a sexual assault victim. They will assist with the coordination for transport to an appropriate medical facility if a forensic sexual assault exam is required.

Reporting Methods and Access to Emotional Support Services

The Los Angeles County Sheriff’s Department offers multiple ways for an inmate to report sexual abuse and/or sexual harassment. Reports can be made privately and anonymously by:

- Calling the Los Angeles Regional Crime Stoppers confidentially on any Sheriff’s Custody facility phone free of charge by **dialing *21** (calls are not monitored or recorded)
- Reporting to any staff, volunteer, contractor, medical or mental health staff member
- Submitting an Inmate Request/Grievance Form
- Submitting a **confidential** Medical Request Form
- Telling a family member, friend, legal counsel, or anyone outside of the facility. They can report the

abuse or harassment on behalf of the inmate by calling the Los Angeles Regional Crime Stoppers at 1-800-222-8477
- Notifying the American Civil Liberties Union (ACLU)/Office of Inspector General (OIG) via phone, writing, or in person

Inmates who are victims of sexual abuse or sexual harassment can access Peace Over Violence services by **dialing *25 or *26** from any phone inside any Sheriff's Custody facility. These calls are free of charge and confidential. They may also send a letter to: Peace Over Violence, 1015 Wilshire Boulevard, Suite 200, Los Angeles, California 90017.

Training

The CRDF Training Unit shall provide PREA training one time per year, to all personnel assigned to CRDF. Personnel shall receive refresher training every two (2) years to ensure all employees know the Department's sexual abuse and sexual harassment policies and procedures. This can be accomplished using the LMS website. The CRDF Training unit shall ensure the PREA policy is distributed to staff via the Scheduling Management System (SMS) at least twice per year, requesting a read receipt. CRDF Training personnel shall ensure an Automated Personnel In-Service (APIS) roster is maintained for all PREA training and refresher courses and retained for two (2) years.

Inmate Assessments and Education

During initial screening (intake) and upon transfer to another facility, every inmate shall be assessed for their risk of being sexually abused by other inmates or sexually abusive towards other inmates. Inmate screening shall take place within 72 hours of arrival at the facility. The process will include the following:

- Triaged in the CRDF reception area by custody and Correctional Health Services personnel
- Complete a sexual abuse screening assessment
- Complete the PREA Education Questionnaire Form. Completed forms shall be collected and forwarded to the Inmate Reception Center and placed in the inmate's booking packet
- Access to view the PREA informational video

PREA Informational Video

The PREA informational video shall be shown daily on AM and PM shifts to all inmates housed at CRDF. The main control supervising line deputy shall be required to make an announcement advising all module officers to turn the module televisions to a specific channel for the inmates to view the video. This shall be documented in the CRDF Daily Facility Log.

Forensic Sexual Assault Exam Protocol

Inmates who must have a forensic sexual assault exam shall be transported to a medical facility designated by CHS.

NOTE: A victim can refuse the exam.

Translators

If certified translators are required to complete an interview/investigation, please contact the Sheriff's Information Bureau.

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