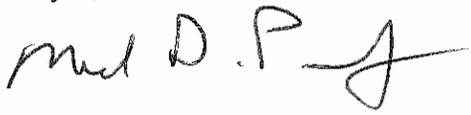


**BUREAU OF JUVENILE JUSTICE SERVICES**  
**POLICY AND PROCEDURE**

**Title:** Response to Reports of Sexual Abuse and/or Sexual Harassment  
**Manual Section:** Health Services  
**Manual Number:** 4.05  
**Issue Date:** May 1, 2013  
**Approved by:**   
**Supersedes Policy Number:** New  
**Page:** 1 of 5  
**Attachments:** None

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**Authority:**

The authority of the Bureau of Juvenile Justice Services (BJJS) to issue this policy and procedure is given by Article VII of the Public Welfare Code, Act of 1967, P.L. 31, No. 21, the Juvenile Act, 42 Pa.C.S. Sections 6301 et seq, and the Prison Rape Elimination Act of 2003 (PREA) Juvenile Facility Standards.

**Applicability:**

The Youth Development Center/Youth Forestry Camp (YDC/YFC) system and contracted programs under the jurisdiction of the BJJS.

**Rationale:**

To ensure residents receive appropriate health care services following a disclosure or discovery of suspected or confirmed sexual assault and/or sexual harassment either while in the care of a BJJS facility or from an incident outside the BJJS system (i.e., other previous placement, previous institution, home, community, etc.).

**Definitions:**

Health Referrals – Referrals and/or consultations for residents to outside medical specialists as ordered by the agency physician/psychiatrist/dentist/Certified Registered Nurse Practitioner (CRNP) for the Division of Health Services.

Resident – A person committed by court order and placed in a facility under the jurisdiction of the Bureau of Juvenile Justice Services.

**Policy:**

BJJS Health Services shall respond appropriately and timely to allegations of sexual abuse and/or sexual harassment.

**Procedure:**

A. Response to Sexual Abuse and/or Sexual Harassment Occurring Within 72 Hours

1. Upon notification of or suspicions of an alleged sexual abuse and/or sexual harassment, occurring within the past 72 hours and involving a resident, Health Services staff shall be contacted immediately and the following shall occur:
  - a. If the abuse occurred in a timeframe that allows for the collection of physical evidence, Health Services or designee, shall ensure that the victim and the perpetrator do not compromise the evidence by showering, washing, using the toilet, changing their clothes, eating or drinking, brushing their teeth, or rinsing their mouths until all physical evidence is collected.

- b. Health Services shall assess the victim's mental and emotional well-being and, as appropriate, shall provide information to the victim and offer to facilitate contact with the Pa Coalition Against Rape (PCAR) and/or County Crisis Intervention (CCI) which will facilitate their involvement through services and assistance provided. The facility shall provide the victim with access to external victim advocates for emotional support services related to sexual abuse, by providing, posting, or otherwise making accessible mailing addresses and telephone numbers including toll free hotline numbers of local, state, or national victim advocacy or rape crisis organizations. The facility shall facilitate communication between residents and these organizations and agencies in as confidential a manner as possible.
- c. Health Services or designee shall ensure the victim has informed consent about communications and reporting of abuse to authorities in accordance with the mandated reporter law.
- d. After the victim is deemed to be safe, the facility, in coordination with Health Services, shall arrange for the appropriate transport of the victim to the designated hospital emergency room.
- e. Health Services or designee will call the designated hospital emergency room to inform the charge nurse that a victim of a sexual assault is in route to their facility.
- f. Health Services shall ensure that designated emergency rooms have local protocols for physical and mental assessment for victims, collect and preserve any forensic evidence, and provide STI testing and prophylaxis treatment. Emergency contraception options will be provided for female victims with vaginal penetration. The emergency room's Sexual Assault Forensic Examiner (SAFE) nurse will be the point of contact. Health Services shall ensure appropriate psychological referrals occur and contact with community resources such as PCAR has been made.
- g. After the emergency and urgent issues are addressed, staff, including Health Services, will ensure that information is entered into the Automated Intake and Incident Report System (AIIRS) and specific documentation requirements are completed promptly.



- b. As appropriate, the victim will be transported to Health Services. Health Services shall assess the victim's mental and emotional well-being and shall provide information to the victim and offer to contact PCAR and/or CCI which shall provide services and assistance. The facility shall provide the resident with access to external victim advocates for emotional support services related to sexual abuse, by providing, posting, or otherwise making accessible mailing addresses and telephone numbers including toll free hotline numbers where available of local, state, or national victim advocacy or rape crisis organizations. The facility shall facilitate communication between residents and these organizations and agencies in as confidential a manner as possible.
  - c. Health Services or designee will ensure the victim has informed consent about communications and reporting of abuse to authorities in accordance with the mandated reporter law.
  - d. Health Services shall refer the victim for mental health evaluation, within 48 hours of the victim's return to the facility, to the PSA or the contract psychiatrist. Health Services will also ensure the victim is examined by the contracted physician/primary care provider to evaluate physical status and ensure appropriate STI testing and significant exposure follow up testing is ordered and treatment provided as necessary. In the case of a female victim with vaginal penetration, ensure that emergency contraception options are offered to the victim. Sexual abuse victims with vaginal penetration occurring shall be offered pregnancy tests and follow-up pregnancy testing. Treatment shall be offered, at no cost to the victim, irrespective of the level of the victim's cooperation with the investigation.
  - e. Health Services shall notify PCAR and/or county crisis authority on the victim's status if the victim requested assistance from those community resources. Legal services shall be offered through the external entities such as PCAR.
  - f. Health Services shall ensure appropriate follow-up and testing is conducted. Treatment shall be provided in a timely manner and shall be documented.
2. If Health Services is not on duty at the time of the contact from staff, the Regional Nurse Manager will be immediately called.