

Coordinated Response Plan	
Webb County Youth Village	
Related Standards: PREA 115.365	Effective: May, 2019

Coordinated Response

The Department shall maintain a written plan to coordinate the actions taken among staff first responders, medical and mental health practitioners, investigators, and facility leadership in response to an incident of sexual abuse.

Procedure

The Department shall maintain a written institutional plan to coordinate the actions taken in response to an incident of sexual abuse. This plan will serve to define the duties of each person involved in the post-allegation response to an incident. The plan includes the duties and actions of each member of the effort, including staff first responders, supervisory staff, medical staff, mental health professionals, and upper level management. The plan also includes coordination between staff and local law enforcement personnel, as well as state level agencies. **PREA 115.365**

If a PREA incident occurs: The first staff member to respond to an allegation of sexual abuse shall complete the following duties in this order:

STEP 1. Juvenile Supervision Officer/Staff Member shall preserve and protect any crime scene until appropriate steps can be taken to collect evidence.

*If victim makes report beyond the timeframe for collection of evidence, request that the victim not take any action that could destroy physical evidence including washing and/or brushing teeth, changing clothes, urinating, defecating, eating, or drinking.

First Person of Knowledge:

- (1) Notifies Supervisor immediately;
- (2) Separates victim & abuser; (*if on same housing unit*)

STEP 2. Juvenile Supervision Officer/Staff Member should:

- (1) Separate the alleged victim and abuser pending the outcome of the investigation or of a determination of whether and to what extent discipline is warranted. (provide medical attention when needed)
- (2) Preserve and protect any crime scene until appropriate steps can be taken to collect any evidence.
- (3) If the abuse occurred within a time period that still allows for the collection of physical evidence, request that the alleged victim not take any actions that could destroy physical evidence, including, as appropriate, smoking, drinking, washing, brushing teeth, changing clothes, urinating, defecating, or eating.
- (4) If the abuse occurred within a time period that still allows for the collection of physical evidence 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.
- (5) If the first responder is not a Juvenile Supervision Officer/Juvenile Probation Officer the first responder shall be required to request that the alleged victim not take any actions that could destroy physical evidence, and notify the JSO/Supervisor/Administrator/PREA Coordinator/Investigators immediately. The supervisor/designee will contact the Facility Administrator immediately to determine if the youth will be transported by the EMS or by the facility vehicle by the JSO.

STEP 3. Supervisor:

- (1) Notifies law enforcement immediately but no later than one (1) hour;
- (2) Completes written report to TJJD within four (4) hours;
- (3) Ensures victim & abuser are separated;
- (4) Ensures scene is secure (*as applicable*)
- (5) Notifies Facility Administrator
- (6) Documents incident into the Juvenile Case Management System

STEP 4. Facility Administrator (FA):

- (1) Notifies Director who makes out of county notifications
(Placing Department, Parents, Attorney etc...)
- (2) Makes in county notifications
(Juvenile Probation Officer, Parents, Attorney, etc...)
- (3) Will collect all unit documentation, including general unit log, individual room logs, and seclusion logs, control logs, etc...

STEP 5. Notification to Law Enforcement (No later than 1 hour after incident)

- (1) Conducts investigation;
- (2) Collects evidence
- (3) Arranges for SANE
- (4) Refers victim to Child Advocacy Center
- (5) Refers case for prosecution (*as applicable*)

STEP 6. PREA Coordinator:

- (1) Notifies Child Advocacy Center (Case Number)
- (2) Keeps Child Advocacy Center informed of victim's whereabouts
- (3) Serves as Point of Contact for SANE follow up appointments
- (4) Provides victim with transportation to and from all appointments if still facility resident
- (5) Keeps victim informed of progress, court dates, actions and dispositions

STEP 7. Children's Advocacy Center

**111 N. Merida Drive
956-712-1840**

- (1) Receives referral
- (2) Schedules forensic interview with victim
- (3) Notifies the Department of interview
- (4) Notifies supportive, protective parent of interview
- (5) Provides advocate for victim with continual follow up

- (6) Coordinates therapy for victim as long as necessary
- (7) Conducts meetings twice monthly to ensure wrap-around services for victim

STEP 8. Sexual Assault Nurse Examiner (SANE)

- (1) Receives referral from Child Advocacy Center or victim presents at Emergency Room
- (2) ER physician medically clears victim and refers to SANE
- (3) Takes victim history
- (4) Conducts body inventory
- (5) Collects physical evidence from victim
- (6) Photographs victim
- (7) Provides pregnancy test
- (8) Provides medication—antibiotics, emergency contraception
- (9) Provides temporary shelter if no other safe place available
- (10) Schedules follow up appointment with PREA Coordinator for 4-6 weeks after exam/incident