



## INMATE GUIDE ZERO TOLERANCE SEXUAL MISCONDUCT

Venango County Prison has adopted a "Zero-Tolerance Policy" regarding sexual assault or sexual harassment as well as means to safely report such activity. This pamphlet will give you the information you will need to report any such activity without the fear of retaliation.

**Policy:** It is the policy of Venango County Prison to protect those in custody from any form of sexual assault, sexual harassment or deliberate infliction emotional distress while incarcerated. Therefore, Venango County Prison has adopted a "**ZERO-TOLERANCE POLICY**" towards any sexual assault, sexual harassment, or emotional distress of either Correctional Staff, volunteer, contractor, vendor, visitor, person(s) toward an inmate or an inmate towards Correctional Staff, volunteer, contractors, vendors, visitors or person(s). This list is not intended to be inclusive of all persons who enter Venango County Prison.

If you believe you have been the victim of sexual assault, sexual harassment, or emotional distress, you can report it by following the procedures listed below:

- **TIP LINE:** Using the Block Phone, Dial #6 for Special Services; Then #2 for the Venango County Tip Line.
- Mail letter or send via inter office to the Warden, Chief Deputy Warden, or Officer in Charge
- Report the assault/harassment to a Correctional Officer immediately;
- If you are unable to do so, you may request to speak to someone in private;
- Ask to file the Emergency Grievance or you may do so verbally; and
- Ask to speak to someone from the Franklin Police Department to file a report.

You have the right to remain anonymous upon request when you feel you may be endanger of retaliation for reporting sexual abuse or sexual harassment.

If you believe someone has been sexually assaulted, sexually harassed, or retaliated against for reporting sexual abuse or sexual harassment you may report it to an officer or use any of the means listed in this pamphlet.

After reporting sexual abuse or sexual assault you will be removed to a safe location and receive proper medical treatment as well as mental health treatment if needed. An investigation into the sexual abuse or sexual harassment will begin. You may be placed into segregation for your own protection or moved to another location away from the person accused sexual abuse or sexual harassment.

### Types of Sexual Assault, Sexual Misconduct and Sexual Harassment:

- Inmate-on-Inmate;
- Inmate – on – Officer/Contract Worker/Volunteer;

- Correctional Officer/Contract Worker/Volunteer – on – Inmate

**Acts of Sexual Assault, Sexual Misconduct, and Sexual Harassment Include:**

- The physical act;
- The attempt of the physical act, including inappropriate touching and exhibitionism;
- Threats, intimidation, and actions/communications meant to coerce or pressure another to engage in the inappropriate act.
- Retaliation against individuals reporting prohibited sexual behavior is prohibited and punishable.
- There is NO allowable consensual agreement between employees, contract workers, volunteers or inmates to engage in any sex act.

**Prevention:** You can prevent sexual assault, sexual harassment, and emotional distress and intervene for your own welfare by adhering to some basic behaviors listed below:

- Carry yourself in a confident manner. Many rapists choose individuals who look like they won't defend themselves.
- Be alert. Trust your instincts. Be aware of situations that make you feel uncomfortable.
- Do not accept gifts, loans, or favors from other inmates.
- Do not allow another inmate to be your protector.
- Report incidents and dangerous situations to a Correctional Officer.
- Secure your property.
- Be aware of your physical surroundings.
- Do not become involved with drugs or alcohol
- Do not become involved in bartering or contraband introduction.
- Get involved in approved activities and programs.
- Know who you are associating with. Don't be in the mix.
- Avoid becoming involved in gang activity.

**Disciplinary actions:** Inmates shall be subject to disciplinary sanctions pursuant to a formal disciplinary process following an administrative finding that the inmate engaged in sexual abuse/sexual harassment or emotional distress following a criminal finding of guilt. Sanctions shall be 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.

**Confidentiality:** All employees are required to keep the reported information confidential. Except as required for investigations, criminal prosecution, any information relating to data collection as required by PREA, inmate and staff report, verbal or written, including all records and information associated with claims of sexual assault, Investigative Reports, Incident Reports, inmate information, case disposition and medical and counseling evaluation findings shall be treated as confidential.

**Referrals of Allegations:** Venango County Prison shall ensure that an administrative or criminal investigation is completed for all allegations of sexual abuse and sexual harassment. Allegations of sexual abuse or sexual harassment will be referred to the Franklin Police Department to conduct a criminal investigation, unless the allegations do not involve potentially criminal behavior. All referrals shall be documented.

Venango County Prison shall also conduct an Administrative Investigation where staff may have been negligent in their duties regarding the incident. All findings from any investigation shall be treated as confidential.

We hope this information has been helpful. If you have any questions regarding sexual abuse or sexual harassment, you may speak to a Correctional Officer or ask to speak to the Medical Staff, or the Mental Health Staff, or the Franklin Police Department to report yourself or someone you believe to be a victim.

*Mark Bishop*

*Warden*