

PREA Coordinated Response Protocol Template for Small Jails



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For More Information

Colorado Jail Association (CJA) members can obtain additional project resources – including sample SART protocols and evaluation forms from other jail SARTs – on the CJA website. Non-members can access materials on the Colorado Division of Criminal Justice website at: <https://sites.google.com/a/state.co.us/dcj-oajj/publications-reports/prea-for-local-law-enforcement>.

Just Detention International is a health and human rights organization that works to end sexual abuse in all forms of detention. For more information on this project or on creating a coordinated response protocol that complies with the Department of Justice's national PREA standards, contact Just Detention International at info@justdetention.org or (213) 384-1400.

Introduction

According to the National Standards to Prevent, Detect, and Respond to Prison Rape – also known as the “Prison Rape Elimination Act (PREA) standards” – all jails are required to develop a written institutional plan to coordinate actions taken in response to an incident of sexual abuse among staff first responders, medical and mental health practitioners, investigators, and facility leadership (§115.365 *Coordinated response*).

The Sexual Assault Response Team (SART) model is a recognized best practice for a coordinated response to sexual abuse. SARTs were developed in the community decades ago to create a survivor-centered response to sexual assault cases and to improve coordination among first-responders, including the survivor and his or her loved ones, law enforcement investigators, rape crisis advocates, and the Sexual Assault Nurse Examiner, among others. SARTs improve investigations, strengthen prosecutions, and reduce the impact of trauma on survivors. Small jails are encouraged to develop SARTs to ensure a coordinated response to sexual abuse cases.

The first step in creating a coordinated response plan is to assemble a team of people from within – and outside of – the agency.

Jail SART members may include:

- Jail Administrator
- Agency PREA Coordinator and/or facility PREA Compliance Manager
- PREA Liaison or PREA Information Specialist
 - This is a jail staff person who provides the inmate survivor with information on the coordinated response process and the survivor’s rights throughout the process.
- Jail medical and mental health providers
 - These staff members may be under contract from private agencies
- Jail investigators, if applicable
- Investigating law enforcement agency or agencies, such as the sheriff’s office, police department, city marshal, or judicial district investigators
- Rape crisis advocate or victim services provider
- Sexual Assault Nurse Examiner or Sexual Assault Forensic Examiner
- Representatives from the district attorney’s office or judicial district office, such as the SART Coordinator or Victim Witness Coordinator

Once assembled, the SART should work together to develop the coordinated response protocol, which provides step-by-step guidelines for each SART member’s duties. This template is a guide for small jails that wish to use a SART to meet the PREA standards’ requirement for a coordinated response to sexual abuse reports. Agencies should consider carefully their needs, policies, and SART member roles while using this template to create their protocol.

“Sexual assault” and “sexual abuse” will be used interchangeably in the protocol to refer to any unwanted or non-consensual sexual contact. Refer to the PREA standards for a

detailed definition of sexual abuse. Text in capital letters and in brackets (such as “[AGENCY]”) should be replaced with facility-specific information.

The SART protocol is divided by timeframes, as follows:

- A. Following a Reported Risk of Imminent Sexual Abuse
- B. Following Suspected or Alleged Incident of Sexual Abuse
- C. Prior to Transport to a Medical Forensic Exam
- D. During the Medical Forensic Exam
- E. If a Forensic Exam is Not Conducted (this includes instances when the exam is not evidentiarily or medically appropriate – such as when too much time has passed since the assault – or if a survivor declines the forensic exam for any reason)
- F. Following the Exam or After Acute Care is Provided
- G. Follow-up Care/Long-term Duties

The SART protocol template begins on the next page.

[AGENCY] Sexual Abuse Response Team Protocol
[DATE]

A. FOLLOWING A REPORTED RISK OF IMMINENT SEXUAL ABUSE

Staff First Responder:

1. Gather basic information about the risk of imminent sexual abuse.
2. Notify a jail supervisor or the Jail Administrator.
3. Take immediate action to protect the inmate from imminent harm, if necessary.

Jail Supervisor or Administrator:

1. Review information related to the potential risk of imminent abuse to the inmate.
2. If the risk of imminent sexual abuse is credible, determine what actions should be taken to protect the inmate from harm.

B. FOLLOWING SUSPECTED OR ALLEGED INCIDENT OF SEXUAL ABUSE

Security Staff First Responder:

1. Notify a jail supervisor or the Jail Administrator.
2. Separate the survivor and alleged perpetrator(s).
3. Secure the crime scene, preserve evidence, including on the survivor's and alleged perpetrator's bodies or clothes, and maintain custody of evidence until released to law enforcement officials.
4. Escort the alleged inmate perpetrator(s) to an isolated area, preferably in a dry cell with restricted access to a toilet or water, until the arrival of law enforcement.
5. Request that the survivor - and ensure that the alleged perpetrator - refrain from actions that could destroy evidence, such as bathing, brushing teeth, changing their clothes, urinating, defecating, smoking, drinking, or eating until they have been examined by qualified medical personnel.
6. Complete an incident report form.
7. Share information related to the incident with only those people who need to know in order to ensure the survivor's safety, conduct the investigation, or provide treatment to the survivor or alleged perpetrator.
8. [INSERT OTHER DUTIES, AS NECESSARY.]

Jail Supervisor or Administrator:

1. Coordinate and oversee the coordinated response process.
2. Conduct an initial assessment of the allegation.
3. Ensure preservation of any potential evidence.
4. Ensure that any alleged staff perpetrators are immediately separated from contact with inmates.
5. Notify the investigating law enforcement agency.
6. In cases where the need for a medical forensic exam is not immediately apparent, confer with the Sexual Assault Nurse Examiner, law enforcement investigator, or jail medical staff, when available, to determine if the medical forensic exam is necessary.

7. If jail medical staff is not on-site at the time of the allegation, determine if it would be best to contact the medical provider or immediately transport the survivor for a medical forensic exam.
8. Ensure that the survivor is seen by a medical provider immediately, either at an outside hospital for a medical forensic exam or by a jail medical provider.
9. Offer the survivor the option to speak with a rape crisis advocate confidentially by phone. If requested by the survivor, set up the call in a private location.
10. Arrange for law enforcement investigators to meet privately with the survivor and alleged perpetrator(s), if necessary.
11. Complete any necessary reports.
12. Share information related to the incident with only those people who need to know in order to ensure the survivor's safety, conduct the investigation, or provide treatment to the survivor or alleged perpetrator.
13. [INSERT OTHER DUTIES, AS NECESSARY.]

PREA Liaison:

1. Assist with notifications to jail staff and outside agencies.
2. Assist the jail supervisor or Jail Administrator with other duties, as assigned.
3. Share information related to the incident with only those people who need to know in order to ensure the survivor's safety, conduct the investigation, or provide treatment to the survivor or alleged perpetrator.
4. [INSERT OTHER DUTIES, AS NECESSARY.]

Jail Medical Staff:

1. If on site at the time of the allegation, collect basic information from the survivor and conduct a cursory exam to assess for injuries and suicide risk.
2. Provide basic medical care for acute injuries.
3. Preserve forensic evidence, to the extent possible.
4. Advise the survivor of his or her right to a medical forensic exam at no cost.
5. Contact the Sexual Assault Nurse Examiner (SANE) to provide the survivor with additional information regarding the forensic exam process, as needed.
6. Confer with the Sexual Assault Nurse Examiner (SANE), as needed, to determine whether a medical forensic exam may be medically necessary.
7. Inform the Jail Administrator if a medical forensic exam is medically necessary.
8. Send a Records Release Authorization Form with the survivor to the exam site.
9. Document that the alleged survivor and inmate perpetrator(s) were examined.
10. If the survivor will be immediately transported for a medical forensic exam, conduct a follow-up with the survivor within 24 hours of the allegation.
11. Refer the alleged survivor for mental health follow-up within 48 hours.
12. Share information related to the incident as permitted by law and with only those people who need to know in order to ensure the survivor's safety, conduct the investigation, or provide treatment to the survivor or alleged perpetrator.
13. If not on site at the time of the allegation, respond to the jail within an hour of being contacted, or upon the survivor's return to the facility.
14. [INSERT OTHER DUTIES, AS NECESSARY.]

Jail Mental Health Staff:

1. If not on site at the time of the allegation, respond to the jail no more than 12 hours after being contacted.
2. [INSERT OTHER DUTIES, AS NECESSARY.]

Sexual Assault Nurse Examiner or Sexual Assault Forensic Examiner:

1. Confer with the Jail Administrator or designee, jail medical staff, or law enforcement investigators regarding the need for a medical forensic exam, if contacted.
2. Be available by phone to provide the survivor with additional information regarding the medical forensic exam, if requested.
15. Share information related to the incident as permitted by law and with only those people who need to know in order to ensure the survivor's safety, conduct the investigation, or provide treatment to the survivor or alleged perpetrator.
3. [INSERT OTHER DUTIES, AS NECESSARY.]

Rape Crisis Advocate:

1. Provide advocacy, support, and crisis intervention to the survivor, if contacted.
2. Respond in person to the jail, when possible, to provide services to the survivor.
3. Maintain confidentiality at all times, except as permitted by law.
4. [INSERT OTHER DUTIES, AS NECESSARY.]

Law Enforcement Investigator:

1. Respond in person to the jail or to the forensic exam site, either immediately or as arranged with the jail.
2. Guide jail staff on evidence preservation.
3. Catalogue any physical and forensic evidence.
4. Interview the survivor, alleged perpetrator(s), and any witnesses privately and separately.
5. Advise the survivor of his or her right to a medical forensic exam at no cost.
6. Determine whether a medical forensic exam may be evidentiarily necessary, in consultation with the forensic examiner.
7. Inform the Jail Administrator if a medical forensic exam is evidentiarily necessary.
8. Confer with the District Attorney's Office regarding the case and any search warrants that may be necessary.
9. Coordinate all actions with the Jail Administrator or designee.
10. Share information related to the incident with only those people who need to know in order to ensure the survivor's safety, conduct the investigation, or provide treatment to the survivor or alleged perpetrator.
11. [INSERT OTHER DUTIES, AS NECESSARY.]

District Attorney or Designee:

1. Confer with investigating law enforcement agency regarding the criminal investigation.
2. Review search warrants, if necessary.

3. Share information related to the incident with only those people who need to know in order to ensure the survivor's safety, conduct the investigation, or provide treatment to the survivor or alleged perpetrator.
4. [INSERT OTHER DUTIES, AS NECESSARY.]

C. PRIOR TO TRANSPORT TO A MEDICAL FORENSIC EXAM

Jail Administrator or designee:

1. If an unclothed search is determined to be necessary and/or the survivor is asked to change clothing prior to transport, document the search and steps taken to preserve evidence in the incident report for review by the Jail Administrator and PREA Coordinator.
2. Cooperate with the investigating law enforcement agency to ensure all evidence is preserved.
3. [INSERT OTHER DUTIES, AS NECESSARY.]

Jail Deputy or Officer:

1. Coordinate with the Jail Administrator to ensure timely transportation of the survivor to the exam site.
2. Ensure that the survivor is comfortably clothed for transport.
3. Use absorbent pads or a paper bag to contain any evidence that may be lost during transport, to include gloves or other materials used during a pat down of the survivor.
4. Assure the survivor's safety during transport.
5. Use the least restrictive restraints possible on the survivor, based on his or her classification status.
6. [INSERT OTHER DUTIES, AS NECESSARY.]

D. DURING THE MEDICAL FORENSIC EXAM

Jail Deputy or Officer:

1. Ensure security at the exam site.
2. Supervise the survivor.
3. Ensure the safety of the SANE and the rape crisis advocate, and facilitate their exit from the room during the exam, if necessary.
4. Provide as much privacy for the survivor during the exam as possible. When safety and security needs permit it, the Sheriff's Deputy will remain outside the exam room. If the Deputy must remain in the exam room, he or she will stand behind survivor's head.
5. Ensure that the survivor has an opportunity to speak with the rape crisis advocate as privately as is possible.
6. Coordinate with the SANE, investigating law enforcement agency, and rape crisis advocate to make sure all necessary components of the medical forensic exam are completed before returning the survivor to the jail.
7. [INSERT OTHER DUTIES, AS NECESSARY.]

Sexual Assault Nurse Examiner:

1. Communicate with the Sheriff's Office and any law enforcement officials present to gather needed information and arrange logistics of the exam, with consideration for the survivor's comfort and privacy.
2. Interview the survivor to gather a health history and information about the assault.
3. Obtain informed consent prior to performing the exam.
4. Complete the medical forensic exam, as permitted by the survivor.
5. Collect and preserve forensic evidence.
6. Provide necessary medical care, including sexually transmitted infection (STI) prophylaxis and emergency contraception. When HIV prophylaxis is requested by the survivor or indicated medically, provide a referral to the attending physician and note in the discharge instructions.
7. Document all findings.
8. Provide resources, referrals, discharge instructions, and follow-up treatment planning to the survivor. Discharge instructions will be provided to the Sheriff's Deputy, with the survivor's release, or provided directly to the survivor.
9. With the survivor's permission, coordinate with jail medical staff to ensure continuity of care.
10. Retain custody of the medical forensic evidence until recovered by law enforcement.
11. Share exam findings with the investigating law enforcement agency, as permitted by law and by the survivor.
12. [INSERT OTHER DUTIES, AS NECESSARY.]

Law Enforcement Investigator:

1. Refrain from entering the exam room in order to respect the survivor's privacy.
2. Provide the survivor with a medical waiver granting permission to obtain his or her medical records.
3. [INSERT OTHER DUTIES, AS NECESSARY.]

Rape Crisis Advocate:

1. Give the survivor the "Notice of Rights" and obtain informed consent before providing advocacy services.
2. Meet with the survivor as privately as possible, as soon as possible after his or her arrival at the exam site.
3. Inform the survivor of the right for a victim advocate to be present during the medical forensic exam and investigative interviews.
4. Answer the survivor's questions about the medical forensic exam and investigation, as needed.
5. Provide support and crisis intervention to the survivor.
6. Accompany the survivor during the medical forensic exam, if requested.
7. Ensure the survivor's privacy and comfort as much as possible.
8. Provide information about follow-up services.
9. [INSERT OTHER DUTIES, AS NECESSARY.]

E. IF A FORENSIC EXAM IS NOT CONDUCTED

Jail Administrator or PREA Liaison:

1. Ensure that the survivor receives timely emergency medical and mental health care.
2. Arrange for the survivor to speak with a rape crisis advocate in as confidential a manner as possible.
3. [INSERT OTHER DUTIES, AS NECESSARY.]

Jail Medical Staff:

1. Provide the survivor with immediate medical care for acute injuries.
2. Obtain referrals from the jail physician for HIV and STI prophylaxis and emergency contraception, if necessary.
3. Offer tests for STIs, as medically appropriate.
4. Provide medical treatment to the survivor at no cost and regardless of whether the survivor names the abuser or cooperates with the investigation.
5. Collect and preserve any evidence.
6. Notify jail mental health staff to ensure emergency mental health care.
7. [INSERT OTHER DUTIES, AS NECESSARY.]

Jail Mental Health Staff:

1. Conduct a diagnostic evaluation or crisis assessment to determine the survivor's mental health needs and any risk of suicide.
2. Provide immediate crisis intervention and any needed emergency mental health care to the survivor at no cost to him or her and regardless of whether the survivor names the abuser or cooperates with the investigation.
3. [INSERT OTHER DUTIES, AS NECESSARY.]

Rape Crisis Advocate:

1. Respond to the jail in person, if possible, or by telephone.
2. Meet with the survivor as privately as possible, as soon as possible.
3. Give the survivor the "Notice of Rights" and obtain informed consent before providing advocacy services.
4. Provide the survivor with confidential crisis intervention, support, information, and referrals.
5. Provide information about follow-up services.
6. [INSERT OTHER DUTIES, AS NECESSARY.]

F. FOLLOWING THE EXAM/AFTER ACUTE CARE IS PROVIDED

Jail Administrator:

1. Review and compile all relevant documentation related to the incident for the Sexual Assault Incident Review.
2. Cooperate with the investigating law enforcement agency regarding the collection of evidence and interviews with the survivor, alleged perpetrator(s) and witnesses. Provide any required reports or documentation, as requested.
3. [INSERT OTHER DUTIES, AS NECESSARY.]

PREA Liaison:

1. Assist the Jail Administrator, as directed.
2. Inform the survivor about next steps in the process, including available medical and mental health services, rape crisis advocacy, and the investigative process.
3. Provide the survivor with a Victim Compensation Application, and information about who can assist the survivor to complete the form.
4. Coordinate follow-up services for the survivor within the jail.
5. Monitor for retaliation against the survivor and any witnesses or reporters.
6. [INSERT OTHER DUTIES, AS NECESSARY.]

Law Enforcement Investigator:

1. Take custody of the sealed medical forensic exam and any other evidence collected by other law enforcement.
2. Collect and transport evidence for storage.
3. Take preliminary statements from the survivor, witnesses, and alleged perpetrator(s).
4. Inform the survivor about next steps in the investigation, such as in-depth interviews and the potential court process.
5. Notify the survivor of his/her rights during the criminal investigation, including: the right to be informed of and be present at all critical stages of the criminal justice process; the right to be notified of any arrests and court dates related to the case; and the right to have a rape crisis advocate present during all follow-up interviews.
6. Provide the survivor with written information about their rights enumerated in the Victim Rights Act, including the availability of financial resources such as victim compensation benefits, protective court orders, and a free copy of the initial incident report. Also provide the survivor with a victim's rights pamphlet, business card, and the case number.
7. Remind the survivor that visible evidence of an injury may appear later, and to contact a jail deputy, medical staff, or the SANE to document the injuries.
8. [INSERT OTHER DUTIES, AS NECESSARY.]

Jail Medical Staff:

1. Provide medical treatment to the survivor related to the sexual assault at no cost and regardless of whether the survivor names the abuser or cooperates with the investigation.
2. Offer a pregnancy test to all female survivors of sexual abuse, if not previously administered.
3. Coordinate with the SANE regarding follow-up instructions and care for the survivor.
4. Provide follow-up medical care, including testing and treatment for STIs and HIV.
5. Arrange for the survivor to have follow-up services with a rape crisis advocate, if desired.
6. [INSERT OTHER DUTIES, AS NECESSARY.]

Jail Mental Health Staff:

1. Provide mental health treatment to the survivor at no cost to him or her and regardless of whether the survivor names the abuser or cooperates with the investigation.
2. [INSERT OTHER DUTIES, AS NECESSARY.]

Sexual Assault Nurse Examiner:

1. Follow up with other members of the coordinated response team, as needed.
2. Maintain medical forensic exam records in a secure location.
3. [INSERT OTHER DUTIES, AS NECESSARY.]

Rape Crisis Advocate:

1. Provide the survivor with resources, referrals, and information on healing from sexual abuse and the investigative process.
2. Offer follow-up rape crisis services, including in-person crisis intervention, if possible.
3. Provide the survivor with a Victim Compensation Application, and assist the survivor to complete the application, if requested.
4. Communicate with other coordinated response members to coordinate services, while maintaining survivor confidentiality.
5. [INSERT OTHER DUTIES, AS NECESSARY.]

G. FOLLOW-UP/LONG-TERM DUTIES**Jail Administrator:**

1. Complete a written report of the administrative investigation that includes a description of the physical and testimonial evidence, the reasoning behind any credibility assessments, and investigative facts and findings.
2. Cooperate with the investigating law enforcement agency on the criminal investigation.
3. Confer with the investigating law enforcement agency prior to conducting compelled interviews with staff or administering *Garrity* warnings. Any interviews with staff members for an Internal Affairs investigation should be coordinated with the investigating law enforcement agency in order to ensure that statements collected will not become inadmissible in the criminal case.
4. If any credibility assessments are conducted, document the reasoning behind them.
5. Assess whether staff actions or failures contributed to the incident.
6. In cases of alleged staff sexual abuse, notify the survivor whenever the staff member is no longer posted within the unit or the staff member is no longer employed at the facility. Document the notifications or attempted notifications.
7. Conduct Sexual Assault Incident Review meetings with jail SART members within 30 days of the conclusion of the investigation for all substantiated and unsubstantiated incidents.
8. Consider the following factors during the Sexual Abuse Incident Review team meeting: whether the allegation or investigation indicates a need to make

changes in policy or practice; whether staff actions or failures contributed to the sexual abuse; whether the incident or allegation was motivated by group or individual identity or dynamics; the area in the facility where the abuse occurred to assess physical barriers in the area may enable abuse; and the adequacy of staffing levels and video technology.

9. Prepare a report of the Sexual Abuse Incident Review team's findings and any recommendations for improvement.
10. Approve and implement any corrective action plans based upon the Sexual Assault Incident Review.
11. Convene and attend regular meetings of the Jail SART.
12. [INSERT OTHER DUTIES, AS NECESSARY.]

PREA Liaison:

1. Provide the survivor with a SART evaluation form within 14 days after the report.
2. Instruct the survivor on how to fill out and return the SART evaluation form.
3. Provide the survivor with a self-addressed envelope to the rape crisis center for the SART evaluation form.
4. Attend Jail SART and Sexual Abuse Incident Review meetings.
5. [INSERT OTHER DUTIES, AS NECESSARY.]

Law Enforcement Investigator:

1. Submit forensic evidence to the crime lab.
2. Coordinate the criminal investigation with the Jail Administrator, Sheriff, or Undersheriff.
3. Conduct follow-up interviews with the survivor, as needed, and permit the rape crisis advocate to be present during investigative interviews with the survivor.
4. Interview witnesses and interrogate perpetrator(s).
5. Coordinate with the Jail Administrator and the Sheriff's Office to review prior complaints and reports of sexual abuse involving the suspected perpetrator(s).
6. Request crime lab analysis and review medical and lab reports.
7. Prepare and execute search warrants and any investigative reports.
8. Inform the survivor of the progress and outcome of the investigation.
9. Communicate findings from the investigation to the Sheriff, Undersheriff, and Jail Administrator, when and to the extent possible.
10. Refer cases for prosecution, as needed.
11. Provide additional information to the prosecutor, as requested.
12. Participate in court proceedings, as needed.
13. In cases of alleged staff sexual abuse, notify the survivor if the staff member has been charged or indicted on a criminal offense related to the allegation of sexual abuse within the facility or if the staff member has been convicted of a charge related to the allegation of sexual abuse within the facility.
14. In cases of alleged inmate perpetrator, notify the survivor if the inmate has been charged or indicted on a criminal offense related to the allegation of sexual abuse within the facility or if the inmate abuser has been convicted of a charge related to the allegation of sexual abuse within the facility.
15. Document any of the above notifications or attempted notifications.

16. Retain investigative records for ten years, or longer, if required by law.
17. Attend Jail SART and Sexual Abuse Incident Review meetings.
18. [INSERT OTHER DUTIES, AS NECESSARY.]

Jail Medical Staff:

1. Provide follow-up medical evaluation and treatment, including treatment plans, necessary care, and referrals for continued care following a survivor's transfer to other facilities or their release from custody.
2. Offer tests for STIs, as indicated medically.
3. Offer serial pregnancy tests to all female survivors of sexual abuse, when necessary.
4. Ensure the survivor receives medical services consistent with the community level of care.
5. Attend Jail SART and Sexual Abuse Incident Review meetings.
6. INSERT OTHER DUTIES, AS NECESSARY.]

Jail Mental Health Staff:

1. Provide mental health care and treatment, as needed, including follow-up services, treatment plans, and referrals for continued care following a survivor's transfer to other facilities or release from custody.
2. Ensure the survivor receives mental health care consistent with the community level of care.
3. Attempt to conduct a mental health evaluation of all inmates who commit sexual abuse in custody within 60 days of learning of such abuse history and offer treatment and/or referrals for treatment, when indicated.
4. Attend Jail SART and Sexual Abuse Incident Review meetings.
5. [INSERT OTHER DUTIES, AS NECESSARY.]

Sexual Assault Nurse Examiner:

1. Confer with prosecutors and participate in pre-trial depositions, as necessary.
2. Be available to testify as a witness in the criminal prosecution.
3. Attend Jail SART and Sexual Abuse Incident Review meetings.
4. [INSERT OTHER DUTIES, AS NECESSARY.]

Rape Crisis Advocate:

1. Provide the survivor with confidential follow-up services, such as short-term counseling, advocacy, information, and referrals.
2. Provide accompaniment for survivors during interviews with law enforcement and court proceedings, as requested.
3. Review the SART evaluation form; share information in the Sexual Assault Incident Review meeting.
4. Attend Jail SART and Sexual Abuse Incident Review meetings.
5. [INSERT OTHER DUTIES, AS NECESSARY.]

District Attorney or Designee:

1. Review the investigative report and/or search or arrest warrants.

2. Notify and interview witnesses and secure evidence for the prosecution.
3. Determine whether there is sufficient evidence for prosecution and refer charges, as appropriate.
4. Prepare the survivor for court and provide notices as delineated by the Victim Rights Act.
5. Promptly notify the Sheriff's Office if there is not sufficient evidence to prosecute the case.
6. Educate SART members about prosecutorial practices, provide legal definitions and explanations, assist with case reviews, and provide case updates to reduce case closures.
7. In cases of alleged staff sexual abuse, notify the survivor if the staff member has been charged or indicted on a criminal offense related to the allegation of sexual abuse within the facility or if the staff member has been convicted of a charge related to the allegation of sexual abuse within the facility.
8. In cases of alleged inmate perpetrator, notify the survivor if the inmate has been charged with a criminal offense related to the allegation of sexual abuse within the facility or if the inmate abuser has been convicted of a charge related to the allegation of sexual abuse within the facility.
9. Attend Jail SART and Sexual Abuse Incident Review meetings.
10. [INSERT OTHER DUTIES, AS NECESSARY.]