

PREA AUDIT REPORT Interim Final
ADULT PRISONS & JAILS

Date of report: January 19, 2017

Auditor Information	
Auditor name: David K. Haasenritter	
Address: Haasenritter Corrections Consulting Services LLC, PO Box 1265, Midlothian, VA 23113	
Email: davidkhaasenritter@gmail.com	
Telephone number: 540 903 6457	
Date of facility visit: 17 – 19 July 2016	
Facility Information	
Facility name: Henrico County Regional Jail West	
Facility physical address: 4301 East Parham Road, Henrico, VA 23228	
Facility mailing address: <i>(if different from above)</i> P.O. Box 90775 Henrico, VA 23273-0775	
Facility telephone number: 804 501-4586	
The facility is:	<input type="checkbox"/> Federal <input type="checkbox"/> State <input checked="" type="checkbox"/> County
	<input type="checkbox"/> Military <input type="checkbox"/> Municipal <input type="checkbox"/> Private for profit
	<input type="checkbox"/> Private not for profit
Facility type:	<input type="checkbox"/> Prison <input checked="" type="checkbox"/> Jail
Name of facility's Chief Executive Officer: MAJ Gerald Collins	
Number of staff assigned to the facility in the last 12 months: 345	
Designed facility capacity: 654	
Current population of facility: 792	
Facility security levels/inmate custody levels: Medium Security/Minimum – Maximum Custody	
Age range of the population: 18-72 years	
Name of PREA Compliance Manager: Joseph Hoffman	Title: Lieutenant/ PREA Compliance Manager
Email address: hof06@henrico.us	Telephone number: 804-501-5543
Agency Information	
Name of agency: Henrico County Sheriff's Office	
Governing authority or parent agency: <i>(if applicable)</i> Click here to enter text.	
Physical address: 4301 East Parham Road, Henrico, VA 23228	
Mailing address: <i>(if different from above)</i> P.O. Box 90775 Henrico, VA 23273-0775	
Telephone number: 804 501-5750	
Agency Chief Executive Officer	
Name: Michael L. Wade	Title: Sheriff
Email address: wad52@henrico.us	Telephone number: 804 501-4571
Agency-Wide PREA Coordinator	
Name: Michelle Mitchell	Title: Major/Henrico County Jail Quality Assurance Officer
Email address: mit64@henrico.us	Telephone number: 804 501-5750

AUDIT FINDINGS

NARRATIVE

The PREA audit of the Henrico County Regional Jail West was conducted on July 17 - 19, 2016 by Mr. David Haasenritter. Approximately three weeks prior to the audit, the auditor received the Pre-Audit Questionnaire and documents. The documents and questionnaire were well organized. Prior to the audit the jail provided a roster of all inmates housed at the jail; lists of inmates for specific categories to be interviewed; and a list of all staff by duty position and shifts that were used to identify inmates and staff to be interviewed (random and specific category).

The auditor contacted Just Detention International (JDI) about any information previously submitted by inmates at the Henrico County Regional Jail West and reviewed the Henrico County Sheriff's Office website. The main page of the web site has a PREA section that states the Henrico County Sheriff's Office has a zero-tolerance policy; and a few attachments to include an information paper on PREA in English and Spanish that includes information for third part reporting; and the 2015 annual PREA Report.

Following the entrance meeting with staff, the auditor toured the jail on July 17, 2016 and went back to certain areas in the jail on July 18 -19, 2016. While touring, random inmates and staff were informally interviewed (not counted in interview count) and questioned about their knowledge of PREA standards, procedures for reporting, services available and their responsibilities. All staff and inmates informally interviewed had a basic knowledge of PREA, acknowledged receiving PREA training. During the tour the auditor reviewed staffing; logs; physical plant; sight lines; camera coverage; documentation to assist in determining standard compliance; tested the inmate phone system for reporting allegations and for emotional support services; and institution operations. Following the tour, the auditor began the formal interviews, review of investigations, checking of cameras, and random checks of personnel, medical, and training records.

A total of 44 staff was formally interviewed during the audit (13 random, 4 contractor/volunteers, and 27 specialized staff). Staff interviewed was well versed in their responsibilities in reporting sexual abuse, sexual harassment, and staff negligence; first responder duties; and evidence preservation.

A total of 52 inmates were formally interviewed: 40 random (at least one from each housing unit); and 12 specialized non-English speaking; disabled (deaf); who disclosed sexual victimization during screening; and LGBTI. Two inmates refused to be interviewed. Majority of the inmates interviewed acknowledged receiving PREA training and written materials (posters, pamphlets, and inmate's handbooks) outlining the agencies zero tolerance policies towards sexual abuse; knew the reporting procedures; and reported staff of the opposite gender announced when entering a housing area. All inmates who were asked stated they felt safe at the jail and did not believe sexual assault was occurring in the jail. One inmate believed it was not occurring because of the staff observation and presence; and it would be dealt with immediately. The auditor found the inmates aware of PREA. The inmate who was deaf acknowledged two jail staff new sign language and assisted the inmate when needed.

The auditors reviewed 39 investigations of sexual abuse and sexual harassment at Henrico County Regional Jail West during the audit cycle and interim report writing period. Eight were investigated and determined not to be PREA incidents; 14 were investigated and determined to be consensual sexual activity cases that are prohibited. There were 17 inmate-inmate allegations: one inmate-on-inmate sexual harassment substantiated; four inmate-on-inmate sexual harassment unsubstantiated; one inmate-on-inmate sexual harassment unfounded; seven inmate-on-inmate sexual abuse unsubstantiated;

and two one inmate-on-inmate sexual abuse unfounded. Additionally, two cases were titled as sexual misconduct that should have been sexual assault were determined to be unsubstantiated.

When the on-site audit was completed, the auditor conducted an exit meeting. During the exit the auditor explained the process that would follow the on-site visit to include corrective action plans. While the auditor could not give the institution a final finding, the auditor did provide a preliminary status of his findings. The auditor explained that areas found not to meet the standards during the on-site visit must be corrected and he would be working closely with the agency PREA Coordinator and facility staff on each plan of action to correct all deficient standards. The auditor thanked Henrico County Regional Jail West staff for their hard work and commitment to the Prison Rape Elimination Act.

During the interim report writing and corrective action period, the auditor reviewed modified policies, and additional documents. Following the on-site visit the PREA Coordinator became CPT Patrick Duke, who was very helpful in coordinating all the additional documentation.

DESCRIPTION OF FACILITY CHARACTERISTICS

The Henrico County Regional Jail West is located at Henrico County Government Center on 4301 East Parham Road, Henrico Virginia. It is one of two jails operated by the Henrico County Sheriff Office. The count on the first day of the audit (Sunday) was 823 inmates and 792 on the second day (Monday).

Henrico County Regional Jail West was opened in 1980 and underwent a major expansion in 1996. It is a maximum-security facility that houses both pre-trial and post-trial inmates. It is also the headquarters of the Office of the Sheriff, Administrative Services, Court Services and Human Resources. The jail is a single building with three floors, the first floor section A is non-secure and includes the lobby and the administrative headquarters for the Sheriff's Office. The other section of the first floor is secured and houses intake, release, classification, pre-classification cells, special holding cells, visitation, and interview rooms. The intake and release area holds inmates requiring segregation for up to 72 hours pending their transfer to Henrico County Regional Jail East. The entire second and third floors are secured. Section A of the second floor was designed four podular remote design living units with capacities ranging from 32 to 72 classrooms, barbershop and supervisor's offices. Section B was designed with eleven linear design units, with a capacity of 24 each using double bunks. Section C of the second floor is utilized for programs, and services, which includes the library, classrooms, medical section, and chaplain office. The third floor is also secured and has seven linear design housing units with the capacity to house six to 18 in a unit.

Deputies assigned to Jail Security and Jail Services maintain the safety and order of the facility. They provide security to the community by preventing jail disturbances or escapes. Jail Security staff move inmates throughout the facility and see to their safety and well-being. The Intake & Release Booking section uses state of the art imaging technology to assist in the processing and releasing of inmates. Jail Services staff provide programs and services to the inmate population to include laundry, recreation, visitation, property control, mail delivery, religious services, a wide range of mental health/substance abuse services and education. These programs are offered through the cooperative effort of staff, community volunteers and outside agencies. The following are examples of the programs offered: GED Preparation and Testing; Computer Technology; Parenting and Fatherhood classes; Substance abuse and relapse prevention; and Group and individual counseling. Medical staff is contracted through correct care solutions; and mental health staff are employed by Henrico Mental Health and Developmental Services and are contracted to work full time in the Henrico County Sheriff Office two jails.

Henrico County Regional Jail West mission is to provide a safe and humane correctional environment for those entrusted to Henrico County Sheriff's Office through the Court system; and analyze the offender's individual needs and provide a continuum of services through innovative vocational, educational, mental health, religious and work programs which promote socially acceptable behavior.

SUMMARY OF AUDIT FINDINGS

On July 17-19, 2016, the on-site visit was completed. Within a week of the audit being completed, the auditor provided a list of not met standards, and standards requiring additional information. The corrective action period began 18 August 2016 after receiving the interim report. During the 30 day interim report writing period, 11 standards were identified as requiring corrective action. All correction action plans were completed and standards met on 22 November, 2016. The final results of Henrico County Regional Jail West PREA audit is listed below:

Number of standards exceeded: 2

Number of standards met: 40

Number of standards not met: 0

Number of standards not applicable: 1

Standard 115.11 Zero tolerance of sexual abuse and sexual harassment; PREA Coordinator

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor’s analysis and reasoning, and the auditor’s conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.

Henrico County Sheriff’s Office operates the Henrico County Regional Jail West to house sentenced and pre-trial detainees. Henrico County Sheriff’s Office has written policies mandating zero tolerance towards all forms of sexual abuse and sexual harassment that outlines the agency’s approach to preventing, detecting, and responding to sexual abuse and sexual harassment. The main PREA policy is Henrico County Sheriff’s Office policy 4D Care-Health Services Staff. Other agency policies supplement the main PREA policy and include: Henrico County Sheriff’s Office policies 2A Security-Protection From Harm; 2-C Security- Contraband; J-G-09 Protocols and Procedures in the Event of Sexual Assault; and J-G-09-0 Preparation and Procedures After An Alleged Sexual Assault (PREA).

Henrico County Sheriff’s Office employs an upper-level, agency-wide facility PREA Coordinator and PREA Compliance Manager at each jail. Major Michelle Mitchell is the Henrico County Jail Quality Assurance Officer and has been designated the PREA Coordinator. She is knowledgeable of the PREA standards and has the authority to develop, implement, and oversee PREA compliance. Reviewed the Henrico County Sheriff’s Office organization chart which demonstrates she is in a position of authority. She indirectly supervises two PREA compliance managers and conducts meetings to keep unit PREA Compliance Managers up to date on any changes. She coordinates and conducts training, provides info to staff at staff calls, and coordinates with the Jail and Sheriff Office leadership. During the corrective action period CPT Duke was moved to work for MAJ Mitchell and be the PREA Coordinator. Though new to position he was knowledgeable of the standards, and made the corrective actions in a timely manner.

Lieutenant Hoffman is the Henrico County Regional Jail West PREA Compliance Manager who reports directly to the Jail Administrator. He was very knowledgeable of PREA standards and was actively involved in PREA activities. Lieutenant Hoffman claimed to have enough time to perform his PREA duties. He coordinates and conducts training, provides info to staff at staff calls, updates classification programs and cameras, and coordinates with facility leadership. The auditor reviewed the Henrico County Sheriff’s Office organizational chart that demonstrated that he is in a position of authority to make changes and discuss issues with the Jail Administrator.

Standard 115.12 Contracting with other entities for the confinement of inmates

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor’s analysis and reasoning, and the auditor’s conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.

Henrico County Sheriff’s Office policy 4D states Henrico County Sheriff’s Office shall adhere to all contracts with other entities for the confinement of individuals that require its obligation to adapt and comply with the PREA standards. Henrico County Sheriff’s Office has no contracts with other agencies to hold their inmates.

Standard 115.13 Supervision and monitoring

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor’s analysis and reasoning, and the auditor’s conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.

Henrico County Regional Jail West makes its best efforts to comply on a regular basis with a staffing plan that provides for adequate levels of staffing, and, where applicable, video monitoring, to protect inmates against sexual abuse by monitoring and reviewing the staffing plans. Per the Pre-audit questionnaire and interviews of the Jail Administrator, PREA Coordinator, PREA Compliance Manager; and review of manning sheets; there were no deviations from the plan. Henrico County Regional Jail West had 199 cameras located throughout the facility at the time of the audit.

Per Henrico County Sheriff’s Office policy 4D, the Jail Administrator, PREA Compliance Manager, and PREA Coordinator, review the staffing plan annually using specific criteria listed in standard 115.13 (a). The last annual review in June 2016 did not demonstrate Henrico County Regional Jail West used the criteria found in standard 115.13 (a) to include generally accepted correctional practices; any judicial findings of inadequacy; any findings of inadequacy from Federal investigative agencies; any findings of inadequacy from internal or external oversight bodies; all components of the institution’s physical plant (including “blind-spots” or areas where staff or inmates may be isolated); composition of the inmate population; number and placement of supervisory staff; institution programs occurring on a particular shift; any applicable State or local laws, regulations, or standards; prevalence of substantiated and unsubstantiated incidents of sexual abuse; and other relevant factors to review the staffing plan. Interviews of the Jail Administrator, PREA Compliance Manager, and PREA Coordinator demonstrated they knew the process and was just not documenting using all the criteria in previous staffing plan reviews. The corrective action plan was to redo the recent annual review of the staffing plan (June 2015- June 2016), documenting the criteria found in standard 115.13 (a) was used. Henrico County Regional Jail West provided the auditor an updated annual review of the staffing plan. There have been no findings of inadequacy from any external or internal oversight bodies. All components of the facility’s physical plant are considered. The process of reviewing each criteria was clearly documented.

Per the Pre-audit questionnaire and interview of the Jail Administrator and PREA Compliance Manager; and review of manning sheets; there were no deviations from the staffing plan. The Jail authorizes overtime to fill all positions.

Throughout the site review, the auditor saw evidence that intermediate and higher level supervisors conduct unannounced rounds on all shifts. PREA unannounced rounds are documented, three examples were provided to the auditor prior to the audit. The auditor checked additional documentation while on-site for unannounced PREA rounds. Staff interviews and documentation documented rounds being done but not specifically looking for PREA information and issues; and rounds were not always unannounced rounds by supervisors. The Corrective Action Plan was established for the agency to adjust the policy, add PREA type checks to the current supervisor check sheet and train staff on the changes and ensure all supervisory staff understand the rounds should be unannounced. Henrico County Regional Jail West modified the policy, check sheets, and trained staff. Examples of the unannounced rounds check sheets were provided to the auditor during the corrective action period. After review of the new policies and check sheets along with interview of staff, the auditor cleared the standard.

Standard 115.14 Youthful inmates

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.

Non-applicable.

Henrico County Regional Jail West does not house youthful offenders. Henrico County Sheriff's Office policy 4D says prohibited from confining youthful inmates. Virginia Department of Corrections certifies the Henrico County Regional Jail West to only house adult male and female inmates.

Standard 115.15 Limits to cross-gender viewing and searches

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.

Based on review of Henrico County Sheriff Office policy 2-C, review of training material, interview of staff and inmates, and observation it was determined the facility limits cross-gender viewing and searches. Henrico County Regional Jail West does not conduct cross-gender strip searches or cross gender visual body cavity searches; and staff is prohibited and does not search transgender or intersex inmates to determine inmates' genital status. The Pre-Audit Questionnaire stated there were no cross-gender strip searches or cross-gender visual body cavity searches. Staff and inmate interviews confirmed there were no cross-gender strip searches or cross-gender visual body cavity searches have been conducted at the Henrico County Regional Jail West.

Based on review of Henrico County Sheriff Office policies 2A and 2C; review of training material; and interview of staff and inmates it was determined inmates are able to shower, perform bodily functions, and change clothes without non-medical staff observing their genitalia or buttocks, except in exigent circumstances or when such viewing is incidental to routine cell checks. Through direct observation and through observation by the camera system it was determined inmates are not always able to shower or perform bodily functions without non-medical staff observing their genitalia or buttocks, except in exigent circumstances or when such viewing is incidental to routine cell checks. These were limited to two areas where a few showers curtains or other items used to block observation of showers and toilets that had to be adjusted so inmates could shower or use the toilet without non-medical staff observing their genitalia or buttocks, except in exigent circumstances or when such viewing is incidental to routine cell checks. Corrective Action Plan was to modify the items used to block observation from staff or through cameras in these limited areas. Some were replaced immediately during the audit; others were adjusted following the audit. The auditor either viewed the changes on site or through pictures following the audit. All of them were completed by 16 September 2016.

Based on review of Henrico County Sheriff Office policy 2A and 2C, review of training material, interview of staff and inmates, review of logs, and observation it was determined opposite gender staff announce their presence when entering an inmate housing unit. All inmates interviewed said opposite gender staff announce their presence when entering an inmate housing unit.

Review of training records and lesson plans demonstrated staff had been trained on how to conduct cross-gender pat-down searches, and searches of transgender and intersex inmates, in a professional and respectful manner, and in the least intrusive manner possible, consistent with security needs. The training lesson plans which says to use the blade and back of the hand when doing a pat search of a transgender inmate and will be observed by another deputy. One of the slides did say use the blade if the inmate has breasts. Prior to the audit, the auditor was provided documentation of two staff having been trained to conduct a search of a transgender inmate. Interviews of staff demonstrated staff was unsure of the proper procedures to conduct pat down searches of transgender and intersex inmates; some stated they were not trained; and others stated females would search above the waste, and male staff would search the below the waste. Henrico County Regional Jail West asks transgender inmates whether they want to be pat searched by a male or female staff member. Prior to the audit, the auditor reviewed the form used and two examples. The form also asks for preferred pronoun and preferred name. A corrective action plan was developed adjust the training material, train staff on the definition of transgender; and how to conduct searches of transgender and intersex inmates, in a professional and respectful manner, and in the least intrusive manner possible. The auditor reviewed the training material and training sign in rosters; interviewed one staff member; and found Henrico County Regional Jail West as having met the standard during the corrective action period.

Standard 115.16 Inmates with disabilities and inmates who are limited English proficient

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor’s analysis and reasoning, and the auditor’s conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.

Henrico County Sheriff’s Office policy 4D ensure inmates with disabilities and who are limited English proficient have access to PREA information and programs. Henrico County Regional Jail West ensures inmates with disabilities and who are limited English proficient have access to PREA information and programs. Henrico County Sheriff’s Office has taken appropriate steps to ensure that inmates who are limited English proficient or disabled have an equal opportunity to participate in or benefit from all aspects of the agency’s efforts to prevent, detect, and respond to sexual abuse and sexual harassment. There is a contract with Language Line Services to provide foreign language services. The auditor reviewed the contract and bills for such services. The bills demonstrated the language line was used for Spanish, Mandurian, and Nepali language translations among many others. Henrico County Regional Jail West also has staff who can sign that are available and are used per interview of a deaf inmate who understood PREA. The auditor used the language line for one of the inmate interview, using Mandaean translation. PREA handouts, PREA posters, PREA video, and inmate handbooks are in English and Spanish. English and Spanish PREA posters are posted throughout the institution. Staff and inmates interviewed stated inmates are not used as interpreters when addressing sexual abuse and sexual harassment allegations. The jail has a Telecommunication Device for Deaf People (TDD) available for inmates who are hearing impaired. For inmates with a mental disability, staff spends time to ensure they understand the PREA zero tolerance policy, definitions, and reporting.

Standard 115.17 Hiring and promotion decisions

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor’s analysis and reasoning, and the auditor’s conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.

Henrico County Sheriff’s Office policy 4D outlines policy and procedures to ensure staff and contractors are not hired or promoted who has engaged in sexual abuse in a prison, jail, lockup, community confinement institution, juvenile institution, or other institution; been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse; or been civilly or

administratively adjudicated to have engaged in sexual activity facilitated by force, overt or implied threats of force, or coercion. Henrico County Sheriff's Office policy 4D also requires they consider any incidents of sexual harassment in determining whether to hire or promote anyone, or to enlist the services of any contractor, who may have contact with inmates. Prior to the audit reviewed two employee application packets and one contractor packet; and during the audit reviewed one additional employee application packet and three contractor packets.

Through review of staff and contractor records; and interviews of Human Resource staff; it was determined Henrico County Sheriff's Office staff and contractors who has engaged in sexual abuse in a prison, jail, lockup, community confinement institution, juvenile institution, or other institution; been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse; or been civilly or administratively adjudicated to have engaged in sexual activity facilitated by force, overt or implied threats of force, or coercion are not hired or promoted. The documents and interviews also demonstrated Henrico County Sheriff's Office considers incidents of sexual harassment in determining whether to hire or promote anyone, or to enlist the services of any contractor, who may have contact with inmates.

Henrico County Sheriff's Office requires background checks for staff; and contacts all prior institutional employers for information on substantiated allegations of sexual abuse or any resignation during a pending investigation of an allegation of sexual abuse. Prior to the audit reviewed one background check of an employee. A criminal background check for employees and contractors includes NCIC, Virginia Criminal Information Network (VCIN), and a Richmond warrant check. During the audit reviewed two employee background checks and application packets that demonstrated background checks were done prior to employment. Interviews of Human Resource staff demonstrated the process of conducting background checks annually. Interviews of Human Resource staff and employees, and review of application packets also demonstrated contact with prior institutional employers for information on substantiated allegations of sexual abuse or any resignation during a pending investigation of an allegation of sexual abuse.

Henrico County Sheriff's Office conducts criminal background records check before enlisting the services of any contractor and volunteers who may have contact with inmates. Background checks of volunteers are not required by the standard. Reviewed contractors and volunteers background checks during the audit. Interviews of Human Resource staff, and review of contractor and volunteer packets demonstrated background checks were conducted annually. Background checks on contractors and volunteers are the same as the ones done on employees.

Henrico County Sheriff's Office ask all applicants and employees who may have contact with inmates directly about previous sexual misconduct as described in PREA standard 115.17 (a) in written applications or interviews for hiring and in any interviews or written self-evaluations conducted as part of reviews of current employees; and imposes upon employees a continuing affirmative duty to disclose any such misconduct. Prior to the audit, two examples were provided. Meeting the standard were confirmed through interviews and review of additional personnel documents to include examples of employee annual affirmation during the audit. During the audit reviewed 27 additional employee's files that demonstrated employees who may have contact with inmates directly are asked about previous sexual misconduct as described in PREA standard 115.17 (a) in written applications or interviews for hiring or promotions and in any interviews or written self-evaluations conducted as part of reviews of

current employees; and imposes upon employees a continuing affirmative duty to disclose any such misconduct.

Per interview of Human Resource staff Henrico County Sheriff's Office and review of Henrico County Sheriff's Office policy 4D, Henrico County Sheriff's Office would provide information on substantiated allegations of sexual abuse or sexual harassment involving a former employee upon receiving a request from an institutional employer for whom such employee has applied to work.

Henrico County Sheriff's Office policy 4D states material omissions regarding sexual misconduct, or the provision of materially false information, shall be grounds for termination.

Standard 115.18 Upgrades to facilities and technologies

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.

Through review of Henrico County Sheriff's Office policy 4D, and interviews of the Agency Head representative, PREA Coordinator, PREA Compliance Manager, and Jail Administrator it was determined that the Henrico County Sheriff's Office considers the effect of the design, acquisition, expansion, or modification upon the agency's ability to protect inmates from sexual abuse. During the review of the staffing plan, the video monitoring system is also reviewed to ensure coverage enhances the ability to protect inmates from sexual abuse. Henrico County Regional Jail West has 199 cameras located throughout the facility. There have been no new facilities, substantial expansion or modification of existing facilities; and no new camera or monitoring systems since August 20th, 2012.

Standard 115.21 Evidence protocol and forensic medical examinations

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.

Henrico County Sheriff's Office policies 4D, J-G-09, and J-G-09-0 outline evidence protocols for administrative proceedings and criminal prosecutions; requirements for forensic medical exams; and

when requested by the victim, a victim advocate to accompany and support the victim through the forensic examination, investigatory interviews, emotional support, crisis intervention, information, and referrals. Henrico County Sheriff's Office investigator and PREA Compliance Manager conducts all the administrative and criminal investigations for PREA allegations. There is a uniform evidence protocol that maximizes the potential for usable physical evidence for administrative and criminal prosecutions. The Henrico County Sheriff's Office has a response checklist and additional guidance for alleged sexual assaults in its jails. The protocols were reviewed. Majority of the staff interviewed were very knowledgeable of the evidence protocols, and could explain the protocol for obtaining useable evidence when an inmate alleged sexual abuse. The auditor conducted interviews with investigators and they had a good understanding of the investigative procedures and responsibilities and evidence protocols.

Henrico County Sheriff's Office policy 4D requires all victims of sexual abuse are provided access to forensic medical examinations whether on-site or at an outside facility, without financial cost, by Sexual Assault Forensic Examiners (SAFEs) or Sexual Assault Nurse Examiners (SANEs). Henrico County Regional Jail West sends inmates to St. Mary's Hospital for a forensic exam if the alleged incident occurred in the last 72 hours. If an inmate refuses a forensic exam, it is documented. Bon Secours Richmond Health System provides SANE/SAFE to the hospital and contacts the Regional Hospital Accompaniment Response Team to provide advocacy/counseling services to the victim. Additionally, there is an MOU with the YWCA Sexual and Domestic Violence Services to make available to the victim a victim advocate for victim advocate services throughout the process. The auditor tested the number during the audit and contacted the Director of Sexual and Domestic Violence Services following the audit to confirm the services were provided. No inmates were sent for a forensic exam in the last 12 months.

Standard 115.22 Policies to ensure referrals of allegations for investigations

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.

Henrico County Sheriff's Office policy 4D requires an administrative or criminal investigation is completed for all allegations of sexual abuse and sexual harassment, that all allegations of sexual abuse or sexual harassment are referred for investigation by the appropriate authority. Henrico County Sheriff's Office Investigations unit investigators or PREA Compliance Manager conducts the investigation. Based on review of the investigative paperwork, and interview of staff and inmates; an administrative or criminal investigation is conducted for all allegations of sexual abuse and sexual harassment.

The auditors reviewed 39 investigations of sexual abuse and sexual harassment at Henrico County Regional Jail West during the audit cycle and interim report writing period. Eight were investigated and determined not to be PREA incidents; 14 were investigated and determined to be consensual sexual activity cases that are prohibited. There were 17 inmate-inmate allegations: one inmate-on-inmate sexual harassment substantiated; four inmate-on-inmate sexual harassment unsubstantiated; one

inmate-on-inmate sexual harassment unfounded; seven inmate-on-inmate sexual abuse unsubstantiated; and two one inmate-on-inmate sexual abuse unfounded. Additionally, two cases were titled as sexual misconduct that should have been sexual assault were determined to be unsubstantiated.

Standard 115.31 Employee training

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.

Henrico County Sheriff's Office policy 4D addresses PREA staff training requirements. Henrico County Regional Jail West employees receive PREA training through scheduled training. The PREA training curriculum was reviewed and slides demonstrated the training covered: zero-tolerance policy for sexual abuse and sexual harassment; how to fulfill their responsibilities under agency sexual abuse and sexual harassment prevention, detection, reporting, and response policies and procedures; inmates' right to be free from sexual abuse and sexual harassment; the right of inmates and employees to be free from retaliation for reporting sexual abuse and sexual harassment; the dynamics of sexual abuse and sexual harassment in confinement; the common reactions of sexual abuse and sexual harassment victims; how to detect and respond to signs of threatened and actual sexual abuse; how to avoid inappropriate relationships with inmates; how to communicate effectively and professionally with inmates, including lesbian, gay, bisexual, transgender, intersex, or gender nonconforming inmates; and how to comply with relevant laws related to mandatory reporting of sexual abuse to outside authorities. Employees acknowledging they understood the training started in 2016. Most staff were trained at the basic academy training if they arrived after training provided at the jail. PREA training began in 2013. Refresher training is done every two years. Staff interviewed were well versed in the Henrico County Sheriff's Office zero tolerance policy; their responsibilities in reporting sexual abuse, sexual harassment, and staff negligence; first responder duties; and evidence preservation. Prior to the audit, the auditor reviewed two staff training documents demonstrating the training for 2016. On-site the auditor reviewed 33 staff training records which documented PREA training and acknowledging they understood the PREA training in writing.

Standard 115.32 Volunteer and contractor training

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

Auditor discussion, including the evidence relied upon in making the compliance or non-compliance

determination, the auditor’s analysis and reasoning, and the auditor’s conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.

All contractors and volunteers who have contact with inmates have been trained on their responsibilities under the agency’s sexual abuse and sexual harassment prevention, detection, and response policies and procedures. Henrico County Sheriff Office policy 4D and Volunteer and Contractor PREA handouts outline training requirements for volunteers and contractors who have contact with inmates. Prior to the audit, reviewed contractors and volunteer PREA training material; and two contractors and one volunteer training records and memorandum stating they understood the training that was provided. The PREA Pre-Audit Questionnaire stated 142 contractors and volunteers had received the training during the last 12 months. While on-site the auditor randomly reviewed four contractor/volunteer training records, each have signed they understand the PREA training they received. Interviews of the contractors and volunteers demonstrated they had a good knowledge of PREA, their responsibilities, and the agency zero tolerance policy. They also stated they felt safe at the facility.

Standard 115.33 Inmate education

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor’s analysis and reasoning, and the auditor’s conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.

During intake inmates are provided PREA information through a PREA handout and Henrico County Sheriff Office inmate rule book (both available in English and Spanish) and video that explains the Henrico County Sheriff Office zero tolerance policy regarding sexual abuse and sexual harassment; and how to report such incidents. The staff covers basic PREA information verbally. Inmates acknowledge receiving the PREA information in writing. Prior to the audit, the auditor reviewed documentation for one inmate demonstrating he received the PREA handout and inmate handbook upon arrival. Onsite the auditor randomly reviewed 38 inmate records demonstrating 37 of 38 inmates received information on arrival. Posters are posted throughout the jail in formats accessible to all inmates to ensure that key information is continuously and readily available or visible to inmates. Information on the posters and in the handouts, include: zero tolerance policy; inmate rights; and how to report.

During the tour and interviews most inmates acknowledged the information being provided upon arrival, and posters displayed throughout the jail. The inmates interviewed knew the zero-tolerance policy; and how and who to report to sexual abuse or sexual harassment.

Henrico County Regional Jail West did not provided comprehensive education to inmates either in person or through video regarding their rights to be free from sexual abuse and sexual harassment and to be free from retaliation for reporting such incidents, and regarding agency policies and procedures for responding to such incidents following and within 30 days of intake. The Henrico County Sheriff Office

determined since all required information was provided upon arrival to include the video, it did not have to provide the information again. The Corrective Action Plan was to develop a system of providing the required comprehensive education for inmates following the intake process. Henrico County Sheriff Office determined the intake staff would continue to provide the initial information upon arrival through the pamphlets, inmate handbook and video; classification staff would provide the education through discussion and video during the initial screen within 72 hours of arrival; and then review the PREA pamphlet a third time during the follow-on screen, and ask the inmate if they had any PREA questions. The PREA video is also shown in the housing areas daily. The Henrico County Regional Jail West provided eight examples during October through November.

Standard 115.34 Specialized training: Investigations

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.

PREA Compliance Managers and three Henrico County Sheriff Office investigators completed the National Institute of Corrections PREA Investigators course. The auditor previously reviewed the specialized training for investigators, and it covered all requirements of the standard to include: techniques for interviewing sexual abuse victims; proper use of Miranda and Garrity warnings; sexual abuse evidence collection in confinement settings; and the criteria and evidence required to substantiate a case for administrative action or prosecution referral. Prior to the audit, the auditor reviewed documentation that the investigators had received both the general and investigative PREA training. Interview of the investigator demonstrated good understanding of how to conduct a sexual abuse investigation in a confinement setting.

Standard 115.35 Specialized training: Medical and mental health care

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.

Henrico County Sheriff Office policy 4D outlines the training required for medical and mental health practitioners to include how to detect and assess signs of sexual abuse and harassment, how to preserve

physical evidence, how to respond effectively and professionally to victims of sexual abuse and sexual harassment and how to report allegations of sexual abuse and harassment. Specialized PREA training for medical and mental health practitioners is through NIC. Prior to the audit, the auditor received one medical and three mental health practitioners training document demonstrating basic PREA training and Specialized PREA training for medical and mental health practitioners. The auditor checked four additional training records of medical and mental health practitioners on site; all had received PREA and medical PREA training. Interviews of medical and mental health practitioners demonstrated they had a good understanding of: how to detect and assess signs of sexual abuse and sexual harassment; how to preserve physical evidence of sexual abuse; how to respond effectively and professionally to victims of sexual abuse and sexual harassment; how and to whom to report allegations or suspicions of sexual abuse and sexual harassment; and that they felt safe working at the facility. Medical staff does not conduct forensic medical examinations. The medical and mental health staff interviewed felt safe working at the facility.

Standard 115.41 Screening for risk of victimization and abusiveness

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.

Henrico County Sheriff Office policy 4D requires facilities to: conduct a screening for risks of sexual victimization and abusiveness within 72 hours of arrival; a follow-up screening for risks of sexual victimization and abusiveness within a set time period, not to exceed 30 days from the inmate's arrival at the facility; and reassesses inmate's risk level again when warranted due to a referral, request, incident of sexual abuse, or receipt of additional information that bears on the inmate's risk of sexual victimization or abusiveness.

Henrico County Regional Jail West conducts a screening of every inmate within 72 hours of arrival for their risks of being sexually abused by other inmates or sexually abusive toward other inmates. The auditor reviewed one screen prior to the audit. On site the auditor randomly selected 39 inmates and reviewed their initial and reassessments within 30 days screening forms. Everyone had initial screens done within 72 hours; 29 remained for at least 30 days and had a follow-on screen, but only five had been rescreened within 30 days (115.41 (a)). Most of the rescreening was done starting in June 2016, regardless of when initial screens were done. Inmate and staff interviews confirmed initial screens were done within 72 hours. There is a screening form used to screen the inmate; but the form has a number of issues to include: inmates are not designated in writing as to be at risks of being sexually abused or sexual abusive towards other inmates (115.41 (a)); it does not ask the inmate if he/she has a developmental disability (115.41(d)); and does not include history of prior institutional violence (if known) when screening if the inmate may be sexually abusive towards other inmates (115.41(e)). The screening form information is used to determine where to safely house and program and inmate, but

they did not want to label on a form as at risks of being sexually abused or sexually abusive. The form is also in Spanish.

The auditor had three staff who conduct the screens perform the screen on the auditor to demonstrate the process of filling out the screening form. The process was done professionally. Some information is provided through asking the inmate questions, others through review of inmate records. Staff interviews confirmed appropriate controls have been implemented to ensure that sensitive information is not released and exploited by staff or other inmates. The screening instrument was restricted to staff making housing, work and program assignments. Inmates are not disciplined for refusing to answer, or for not disclosing complete information in response to questions asked.

Henrico County Sheriff Office PREA Coordinator, Henrico County Regional Jail West PREA Compliance Manager, and the auditor discussed the issues with the PREA screens. A corrective action plan was developed to modify the screening form and jail management system to include all screening criteria and assessment determination; modify procedures to conduct PREA screens within the timelines in accordance with the standard; train staff on the new form and procedures and provide the auditor examples over approximately 90 to 120-day period of screen to demonstrate compliance with the standard.

The corrective action plans were accomplished by first modifying the Henrico County Sheriff Office Classification tool to meet the standards; protocols were updated to ensure screens were conducted to meet the initial and follow-up screening time line; all screening criteria was on the form, and screening staff were trained. The auditor reviewed all the policy and form changes and reviewed ten inmate initial and follow-up screens during the corrective action period demonstrating compliance with the standard. Henrico County Regional Jail West was found meet standard with 115.41 on 21 November 2016.

Standard 115.42 Use of screening information

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.

Through a review of Henrico County Sheriff's Office policy 4D, screening forms, housing and program decisions, inmate and staff interviews, it was determined Henrico County Regional Jail West uses the screening information to determine housing, bed, work, education, and program assignment with the goal of keeping inmates at high risk of being sexually victimized separate from those at high risk of being sexually abusive. The decisions are made on a case-by-case basis using information from the screen, and good correctional judgment. Though the screen does not designate inmates at risk of being sexually victimized or at risk of being sexually abusive; they do consider factors on the screening form in making decisions. The new screen does designate inmates as applicable for being at risk of being sexually victimized or at risk of being sexually abusive.

Per interview of the PREA Compliance Manager and classification staff the Henrico County Regional Jail West considers on a case-by-case basis transgender or intersex inmates housing and programming assignments, based on the inmate's health and safety, inmate's own views with respect to his or her own safety, whether the placement would present management or security problems; and allowing transgender and intersex inmates the opportunity to shower separately from other inmates. Per staff and inmate interviews and review of Henrico County Sheriff's Office policy 4D, Henrico County Regional Jail West do not place lesbian, gay, bisexual, transgender, or intersex inmates in dedicated facilities, units, or wings solely based on such identification or status. Inmates interviewed who identified as transgender or gay acknowledged they were treated with respect; were not housed in dedicated housing area; and transgender inmates were offered an opportunity to shower separately. Transgender or intersex inmate's own views with respect to his or her own safety are given serious consideration when making housing, programs and other decisions. Henrico County Regional Jail West uses a form that allows transgender inmates the option to be pat searched by the sex they identify with.

Standard 115.43 Protective custody

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.

Henrico County Sheriff's Office policies 4D and 2A states inmates at high risks for sexual victimization shall not be placed in involuntary segregated housing unless an assessment of all available alternatives has been made, and a determination has been made that there is no available alternative means of separation from likely abusers; if placed in segregated housing involuntarily they shall have access to programs, privileges, education, and work opportunities to the extent possible; that the facility shall document any access to programs, privileges, education, or work opportunities that was restricted, duration of restriction and why; and that every 30 days, the facility shall afford each such inmate a review to determine whether there is a continuing need for separation from the general population. Interviews of the Jail Administrator, PREA Compliance Manager, and segregation staff verified inmates at high risk of sexual victimization would not be placed in involuntary segregation unless other measures have been assessed. Other measures included moving housing areas or facilities. Henrico County Regional Jail West would document any review of alternatives using a form that addresses possible alternatives reviewed prior to placing inmates at high risks for sexual victimization shall not be placed in involuntary segregated housing. It was confirmed through Pre-Audit Questionnaire; investigative paperwork; and during interviews with the Jail Administrator, PREA Compliance Manager, PREA Coordinator, and staff who supervise segregated inmates; that no inmates at high risk for sexual victimization had been placed in involuntary segregated housing during the past 12 months prior to the audit.

Standard 115.51 Inmate reporting

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.

Henrico County Sheriff's Office Jail inmate handbook, PREA handouts, and posters throughout the facility provide specific internal and external ways for inmates to report sexual abuse, sexual harassment and retaliation by other inmates or staff for reporting sexual abuse and sexual harassment. Interviews of inmates and staff verified both were very knowledgeable of the multiple internal and external ways to report incidents of abuse or harassment, and retaliation. Inmates can report verbally and in writing to staff; dial an internal PREA hotline; call YWCA Greater Richmond designated hotline; submit a grievance for specific to sexual assaults; and through a third party. The auditor tested the hotlines during the tour in different housing units. The hot line allows the inmate to report sexual abuse or harassment to a public or private entity or office that is not part of the agency, and that can receive and immediately forward inmate reports of sexual abuse and sexual harassment to agency officials, allowing the inmate to remain anonymous upon request.

Jail staff reporting Sexual Abuse or Sexual Harassment may report such information to the PREA Coordinator or Internal Affairs Unit privately if requested.

Examples of inmate reporting through different means were reviewed when investigative cases were reviewed. Staff accepts reports made verbally, in writing, anonymously, and from third parties, and are promptly documenting any verbal reports.

No one is detained solely for civil immigration purposes.

Standard 115.52 Exhaustion of administrative remedies

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.

Henrico County Sheriff's Office policy 6B- Justice covers the use of administrative remedies/grievances. Most requirements of the standards to include timelines, who the grievances can be provided to, and

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there is a specific grievance form for sexual abuse. Prior to the audit, the Henrico County Regional Jail West provided a PREA grievance the inmate filed for sexual harassment, though the description of the incident included touching of the buttocks area by other inmates. The grievance was completed within 32 days. There were no other PREA grievance filed. The Corrective Action Plan was to add the missing sections of the standard to the Henrico County Sheriff's Office policy which was done during the corrective action period. The sections added into Henrico County Sheriff's Office policy 4B were: the agency may apply otherwise-applicable time limits to any portion of a grievance that does not allege an incident of sexual abuse; the agency shall not require an inmate to use any informal grievance process, or to otherwise attempt to resolve with staff, an alleged incident of sexual abuse; at any level of the administrative process, including the final level, if the inmate does not receive a response within the time allotted for reply, including any properly noticed extension, the inmate may consider the absence of a response to be a denial at that level; and if a third party files such a request on behalf of an inmate, the facility may require as a condition of processing the request that the alleged victim agree to have the request filed on his or her behalf, and may also require the alleged victim to personally pursue any subsequent steps in the administrative remedy process. There were no grievances filed during the corrective action period reference PREA.

Standard 115.53 Inmate access to outside confidential support services

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.

Henrico County Regional Jail West inmates are provided access to outside victim advocates for emotional support services related to sexual abuse by giving inmates telephone numbers for the YWCA. The information is posted in the housing units. There is an agreement between the Henrico County Sheriff Office and the YWCA to provide confidential emotional support services for sexual abuse victims. The auditor tested the number during the audit and contacted the Director of Sexual and Domestic Violence Services following the audit to confirm the services were provided. If an inmate calls the YWCA for outside confidential support services it will be provided by phone. The YWCA would not respond to inmate who writes them for emotional support, but they would refer to the Henrico County Regional Jail West contracted mental health practioners to provide confidential support services. The Corrective Action plan included posting the written address for Hanover Safe Place, James House, and Quin Rivers Inc who could provide outside confidential support services to provide the inmates more options.

Standard 115.54 Third-party reporting

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)

- Does Not Meet Standard (requires corrective action)

Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor’s analysis and reasoning, and the auditor’s conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.

Henrico County Sheriff’s Office policy 4D establishes a method to receive third-party reports of sexual abuse and sexual harassment. Fliers in areas the public have access to inform the public they can report sexual abuse in the jail to the PREA Coordinator, PREA Compliance Manager, and the Sheriff PREA hotline by providing the phone number and email address. The web site has the same third-party information on the PREA information sheet posted on the website. Review of investigations demonstrated two examples of third party reporting. Discussion with inmates demonstrated they knew how third party reporting could be accomplished.

Standard 115.61 Staff and agency reporting duties

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor’s analysis and reasoning, and the auditor’s conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.

Henrico County Sheriff’s Office policy 4D require all staff to report immediately any knowledge, suspicion, or information regarding an incident of sexual abuse or harassment; and for staff not to reveal any information related to a sexual abuse report to anyone other than extent necessary. Henrico County Regional Jail West does not confine juveniles, nor has there been any incidents involving vulnerable adults. Health practitioners during interviews stated they are required and would report sexual abuse. Review of investigative files; and interviews of staff and inmates verified staff immediately report to the facility’s designated investigator any knowledge, suspicion, or information regarding an incident of sexual abuse or harassment; and that staff does not reveal information related to a sexual abuse report other than to people authorize to discuss the report. Investigations demonstrated inmates reporting through written and verbally to staff; third party reporting; anonymously; and reporting from other facilities. Interviews with inmates and staff did not reveal any incident of sexual abuse or harassment not reported to the facility’s designated investigator.

Standard 115.62 Agency protection duties

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor’s analysis and reasoning, and the auditor’s conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.

Henrico County Sheriff’s Office policy 4D require staff to take immediate action to protect any inmate they learn is subject to substantial risk. Interviews with staff demonstrate they know the steps to take to protect an inmate subject to risk of imminent sexual abuse. Security staff immediately employs protection measures as the information is passed to the Investigator, PREA Compliance Manager and Jail Administrator. Per the interview with the PREA Compliance Manager and Jail Administrator, no inmate has reported substantial risk of imminent sexual abuse. The jail administrator was very knowledgeable of the immediate action options he could use to protect the inmate. The Pre-Audit Questionnaire reported no cases of inmates at substantial risks of imminent sexual abuse.

Standard 115.63 Reporting to other confinement facilities

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor’s analysis and reasoning, and the auditor’s conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.

Henrico County Sheriff’s Office policy 4D requires when an allegation that an inmate was sexually abused while confined at another institution, the Jail Administrator that received the allegation shall notify the Warden/Jail Administrator where the alleged abuse occurred within 72 hours after receiving the allegation; that all sexual abuse allegations reported by another institution regarding any inmate that was confined at the Henrico County Regional Jail West be fully investigated. Interviews with the Jail Administrator, PREA Compliance Manager, and investigator confirmed their knowledge of the policies and responsibilities to report any allegations and investigate any allegations that may have occurred at Henrico County Regional Jail West. The Jail Administrator calls the Warden/Jail Administrator where the alleged abuse occurred and if no contact emails the information. One example was provided prior to the audit. During Jail Administrator interview he knew the procedures should his staff be told of an allegation at another facility and when another facility contacts him of an incident that has alleged to occur at his facility. Review of investigations demonstrated one case that a facility informed the jail of was investigated timely and properly.

Standard 115.64 Staff first responder duties

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)

- Does Not Meet Standard (requires corrective action)

Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.

There is a Henrico County Sheriff Office First Responder Sexual Assault Response Checklists to be used when responding to sexual abuse or sexual harassment and that outlines the procedures to respond to an allegation of sexual abuse for both security and non-security staff. Random interviews with security and non-security staff, and review of investigations confirmed both security and non-security staff were very knowledgeable what to do upon learning an inmate was sexually abused to include separating the alleged victim and abuser; how to preserve the crime scene; and what actions inmates should not take in order not to destroy physical evidence. Good training has prepared the staff to properly respond. Henrico County Sheriff Office uses 72 hours from the time of the abuse occurred to do a forensic exam. No forensic exams were conducted by SANE/SAFE staff in the 12 months prior to the audit.

Standard 115.65 Coordinated response

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.

Henrico County Sheriff's Office policy 4D coordinates actions taken in response to an incident of sexual abuse, among staff first responders, medical and mental health practitioners, investigators, and facility leadership at both of its jails. The plan was not specific for each jail. It includes a flow chart. Interviews with staff (first responders, medical practitioners, investigators, and leadership), and review of the investigative files confirmed staff were knowledgeable about the PREA plan and the coordinated duties and collaborative responsibilities.

The Corrective Action Plan was for the Henrico County Sheriff Office flow chart be designated for and specifically modified for each of its jails. Instead the Henrico County Regional Jail West developed a Coordinated Response Plan. The Coordinated Response Plan uses the Sexual Assault Response Team (SART) model. The plan is very thorough in describing actions required by first responders, medical and mental health practitioners, investigators, facility leadership, and outside agencies. The auditor reviewed the Coordinated Response Plan and closed the corrective action plan.

Standard 115.66 Preservation of ability to protect inmates from contact with abusers

- Exceeds Standard (substantially exceeds requirement of standard)

- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.

Henrico County Sheriff's Office does not have collective bargaining units. Review of investigations and interviews of the Jail Administrator and PREA Compliance Manager demonstrates that Henrico County Regional Jail West will separate the victim from the accused staff member in both sexual abuse and harassment usually by placing the staff member in a position where there would be no contact with the inmate.

Standard 115.67 Agency protection against retaliation

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.

Henrico County Sheriff's Office policy 4D require a staff member be designated to monitor for retaliation against staff or inmates who reported or had been sexually abused or harassed; provided multiple protection measures for inmates or staff who fear retaliation for reporting sexual abuse or sexual harassment or for cooperating with investigations; monitoring the conduct and treatment of inmates or staff who reported the sexual abuse and of inmates who were reported to have suffered sexual abuse to see if there are changes that may suggest possible retaliation by inmates or staff; conducting periodic status checks; monitoring will occur for at least 90 days following the report of the allegation; and may go beyond the 90 days if the monitoring indicates a continuing need. Henrico County Sheriff Office PREA Coordinator is responsible for monitoring retaliation of inmates and staff. Prior to the audit, Henrico County Regional Jail West provided no examples of monitoring of the inmates or staff. On-site the auditor determined the Henrico County Regional Jail West monitors the conduct and treatment of inmates or staff who reported the sexual abuse and of inmates who were reported to have suffered sexual abuse, but they did not conduct face to face periodic status checks. The corrective action plan was for monitoring to include face to face periodic status checks. The auditor was provided three cases of inmates being monitored in August through October which did include face to face periodic status checks. Monitoring included checking disciplinary reports, housing, or program changes weekly during COMSTAT meetings; and talking to the inmates and asking if he has been retaliated against. Per the PAQ and interviews there were zero incidents of retaliation.

Standard 115.68 Post-allegation protective custody

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.

Henrico County Sheriff's Office policies 4D and 2A states involuntary segregated housing for inmates who have alleged to have suffered sexual abuse may be used only after an assessment of all available housing alternatives has shown there are no other means of protecting the inmate; and use of protective custody to protect alleged victim is only used as a last resort for a very short time. If placed in segregated housing involuntarily they shall have access to programs, privileges, education, and work opportunities to the extent possible; and that the institution shall document any access to programs, privileges, education, or work opportunities that was restricted and that every 30 days, the institution shall afford each such inmate a review to determine whether there is a continuing need for separation from the general population. There were no inmates who have alleged to have suffered sexual abuse in protective custody during the audit. Based on interviews of the Jail Administrator, PREA Coordinator, PREA Compliance Manager, and segregation staff; there were no instances of using segregation housing to protect inmates who had alleged to have been sexually abused in the last 12 months. They also stated alternate protective measures would be used in lieu of protective custody and if they had to place an inmate in segregated housing involuntarily they would have access to programs, privileges, education, and work opportunities to the maximum extent possible.

Standard 115.71 Criminal and administrative agency investigations

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.

Based on review of Henrico County Sheriff's Office policy 4D; PREA investigations reviewed; interviews of Jail Administrator, PREA Coordinator, PREA Compliance Manager, and investigator it was determined an administrative or criminal investigation is completed for all allegations of sexual abuse and sexual harassment. Henrico County Regional Jail West conducts its investigations using uniform evidence protocols. When criminal conduct is suspected, the Henrico County Sheriff's Office has the legal authority to conduct criminal investigations. Only one case since 2012 has been referred as criminal.

The auditors reviewed 39 investigations of sexual abuse and sexual harassment at Henrico County Regional Jail West during the audit cycle and interim report writing period. Eight were investigated and determined not to be PREA incidents; 14 were investigated and determined to be consensual sexual activity cases that are prohibited. There were 17 inmate-inmate allegations: one inmate-on-inmate sexual harassment substantiated; four inmate-on-inmate sexual harassment unsubstantiated; one inmate-on-inmate sexual harassment unfounded; seven inmate-on-inmate sexual abuse unsubstantiated; and two one inmate-on-inmate sexual abuse unfounded. Additionally, two cases were titled as sexual misconduct that should have been sexual assault were determined to be unsubstantiated. Following the audit the Henrico County Regional Jail West provided three additional inmate-on-inmate PREA investigations in demonstrating notifying of alleged victims and incident reviews.

Investigators have received the National Institute of Corrections specialized training for PREA investigators and basic PREA training.

The investigators stated they collect evidence; reviews the video tapes; interviews the alleged victim, suspected perpetrators, and witnesses; and review prior complaints and reports of sexual abuse involving the suspected perpetrator. All investigations are documented in written reports that include a description of the physical and testimonial evidence, and investigative facts and findings. The investigator also stated that the credibility of the victim, suspect, or witness is always assessed on an individual basis. Polygraphs are not used in PREA investigations.

When conducting administrative investigations, the investigator always makes a determination whether staff actions or failures to act contributed to the abuse. At the time of the on-site audit, no cases had been referred for prosecution to the Henrico County Attorney's Office. The auditors reviewed 42 investigation reports and found them to include a description of the incident, the evidence collected, and summaries of interviews.

Investigations are not ended because the victim or the abuser is no longer under the custody of the agency. This would also be the case if the alleged abuser was a staff member and resigned from the facility; the investigation would go on until its conclusion. Henrico County Sheriff's Office policy 4D state that PREA investigation files will be retained as long as the alleged abuser is incarcerated or employed by the agency plus five years.

Standard 115.72 Evidentiary standard for administrative investigations

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.

A review of Henrico County Sheriff's Office policy 4D; investigations; and interviews with the investigator confirm the Henrico County Regional Jail West has no standard higher than a preponderance of the

evidence in determining whether allegations of sexual abuse or sexual harassment are substantiated. When the investigators was asked what standard of evidence was used in determining if an allegation is substantiated, the agencies policy was recited confirming compliance with the standard.

Standard 115.73 Reporting to inmates

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor’s analysis and reasoning, and the auditor’s conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.

Review of Henrico County Sheriff’s Office policy 4D and reporting forms demonstrates the Henrico County Regional Jail West has procedures to inform the inmate as to whether the allegation of sexual abuse has been determined to be substantiated, unsubstantiated, or unfounded; if investigated by an outside agency, request the outside investigative agency inform the inmate as to whether the allegation of sexual abuse has been determined to be substantiated, unsubstantiated, or unfounded; if the allegation is against a staff member, the facility shall inform the inmate whenever the staff member is no longer posted within the inmate’s unit, no longer employed at the institution, has been indicted on a charge related to sexual abuse within the institution, or has been convicted on a charge related to sexual abuse within the institution; if the inmate allegation is against an inmate be whenever the alleged abuser has been indicted on a charge related to sexual abuse within the institution, or has been convicted on a charge related to sexual abuse within the institution; and that all notifications will be documented.

PAQ reported there were no sexual abuse allegations in the last 12 months. Prior to the audit, no notification to the inmates were provided. During the audit, the auditor reviewed the investigative files and determined notifications to the inmates for sexual abuse allegations began in May 2016. A Corrective Action Plan was established for the Henrico County Regional Jail West to provide notices to inmates during the corrective action period which four examples of notifications were provided.

Standard 115.76 Disciplinary sanctions for staff

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor’s analysis and reasoning, and the auditor’s conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.

Interviews with staff indicated staff are subject to disciplinary sanctions for violating agency sexual abuse or sexual harassment policies; termination is the presumptive disciplinary sanction for staff who have engaged in sexual abuse; and disciplinary sanctions for violations of agency policies relating to sexual abuse or sexual harassment (other than actually engaging in sexual abuse) shall be commensurate with the nature and circumstances of the acts committed, the staff member's disciplinary history, and the sanctions imposed for comparable offenses by other staff with similar histories. Henrico County Sheriff's Office policy 8A Human Resources did not indicate termination was the presumptive disciplinary sanction for staff who have engaged in sexual abuse; and all terminations for violations of agency sexual abuse or sexual harassment policies, or resignations by staff who would have been terminated if not for their resignation, shall be reported to law enforcement agencies, unless the activity was clearly not criminal, and to any relevant licensing bodies. The Corrective Action Plan was to update the policy to include the missing part of the standard. Henrico County Sheriff's Office policy 4D was updated. No staff had a substantiated sexual abuse or sexual harassment incident, thus no staff was disciplined for a PREA incident.

Standard 115.77 Corrective action for contractors and volunteers

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.

Henrico County Sheriff's Office policy 4D prohibit contractors or volunteers who engaged in sexual abuse to have contact with inmates and requires they be reported to law enforcement agencies, unless the activity was clearly not criminal, and to relevant licensing bodies. The PAQ and Jail Administrator reported that there have been no allegations of sexual abuse by contractors or volunteers. Review of investigations revealed there were no allegations of sexual abuse by contractors or volunteers. Interviews with contractors and volunteers confirmed they knew the punishment for engaging in sexual abuse or sexual harassment of inmates or staff.

Standard 115.78 Disciplinary sanctions for inmates

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.

Per review Henrico County Sheriff's Office policy 4D and the inmate handbook, and interviews with staff; inmates are subject to disciplinary sanctions following an administrative finding that the inmate engaged in inmate-on-inmate sexual abuse or following a criminal finding of guilt for inmate-on-inmate sexual abuse; sanctions are 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; and considers whether an inmate's mental disabilities or mental illness contributed to his or her behavior. In the 12 months prior to the audit there have been one substantiated finding and appropriate disciplinary sanctions pursuant to a formal disciplinary process following an administrative finding that an inmate engaged in inmate-on-inmate sexual harassment. There was a sexual misconduct offense for masturbating which resulted in a loss of ten days of good conduct time. Henrico County Regional Jail West prohibits all sexual activity between inmates and discipline inmates for such activity.

Standard 115.81 Medical and mental health screenings; history of sexual abuse

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.

Henrico County Sheriff's Office policy 4D requires all new inmates receive a PREA screen upon arrival. If the PREA screen identifies an inmate as having experienced prior sexual victimization whether in an institution setting or in the community, they will be offered a follow-up meeting with medical and mental health practitioner within 14 days. During the audit, the auditor reviewed one referral (inmates who reported prior sexual victimization) within 14 days of the PREA screen. Though not a standard for jail inmate, the auditor reviewed a file of a jail inmate who previously perpetrated sexual abuse and was offered a follow-up meeting with a mental health practitioner within 14 days of intake. During inmate interviews, one inmate identified as having been previously sexually victimized during the screen stated he was offered consults with medical and mental health practitioners within 14 days of the screen. Interviews of medical and mental health staff confirmed follow-up meetings would be scheduled and conducted. It was determined inmates who reported prior sexual victimization or previously perpetrated sexual abuse were offered consults with medical and mental health practitioners within 14 days of the screen. Interviews of medical and mental health staff confirmed any information related to sexual victimization or abusiveness that occurred in the institution is strictly limited to medical and mental health practitioners and other staff, as necessary, to inform treatment plans and security and management decisions, including housing, bed, work, education, and program assignments; and informed consent was obtained from inmates before reporting information about prior sexual victimization that did not occur in an institutional setting.

Standard 115.82 Access to emergency medical and mental health services

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor’s analysis and reasoning, and the auditor’s conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.

Per Henrico County Sheriff’s Office policy 4D and staff interviews; inmate victims of sexual abuse shall receive timely, unimpeded access to emergency medical treatment and crisis intervention services, the nature and scope of which are determined by medical and mental health practitioners according to their professional judgment; inmate victims of sexual abuse while incarcerated shall be offered timely information about and timely access to emergency contraception and sexually transmitted infections prophylaxis, in accordance with professionally accepted standards of care, where medically appropriate. A medical practitioner evaluates and documents the inmate’s health status; prioritized for sick call and if the emergency room does not complete testing sexually transmitted diseases, testing is done at the facility; and refers the inmate for mental health services. The services at no costs are provided regardless of whether the victim names the abuser or cooperates with any investigation arising out of the incident. Victims of alleged sexual assaults are sent to medical, and offered a forensic exam at St. Mary’s Hospital. Forensic exams are done for allegations up to 72 hours since the time of the incident. There were no forensic exams conducted in the 12 months prior to the audit.

Standard 115.83 Ongoing medical and mental health care for sexual abuse victims and abusers

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor’s analysis and reasoning, and the auditor’s conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.

Based on review of Henrico County Sheriff’s Office policy 4D; and interviews with staff Henrico County Regional Jail West offers medical and mental health evaluations and, as appropriate, treatment to all inmates who have been victimized by sexual abuse. Henrico County Regional Jail West provides victims with medical and mental health services consistent with the community level of care. Inmate victims of sexual abuse while incarcerated are offered tests for sexually transmitted infections as medically appropriate. If the alleged victim is a female, they would be offered a pregnancy tests and comprehensive information and access to all lawful pregnancy-related medical services. Treatment is at no costs to the inmates and regardless of whether the victim names the abuser or cooperates with any investigation arising out of the incident.

Standard 115.86 Sexual abuse incident reviews

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.

Henrico County Sheriff's Office policy 4D identifies the minimum members of the review team, and covers the process for sexual abuse incident reviews to include a form the review team uses that addresses whether the allegation or investigation indicates a need to change policy or practice to better prevent, detect, or respond to sexual abuse; whether the incident or allegation was motivated by race; ethnicity; gender identity; lesbian, gay, bisexual, transgender, or intersex identification, status, or perceived status; or gang affiliation; or was motivated or otherwise caused by other group dynamics at the institution; whether physical barriers in the area may enable abuse; the adequacy of staffing levels in that area during different shifts; and whether monitoring technology should be deployed or augmented to supplement supervision by staff. No incident reviews had been done because no cases were investigated as sexual abuse. There is a Sexual Abuse Incident Review Form (PS-MED-099F) that covers all elements of the standard. All elements of the standard are reviewed. Incident review team members were interviewed and were very knowledgeable of the process. Incident reviews for sexual abuse cases began in May 2016. The incident reviews conducted were very good. A Corrective Action Plan was for the Henrico County Regional Jail West to provide sexual abuse incident reviews conducted during the corrective action period. The facility provided three sexual abuse incident reviews during the corrective action period all of which were very good.

Standard 115.87 Data collection

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.

Henrico County Sheriff's Office policy 4D requires the collection of uniform data that provides the minimum data necessary to answer all questions from the most recent version of the Survey of Sexual Violence conducted by the Department of Justice. Form PS-MED 099E is used to capture all the data required. The Henrico County Sheriff Office collects accurate uniform data for every allegation of sexual abuse and sexual harassment at facilities under its control using standardized instruments. A monthly

PREA Incident Tracking log is used to collect and provide the PREA Coordinator data on sexual abuse and harassment incidents. Upon request from DoJ, Henrico County Sheriff's Office would provide the data. The auditor reviewed the monthly PREA tracking log, and Henrico County Sheriff's Office 2015 annual PREA report.

Henrico County Sheriff's Office does not contract its inmates to other facilities (115. 87 (e)).

Standard 115.88 Data review for corrective action

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

Auditor discussion, including the evidence relied upon in making the compliance or non-compliance determination, the auditor's analysis and reasoning, and the auditor's conclusions. This discussion must also include corrective action recommendations where the facility does not meet standard. These recommendations must be included in the Final Report, accompanied by information on specific corrective actions taken by the facility.

Henrico County Sheriff's Office policy 4D requires the Henrico County Sheriff's Office to review the data collected to assess and improve the effectiveness of its sexual abuse prevention, detection, and response policies; and to identify problem areas and take corrective actions; and to produce an annual report with comparisons from previous years and corrective actions, and posted on the Henrico County Sheriff Office website.

The Henrico County Sheriff's Office 2015 annual report was the first annual report published and it provided data, an assessment of its PREA program and areas of focus, and includes the agency's progress in meeting the PREA Standards. The Henrico County Sheriff's Office home page has a PREA link to its PREA page that lists its PREA related policies, reporting information, and the Henrico County Sheriff's Office annual report. Being the first report it did not include a comparison of current and previous year data; previous year data was not collected. This will be done in future PREA annual reports.

Standard 115.89 Data storage, publication, and destruction

- Exceeds Standard (substantially exceeds requirement of standard)
- Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period)
- Does Not Meet Standard (requires corrective action)

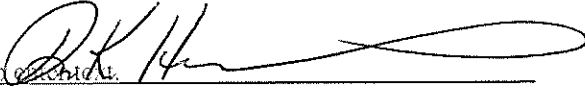
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and interviews of staff it is determined data is properly stored, maintained for at least 10 years after the date of the initial collection, and secured. Access to data is controlled. The annual report with the sexual abuse data was posted on the web site. Before making aggregated sexual abuse data publicly available, Henrico County Sheriff Office removes all personal identifiers.

AUDITOR CERTIFICATION

I certify that:

- The contents of this report are accurate to the best of my knowledge.
- No conflict of interest exists with respect to my ability to conduct an audit of the agency under review, and
- I have not included in the final report any personally identifiable information (PII) about any inmate or staff member, except where the names of administrative personnel are specifically requested in the report template.

[Click here to e-sign.](#) 

19 January, 2017

Auditor Signature

Date