

**Title: A 115.351 Agency Youth Reporting**

Agency DCC NRS Policies PREA Procedures Rules/Regulations/Standards	<b>Next Review:</b> 12/20/2027
	<b>Last Review:</b> 12/20/2022

**Printed copies are for reference only. Please refer to the electronic copy for the latest version.**

**Purpose:** To ensure the sexual safety of facility(ies) inmates and staff through a comprehensive agency wide approach to prevention, detection and response to sexual abuse and sexual harassment in all facilities operated or contracted by the Ninth Judicial District Court (aka Agency).

**Policy:** Agency shall provide multiple internal manners for youth to privately report sexual abuse and sexual harassment, retaliation by other youth and staff for reporting sexual abuse and sexual harassment, and staff neglect or violation of responsibilities that may have contributed to such incidents.

**Procedure:**

**I. GENERAL**

- A. Youth reporting shall not be impeded for any reason.
- B. Staff will not interfere with or question the youth in reporting.

**II. FACILITY REPORTING MECHANISM FOR YOUTH AND STAFF**

- A. Each facility shall have multiple mechanisms available for youth to privately report incidents including:
  - 1. Filling out and submitting a grievance form;
  - 2. Telling any staff member, including a teacher, counselor, case manager, probation officer, medical staff, mental health staff, PREA Compliance Manager, or any other trusted adult;
  - 3. Calling the PREA Coordinator;
  - 4. Writing a letter at the facility’s expense (i.e. DCJD)
    - a. Facility staff shall not unseal any correspondence to PREA Coordinator;
    - b. This correspondence is to be mailed without disturbance.
    - c. Further, this mail may be sent out without a return address.
  - 5. Submitting a report online through facility web site
  - 6. Calling the designated external reporting contact.
- B. Facility staff shall meet one-on-one with any youth wanting to verbally report a sexual abuse or sexual harassment allegation.
  - 1. This allegation shall be documented.
- C. Facility and investigative staff shall use trauma-informed care methods when interacting with alleged youth victims, including showing empathy, understanding the youth may have experienced past trauma, explaining the process to them, and letting them know their allegation will be treated seriously.
- D. Youth shall have reasonable and confidential access to their attorneys or other legal representation and reasonable access to parents or legal guardians.

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- E. The Facility Administration or designee shall ensure all hotline numbers are accessible to youth as well as privacy to make a call.
- F. Staff shall accept reports made verbally, in writing, anonymously, or from a third party. a. Youth are not required to document their report in writing.
- G. If a youth writes a grievance, only assigned staff who handle grievances for the facility shall read the grievance.
- H. There is no time limit imposed on youth in reporting sexual abuse or sexual harassment.
- I. Staff shall immediately report any knowledge, suspicion, or information they receive regarding an incident of sexual abuse or sexual harassment and comply with mandatory child abuse reporting laws per NRS 432B.220.
  - 1. Staff who do not feel comfortable reporting to their designated supervisor may report to the Chief/Director of a facility, PREA Coordinator, or to a Douglas County District Court Judge.
  - 2. Staff who do not feel comfortable reporting to any individual listed may report through the agency online PREA report form.
- J. Staff are required to fully cooperate and participate in any investigation being conducted internally.
  - 1. Failure to do so may result in disciplinary action up to and including termination per DCC.

**Related Documents**