

Title: A 115.387 Agency Transparency, Data and Auditing

Agency NRS Policies PREA Procedures Rules/Regulations/Standards	Next Review: 12/21/2025
	Last Review: 12/21/2022

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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 require that PREA policies, PREA Annual Reports, PREA Agency Aggregate Annual Report, and Federal PREA Audits are posted on the Agency and Facility websites for all facilities operated or contracted by the Douglas County District Court.

Procedure:

I. GENERAL

- A. Each Facility shall create a Standard Operating Procedure consistent with this policy.
- B. The Agency will ensure its website is compliant with this policy.
- C. The Agency will ensure Operated/Contracted Facilities Website is compliant with this policy.
- D. Confidential and personal information shall be redacted from data before being made available to the public.
- E. Agency shall collect accurate, uniform data for every allegation of sexual abuse at facilities under its direct control using a standardized instrument and set of definitions.
- F. The Agency shall aggregate the incident based sexual abuse data at least annually.
- G. The agency shall maintain, review, and collect data as needed from all available incident-based documents, including reports, investigation files, and sexual abuse incident reviews.
- H. Upon request, the agency shall provide all such data from the previous calendar year to the Department of Justice no later than June 30.

II. AGENCY INCIDENT REPORT

- A. Agency shall provide the facilities with a standardized instrument known as Agency Incident Report.
- B. Agency shall require facilities operated/contracted to either use the instrument provided or create an instrument that is standardized to the Agency incident report.

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- C. The incident-based data collected shall include, at a minimum, the data necessary to answer all questions from the most recent version of the Survey of Sexual Violence conducted by the Department of Justice.
- D. Sections Include:
 - 1. Incident Data/Information
 - 1. Date of Allegation
 - 2. Time of Allegation
 - 3. First Responder Name or Identifier
 - 4. First Responder Title
 - 5. Incident Reporter Name or Identifier
 - 6. Location of Incident
 - 7. Video Footage
 - 8. List of Witnesses or Identifiers
 - 2. Allegation Summary
 - a. Local Law Enforcement Contact Information
 - b. Date of Law Enforcement Contact
 - c. Case Number
 - d. PREA Compliance Manager Contact
 - e. Criminal Investigation
 - f. Administrative Investigation
 - g. SARRT
 - h. Victim Advocate
 - i. Additional Contacts
 - 3. Victim Information
 - a. Name or Identifiers
 - b. Ethnicity
 - c. Age
 - d. Date of Birth
 - e. Address
 - f. Gender
 - g. Physical Injury
 - h. Services Provided
 - i. Intervention of the Facility
 - 4. Perpetrator Information
 - a. Type of Sexual Violence
 - b. Perpetrator Name or Identifier
 - c. Ethnicity
 - d. Age
 - e. Date of Birth
 - f. Address
 - g. Gender
 - h. Nature of the Incident
 - i. Pressure or Physical Force Used by Perpetrator
 - j. Sanctions imposed on Perpetrator
 - k. Notes

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5. Follow up
 - a. 30 Day
 - b. 60 Day
 - c. 90 Day
 - d. Dates of each follow up
 - e. Notes of each follow up
 - f. Notes
 - g. Was notification sent to victim
 - h. Was notification sent to alleged staff/youth
 - i. Attached notifications
6. Conclusion/Summary Disposition
 - a. Disposition
 - aa. Substantiated
 - bb. Unfounded
 - cc. Unsubstantiated
 - dd. Continued Investigation
 - b. Summary of Corrective Actions
 - c. Evidence Attached
7. Definitions
8. Attachment Sexual Assault Form A
9. Attachment Sexual Assault Form B
10. Notification Letter to Victim
11. Notification Letter to Alleged Staff/Youth

III. SURVEY OF SEXUAL VICTIMIZATION SSV

- A. Facilities shall be required to submit Survey of Sexual Victimization (SSV) information to the Bureau of Justice Statistics Census as requested by Department of Justice (DOJ).
- B. This survey is generated by registration of completion of a Federally Required PREA Audit.
- C. Each year when the operated/contracted facility data is provided to DOJ for the survey the Agency shall be:
 1. Notified
 2. Provided a copy

IV. DATA COLLECTION

- A. Agency shall collect accurate uniform data for every allegation of sexual abuse at facilities under its direct control using a standardized instrument and set of definitions.
- B. Aggregate the incident based sexual abuse data at least annually.
- C. Data Collection shall include:
 1. Data necessary to answer all questions on SSV
 2. Maintain, review and collect data as needed from all available incident based documents including reports, investigation files, and sexual abuse incident reviews.
- D. Agency shall also obtain incident based and aggregate data from every facility, which is contracted under the Agency.
- E. Upon request, the agency shall provide the data to DOJ no later than June 30.

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- A. Aggregate data shall be used to improve the effectiveness of the Agency and Facilities sexual abuse prevention, detection and response policies, practices and training including:
 - 1. Identifying problem areas;
 - 2. Taking corrective action on an ongoing basis; and
 - 3. Preparing an annual report of its findings and corrective actions for each facility as well as the agency.
- B. Report
 - 1. Include a comparison of the current year's data and corrective actions with those of prior years;
 - 2. Include an assessment of the agency's progress in addressing sexual abuse.
 - 3. Agency report shall be approved by the Agency head and made available through the website
 - 4. Agency may redact specific material from the reports when the publication would present a clear and specific threat to the safety and security of a facility but must indicate the nature of the material redacted.

VI. DATA STORAGE, PUBLICATION and DESTRUCTION

- A. Data shall be securely retained
- B. Agency shall make aggregate sexual abuse data from facilities operated or contracted available through its website at least annually.
- C. All personal identifiers shall be removed
- D. Sexual abuse data will be retained for at least ten (10) years after its initial collection unless Federal, State, or Local law requires otherwise.

VII. AGENCY WEBSITE

- A. The Agency shall maintain a website.
- B. The Agency shall ensure the following are posted Agency website:
 - 1. Agency PREA Policies
 - 2. Annual Aggregate Agency PREA report for a minimum of three (3) years
 - 3. Federal PREA audits conducted within the agency and youth facilities, for a minimum of three years.
 - 4. Reporting options

VIII. FACILITY WEBSITE

- A. The Agency shall ensure the following are posted on Operated/Contracted Facility website(s) or made available :
 - 1. PREA Policies
 - 2. Annual PREA report, for a minimum of three (3) years,
 - 3. Federal PREA audits conducted within the agency and youth facilities, for a minimum of three years.

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IX. AUDIT REQUIREMENTS

- A. The Agency shall contract with a certified PREA auditor to conduct a federal PREA audit.
- B. Audit Cycle, proposed, is one facility and/or Agency Audit per year each three (3) year audit cycle.
 - 1. DCJD
 - 2. Agency
 - 3. CSYC

Related Documents

[PREA Agency Incident Report](#)
[Agency Sexual Assault Form A](#)
[Agency Sexual Assault Form B](#)
[Agency Notification Letter Victim](#)
[Agency Notification Letter Alleged Staff/Youth](#)
[SSV Census Website](#)
[Douglas County Courts PREA Agency Website](#)