What persons and incidents are included in this data collection?

Individuals under your custody between January 1, 2018, and December 31, 2018.

- INCLUDE incidents involving individuals under the authority, custody, or care of your community-based facilities or staff.

Reporting Instructions:
- Please complete the entire form.
- If the answer to a question is "not available" or "unknown," write "DK" (do not know) in the space provided.
- If the answer to a question is "not applicable," write "NA" in the space provided.
- Section I: when exact numeric answers are not available, provide estimates and mark (X) the box besides each figure.
- Section II, III, and V: if the answer to a question is "none" or "zero," write "0" or mark the box (X) provided.
1. How many persons under the supervision of your facility were –

a. PRESENT on December 31, 2018
   - INCLUDE persons on transfer to treatment facilities but who remain under your jurisdiction.
   - INCLUDE persons out to court while under your jurisdiction.
   - INCLUDE persons help for other jurisdictions.
   - EXCLUDE clients on AWOL, escape, or long-term transfer to other jurisdictions.
   - EXCLUDE all persons in non-residential community-based programs run by your facility (e.g., electronic monitoring, house arrest, community service, day reporting, work programs).

   Male   Female
   Clients on
   December 31, 2018 .... 100 □ 54 □

b. ADMITTED to your facility during 2018?
   - INCLUDE new admissions only, i.e., persons officially booked into and housed in your facilities by formal legal document and by the authority of the courts or some other official agency.
   - INCLUDE repeat offenders booked on new charges.
   - EXCLUDE returns from escape, work release, medical appointments/treatment facilities, and bail or court appearances.

   Male   Female
   New admissions
during 2018 ......... 710 □ 384 □

2. Between January 1, 2018, and December 31, 2018, what was the average daily population of your confinement facility?
   - To calculate the average daily population, add the number of persons for each day during the period January 1, 2018, through December 31, 2018, and divide the result by 365.

   Male   Female
   Average daily
   population ........... 96 □ 52 □

Section II – CLIENT-ON-CLIENT SEXUAL VICTIMIZATION

DEFINITIONS
The survey utilizes the definition of “sexual abuse” as provided by 28 C.F.R. §115.6 in the National Standards to Prevent, Detect, and Respond to Prison Rape (under the Prison Rape Elimination Act of 2003). Sexual abuse is disaggregated into three categories of client-on-client sexual victimization. These categories are:

NONCONSENSUAL SEXUAL ACTS
Sexual contact of any person without his or her consent, or of a person who is unable to consent or refuse;

AND

- Contact between the penis and the vulva or the penis and the anus including penetration, however slight;

OR

- Contact between the mouth and penis, vulva, or anus;

OR

- Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument.

ABUSIVE SEXUAL CONTACT
Sexual contact of any person without his or her consent, or of a person who is unable to consent or refuse;

AND

- Intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person.

- EXCLUDE incidents in which the contact was incidental to a physical altercation.

SEXUAL HARASSMENT
Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one client directed toward another.
3. Does your facility record allegations of client-on-client NONCONSENSUAL SEXUAL ACTS? (See definitions on Page 2.)

01 X Yes → a. Do you record all reported occurrences, or only substantiated ones?
   01 X All
   02 ☐ Substantiated only

b. Do you record attempted NONCONSENSUAL SEXUAL ACTS or only completed ones?
   01 ☐ Both attempted and completed
   02 ☐ Completed only

02 ☐ No → Please provide the definition used by your facility for client-on-client NONCONSENSUAL SEXUAL ACTS. Use that definition to complete Items 4 and 5.

4. Between January 1, 2018 and December 31, 2018, how many allegations of client-on-client NONCONSENSUAL SEXUAL ACTS were reported?

Number reported .......................... X None
   1. If an allegation involved multiple victimizations, count only once.
   2. Exclude any allegations that were reported as consensual.

5. Of the allegations reported in Item 4, how many were

   (Please contact the agency or office responsible for investigating allegations of sexual victimization in order to fully complete this form.)

   a. Substantiated .......................... X None
   b. Unsubstantiated ........................ X None
   c. Unfounded .............................. X None
   d. Investigation ongoing .................. X None
   e. TOTAL (Sum of Items 5a through 5d) .......................... X None

6. Does your facility record allegations of client-on-client ABUSIVE SEXUAL CONTACT? (See definitions on Page 2.)

01 X Yes → Can these be counted separately from allegations of NONCONSENSUAL SEXUAL ACTS?

01 X Yes
02 ☐ No → Skip to Item 9.

02 ☐ No → Please provide an explanation in the space below and then skip to Item 9.

7. Between January 1, 2018, and December 31, 2018, how many allegations of client-on-client ABUSIVE SEXUAL CONTACT were reported?

Number reported .......................... X None
   1. If an allegation involved multiple victimizations, count only once.
   2. Exclude any allegations that were reported as consensual.

8. Of the allegations reported in Item 7, how many were

   (Please contact the agency or office responsible for investigating allegations of sexual victimization in order to fully complete this form.)

   a. Substantiated .......................... X None
   b. Unsubstantiated ........................ X None
   c. Unfounded .............................. X None
   d. Investigation ongoing .................. X None
   e. TOTAL (Sum of Items 8a through 8d) .......................... X None

   1. The total should equal the number reported in Item 7.
9. Does your facility record allegations of client-on-client
SEXUAL HARASSMENT? (See definitions on Page 2.)

01 X Yes  → Do you record all reported allegations or only
substantiated ones?

01 X All

02 □ Substantiated only

02 □ No → Please provide an explanation in the space
below and then skip to Section III.

10. Between January 1, 2018, and December 31, 2018,
how many allegations of client-on-client SEXUAL
HARASSMENT were reported?

Number reported .......................... X None

• If an allegation involved multiple victims or client
perpetrators, count only once.

• Exclude any allegations that were reported as
consensual.

11. Of the allegations reported in Item 10, how many
were - (Please contact the agency or office responsible
for investigating allegations of sexual victimization in
order to fully complete this form.)

a. Substantiated .......................... X None

b. Unsubstantiated ........................ X None

c. Unfounded ............................ X None

d. Investigation ongoing ................ X None

e. TOTAL (Sum of Items
11a through 11d) .......................... X None

• The total should equal the number reported in Item 10.

DEFINITIONS

The survey utilizes the definition of “sexual abuse” by a staff
member, contractor or volunteer as provided by 28 C.F.R.
§115.6 in the National Standards to Prevent, Detect, and
Respond to Prison Rape (under the Prison Rape Elimination Act
of 2003). Sexual abuse is disaggregated into two categories of
staff-on-client sexual abuse. These categories are:

STAFF SEXUAL MISCONDUCT

Any behavior or act of a sexual nature directed toward a client
by an employee, volunteer, contractor, official visitor or other
agency representative (exclude family, friend or other visitors).

Sexual relationships of a romantic nature between staff and
clients are included in this definition. Consensual or
nonconsensual sexual acts include -

• Intentional touching, either directly or through the
clothing, of the genitalia, anus, groin, breast, inner
thigh, or buttocks that is unrelated to official duties or
with the intent to abuse, arouse, or gratify sexual
desire;

OR

• Completed, attempted, threatened, or requested
sexual acts;

OR

• Occurrences of indecent exposure, invasion of privacy,
or staff voyeurism for reasons unrelated to official
duties or for sexual gratification.

STAFF SEXUAL HARASSMENT

Repeated verbal statements, comments or gestures of a sexual
nature to a client by an employee, volunteer, contractor, official
visitor, or other agency representative (exclude family, friends,
or other visitors). Include -

• Demeaning references to gender; or sexually
suggestive or derogatory comments about body or
clothing;

OR

• Repeated profane or obscene language or gestures.
12. Does your facility record allegations of STAFF SEXUAL MISCONDUCT? (See definitions on page 4.)

01  X  Yes  →  Do you record all reported occurrences or only substantiated ones?

01  X  All
02  □  Substantiated only

02  □  No  →  Please provide an explanation in the space below and then skip to Item 15.

13. Between January 1, 2018, and December 31, 2018, how many allegations of STAFF SEXUAL MISCONDUCT were reported?

Number reported  ...................... X None

- If an allegation involved multiple victimizations, count only once.

14. Of the allegations reported in Item 13, how many were — (Please contact the agency or office responsible for investigating allegations of sexual victimization in order to fully complete this form.)

f.  Substantiated  ...................... X None
g.  Unsubstantiated  ..................... X None
h.  Unfounded  .......................... X None
i.  Investigation ongoing  ............... X None
j.  TOTAL (Sum of Items 14a through 14d)  ..................... X None
   - The total should equal the number reported in Item 13.

15. Does your facility record allegations of STAFF SEXUAL HARASSMENT? (See definitions on Page 4.)

01  X  Yes  →  Can these allegations be counted separately from allegations of STAFF SEXUAL MISCONDUCT?

01  X  Yes
02  □  No  →  Skip to Item 18.

02  □  No  →  Please provide an explanation in the space below and then skip to Item 18.

16. Between January 1, 2018, and December 31, 2018, how many allegations of STAFF SEXUAL HARASSMENT were reported?

Number reported  ...................... X None

- If an allegation involved multiple victims or staff, count only once.

17. Of the allegations reported in Item 16, how many were — (Please contact the agency or office responsible for investigating allegations of sexual victimization in order to fully complete this form.)

k.  Substantiated  ...................... X None
l.  Unsubstantiated  ..................... X None
m.  Unfounded  .......................... X None
n.  Investigation ongoing  ............... X None
o.  TOTAL (Sum of Items 17a through 17d)  ..................... X None
   - The total should equal the number reported in Item 16.
18. What is the total number of substantiated incidents reported in Items 5a, 8a, 11a, 14a, and 17a?

Total Substantiated Incidents ......................................... X None