

# PREA AUDIT: AUDITOR'S SUMMARY REPORT

## ADULT PRISONS & JAILS



<b>Name of facility:</b>		Roanoke City Jail	
<b>Physical address:</b>		340 Campbell Avenue, Roanoke, VA 24016	
<b>Date report submitted:</b>		August 23, 2014	
<b>Auditor Information</b>		Lawanda M. Long	
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<b>Telephone number:</b>		(434) 594-5939	
<b>Date of facility visit:</b>		August 11-12, 2014	
<b>Facility Information</b>			
<b>Facility mailing address: (if different from above)</b>		340 Campbell Avenue, Roanoke, VA 24016	
<b>Telephone number:</b>		(540) 853-2941	
<b>The facility is:</b>	<input type="checkbox"/> Military	<input type="checkbox"/> County	<input type="checkbox"/> Federal
	<input type="checkbox"/> Private for profit	<input type="checkbox"/> Municipal	<input type="checkbox"/> State
	<input type="checkbox"/> Private not for profit		
<b>Facility Type:</b>	<input checked="" type="checkbox"/> Jail	<input type="checkbox"/> Prison	
<b>Name of PREA Compliance Manager:</b>		N/A	<b>Title:.</b>
<b>Email address:</b>		<b>Telephone number:</b>	
<b>Agency Information</b>			
<b>Name of agency:</b>		Roanoke City Jail	
<b>Governing authority or parent agency: (if applicable) (</b>		Roanoke City Sheriff's Office	
<b>Physical address:</b>		340 Campbell Avenue, Roanoke, VA 24016	
<b>Mailing address:</b>		340 Campbell Avenue, Roanoke, VA 24016	
Telephone number:		(540) 853-2941	
<b>Agency Chief Executive Officer</b>			
<b>Name:</b>	Tim Allen	<b>Title:</b>	Sheriff

<b>Email address:</b>	<a href="mailto:Sheriff@roanokeva.gov">Sheriff@roanokeva.gov</a>	<b>Telephone number:</b>	(540) 853-2941
<b>Agency-Wide PREA Coordinator</b>			
<b>Name:</b>	Kristen Legg	<b>Title:</b>	PREA Coordinator
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## AUDIT FINDINGS

**NARRATIVE:** The PREA Audit of the Roanoke City Jail was conducted from August 11-12, 2014. The Designated Auditor was Mrs. Lawanda Long.

The auditor wishes to extend her deepest appreciation to Sheriff Tim Allen and his staff for their professionalism, hospitality, and kindness.

The auditor also wishes to compliment Kristen Legg, PREA Coordinator, for her outstanding work in organizing the electronic files that were provided to the auditor in advance of the audit. This enabled the audit to move forward very efficiently.

An Entrance Meeting was held at 8:30 a.m. on August 11, 2014 with Sheriff Tim Allen; Captain Mark Sweetenburg - Division Commander, Security Division; Major David Bell, Chief Deputy; Major Greg Winston; Assistant Chief Deputy; Lauren Dunne, Community Relations Specialist; Stephanie Tito, Health Services Administrator; Lt. Brian Geiser - Department Investigator; Captain Chuck Ferguson - Division Commander, Court Division; Lt. LeMajor Hill - Assistant Division Commander, Services Division and Kristen Legg, PREA Coordinator to provide an overview of the PREA audit process and background information of the auditor.

Following the Entrance Meeting, Major Bell, Major Winston and Kristen Legg gave the auditor a very thorough tour of the Roanoke City Jail, along with the Annex and the intake area. Following the tour, the auditor began the interviews and review of other documents.

Seventeen (17) offenders were interviewed, seven (7) females and ten (10) males. Those interviewed were randomly selected, by the auditor, from a list of all the offenders by their housing assignment at the Roanoke City Jail Main Building and the Annex. One (1) of the female offenders interviewed requested to speak with the auditor. One (1) male offender interviewed was a limited English proficient offender.

Ten (10) security personnel were interviewed who were randomly selected by the auditor from both shifts. Sixteen (16) interviews were conducted to address the thirteen specialized staff or specialized areas which included the Agency Head (Sheriff), Warden or Designee (Chief & Assistant Chief), PREA Coordinator, Contractor, Individual responsible for monitoring retaliation, Investigator, Nurse, Mental Health, Lieutenant responsible for intake screening, an Incident Review Team member, Human Resource Manager, and Intake Staff, and two (2) Intermediate or Higher-Level Facility Staff and Deputy who supervise inmates in segregated housing.

In all, the auditor conducted forty-three (43) interviews.

Roanoke City Jail including the intake area has 209 cameras installed throughout the facilities. During the tour, a blind spot was identified in the laundry area and the auditor was advised that the was being addressed with additional supervision.

The auditor was impressed by what the correctional officers and other staff knew about PREA, the zero tolerance policy, offender rights regarding PREA, first response, and evidence collection. The auditor reviewed supporting documentation pertaining to employees' training prior to the on-site audit phase in addition to reviewing five (5) random selected staff member's training files on-site. Supporting documentation confirmed that employees received the required training.

Health care and mental health services that are provided to the offenders at Roanoke City Jail & the Annex were very professional.

When the on-site audit was completed, the auditor conducted an exit meeting. While the auditor could not give the facility a final finding, as there were some issues needing further clarification, the auditor did give an overview of the audit and thanked Sheriff T. Allen and his staff for their hard work and commitment to the Prison Rape Elimination Act.

### **DESCRIPTION OF FACILITY CHARACTERISTICS:**

The Roanoke City Jail is located at 340 Campbell Avenue in downtown Roanoke, adjacent to the courthouse. The current jail was opened in June 1979 replacing an antiquated facility built in 1915, which was located on the top floor of the old courthouse.

In 1996, work was completed on the Roanoke City Jail Annex creating an additional 331 beds. The Annex, which is connected to the main jail facility on the first and second floors, is also a basic podular design concept excluding the segregation unit and the dormitory. Control rooms on each floor have communications with inmate housing areas by camera and intercom systems.

In accordance with the jail's security plan, the main control rooms regulate all access to each housing area. Once given access to the housing areas, the floor deputy has electronic control of all entries and exits of cells and pods. The jail is serviced by three elevators, one for public use, one for jail activities and one located in the Annex. There are three emergency exits located on each floor along with posted floor plans and directional arrows. The jail's electrical power is protected against the loss of power by an emergency generator system. The Annex houses a new library, additional indoor/outdoor recreational areas, a work release dormitory, segregation unit and additional program space. The Sheriff's Office and Civil Process Section is also located in the new facility.

The total jail complex has a total of 331 cells. Of this total, 216 of the general-purpose cells on the second, third and fourth floors of the main jail and 59 of the general purpose and work release dormitory cells of the new addition have been doubled-bunked due to the increasing inmate population. If every bed in the jail is filled, including the classification holding area beds, segregation beds and medical observation beds, a total of 834 individual inmates could be accommodated.

The jail consists of four floors with the skin of the building as the outer security perimeter. There is a sallyport entrance to the jail leading into the first floor as well as a public information area and entrance to permit access to the jail for visitors. The first floor contains the main control center, magistrate's office, a booking and classification holding area, classification office, medical examination room, kitchen facilities, and property storage. The court holding area is located in the basement of the courthouse, which is accessible to the first floor of the jail by connecting corridors.

The first floor is also one of the connection points for the main jail to connect to the Annex. The first floor of the Annex contains the property exchange area and medical examination room, laundry/

property supervisors' office, master control room for the Annex, visitation area and attorney conference rooms, program meeting room, special education classroom, work release coordinator's office, duty post offices, and work release dormitory. There is also a mechanical equipment room as well as a polygraph room and lineup area. There are six pods with each containing five cells and a dayroom. This floor houses minimum/medium security male inmates.

The second floor of the main jail consists of female inmates and also the female therapeutic community. Program meeting rooms, visitation areas, lawyer conference rooms, staffs' break room and staffs' training/conference room is located on the second floor. There are six pods with each containing ten cells with a dayroom.

The second floor is also one of the connection points for the main jail to connect to the Annex. The second floor of the Annex contains the watch commander's office, two GED classrooms, laundry, visitation area, attorney conference rooms, library, gymnasium and exercise room, segregation unit, recreational supervisor's office and duty post offices. This floor houses minimum/medium security male inmates. There are six pods with each containing five cells with a dayroom.

The third floor contains medium security male inmates. Recreational facilities, chapel/classroom, maintenance office, barber shop, counselor's office, program meeting rooms, visitation areas, and lawyer conference rooms are located on the third floor. There are eight pods with each containing ten cells with a dayroom.

The fourth floor contains maximum-security male inmates. Medical facilities, which include medicine and supply storage, a medical observation unit with four beds, dental office, nurse administrator's office, visitation area, lawyer conference rooms, program meeting rooms, and access to the outdoor recreation area are located on the fourth floor. There are eight pods with each containing seven cells with a dayroom. The facility has segregation cells near the entrance to each pod

New camera surveillance is maintained in corridors, hallways and inmate living areas by the main control room, each camera can be recorded. The control room has communication with each of the floor control rooms and each security deputy is issued a mobile radio that has a "man down system." The "man down system" is an emergency system utilized by the floor deputies that is activated automatically, and in some cases manually, which alerts the control room of an immediate emergency requiring assistance for additional personnel.

There have been many upgrades made at the jail since the last audit. A new camera and intercom system has been installed outside and inside the facility. Many offices and work areas have been remodeled. The current project involves replacing light fixtures throughout the entire jail, by replacing old lights with T-8 lights and heavy-duty fixtures.

The mission of the Roanoke Sheriff's Office is to be as a diverse, professional law enforcement agency, we will serve and protect every person within the City of Roanoke through quality, court, correctional, law enforcement and customer-focused services.

The facility is accredited by the American Correctional Association and Virginia Law Enforcement Professional Standards Commission.

Throughout the day, offenders are moving in and out of the facility to their various assignments. The auditor was impressed with how organized and efficient these movements occur. The supervision of offenders is always the top priority.

**SUMMARY OF AUDIT FINDINGS:**

Number of standards exceeded:	8
Number of standards met:	32
Number of standards not met:	0
Non-applicable:	3

### **§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)

Roanoke Sheriff's Office has a written policy mandating zero tolerance towards all forms of sexual abuse and sexual harassment. SOI (Sheriff's Office Instructions) 3.33 & 3.01, outlines the agency's approach to preventing, detecting, and responding to sexual abuse and sexual harassment. Agency policies and procedures were well organized and have been continually revised over the last few years as Roanoke Sheriff's Office has developed and implemented PREA guidance and procedures.

Roanoke Sheriff's Office created a new position within the facility to accommodate the needs of implementation of the PREA standards. The agency felt in order to provide the sufficient time and authority, it would be in the best interest to create a PREA Coordinator's position rather than add on to an existing position's workload. Kristen Legg is the PREA Coordinator and is very knowledgeable and active in managing the Roanoke Sheriff's Office PREA implementation. During the interview with the PREA Coordinator, Kristen Legg she confirmed that she have sufficient time to perform her job duties PREA duties and that the staff have been very responsive to the changes implemented.

### **§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)
- Not Applicable

Roanoke Sheriff's Office does not have any contracted facility.

### **§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)

Roanoke Sheriff's Office has developed a staffing plan and makes its best efforts to comply with the plan. The staffing plan is reviewed annually by the Chief Deputy, PREA Coordinator,

Division Commander of the Security Division and the Department Investigator to determine if adjustments are needed. The facility documents all deviations to the plan.

Unannounced rounds are documented in logs, and are done randomly by the Lieutenants, Captains and Majors, Chief, Assistant Chief and Sheriff. The agency has a policy that prohibits the staff from alerting other staff members that supervisory staff rounds are occurring.

### **§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)
- Not Applicable

Roanoke Sheriff's Office Instructions 2.32, covers the standard of separating youthful offenders. The Roanoke Sheriff's Office has not housed any Youthful Offenders during the 12 month audit cycle. Designated housing has been identified within Roanoke City Jail to ensure that Youthful Offenders will not be placed within sight, sound, or physical contact with any adult inmate through the use of shared dayrooms or other common space, shower area, or sleeping area. Roanoke Sheriff's Office ensures that the Youthful Offenders are offered programs and recreation.

### **§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)

Roanoke Sheriff's Office does not conduct cross gender strip searches. Body cavity searches are only done by medically trained professionals per SOI 2.15.

Policy and procedures are implemented to enable inmates to shower, perform bodily functions, and change clothes without non-medical staff observing their genitalia or buttocks. Interviews with offenders and staff confirmed that offenders are able to shower, perform bodily functions, and change clothing without non-medical staff of the opposite gender viewing their breast, buttocks, or genitalia.

Staff and offenders interviewed confirmed female/male staff are announced when entering the housing areas of the opposite gender. The auditor observed female staff announce their presence when they entered the male housing areas and male staff announce their presence when they entered the female housing areas. When female administrators make unannounced supervisory checks, they announce their presence when they enter the male

housing area. Additionally, when male administrators make unannounced supervisory checks, they announce their presence when they enter the female housing area.

### **§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)

Roanoke Sheriff's Office takes the necessary steps to ensure inmates with disabilities and inmates with limited English proficiency have an opportunity to participate in and benefit from the agency's efforts to prevent, detect, and respond to sexual abuse and sexual harassment. SOI 3.28, states that all inmates' educational material will be in formats accessible to all inmates in accordance with Title II of the Americans with Disabilities Act U.S.C. formats include, but not limited to: interpreters for the deaf or hard of hearing, reading the material to visual impaired and providing staff interpreter services for Non-English speaking inmates.

Both offenders and staff stated that offenders are not used as interpreters, especially if it is an issue with sexual abuse and sexual harassment.

### **§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)

Roanoke Sheriff's Office Instructions 1.07, covers the requirements of the standard. The Human Resources Officer at the Roanoke Sheriff's Office has conducted 5-year background checks on all employees working at Roanoke Jail and the Annex. The agency also provided documentation that background checks are required of all contractors and volunteers who have contact with offenders. Also, per the Human Resource Officer, background checks were ran in November 2013. Upon request of the newly elected Sheriff, background checks were conducted again on all employees, volunteers and contractors in December 2013 to ensure compliance.

The Roanoke Sheriff's Office application for employment also asks applicants to disclose information relating to sexual abuse and sexual offenses.

Applicants and employees have a continuing affirmative duty to disclose any sexual abuse in prison or other institution; convictions, civilly or administratively adjudicated, for engaging in sexual activity in the community by force or coercion or when demonstrated that the victim



did not consent. Reviewed documents demonstrated compliance. Additionally, the agency shall provide information on substantiated allegations of sexual abuse or sexual harassment involving a former employee upon request from an institutional employer for whom such a former employee has applied to work.

### **§115.18 – Upgrades to Facilities and Technology**

- 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)

Additional cameras and recording devices were installed within the jail in 2011. The Jail and Annex have a total of 209 cameras throughout the facilities. During the tour, the camera coverage was reviewed in the control booth and the camera coverage maintains good visibility throughout the Jail and Annex. Cameras also have digital black out privacy blocks that prohibit staff from viewing inmate's genitalia when using the bathroom in the cells.

### **§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)

Roanoke Sheriff's Office Instructions 3.33, outlines evidence protocols and requirements for forensic medical exams. Roanoke Sheriff's Office has a Letter of Understanding with Roanoke Police Department (RPD). RPD conducts criminal investigations and RPD Policy 83.1.1 and 84.1.1, outlines evidence protocol. The auditor was also advised during the interview with the Chief & Investigator that RPD and Roanoke Sheriff's office would work in harmony to conduct an investigation into sexual abuse. Hospitals with SANE/SAFE are identified and are provided at no costs to the inmate when requested. No inmate has required a forensic medical examination during the audit period. No victim advocates were required to date. Roanoke Sheriff's Office has attempted to enter into a Memorandum of Understanding with several agencies to provide victim advocates when required; to no avail as of the date of this report. Roanoke Sheriff's Office does a have mental health-social worker to serve in this role shall the need arise.

### **§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)

An administrative or criminal investigation is completed on all allegations of sexual abuse and sexual harassment in accordance with SOI 3.33 and HPD Policy 55.1.2. Roanoke Sheriff's Office has designated Lt. Geiser and the lead investigators to conduct administrative investigations. The Roanoke Police Department is assigned to conduct criminal investigations cases and advises the Chief & Lt. Geiser of all findings. Upon reviewing the investigators' files on site, Lt. Geiser's files were well maintained and far exceeded the components of investigators' files I have reviewed. Lt. Geiser's, investigation files include a copy of the camera footage, all written statements, recording of all interviews conducted, completed investigator report, notification letter to inmates and documentation of monitoring for retaliation.

During the interview process, it was also confirmed that Roanoke Sheriff's Office and Roanoke Police Department work closely together and they have an open line of communication among the departments.

### **§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)

Roanoke Sheriff's Office conducted PREA Training for all of its employees, volunteers and contractors in accordance with the PREA Standards prior to the August 20, 2013 deadline. New employees received PREA training during orientation. PREA training is provided yearly. The Auditor reviewed training documentation, which included electronic verification that the individual received PREA training and understood the materials covered. A review was conducted of the training that was provided to employees and all areas required by the standard were addressed. Interviews of the staff demonstrated that they understand the zero tolerance policy; the agency policy and procedures for prevention, reporting and response to a sexual assault or sexual harassment incidents, and the dynamics of sexual abuse and harassment in a confinement setting.

### **§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)

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.

Interviews of two contractors demonstrated their knowledge of PREA and their responsibilities and agency zero tolerance policy. The auditor reviewed PREA Training Acknowledgement Forms for both contractor and volunteer prior to the on-site audit.

### **§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)

During intake, inmates are provided information through a PREA brochure, an information card (business cards size) and the inmate handbook that explains the agencies zero tolerance policy regarding sexual abuse and sexual harassment and how to report such incidents. Within 30 days of intake, inmates received additional PREA Training, which consists of additional information, which expands on the previous information provided in the brochure and inmate handbook. The inmates sign an acknowledgement of having received the training. Posters and offender brochures are posted in the housing areas in formats accessible to all inmates. Roanoke Sheriff's Office also have posters located in the lobby of the jail, for the public to be informed of the inmates' rights to prevention, detection, and respond to allegations of sexual assaults and harassments.

During the interviews, inmates acknowledged the information being provided upon arrival and orientation. All offenders knew the agency zero tolerance policy and how to obtain assistance if they are sexual abused or sexual harassed.

### **§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)

Supporting documentation confirms designated investigators for sexual assaults (Brian Geiser, David Williams, John Williams and Monica Perkins) have completed online training by RELIAS dedicated as Specialized Investigative Training. Designated individuals also attended an 8-hour class held by the Training Force USA on April 8, 2013 titled Prison Rape & Sexual Assault Investigation. Roanoke Sheriff's office has trained thirty-four (34) additional staff members on the investigation process for sexual abuse.

### **§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)

Medical staff does not conduct forensic medical examinations. Supporting training documentation confirms that medical & mental health staff received specialized training in accordance with the standards.

### **§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)

All inmates are assessed during intake screening for their risks of being sexually abused by other inmates or sexually abusive towards other inmates. The screening is completed within 72 hours of arrival during the booking process. During the interviews conducted with staff it was confirmed that dissemination of the information from the screen tool is considered sensitive information and is maintained in a confidential manner.

### **§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)

Roanoke Sheriff's Office Instructions 5.03, meets the requirements of the standard. The facility uses the screening information to determine housing, bed, work, education, and program assignment with the goal of keeping inmates at high risks of being sexually victimized separate from those at high risks of being sexually abusive. Housing and program assignments are done on a case-by-case basis.

At the time of the audit there was no transgender or intersex inmates housed by the Roanoke Sheriff's Office.

### **§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)

Roanoke Sheriff's Office Instructions 5.03, 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. Reviews of status as protective custody are completed at least every 30 days.

No offenders from Roanoke City Jail were placed in Protective Custody.

### **§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)

The Roanoke Sheriff's Office provided multiple internal ways for inmates to report sexual abuse, sexual harassment and retaliation. Offenders' interviews confirmed that offenders are aware of their options. Inmates can also report via the inmate phone system by dialing "7732" which connects to the Roanoke Police Department's Crime Line as a source of outside reporting. A person will then take the information provided by the inmate, to include any request for follow-up actions and forward it to the Roanoke Sheriff's Office. Reports can also be taken through a third party. No third party calls have been received by Roanoke Sheriff's Office during this audit period.

### **§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)
- Not Applicable

The Roanoke Sheriff's Office does not have an administrative procedure that addresses inmates' grievance regarding sexual abuse.

In accordance with section (a) of this standard, the Roanoke Sheriff's Office is exempt from this 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)

Roanoke Sheriff's Office has been in contact with several agencies in an attempt to obtain outside confidential support services. Supporting documentation confirms that attempts began March 19, 2013 and are still being made and documented in 2014.

### **§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)

The Roanoke Sheriff's Office website provides point of contacts and how to do a third party report. Roanoke Sheriff's Office has not received any third party reports. Interviews with staff and offenders confirm that staff and offenders are aware that third party options are available.

### **§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)

Roanoke Sheriff's Office Instructions 3.33, requires 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 the extent necessary. Every staff interviewed understood and spoke specifically about this procedure. Offenders' interviews supported the fact that offenders are also aware of the reporting and confidentiality requirements of sexual abuse and sexual harassment.

### **§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)

Roanoke Sheriff's Office Instructions 3.33, requires staff to take immediate action to protect any inmate they learn is subject to substantial risks. All staff interviewed was aware of this procedure. There was no incidence of an inmate who was subject to a substantial risk of imminent sexual abuse within Roanoke City Jail or Annex.

### **§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)

Roanoke Sheriff's Office Instructions 3.33, meets the requirements of the standard. Roanoke Sheriff's Office provided supporting documentation confirming receipt of such reports and notification of the agencies in which the alleged abuse occurred.

### **§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)

Roanoke Sheriff's Office Instructions 3.33, meets the requirements of the standard. Interviews with staff at Roanoke City Jail and Annex confirm that staff are aware of the steps required upon learning that an offender was sexually abused.

### **§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)

Roanoke Sheriff's Office Instructions 3.33, meets the requirements of the standard. The facility also has a checklist, which coordinates the response of all pertinent individuals to ensure proper steps are followed. Interviews with staff confirmed they were knowledgeable about the PREA Plan and the coordinated duties and collaborative responsibilities.

### **§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)
- Not Applicable

Employees in the Commonwealth of Virginia do not have collective bargaining rights per the Code of Virginia 40.1-57.2. As a result, there has been no collective bargaining agreement entered into since August 2012.

### **§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)

Roanoke Sheriff's Office Instructions 3.33, meets the requirements of the standard. Lt. Geiser and PREA Coordinator Kristen Legg are the designated individuals responsible for monitoring retaliation and conducts checks with offenders who have been victimized or reported victimization, every 30 days up to 90 days or longer if required ensuring that retaliation on the inmate has not occurred. During the interview with the PREA Coordinator, it was confirmed that both individuals listed above meet with the offender together in accordance with the standard to ensure that the offender is not being retaliated against by neither staff nor offenders. The monitoring was also documented on a Retaliation Form developed and utilized by the Roanoke City Sheriff's Office. A copy of the Retaliation Form is also placed in the investigative file.

### **§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)

Roanoke Sheriff's Office Instructions 5.03, meets the requirements of the standard. No offenders from Roanoke Jail or Annex were placed in protective custody following an allegation during this audit period.

### **§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)

Roanoke Sheriff's Office will conduct administrative investigations into sexual abuse and sexual harassment allegations. If an allegation appears to be criminal in nature, the investigator will contact Roanoke Police Division to conduct the investigation. Roanoke Sheriff's Office shall cooperate with Roanoke Police Division during the investigation. During the interview with the investigator, it was confirmed that Roanoke Police Division would keep the Chief Deputy and investigator informed of the progress of the investigation being conducted. Lt. Geiser also indicated that the Sheriff's Office would conduct a parallel investigation with RPD. Roanoke Sheriff's Office has a Mutual Aid Agreement with RPD. There were no substantiated allegations conducted which appears to be criminal that were referred for prosecutions.



### **§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)

Roanoke Sheriff's Office Instructions 3.33, meets the requirements of the standard. During the interview with the investigator, it was confirmed that no standard higher than a preponderance of evidence is required in determining whether allegations of sexual abuse or sexual harassment are substantiated.

### **§115.73 – Reporting to Inmate**

- 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)

A review of Roanoke Sheriff's Office Instructions 3.33, meets the requirements of the standard. Supporting documentation confirms that offenders are notified of the outcome of his or her allegation of sexual harassment or sexual abuse. During the interview conducted with the offenders, they were aware of their right to be notified of the outcome of the investigation completed.

### **§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)

Roanoke Sheriff's Office Instructions 3.33, meets the requirements of the standard. The Human Resource Officer reported that no staff at Roanoke Sheriff's Office has been subjected to discipline for sexual abuse or sexual harassment for policy violation.

### **§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)

Roanoke Sheriff's Office Instructions 3.33 & 5.02, meets the requirements of the standard. Designating the Chief Deputy as the individual responsible for notifying law enforcement and any relevant licensing body as applicable.

There have been no allegations of sexual abuse by contractors or volunteers.

### **§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)

Roanoke Sheriff's Office Instructions 3.33, confirms compliance with this standard. There were no administrative or criminal findings of inmate-on-inmate sexual abuse that occurred at Roanoke City Jail or Annex during this audit period, which warranted disciplinary sanctions being imposed.

### **§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)

Roanoke City Jail and Annex meets the requirements of the standard as confirmed by review of Roanoke Sheriff's Office Instructions 3.33 and staff and offenders' interviews. The Health Service Administrator reported that there have been no allegations reported to the medical staff of an offender being sexually abused at any prison, jail, or lockup.

### **§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)

Review of Roanoke Sheriff's Office Instructions 3.33 and interviews with staff and offenders confirms compliance. There have been no sexual assaults at Roanoke City Jail or Annex; therefore, access to emergency medical services was not required or utilized.

### **§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)

Review of Roanoke Sheriff's Office Instructions 3.33 and interviews with staff and inmates confirms compliance. There have been no sexual assaults at Roanoke City Jail or Annex; therefore, ongoing medical services and mental health care were not required or utilized. However, upon receipt of an allegation the Roanoke Sheriff's Office affords every victim an opportunity to meet with medical and a mental health professional.

### **§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)

Roanoke Sheriff's Office has a Sexual Abuse Incident Review Team and conducts incident reviews in accordance with SOI 3.33 and PREA standards 115.86. The Assistant Chief confirmed during his interview as a member of the Incident Review Team, that all components of the Roanoke Sheriff's Office Instructions 3.33 and the standard are reviewed. The Sexual Abuse Incident Review Team members include Chief, Assistant Chief, Investigator, Medical, Mental Health, PREA Coordinator, Division Commander(s), Security Division, and a representative from an outside agency.

### **§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)

The agency collects accurate uniform data for every allegation of sexual abuse at facilities under its control using a standardized instrument. The system allows the agency to submit the annual DOJ Survey of Sexual Violence timely; and for use by the agency to monitor, trend and take corrective action.

### **§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)

The agency reviews 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. An annual report with comparisons from previous years and corrective

actions is published, signed by the Sheriff, and posted on the Roanoke Sheriff's Office website.

### §§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)

Data is properly stored, maintained and secured. Access to data is securely controlled.

#### AUDITOR CERTIFICATION:

The auditor certifies that the contents of the report are accurate to the best of his/her knowledge and no conflict of interest exists with respect to his or her ability to conduct an audit of the agency under review.

*Lawanda M. Long*

\_\_\_\_\_  
Auditor Signature  
Lawanda M. Long,  
Certified PREA Auditor

September 2, 2014

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Date