

INVESTIGATIONS:

CRIMINAL AND PROSECUTION

When a client alleges sexual assault, a sensitive and coordinated response is necessary. 911 will be called, then The Executive Director or designee will first be notified to provide next steps contact of BOP, and designated referral agencies. The area where the alleged assault occurred will be secured to allow that any evidence would not be disturbed. Glory House will not collect any forensic evidence. Sioux Falls Police Department will complete the investigation and collect any forensic evidence with assistance from the medial center of the client's choice.

INVESTIGATIONS:

ADMINISTRATIVE

When a client alleges sexual harassment, staff will report to the on call manager. The on call manager will report this to an internal investigator for an administrative process. The report will include information from the reporter. The investigator will review information from any persons involved or may have witnessed any action. The investigator will make contact with the reporter within five days of initial report unless imminent then refer to criminal investigation.

All investigations shall record information relative to the alleged incident on an incident reporting form. If criminal, the record will include information released from law enforcement. The findings of this initial crisis/evaluation as well as the conclusions of investigations shall be summarized in writing, within one week of the initial session, will be summarized in writing for client or a verbal report documented, a copy placed in the client's file, and in the PREA filing, unless prohibited by criminal investigation.

The assigned investigator will make a report of the findings and status of the PREA violation to the management team in the weekly meeting. The investigator will provide details in order to evaluate the situation. The management team, considered the sexual incident response team, will make necessary policy changes after review of the incident. This will presented to the BOD members for final approval.