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SECRETARY

**PROCEDURE NUMBER:** 108.015

**PROCEDURE TITLE:** SEXUAL BATTERY, SEXUAL HARASSMENT,  
AND SEXUAL MISCONDUCT  
INVESTIGATIONS

**RESPONSIBLE AUTHORITY:** OFFICE OF THE INSPECTOR GENERAL

**EFFECTIVE DATE:** FEBRUARY 22, 2018

**INITIAL ISSUE DATE:** SEPTEMBER 12, 2013

**SUPERSEDES:** NONE

**RELEVANT DC FORMS:** DC1-801, DC1-856, DC6-210, DC1-832, NI1-039, AND NI1-120

**OTHER RELEVANT FORMS:** SSV-1A AND FLORIDA COUNCIL AGAINST SEXUAL VIOLENCE BROCHURE “SEXUAL BATTERY VICTIMS RIGHTS AND SERVICES”

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**ACA/CAC/CFA STANDARDS:** 4-APPFS-3E-05, 4-4281-3, 4-4281-8, 8.04, 18.05, AND 18.12M

**STATE/FEDERAL STATUTES:** PRISON RAPE ELIMINATION ACT (PREA) OF 2003, 28 CFR 115.21, 115.31, 115.34, 115.62, 115.71, 115.72; AND SECTIONS 775.0877, 794.011, 794.024, 794.026, 794.03, 794.052, 794.055, 943.326, 944.35, 960.001, F.S.

**FLORIDA ADMINISTRATIVE CODE:** CHAPTER 33-602; AND RULES 33-208.002 THROUGH 33-208.003, F.A.C.

**PURPOSE:** To establish guidelines for the investigation of sexual abuse, sexual battery, sexual misconduct, staff or inmate sexual harassment or voyeurism allegations within the Department of Corrections.

**DEFINITIONS:**

- (1) **Consent**, where used herein, means intelligent, knowing, and voluntary consent and does not include coerced submission. “Consent” shall not be deemed or construed to mean the failure by the alleged victim to offer physical resistance.
- (2) **Correctional Officer**, where used herein, refers to any person, other than a Warden or Assistant Warden, who is appointed or employed full time by the state whose primary responsibility is the supervision, protection, care, custody, or control of inmates within a correctional institution and includes Correctional Probation Officers as defined in section 943.10(3), F.S.
- (3) **Criminal Investigation**, where used herein, refers to an investigation of allegations or suspicions that a person committed a crime.
- (4) **Crime** refers to any violation of statute, criminal code, or local ordinance as defined by federal law or section 775.08(4), F.S., that is classified as a felony or misdemeanor and that may result in death or imprisonment upon conviction.
- (5) **Crime Scene** refers to a location where an illegal act took place or is suspected of having taken place, and comprises the area from which evidence of a crime is located or exists.
- (6) **Department Property**, where used herein, refers to any property owned or leased by the Department, including conveyances used by employees for Department business or transportation of inmates.
- (7) **Incident Commander**, where used herein, refers to the on-duty Department employee of senior rank or responsibility, other than an Inspector, present at the crime scene. Once the officer in charge arrives, s/he may either assume the Incident Commander post or designate an individual to remain in or assume the Incident Commander post.
- (8) **Inspector**, where used herein, refers to the employee assigned to the Office of the Inspector General (OIG), whose activities are supervised and coordinated by the Inspector General for the purpose of conducting criminal and administrative investigations and who may engage in other activities as authorized by law.
- (9) **Inspector General Investigative and Intelligence System (IGIIS)** refers to a records management system in which the OIG manages, coordinates, organizes, tracks, and stores investigative reports.
- (10) **Management Information Notification System (MINS)**, where used herein, refers to an automated system for the prompt and efficient transmission of information concerning Department incidents, events, and complaints to designated Department staff.

- (11) **Miranda**, where used herein, refers to the decision of the United States Supreme Court in *Miranda v. Arizona*, 384 US 436 (1966), that established statements made by an individual in police custody are only admissible at trial if the individual was, prior to interrogation, clearly informed that s/he has the right to remain silent, that anything s/he says can be used against her/him in court, that s/he has the right to consult with a Lawyer and to have the Lawyer present with her/him during interrogation, and that if s/he is indigent, a Lawyer will be appointed to represent her/him.
- (12) **Officer in Charge (OIC)** refers to the highest ranking on-duty officer or officer appointed over a duty, shift, or facility.
- (13) **Protected Health Information (PHI)**, where used herein, refers to inmate or suspect information that is created or received by the Department, whether oral, recorded, transmitted, or maintained in any form or medium, that relates to the past, present, or future physical or mental health or condition of an inmate or suspect, to the provision of health care to an inmate or suspect, or to the past, present, or future payment for the provision of health care to an inmate or suspect and that identifies an inmate or suspect or provides a reasonable basis to believe the information can be used to identify an inmate or suspect. PHI is health information which may contain some or all of the following elements: name, address information, including the inmate's institution and dorm, social security number, DC number, facial photograph, etc.
- (14) **Sexual Abuse**, where used herein, refers to:
- (a) any of the following acts, if the victim does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse:
    1. contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
    2. contact between the mouth and the penis, vulva, or anus;
    3. penetration of the anal or genital opening, however slight, by a hand, finger, object or other instrument; and
    4. any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of another person, excluding contact incidental to a physical altercation;
  - (b) any of the following acts perpetrated by a staff member, contractor, or volunteer against an inmate, with or without consent of the inmate:
    1. contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
    2. contact between the mouth and the penis, vulva, or anus;
    3. contact between the mouth and any body part where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
    4. penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
    5. any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or buttocks, that is unrelated to official duties

- or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
6. any attempt, threat, or request by a staff member, contractor, or volunteer to engage in the activities described in paragraphs 1-5 of this section;
  7. any display by a staff member, contractor, or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of an inmate, and
  8. voyeurism by a staff member, contractor, or volunteer.
- (15) **Sexual Assault Nurse Examiner (SANE)**, where used herein, refers to qualified medical personnel that conduct sexual assault examinations and complete a sexual assault kits.
- (16) **Sexual Assault Response Team (SART)**, where used herein, refers to a contract medical team that, at the direction of staff from the Office of the Inspector General, responds to reported sexual assault incidents in all regions where the Department has a contract, by conducting a forensic sexual assault examination at the reporting facility.
- (17) **Sexual Battery**, where used herein, means the nonconsensual oral, anal, or vaginal penetration by, or union with, the sexual organ of another or the anal or vaginal penetration of another by any other object; however, sexual battery does not include an act done for a bona fide medical purpose.
- (18) **Sexual Harassment**, where used herein, includes repeated and unwelcomed sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one inmate directed toward another; and repeated verbal comments or gestures of a sexual nature to an inmate by a staff member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.
- (19) **Sexual Misconduct**, where used herein, means the consensual oral, anal, or vaginal penetration by, or union with, the sexual organ of an inmate or offender and a staff member, contractor or volunteer or involving anal or vaginal penetration with any other object.
- (20) **Subject**, where used herein, refers to a person accused of sexual abuse, or that reasonable cause suggests may be associated as a principle accessory in a policy violation or a violation of Florida Administrative Code.
- (21) **Suspect**, where used herein, refers to a person accused of sexual abuse or that reasonable cause suggests may be associated as a principle or accessory in the commission or attempted commission of a crime.
- (22) **Victim**, where used herein, means a person who has been the object of sexual abuse.
- (23) **Voyeurism**, where used herein, refers to an invasion of privacy of an inmate, detainee, or other resident by a staff member, contractor, or volunteer staff for reasons unrelated to official duties, such as peering at an inmate who is using a toilet in her/his cell to perform bodily functions, requiring an inmate to expose her/his buttocks, genitals, or breast, or taking images of all or part of an inmate's naked body or of an inmate performing bodily functions.

**SPECIFIC PROCEDURES AND GUIDELINES:**

- (1) The reporting and investigation of sexual abuse, sexual battery, or sexual misconduct occurring while the individual is attended by a medical authority is not contemplated by this procedure, unless there exists reasonable suspicion that such abuse, battery, or conduct was a result of the commission of a crime or violation of FDC procedure or Florida Administrative Code.
- (2) The Office of the Inspector General shall, except pursuant to the terms of any valid Memorandum of Understanding (MOU) or protocol with any other law enforcement agency, or instances that occur at community corrections offices, be the primary investigative unit of all sexual battery allegations occurring on Department property.
- (3) The Office of the Inspector General shall, except pursuant to the terms of any valid Memorandum of Understanding (MOU) or protocol with any other law enforcement agency, be the primary investigative unit of all sexual misconduct allegations occurring on Department property.
- (4) The Deputy Secretary of Institutions and the Deputy Secretary of Community Corrections, in conjunction with the Bureau of Professional Development and Training, shall ensure all staff assigned to their respective offices receives training necessary to comply with this procedure.
- (5) No Inspector or other member of the Office of the Inspector General, except for command staff, shall communicate with the media regarding any sexual abuse, sexual battery, or sexual misconduct occurring on Department property.
- (6) Whenever sexual abuse, sexual battery, sexual harassment, sexual misconduct, or voyeurism occurs, the Emergency Action Center (EAC) shall be notified without unnecessary delay. The OIC or the Incident Commander shall ensure that any sexual abuse, sexual battery, sexual harassment, sexual misconduct, or voyeurism is reported via MINS after notification to EAC.

**(7) INCIDENTS ON INSTITUTIONAL GROUNDS:**

- (a) Correctional personnel responding to a sexual abuse, sexual battery, or sexual misconduct shall take all reasonable action to ensure the safety of all persons and to control and detain any suspects.
- (b) Correctional personnel shall separate the alleged victim and suspect.
- (c) Correctional personnel shall ensure all victims and other injured persons are provided appropriate first aid and that, as appropriate, emergency medical services are summoned.
- (d) The OIC shall be notified and respond to the scene of the crime without unnecessary delay.
- (e) The OIC shall ensure that the crime scene is secure and remains undisturbed until released to a responding Inspector or other law enforcement authority.

## **Procedure 108.015**

- (f) Each non-OIG Department employee who enters the crime scene shall complete an “Incident Report,” DC6-210, prior to the end of her/his shift.
- (g) The OIC shall ensure that the victim inmate is instructed not to wash, bathe, eat, drink, smoke, brush her/his teeth, use the toilet, or change clothes until authorized by an Inspector or other law enforcement authority.
- (h) No inmate who is suspected of having been involved in a sexual battery or sexual misconduct shall be permitted or assisted to clean blood, saliva, or other evidence from her/his person, except as may be necessary for medical purposes. The suspect inmate(s) shall not be permitted to wash, bathe, eat, drink, smoke, brush her/his teeth, use the toilet, or change clothes until authorized by an Inspector or other law enforcement authority.
- (i) No crime scene in which evidence exists shall be cleaned, disturbed, transited, or manipulated in any manner until released by a responding Inspector or other law enforcement authority.
- (j) The OIC shall ensure the names of all persons responding to the crime scene are recorded and provided to the responding Inspector or other law enforcement authority.
- (k) Only Department staff authorized by the OIC, or an Inspector or other law enforcement authority and with a designated and immediate crime scene function may enter the crime scene.
- (l) The only Non-Department personnel permitted to enter a crime scene involving a sexual battery or sexual misconduct are those from other sworn law enforcement staff, or law enforcement support personnel (e.g., forensic officers, firefighters, emergency medical personnel).
- (m) To the extent possible, the OIC or Incident Commander shall ensure all inmates who witnessed any sexual battery or sexual misconduct are segregated, unless exigent circumstances exist that the inmates cannot be segregated.
- (n) No Department employee who has witnessed a sexual battery or sexual misconduct shall discuss the incident until after having been interviewed by an Inspector or other law enforcement authority, except as necessary for immediate security measures to be implemented.
- (o) The OIC shall ensure the name(s) of all known persons that may have witnessed or may have knowledge of the incident be recorded on a DC6-210.
- (p) Any witness statement, incident report, or supplemental report written regarding the facts or information surrounding a sexual battery or sexual misconduct shall be written and signed by the originator and unaltered by any employee.
- (q) Any non-OIG employee who accompanies a victim of a sexual battery or sexual misconduct during medical transport or other transit and such victim provides information about the incident or identifies a suspect which contributed to her/his injury shall complete a DC6-210.

- (r) The OIC shall ensure, without delay, a suspect inmate of a sexual battery or sexual misconduct is secured and does not wash, bathe, eat, drink, smoke, brush her/his teeth, use the toilet, or take any action to that could destroy physical evidence. After checking with an Inspector or other law enforcement authority, the clothing worn by the suspect should be taken into evidence in accordance with "Prison Rape: Prevention, Detection, and Response," Procedure 602.053.
- (s) No suspect should be questioned about any criminal accusation until an Inspector or other Law Enforcement Officer is present, except as necessary for immediate security concerns to be dispelled.
- (t) If an inmate in transit or working outside an institution is suspected of being involved in a sexual abuse, sexual battery, or sexual misconduct, correctional personnel shall secure the inmate without delay.
- (u) The OIC or Incident Commander shall ensure:
  1. any weapon or evidence suspected of being involved in a sexual battery or sexual misconduct is preserved,
  2. that a "Chain of Custody," DC1-801 is created and maintained, and
  3. the evidence is provided to the responding Inspector or other law enforcement personnel as soon as possible and with minimal handling so as to preserve any latent or forensic evidence contained thereon.

**(8) INCIDENTS ON DEPARTMENT PROPERTY OTHER THAN INSTITUTIONAL GROUNDS:**

- (a) Correctional personnel shall ensure all victims and other injured persons are provided appropriate first aid, and that, as appropriate, emergency medical services are summoned.
- (b) The senior ranking Department employee present shall ensure that the crime scene is secure and remains undisturbed until released to a responding Inspector or other law enforcement authority.
- (c) No crime scene in which evidence exists shall be cleaned, disturbed, transited, or manipulated in any manner until released by a responding Inspector or other law enforcement authority.
- (d) Without unnecessary delay, the senior ranking Department employee or her/his designee shall notify the Office of the Inspector General, or the appropriate law enforcement agency any time a sexual battery or sexual misconduct occurs on Department property.
- (e) The senior ranking Department employee on scene shall ensure the names of all staff members responding to the crime scene are recorded and provided to the responding Inspector or other law enforcement authority.
- (f) Only Department staff authorized by the senior ranking Department staff member on scene, an Inspector, or other law enforcement authority and with a designated and immediate crime scene function may enter the crime scene.

- (g) The only non-Department personnel permitted to enter a crime scene involving a sexual battery or sexual misconduct are those from other sworn law enforcement staff, or law enforcement support personnel (e.g., forensic officer, firefighters, and emergency medical personnel).
- (h) The OIC shall ensure the names of all persons responding to the crime scene are recorded and provided to the responding Inspector or other law enforcement authority.
- (i) The senior ranking Department employee on scene shall ensure:
  - 1. any weapon or evidence suspected of being involved in a sexual battery or sexual misconduct is preserved, not molested or disturbed; and
  - 2. a DC1-801 is created and maintained and the evidence is provided to the responding Inspector or other law enforcement personnel as soon as possible and with minimal handling so as to preserve any latent or forensic evidence contained thereon.

**(9) INSPECTOR RESPONSIBILITIES:**

- (a) The initial Inspector to arrive at the scene of the crime shall be the primary Inspector unless otherwise designated by the Inspector Supervisor.
- (b) An Inspector investigating a sexual battery or sexual misconduct where physical evidence may be present shall:
  - 1. respond to the scene and immediately contact the OIC;
  - 2. coordinate crime scene access and control with the OIC;
  - 3. if a forensic evidence technician is unavailable, assume responsibility for the proper collection, retention, and maintenance of physical evidence and all accompanying chains of custody;
  - 4. conduct any necessary preliminary interviews of the victim, if applicable, and witnesses, as appropriate (a preliminary interview may be a verbal interview or a written statement) with appropriate follow-up interviews as outlined in OIG Procedures or Directives;
  - 5. in the case of sexual battery, in accordance with Florida law (section 794.052, F.S.), verify the victim obtains medical treatment, if medical treatment is necessary as a result of the alleged incident, a forensic examination, and advocacy and crisis-intervention services;
  - 6. ensure the **incarcerated victim** has received the brochure "Sexual Abuse Awareness," NI1-120, and was advised of her/his right to access crisis intervention services, to have a forensic examination, and to have a victim advocate present during the forensic examination and/or the investigative interview if s/he chooses to. If the inmate has not received notification and the brochure, prior to any exam or interview, the Inspector will give the inmate one, advise them appropriately, and document such in the interview;
  - 7. ensure any **staff or non-incarcerated victim** is provided the "Sexual Battery" brochure of the legal rights and remedies available to a victim on the standard form developed and distributed by the Florida Council Against Sexual Violence in conjunction with the Department of Law Enforcement and advise that s/he may contact a certified rape crisis center from which the victim may receive services;

8. during the victim review of the final Investigative Report process, ensure the victim, as applicable, is provided with the appropriate “Notice to Incarcerated Victims,” DC1-832, (to inmate victim) or the “Victims Rights Brochure,” NI1-039 (to non-inmates);
  9. if as a result of the interview with the victim, physical evidence of alleged battery or misconduct may exist on the victim, request a sexual assault examination and evidence kit be conducted by a SANE or SART. The victim or, if applicable, the person representing the victim, must be informed of the purpose of submitting evidence for testing and the right to request testing in accordance with “Evidence, Property, and Contraband Collection, Preservation, and Disposition,” Procedure 108.017;
  10. ensure photos are taken of any physical injuries of the victim (e.g., bruises or cuts);
  11. identify and locate all witnesses to the crime and obtain all necessary biographical and contact information; and
  12. present any affidavit and accompanying warrant through the OIG chain of command prior to the presentation to a Judge, unless exigent circumstances exist which require the immediate processing and execution in order to obtain or preserve critical evidence.
- (c) The departure of the alleged suspect or victim from the employment or control/supervision of the Department shall not provide a basis for terminating any PREA investigation.
- (d) Any Inspector conducting a criminal investigation and questioning a suspect shall at all times follow the directives of *Miranda*.
- (e) Any Inspector conducting any interviews or interrogation of a Correctional Officer or Law Enforcement Officer that maybe a suspect pursuant to a criminal investigation of a sexual battery or sexual misconduct shall read the *Miranda* warning prior to questioning, even if the subject is not in custody and is free to leave.
- (f) Any Inspector who becomes aware that a Department employee is arrested pursuant to her/his involvement in any sexual battery or sexual misconduct shall utilize the chain of command to notify the Inspector General or her/his designee of the arrest.
- (g) In all instances of investigating sexual abuse, sexual battery, sexual misconduct, sexual harassment, or voyeurism, the case Inspector shall ensure that a PREA number has been assigned to the complaint and is recorded in the case report and in IGIIS and the incident was reported in MINS.
- (h) If the Inspector or OIG field office is taking the initial complaint of sexual abuse, sexual battery, sexual misconduct, sexual harassment, or voyeurism, the Inspector or Inspector Supervisor shall notify, EAC, obtain a PREA number, report the complaint to the OIC or management as appropriate, and report the incident in MINS.
- (i) At the conclusion of any sexual abuse, sexual battery, sexual misconduct, sexual harassment, or voyeurism investigation, the Inspector shall make appropriate notifications and follow-up notifications in accordance with section (11) of this procedure.

**(10) SEXUAL ABUSE/SEXUAL HARASSMENT/VOYEURISM:**

- (a) Absent mitigating factors, all allegations of **inmate on inmate** sexual harassment shall be referred to management for investigation and handling as a management and/or disciplinary issue.
- (b) Aside from **inmate on inmate** sexual harassment, all other allegations of any **inmate on inmate** sex offense shall be investigated by the Office of Inspector General.
- (c) All allegations of **staff on inmate** sexual abuse, sexual harassment, and voyeurism shall be investigated by the Office of the Inspector General. None shall be referred to management.
- (d) If there is no criminal predicate, the investigation shall be investigated as an administrative case.
- (e) An Inspector investigating an allegation of sexual abuse, sexual harassment, improper sexual misconduct, and voyeurism shall:
  - 1. interview the victim;
  - 2. identify and interview witnesses and subjects/suspects; and
  - 3. complete the investigation in accordance with “Investigative Process,” Procedure 108.003 and OIG Directives, and complete the appropriate investigative or complaint review report.

**(11) REPORTING INVESTIGATIVE FINDINGS TO VICTIMS:**

- (a) Victims of any sexual battery shall be permitted to review the final report and provide a statement as to the accuracy prior to it being finalized pursuant to section 794.052, F.S.
- (b) At the conclusion of a sexual battery investigation, the Inspector shall afford the victim the opportunity to review the report once it has been approved by a Supervisor. The Inspector shall:
  - 1. Use caution not to release confidential information as outlined in section(s) 794.024 and 794.03, F.S.
  - 2. Use caution not to release confidential medical information concerning the subject or other non-victim medical information as outlined in section 456.057, F.S.
  - 3. Permit the victim to review the final report and provide a statement as to the accuracy of the report as outlined in section 794.052, F.S.
  - 4. Document the victim’s review and any statement provided by the victim on the “Sexual Battery Victim Review,” DC1-856.
- (c) The case Inspector shall notice any PREA victim inmate if an allegation against a staff member for sexual abuse, sexual battery, sexual misconduct, sexual harassment, or voyeurism (administrative or criminal) is exonerated, sustained, partially sustained, not sustained, unfounded, closed by arrest, exceptionally cleared, or placed in open-inactive status.
- (d) The case Inspector, Inspector Supervisor or designee shall notice any victim inmate the following pertaining to any PREA allegation:

1. when the Department learns the alleged abuser has been indicted on a charge related to sexual abuse; or
2. when the Department learns that the alleged abuser was convicted on a charge related to sexual abuse.

**(12) ADMINISTRATIVE INVESTIGATIONS:**

- (a) During investigation into any PREA allegations, Inspectors shall include an effort to determine whether staff actions or failure to act contributed to the abuse and report any violations of rules or procedures.
- (b) Any criminal investigation involving PREA allegations by a staff member that has policy, procedure, or rule violations that were not covered in the criminal case or where probable cause exists but no prosecution of the case, shall require a parallel administrative investigation.
- (c) Any parallel administrative investigation shall be tolled during the criminal investigation.

**(13) USE OF VOICE STRESS ANALYSIS OR POLYGRAPH:** In all instances of investigating sexual battery, sexual misconduct, sexual abuse or sexual harassment, the case Inspector shall not make a request of the victim to submit to a voice stress analysis or polygraph examination.

**(14) PREA SURVEY FORM:** The Inspector General will cause a “Survey of Sexual Victimization, – Incident Form (Adult),” SSV-1A to be completed in accordance with guidelines established by the U.S. Department of Justice in any case where an allegation (criminal or administrative) of sexual abuse, sexual battery, sexual misconduct, sexual harassment, or other PREA event investigated by the OIG is sustained and an inmate is the victim.

**(15) RECORDS RETENTION:** The agency shall retain all administrative and criminal investigative reports, pursuant to a sexual battery investigation, as long as the alleged suspect is incarcerated, supervised, or employed by the agency, plus five years and marked with a stamp or marker that reads: **“SEX CRIME: RETAIN FOR BEYOND NORMAL PERIODS IN ACCORDANCE WITH PRISON RAPE: PREVENTION, DETECTION, AND RESPONSE, PROCEDURE 602.053”**

**(16) SPECIALIZED TRAINING INVESTIGATIONS:**

- (a) In addition to the general training provided to all employees pursuant to 28 CFR 115.31, the Department shall ensure that Inspectors have received training in the conducting of such investigations in confinement settings.
- (b) Specialized training shall include:
  1. techniques for interviewing sexual abuse victims,
  2. appropriate application of *Miranda* and Garrity warnings,
  3. sexual abuse evidence collection in confinement settings, and
  4. the criteria and evidence required to substantiate a case for prosecution referral.

**Procedure 108.015**

- (c) The Department shall maintain documentation that Inspectors have completed the required specialized training in conducting sexual abuse investigations. Training documentation shall be maintained by the Bureau of Professional Development and Training.

/S/

Chief of Staff