

	DEPARTMENT OF PUBLIC SAFETY CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: May 7, 2018	POLICY NO.: COR.08.13
		SUPERSEDES (Policy No. & Date): July 1, 2010	
	SUBJECT: DUTY ASSIGNMENT FOR CORRECTIONS OFFICERS		Page 1 of 3

1.0 PURPOSE

To provide guidelines for Corrections Officers duty assignments and prevent the possibility of their being placed in compromising situations with offenders of the opposite gender.

2.0 REFERENCES AND DEFINITIONS

.1 References

- a. Hawaii Revised Statutes (HRS) 26-14.6. Department of Public Safety.
- b. PSD Policies and Procedures (P&P), ADM.08.08: Prison Rape Elimination Act.
- c. PSD Policies and Procedures (P&P), COR.08.31: Searches of Inmates.
- d. PSD Policies and Procedures (P&P), COR.08.23 Count Principles and Procedures.

.2 Definitions

- a. Exigent Circumstances
Any set of temporary and unforeseen circumstances that require immediate action in order to combat a threat to the security or institutional order of a facility.
- b. Pat Search
A pat search plus the loosening of clothes; loosening of the belt; shaking out brassiere; removing shoes; opening and wagging tongue; removing wig; visual inspection of the mouth, nose, and ears without probing; and a search of items such as hat and gloves. A full frisk search does not include a strip search.
- c. PREA Knock and Announce
Staff of the opposite gender are required to "knock and announce" their presence when entering an offender housing unit. This announcement must be recorded in the logbook/informer. For example: *"Male/Female"*

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on the floor conducting walkthroughs etc., please ensure that you are properly dressed.”

d. Strip Search

Removal and inspection of clothing or clothes with a visual inspection of all body surfaces including body areas immediately adjacent to the opening of body cavities. A strip search shall not include a search of a body cavity other than the mouth, nose and ears, and shall not include any probe or intrusion search or the removal of blood, hair, or any other substance.

3.0 POLICY

Corrections Officers shall be assigned in a manner that will protect the privacy of offenders of the opposite gender as well as prevent them from being placed in compromising situations.

4.0 PROCEDURES

- .1 Corrections Officers shall not participate in, or watch strip searches of offenders of the opposite gender, unless it is an exigent circumstance.
- .2 Corrections Officers shall not conduct pat or frisk searches of offenders of the opposite gender, unless it is an exigent circumstance.
- .3 Non-uniformed female staff members who have been trained may conduct pat or frisk searches of female offenders at the authorization of the Facility Warden.
- .4 Corrections Officers of the opposite gender are required to “knock and announce” their presence when entering an offender housing unit and ensure that this notice is logged in the Informer or Log Book. This is called the “PREA Knock and Announce” requirement.
- .5 Corrections Officers shall not participate in an occupied toilet (actually using the restroom) or shower inspections (actually showering) of offenders of the opposite gender, unless the audible “PREA Knock and Announce” requirement was initiated and logged.
- .6 Corrections Officers shall comply with the “knock and announce” requirement prior to conducting an inspection or head count of dormitories or cells occupied by offenders of the opposite gender.

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- .7 In an exigent circumstance, as determined by the highest ranking officer of the watch, commonly referred to as the Watch Commander, Corrections Officers may be authorized to conduct or witness searches of offenders of the opposite gender only when:
 - a. There is an exigent situation and there are no Corrections Officers of the same gender immediately available to perform such duties, and
 - b. The exigent circumstance based on the facts available at the time reasonably indicates that there is a threat to the security or good management of the facility, or that human life and safety are in imminent danger.

- .8 Immediately after the managing the incident based on exigent circumstances whereby a Correctional Officer of the opposite gender conducted a pat search or strip search the Watch Commander shall complete the PREA Mandatory Reporting form PSD 8317 to document the actions of staff and distribute as required by ADM.08.08: PREA.

- .9 The Watch Commander shall also submit a written report to the Warden via the Chief of Security, which shall detail the specific exigent circumstances, the action taken, and reports from all of the participants. This report shall be kept on file by the Chief of Security for a period of three (3) years.

5.0 SCOPE

This policy applies to all PSD Correctional Facilities.

APPROVAL RECOMMENDED:

 May 7, 2018
 Deputy Director for Corrections Date

APPROVED:

 May 7, 2018
 DIRECTOR Date

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**DEPARTMENT OF PUBLIC SAFETY
PREA MANDATED REPORTING**

INMATE (NAME/SID):
FACILITY/HOUSING:
ALLEGED (CIRCLE) VICTIM PREDATOR N/A
CASE #:

REASON FOR PREA MANDATED INCIDENT REPORTING, CHECK ALL THAT APPLY:

- 1) DEVIATION FROM THE FACILITY STAFFING PLAN.
- 2) INCIDENT OF CROSS-GENDER STRIP OR BODY CAVITY SEARCH BY NON-MEDICAL STAFF.
- 3) INCIDENT OF CROSS-GENDER PAT SEARCH OF A FEMALE OFFENDER.
- 4) NOTICE TO THE VICTIM OFFENDER OF THE RESULTS OF THE COMPLETED INVESTIGATION, THE STATUS OF THE CRIMINAL CASE, OR THE EMPLOYMENT STATUS/LOCATION OF THE ALLEGED STAFF ABUSER.
- 5) PREA ASSESSMENT OR INCIDENT WARRANTS PLACEMENT IN INVOLUNTARY ADMINISTRATIVE SEGREGATION (IAS).
 - ASSESSMENT COMPLETED? YES NO, EXPLAIN.
 - PROGRAMS RESTRICTED IN IAS? YES NO, EXPLAIN.
 - IAS PLACEMENT EXCEEDED 30 DAYS? YES NO, EXPLAIN.
- 6) THIRD PARTY REPORTED A PREA INCIDENT AND ALLEGED VICTIM OFFENDER DECLINES TO HAVE IT PROCESSED ON HIS/HER BEHALF.
- 7) USE OF INTERPRETER OR OTHER ACCOMODATION FOR OFFENDER WITH DISABILITY OR LIMITED ENGLISH PROFICIENCY FOR PREA INCIDENT OR EDUCATION.
- 8) OFFENDER OR DETAINEE HELD OVERNIGHT IN PSD LOCK UP.
- 9) 90 DAY (MIN) MONITORING OF VICTIM OR REPORTING INDIVIDUAL FOR ANY FORM OF RETALIATION.
- 10) OTHER (YOUTHFUL OFFENDER | TRANSGENDER/INTERSEX BI-ANNUAL HOUSING & PROGRAM REVIEW)

DESCRIPTION OR CIRCUMSTANCES FOR THE PREA MANDATED REPORTING:

CONTINUED ON ATTACHED PAGE

PRINT NAME AND TITLE OF STAFF MEMBER COMPLETING FORM:	SIGNATURE OF FACILITY PREA MANAGER: DATE/TIME: /
SIGNATURE OF STAFF MEMBER COMPLETING FORM: DATE/TIME: /	SIGNATURE OF WARDEN OR DESIGNEE: DATE/TIME: /
IF APPLICABLE INMATE SIGNATURE AND DATE/TIME DATE/TIME: /	<input type="checkbox"/> INMATE REFUSED TO SIGN/STAFF MEMBER SERVING RESULTS IS THE WITNESS TO THE REFUSAL

DISTRIBUTION: PSD PREA Coordinator, Facility PREA Manager, Warden/Administrator, Facility HCU Clinical Section Administrator