

# COUNTY OF SANTA CLARA PREA JUVENILE INSTITUTIONS

## Coordinated Response Plan for Sexual Abuse or Assault

Youth reports allegation of current or past sexual abuse/sexual assault allegedly occurring within the institution to:

Staff, contractor, or volunteer witness or become aware of current or past sexual abuse or sexual assault including a youth allegedly occurring within the institution. Shall report

**PROBATION STAFF / INTERNAL AFFAIRS**

**YWCA CRISIS SUPPORT LINE (RED PHONE)**

**OFFICE OF YOUTH COMMUNITY RESTORATION (OYCR) OMBUDSPERSON**

**BEHAVIORAL HEALTH**

**THIRD PARTY OR ANONYMOUS REPORT**

**SUPERVISOR OR AUTHORIZED DESIGNEE**

- Immediately notify a Probation Manager who will notify the designated law enforcement agency (LEA)
- Ensure victim receives medical attention
- Preserve and protect crime scene until relieved by law enforcement agency (i.e., no shower)
- Victim and alleged aggressor shall remain separated
- Notify the Deputy Chief for referral of investigation by Internal Affairs
- Contact YWCA Crisis Support Line to provide victim advocate
- Notify youth's family/guardian
- Ensure the incident report is confidential
- Ensure a Behavioral Health referral is submitted

**YOUTH SUPERVISION STAFF/ FIRST RESPONDER**

- Separate the alleged victim and alleged suspect
- Request medical assistance as appropriate
- Notify Supervisor
- Preserve and protect crime scene until appropriate steps are taken by Santa Clara County Sheriff's Office (SCSO). Any affected area should be on a "lock down" status
- If abuse occurred within time period to collect physical evidence, request alleged victim to not take any actions that could destroy physical evidence
- Document in an incident report

**ALLEGATION AGAINST STAFF:**  
referred to Internal Affairs

**EMERGENCY EXAMINATIONS AND TESTING**

- Youth will be transported to Santa Clara County Valley Medical Center (SCC VMC) as determined by institutional nurse for testing by Sexual Assault Forensic Examiner (SAFE) / Sexual Assault Nurse Examiner (SANE).
- Forensic evidence shall only be released to Sheriff's Office for criminal investigation

**COUNTY OF SANTA CLARA SHERIFF'S OFFICE**

- Conducts interviews
- Reviews property and physical evidence
- Creates investigative report
- Communicates findings to Probation Deputy Chief for Institutions
- Refers to District Attorney's Office for criminal prosecution, if warranted

COUNTY OF SANTA CLARA SHERIFF'S OFFICE (408) 299-2505  
MORGAN HILL POLICE SPECIAL OPERATIONS CAPTAIN (408) 779-2101

**MEDICAL AND MENTAL HEALTH**  
Upon return to facility, alleged victim and /or suspect shall be seen by medical and mental health staff for continued services.

**FACILITY MANAGER**

- Complete a report with conclusions of review/investigation and forward to Deputy Chief of Probation
- Review incident within 30 days following conclusion of investigation
- Retaliation Monitoring and Status Check every 30 days for minimum of 90 days
- Ensure re-screening for Vulnerability to Victimization and Sexually Aggressive Behavior (VV/SBB)
- Upon completion of investigation, advise youth and parent/guardian of the outcome
- Incident and Retaliation Monitoring will be reviewed during scheduled quarterly PREA meetings