
First Responder Pocket Card

§ 115.64 Staff first responder duties.

Zero Tolerance for Sexual Abuse and Sexual Harassment

- Notify the area supervisor immediately.
- Separate the alleged victim(s) and abuser(s).
- Be sure evidence is not destroyed (e.g., do not allow the perpetrator(s) to wash, shower, clean up, brush teeth, change clothes, urinate, defecate, smoke, drink, or eat).
- If the abuse occurred within a time period that still allows for the collection of physical evidence, request that the alleged victim(s) and ensure that the alleged abuser(s) not take any actions that could destroy physical evidence, including, as appropriate, washing, brushing teeth, changing clothes, urinating, defecating, smoking, drinking, or eating.

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- Fill out an incident report according to your policies and supervisor instruction.
- Escort victim and perpetrator separately to medical.
- Complete an incident report and document in the appropriate log(s), if applicable.
- Ensure that the victim and perpetrator are not housed near each other upon their return.
- Maintain the victim's confidentiality.
- Supervisory first responders shall coordinate with facility administrator, PREA compliance manager, investigator(s), and victim services for assistance.

Refer to your agency policy for full information.

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