

## RED FLAGS

There are numerous 'red flags' that you as a contractor or volunteer should look out for when working for the VADOC:

- Overly friendly staff or inmates/probationers.
- Inmates/probationers that are on a first name basis with staff, contract staff or volunteers or the exchange of personal information between the two.
- Staff disappearing for long periods of time, showing up early or staying late.
- Inmates/probationers accepting gifts from staff.
- Staff, contract staff or volunteers showing favoritism towards an inmate/probationer.
- Staff, contract staff or volunteers in close proximity to or engaging in inappropriate touching with inmates/probationers.

## PREVENTION

Here are a few preventative strategies to maintain professionalism and avoid inappropriate relationships with an inmate or probationer:

- Focus attention to work related assignments and duties.
- Be aware of your surroundings and stay alert.
- Steer clear of areas with minimal or no supervision.
- Do not accept gifts, favors, phone calls, cards or letters from inmates/probationers.
- Avoid flirtatious behavior.
- Avoid jokes/comments that could be interpreted as sexual in nature.
- Avoid the consumption or accepting of alcoholic beverages or drugs.
- Maintain professional boundaries at all times.

## A DUTY TO REPORT

As a valued contractor or volunteer of the Virginia Department of Corrections, you have a duty to report any knowledge of allegations or incidences of sexual abuse, sexual harassment or sexual misconduct. This includes information received from a third party or through personal observations.

If a VADOC employee, contractor or volunteer engages in sexual relations and/or sexually harasses an inmate or probationer, that employee, contractor or volunteer is subject to termination as well as criminal prosecution. The VADOC will ensure that all employees, contractors, volunteers and inmates are free from retaliation for reporting such behaviors.

## RESOURCES

If you have general questions, please contact the PREA Unit:

**Tammy Barbetto, PREA Supervisor**  
[Tammy.Barbetto@vadoc.virginia.gov](mailto:Tammy.Barbetto@vadoc.virginia.gov)

**Joseph Allotey, Central Region**  
[Joseph.Allotey@vadoc.virginia.gov](mailto:Joseph.Allotey@vadoc.virginia.gov)

**Maria Kokoris, Eastern Region**  
[Maria.Kokoris@vadoc.virginia.gov](mailto:Maria.Kokoris@vadoc.virginia.gov)

**Misty Counts, Western Region**  
[Misty.Counts@vadoc.virginia.gov](mailto:Misty.Counts@vadoc.virginia.gov)

**Confidential Reporting Hotline**

**1-855-602-7001**

## VIRGINIA DEPARTMENT OF CORRECTIONS

### A Guide to Maintaining Appropriate Boundaries with Inmates or CCAP Probationers/Parolees



**For Contractors and Volunteers of the Virginia Department of Corrections**

# PRISON RAPE ELIMINATION ACT: DETECTING, REPORTING, PREVENTING

The Prison Rape Elimination Act (PREA) of 2003 was enacted by Congress to address the need to protect those who are under the supervision of a U. S. Correctional Agency from sexual abuse and/or sexual harassment.



## POLICY

In response to the Prison Rape Elimination Act of 2003, the Virginia Department of Corrections (VADOC) is committed to and has adopted a **ZERO-TOLERANCE** standard for sexual abuse and/or sexual harassment of inmates or probationers by all staff including contractors/volunteers and other inmates. The VADOC strives to cultivate an environment where employees, as well as inmates, regardless of age, race, gender or sex are both safe and free from any type of sexual related misconduct.

To comply with PREA Standard §115.32, all contractors and volunteers with the DOC who have contact (or could have contact with inmates/probationers shall be trained on their responsibilities to prevent, detect, monitor and report allegations and incidents of sexual abuse and sexual harassment of inmates and probationers as outlined in Operating Procedure 038.3 *Prison Rape Elimination Act (PREA)*. The level and type of training provided to volunteers and contractors shall be based on the services they provide and level of contact they have with inmates/probationers as follows:

Level 1 - Contractor/Volunteer does not have any contact with inmates/probationers. Contractor or volunteer shall receive a minimal amount of training on responsibilities to prevent, detect, monitor and report allegations and incidents of sexual abuse and sexual harassment of inmates and probationers. Such training shall include: review of Operating Procedure 038.3 *Prison Rape Elimination Act (PREA)*. Contractor/Volunteer shall sign certifying their understanding of the material presented.

Level 2 - Contractor/Volunteer job functions do not require contact with inmates/probationers but the possibility for contact exists. Contractor/Volunteer shall receive a median amount of training on responsibilities to prevent, detect, monitor and report allegations and incidents of sexual abuse and sexual harassment of inmates and probationers. Such training shall include: review of Operating Procedure 038.3 *Prison Rape Elimination Act (PREA)*, a review of Operating Procedure 135.2 *Rules of Conduct Governing Employees Relationships With Offenders* and Introduction to PREA training (discussion of brochure). Contractor/Volunteer shall sign certifying their understanding of the material presented.

Level 3 - Contractor/Volunteer job functions require contact with inmates, contact with inmates/probationers is eminent. Contractor or volunteer shall receive the full training on responsibilities to prevent, detect, monitor and report allegations and incidents of sexual abuse and sexual harassment of inmates and probationers. Such training shall include: Understanding of VADOC Operating Procedure 038.3 *Prison Rape Elimination Act (PREA)* and full PREA Training (the training provided to all new hires in our facilities). Contractor/Volunteer shall sign certifying their understanding of the material presented.

