



Echo Glen Children's Center
Attn: Volunteer Secretary
33010 SE 99th Street
Snoqualmie, WA 98065
Main Line: 425-831-2500 ext.0
Mary Kirkman: 425-831-2556
kirkmmd@dshs.wa.gov

Thank you for your interest in becoming a Volunteer at Echo Glen Children's Center!

Hello and thank you for your interest in volunteering with the youth at Echo Glen! By offering your time you are making a positive impact on someone's life, our center and also improving the state of those in need.

We simply could not provide the services we have without faithful volunteers like you. From serving in the classrooms, leading Bible study, helping with a cooking class, canine connections or recreation, every service you provide directly impacts our residents. Volunteers breathe life and energy into the lives of our residents and staff. It is our sincere hope that you enjoy your time spent serving with us.

This packet will provide you with all the policies, forms and documents needed to process your application. We know there is a lot and this can be daunting but it is necessary for working with the youth here. Please email, mail back, scan or hand-deliver your completed application. If you have any questions about our volunteer program or this application do not hesitate to call us.

When filling out this packet please make sure of the following:

- You have checked all forms for accuracy, legibility and completeness. (Signatures, printed name, date)
- Double review the background check form as this form has a specific way it must be filled out. (There are instructions on the back of the form, such as if you don't go by any other names you must put N/A in the box or if your mailing and home address are the same the second line must say "same." Review the instruction sheet or feel free to call with questions.)
- Did you review, sign and watch all materials for PREA training
 - NIC Keeping Kids Safe Video (YouTube video)
 - Read policy 5.90 and 2.26 and the brochure a guide to the Prevention and Reporting Sexual Misconduct
 - Sign the acknowledgment forms that pertain to the policies
 - The PREA Sexual misconduct Disclosure
 - PREA Institutional Employment/Service Disclosure
- Are all 3 of your references sheets completed and included
- Did you make note of which area you are interested in volunteering for
- Make sure you listed your phone number and email where requested for ease of communication.
- Please return the packet completed. Once the packet is submitted your background check will be sent out and your application will be pending until it is sent back for review. We will contact you when your background check returns for further instructions; however, don't hesitate to call to see where your application stands.

Thanks again so much!



Please type or print responses clearly. Your application will be rejected if I cannot read it. If additional space is needed for answers or comments, use the 2nd page provided for you.

NOTE TO APPLICANT: It is the policy of the Department of Social and Health Services to utilize and endorse a wide range of volunteer services. Involvement of carefully selected individuals as volunteers enhances both the quality and quantity of services we can offer. Your willingness to be a part of our volunteer community is appreciated. In order to ensure the safety of our clients, staff and members of the community we will need to check your Department of Licensing and Washington State Patrol Records with a thorough background check. Please note that it could take up to eight or more weeks to complete your paperwork. Please fill this application out completely and sign in the prospective places in order to expedite your application. Incomplete applications will be placed on hold for future processing.

NAME: LAST FIRST MI			BIRTHDATE		SOCIAL SECURITY NUMBER	
RESIDENCE ADDRESS STREET			APARTMENT/TRAILER NUMBER		HOME PHONE NUMBER INCLUDING AREA CODE	
CITY STATE			ZIP CODE		CELL PHONE NUMBER INCLUDING AREA CODE	
MAILING ADDRESS IF DIFFERENT FROM ABOVE				EMAIL ADDRESS		
EMPLOYER, IF APPLICABLE				TELEPHONE NUMBER (INCLUDE AREA CODE)		
EMPLOYER ADDRESS STREET		CITY		STATE		ZIP CODE
POSITION				SUPERVISOR		
HIGHEST EDUCATION LEVEL				SCHOOLS ATTENDED		
LIST SKILLS, INTEREST AND HOBBIES						
WHY ARE YOU INTERESTED IN VOLUNTEERING AND WHAT ARE YOUR GOALS AND OBJECTIVES						
WHAT TYPES OF VOLUNTEER ROLES MOST INTEREST YOU?						
DO YOU SPEAK ANY OTHER LANGUAGE BESIDES ENGLISH?			WHERE DID YOU LEARN ABOUT THIS OPPORTUNITY		PREFERRED DAYS AND HOURS FOR SERVICE-	
YOU MAY LIST PREVIOUS VOLUNTEER EXPERIENCE ON THE NEXT PAGE OF THIS APPLICATION IF YOU WOULD LIKE US TO CONSIDER IT						
PERSONAL OR PROFESSIONAL REFERENCES (CANNOT BE FAMILY)		NAME		RELATIONSHIP		TELEPHONE NUMBER INCLUDING AREA CODE
PERSONAL OR PROFESSIONAL REFERENCES (CANNOT BE FAMILY)		NAME		RELATIONSHIP		TELEPHONE NUMBER INCLUDING AREA CODE
PERSONAL OR PROFESSIONAL REFERENCES (CANNOT BE FAMILY)		NAME		RELATIONSHIP		TELEPHONE NUMBER INCLUDING AREA CODE
THE ABOVE IS TRUE AND CORRECT. I DO NOT OBJECT TO NECESSARY REFERENCE AND RECORDS CHECKS.						
SIGNATURE:				DATE:		

WASHINGTON STATE DEPARTMENT OF SOCIAL AND HEALTH SERVICES
JUVENILE JUSTICE REHABILITATION ADMINISTRATION
ECHO GLEN CHILDREN'S CENTER

TO: ALL VOLUNTEERS

FROM: ASSOCIATE SUPERINTENDENT

RE: REPORTING REQUIREMENT

The 1998 Legislature established a requirement for all staff and volunteers working with youth to report any convictions that may incur, while employed or in volunteer status with a state agency.

Attached is a description of the legislative requirement, which outlines what crimes must be reported to Echo Glen Children's Center, specifically felony sex offenses and/or violent crimes.

Please review the attached form and sign and date on the signature line at the bottom of the page.

Your signature at the bottom of this page indicates that you have been informed of this requirement.

VOLUNTEER SIGNATURE	VOLUNTEER NAME PRINTED	DATE SIGNED
---------------------	------------------------	-------------

VOLUNTEER ASSURANCE OF CONFIDENTIALITY

As a condition of my employment or volunteer service relationship with the Department of Social and Health Services, I commit and agree to be bound by the following:

1. I am bound by CFR 42 Part 2 Federal Confidentiality Regulations, governing Confidentiality of Patient Records.
2. I certify not to divulge, publish, mention, or otherwise make known to any unauthorized third party, orally or in writing, any information concerning a consumer receiving services from providers supported by or receiving benefit from the department, except when:
 - a. I have an authorized consent for the release of such information from the consumer.
 - b. I am required to do so by court order, federal or state laws and regulations in accordance with the federal regulations.
3. I will consult management for direction anytime I am unclear as to the interpretation of confidentiality regulations or the legality of requests made of me for information.
4. I agree to be bound by procedures for safeguarding consumer information, including:
 - a. All patients identifying information will be kept out of sight when not in use.
 - b. Discussions regarding patients will be held in places providing assurance of privacy.
 - c. No patient identifying information, written, computerized or verbal, will be shared with other agencies, professionals, friends or family members without prior written authorization from the consumer.
 - d. I will deny unauthorized requests for access to patient identifying information by anyone not employed by the Department of Social and Health Services, and refer such requests to my supervisor.
5. I understand that the federal regulations set forth, specific penalties which may be imposed. An unauthorized disclosure of patient identifying information or records may subject me to a fine of up to \$500 for the first offense and up to \$5000 for each subsequent offense.
6. I understand my Assurance of Confidentiality and these requirements do not cease at the time I terminate my relationship with the department. I agree to be permanently bound by this oath and by the regulations on confidentiality henceforth.

VOLUNTEER SIGNATURE	VOLUNTEER PRINTED NAME	DATE SIGNED

Acknowledgement of Additional Requirements to Report Criminal Convictions

Persons who plead guilty to or are convicted of:

- a. Any felony sex offense as defined in RCW 9.94A.030 and RCW 9A.44.130
- b. Any crime specified in Chapter 9A.44 RCW when the victim was a juvenile in the custody of or under the jurisdiction of JJRA; or
- c. Any violent offense as defined in RCW 9.94A.030

are not allowed regular access* to juveniles within the JJRA system. Any person who has entered a guilty plea or has been convicted of one or more of these offenses is not eligible for an employed, contracted, or volunteer position within JJRA if that person will have regular access to juveniles within the JJRA system.

Current employees, volunteers, and contracted service providers who are authorized for regular access to juveniles must report any guilty plea or conviction of any of the above offenses. The report must be made to the person's supervisor within seven (7) days of conviction. Failure to report within seven (7) days constitutes misconduct under Title 50 RCW. Employees, volunteers, and contracted services providers who have reported a guilty plea or conviction for one or more of these offenses must not have regular access to juveniles within the JJRA system.

*"Regular Access" means unsupervised access to a juvenile for more than a nominal amount of time, that is the result of the person's regularly scheduled activities or work duties. For the purpose of this definition, juvenile means a juvenile offender under the jurisdiction of JJRA or a youthful offender under the jurisdiction of the Department of Corrections who is placed in a JJRA facility.

I am aware of my additional responsibility to report any criminal convictions. (RCW 72.05.440 and WAC 275.37.030), Background Checks and Sexual Misconduct by State Employees contractors and/or Volunteers (RCW 13.40.570).

SIGNATURE	DATE
-----------	------

PERSONNEL POLICY 532 Attachment B

Juvenile Justice Rehabilitation Administration Crimes Prohibiting "Regular Access" to Juveniles

Violent Offenses (RCW 9.94A.030)

- *Arson 1;
- Arson 2;
- *Assault 1;
- Assault 2;
- *Assault of a Child 1;
- Assault of a Child 2;
- *Bail Jumping when charged w/Murder 1
- *Burglary 1;
- *Child Molestation 1;
- Drive-By Shooting;
- Extortion 1;
- Forgery when class A
- *Homicide by Abuse;
- *Homicide by Watercraft
- Indecent Liberties with Forcible Compulsion;
- *Kidnapping 1;
- Kidnapping 2;
- *Leading Organized Crime when class A;
- *Any Class A Felony;

- *Malicious Explosion of a Substance 1 & 2
- *Malicious Placement of an Explosive 1
- *Manslaughter 1;
- Manslaughter 2;
- *Murder 1 (including Aggravated Murder);
- *Murder 2;
- *Possess an Explosive Devise when class A
- *Rape of a Child 1;
- *Rape of a Child 2;
- *Rape 1;
- *Rape 2;
- *Robbery 1;
- Robbery 2;
- *Use of a Machine Gun in a Felony Offense;
- Vehicular Assault;
- *Vehicular Homicide;
- Vehicular Homicide – while under the influence of drugs or alcohol, or by the operation of a vehicle in a reckless manner;

Any attempt to commit a class A felony, criminal solicitation of/or criminal conspiracy to commit a class A Felony; Any conviction for a felony offense in effect at any time prior to July 1, 1976, that is comparable to a Felony classified as a violent offense under RCW 9.94A.030; and any Federal or out-of-state conviction for an offense that under the laws of this state would be a felony classified as a violent offense under RCW 9.94A.030.

Felony Sex Offenses (RCW 9.94A.030, RCW 9A.44.130)

- Child Molestation 1;
- Child Molestation 2;
- Child Molestation 3;
- Communication with a Minor for Immoral Purposes (if it is the second sex offense the person has committed);
- Dealing in Depictions of Minor Engaged in Sexually Explicit Conduct;
- Incest 1;
- Incest 2;
- Indecent Liberties;
- Failure to register or Failure to Notify of Address Change, Transient Status, or Name Change (if original crime was a felony sex offense);

- Rape 1;
- Rape 2;
- Rape 3;
- Rape of a Child 1;
- Rape of a Child 2;
- Rape of a Child 3;
- Patronizing Juvenile Prostitute;
- Sending or bringing into State Facilities Depictions of Minor Engaged in Sexually Explicit Conduct;
- Sexual Misconduct with a Minor 1;
- Sexually Violating Human Remains;
- Custodial Sexual Misconduct 1;
- Voyeurism;

Any felony with a judge's finding of sexual motivation; Any conviction for a felony offense in effect at any time prior to July 1, 1976, that is comparable to a felony classified as a sex offense under RCW 9.94A.030; any felony that is an attempt to commit, criminal solicitation of, or criminal conspiracy to commit a sex offense; and any federal or out-of-state conviction for an offense that under the laws of this state would be a felony classified as a sex offense.

Other Automatic Disqualifying Crimes in RCW 9A.44 when the victim was in the custody or jurisdiction of JJRA (non-felony crimes)

- Custodial Sexual Misconduct 2;

- Sex Offender Failure to Register or Failure to Notify of Address Change, Transient Status, or Name Change (if original conviction was a non-felony sex offense)

This list is based on the crimes listed in the RCW's as of the 2000 Legislative Session and is subject to change with each legislative session.

To: **Volunteers**

From: Associate Superintendent

Subject: **Medical Emergencies**

To assist us in cases of medical emergency, please indicate the name of your doctor/her address and telephone number, etc. in the lines provided.

Volunteer Name: _____

Name of Doctor: _____

Doctor's Telephone Number: _____

Hospital Preference: _____

Do you have any chronic illnesses that could require medical care? _____

If yes, what? _____

Please list another person to contact in case of emergency. (spouse, father, mother, etc.)

Name: _____

Address: _____

Phone Number: _____

I authorize Echo Glen to provide emergency medical treatment, if necessary.

_____ **Yes**

_____ **No**

Signature

Date

**ECHO GLEN CHILDREN'S CENTER
RECREATION FACILITY**

VOLUNTEER RELEASE OF LIABILITY

I, _____ understand that Echo Glen Children's Center, Department of Social and Health Services and the State of Washington, assume no responsibility for my safety or for any accident or injury received while I am using the gymnasium or swimming pool for recreational purposes during non-working hours.

I, therefore, assume full responsibility for any accident or injury to myself or my property while using the swimming pool or gymnasium for recreational purposes and I release Echo Glen Children's Center, Department of Social and Health Services, and the State of Washington from any responsibility.

I also agree to be responsible for the care of all equipment within the recreation area and to abide by all the posted rules and regulations governing these activities.

Signature

Date Signed

VOLUNTEER'S PRINTED NAME

Unit Assigned to- What are you applying to do?

HIPAA Training for Volunteers

The Privacy Rule is one of the HIPAA Rules

The Privacy Rule:

- Specifies how protected health information must be handled by DSHS employees, Contracted staff, and Volunteers
- Requires that all DSHS Employees receive training on the requirements of the Rule
- Became effective on April 14, 2003

Use and Disclosure refer to how (PHI) protected health information is shared;

- **Use** defines sharing "*within*" DSHS, and
- **Disclosure** applies to sharing PHI "*outside*" of DSHS.

Use and Disclosure of client PHI may require a client authorization.

- Employees are only allowed to view the minimum necessary PHI to do their jobs and disclose only the minimum necessary PHI to fulfill the purpose of a request.
- Clients are guaranteed certain privacy rights under HIPAA. DSHS will send out a privacy notice to clients informing them of these rights and how to exercise them.
- Health care providers must get written acknowledgement from clients that they have received the privacy notice and must document why a client failed to acknowledge receipt of the privacy notice.
- All client request for their PHI and the DSHS responses to those requests must be kept in the client record for six years.

There are physical and technical safeguards that DSHS employees can employ to protect PHI. Disciplinary actions and criminal/civil penalties may apply for violations of the Privacy Rule .

DSHS already provides significant protection to the confidential client information it receives and maintains. The HIPAA Privacy Rule provides further protection and rights to client protected health information.

NOTE: These are the official rules of HIPAA. What this means to you is that you are NOT to talk about the kids here at Echo Glen by name to anyone on the outside of this facility. To do so is a violation of their rights as individuals and could be subject to penalty the same as an employee. Please sign the form on the back of this training and return with your application. Thank you!

The HIPAA Privacy Rule

VOLUNTEER CERTIFICATION OF COMPLETION

The Volunteer Program of Echo Glen Children's Center provides training to educate registered volunteers on the "Health Insurance Portability and Accountability Act of 1996." The DSHS training course is provided in a printed format. Any questions or additional help needed to complete the course is available on request by the volunteer.

As a registered volunteer of Echo Glen Children's Center, I certify that I,

(Please PRINT your name)

have completed the training and education form on the HIPAA Privacy Rule. I further certify that I understand my responsibility to fully adhere to the requirements of this law and that I am personally responsible for any failure on my part to do so.

(Please SIGN your name here)

(Date of Training)



Echo Glen Children's Center
Transforming Lives

**PREA Information for
Volunteers/Contractors**

The Prison Rape Elimination Act of 2003 (PREA) is a Federal law established to address the prevention and elimination of sexual abuse in correctional systems. PREA applies to all federal, state, and local prisons, jails, police lock-ups, private facilities, juvenile facilities and community settings such as residential facilities.

Washington State Juvenile Justice and Rehabilitation Administration (JR) has a **zero tolerance policy** for any form of sexual abuse or sexual harassment between youth under the supervision of JR and staff. All staff, contractors, and volunteers are responsible for reviewing and complying with JR policies and completing required training on prevention, detection and reporting sexual harassment and sexual abuse.

Training for volunteers and contractors consists of:

- ✓ A complete and clear criminal background check
- ✓ Review of the JR Guide to the Prevention and Reporting Sexual Misconduct
 - See attached
- ✓ Completion of National Institute of Corrections Video, Keeping Our Kids Safe
 - [NIC Keeping Kids Safe](#) (YouTube video)
- ✓ Completion and submission of Echo Glen PREA Acknowledgement Form
 - See attached

For further information about PREA, please contact:

Associate Superintendent

Jennifer Zipoy

425-831-2705

zipoyjl@dshs.wa.gov

WASHINGTON STATE DEPARTMENT OF SOCIAL & HEALTH SERVICES
REHABILITATION ADMINISTRATION
JUVENILE REHABILITATION

POLICY 5.90 APPLYING THE PREA JUVENILE STANDARDS IN JR

Policy Committee Chair

Don Mead, Ed. D.
Superintendent, Echo Glen
Juvenile Rehabilitation

Approved



John Clayton, Assistant Secretary
Rehabilitation Administration
2/11/2015

Authorizing Sources

PL108-79, the Prison Rape Elimination Act
(PREA)
28 CFR Part 115 PREA, Juvenile Facility
Standards, effective August 20, 2012
RCW 9A.20.021,
RCW 9A.44
RCW 13.40.570
RCW 26.44.030,
RCW 26.44.080,
WAC 388-700-0005
WAC 388-730
DSHS Administrative Policy 18.62
DSHS Administrative Policy 18.64
DSHS Administrative Policy 18.66

Information Contact

Jennifer Zipoy, Policy & Planning Administrator
JuvenileRehabilitation
jrapolicy@dshs.wa.gov, Ph: 360-902-8092

Effective Date (Technical Edit 1/23/18)
2/27/2015

Sunset Review Date
2/27/2019

I. PURPOSE AND SCOPE

This policy establishes a zero tolerance policy for any form of sexual abuse or sexual harassment of youth in the care of Juvenile Rehabilitation (JR), including youth on youth sexual assault and custodial sexual misconduct by staff. When youth are victimized, they suffer physically, psychologically and emotionally. Repercussions may be long lasting, not only for the youth, but for the families and communities to which they will return. Preventing victimization is a top priority for JR.

The policy follows the federal Prison Rape Elimination Act (PREA) Juvenile Facility Standards, which set forth standards for preventing, detecting, and reporting sexual abuse and sexual harassment, and investigating allegations. Additional standards have been incorporated to other JR policies, which are referenced in Section V.

All staff, contractors, volunteers, and interns working in the Division of Juvenile Institution Programs, Division of Community Programs and Parole, and the Division of Operations and Support Services are responsible for reviewing and complying with JR policies.

Policy 5.90, Applying the PREA Juvenile Standards in JR 2/27/2015

II. POLICY

STAFF AND YOUTH CONDUCT

- 1. JR has a zero tolerance for all forms of sexual abuse and sexual harassment in facilities operated directly by JR and in facilities operated under contract. (PREA Standard 115.311 (a))**
- 2. Sexual contact with a JR youth by a staff member is considered abusive and is prohibited. It may be prosecuted pursuant to RCW 9A.44.160 and RCW 9A.44.170. It must be reported in accordance with Policy 5.91, *Reporting Abuse and Neglect of JR Youth*.**
- 3. Expectations for staff conduct is guided by Policy 1.20, Staff Conduct.**
- 4. Sexual intercourse or sexual contact (RCW 9A.44.010) between JR youth, even when perceived as consensual, is counter to the treatment, care and rehabilitative goals of their commitment to JR and is prohibited. Youth will be subject to disciplinary sanctions for engaging in this behavior. (PREA Standard 115.378 (g))**
 - 4.1. Sexual intercourse or sexual contact between JR youth cannot be considered sexual abuse for youth disciplinary purposes if the investigation determines that the activity is not coerced. (PREA Standard 115.378 (g))
 - 4.2. Sexual intercourse between individuals of sufficient age difference may be prosecuted pursuant to RCW 9A.44.073, 9A.44.076, 9A.44.079, 9A.44.086 and 9A.44.089.
 - 4.3. All sexual contact between JR youth will be referred to Child Protective Services in accordance with Policy 5.91 (34), *Reporting Abuse and Neglect of JR Youth*.
- 5. JR has zero tolerance for resident on resident sexual abuse.**
 - 5.1. Youth will be disciplined subject to WAC 388-730 if sexual abuse occurs between youth.

SANCTIONS

- 6. Staff must be subject to disciplinary sanctions up to and including termination for violating agency sexual abuse or sexual harassment policies. (PREA Standard 115.376 (a))**
- 7. Appointing authorities must immediately institute proceedings to terminate staff who have been found through DSHS or law enforcement investigation, guilty plea or conviction to have engaged in sexual intercourse or sexual contact with a JR youth in accordance with RCW 13.40.570. (PREA Standard 115.376 (b))**
- 8. Disciplinary sanctions for violations of DSHS or JR policies relating to sexual abuse or sexual harassment (other than actually engaging in sexual abuse) will be commensurate with the nature and circumstances of the acts committed, the staff member's disciplinary history, and the sanctions imposed for comparable offenses by other staff with similar histories. (PREA Standard 115.376 (c))**

Policy 5.90, Applying the PREA Juvenile Standards in JR 2/27/2015**9. All terminations for violations of JR sexual abuse or sexual harassment policies or resignations by staff who would have been terminated if not for their resignation must be reported to law enforcement and to any relevant licensing bodies. (PREA Standard 115.376 (d))**

- 9.1. The Superintendent, Regional Administrator or designee will complete the report to law enforcement and to relevant licensing bodies. The report will be documented and maintained at the facility.

REPORTING**10. Staff must immediately report the following without delay (PREA Standard 115.361 (a)):**

- 10.1. Any knowledge, suspicion or information they receive regarding an incident of sexual abuse or sexual harassment that occurred in a jail, detention facility or JR facility,
- 10.2. Retaliation against youth or staff who reported such an incident,
- 10.3. Any staff neglect or violation of responsibilities that may have contributed to an incident or retaliation.

11. Reports will be made to Child Protective Services in accordance with Policy 5.91, *Reporting Abuse and Neglect of JR Youth*, and to local administration per statements 15-16.

- 11.1. Facility administration will make a referral to the appropriate law enforcement agency with the legal authority to review the allegation for possible criminal investigation, per DSHS AP 18.62. (PREA Standard 115.322 (b))
- 11.2. JR must immediately make a referral to Child Protective Services per Policy 5.91, *Reporting Abuse and Neglect of JR Youth*.

12. Reports must be documented.

- 12.1. Allegations of sexual abuse or sexual harassment will be documented on an incident report, Child Protective Services report and Administrative Report of Incidents in the JR Automated Client Tracking (ACT) system.
- 12.2. Incidents involving staff will be marked as "staff related" to increase confidentiality within the ACT system.
- 12.3. Upon receiving any allegation of sexual abuse, the Superintendent or Community Facility Administrator or designee will immediately and without delay report to the alleged victim's parents or legal guardians, unless the facility has official documentation (such as a no-contact order or other court order) showing that the parents or legal guardians should not be notified. (PREA Standard 115.361 (e)(1))
- 12.3.1. If the alleged victim is under the guardianship of Children's Administration, the report must be made to the alleged victim's caseworker. (PREA Standard 115.361 (e)(2))

13. Youth must be provided multiple methods for reporting sexual abuse and sexual harassment, in accordance with Policy 2.10, *Handling Youth Complaints*. (PREA Standard 115.351 (a))**14. If necessary, staff must be able to report sexual abuse and sexual harassment of youth outside their direct chain of command. (PREA Standard 115.351 (e))**

Policy 5.90, Applying the PREA Juvenile Standards in JR 2/27/2015

- 14.1. A report will be made by the receiving staff to Child Protective Services per Policy 5.91, *Reporting Abuse and Neglect of JR Youth*.
- 14.2. The Superintendent, Regional Administrator or designee will be notified that the report has been made per Policy 5.91.
- 14.3. If there is need, the receiving staff may make the notification to the Division Director after contacting Child Protective Services.

RESPONSE

15. Upon learning of an allegation that a youth was sexually abused, the first staff member to respond to the report must:

- 15.1. Separate the alleged victim and abuser, (PREA Standard 115.364 (a)(1))
- 15.2. Preserve and protect any crime scene until appropriate steps can be taken to collect any evidence. (PREA Standard 115.364 (a)(2))
- 15.3. If the abuse occurred within 120 hours, the first responder must request that the alleged victim and alleged abuser not take any actions that could destroy physical-evidence, including (but not limited to) washing, brushing teeth, changing clothes, urinating, defecating, smoking, drinking, or eating. (PREA Standard 115.364 (a)(3-4))
- 15.4. If the first staff responder is not a security staff member, the responder shall be required to request that the alleged victim not take any actions that could destroy physical evidence, and then notify security staff. (PREA Standard 115.364 (b)(1))

16. Each JR facility must have a written plan aligned with JR agency policy that guides coordinated actions taken in response to an incident of sexual abuse among staff first responders, medical and mental health practitioners, investigators, and facility leadership. (PREA Standard 115.365)

17. Appointing authorities must immediately remove an employee from access to any JR youth when there is reasonable cause to believe sexual intercourse or sexual contact between the employee and a JR youth has occurred, in accordance with RCW 13.40.570.

18. Youth are to be provided access to emergency and ongoing medical and mental health care as it relates to sexual abuse or sexual harassment in accordance with Policy 4.30, *Providing Health Care to Youth*. (PREA Standard 115.382-383)

19. Forensic medical examinations will be performed by medical providers at the local hospital. (PREA Standard 115.321 (c))

20. If a youth is subject to a substantial risk of imminent sexual abuse, the Superintendent, Community Facility Administrator, Regional Administrator or designee must take immediate action to protect the youth. (PREA Standard 115.362)

Policy 5.90, **Applying the PREA Juvenile Standards in JR 2/27/2015**

21. Within 72 hours of receiving an allegation that a youth was sexually abused while confined at another facility, the Superintendent, Community Facility Administrator, Regional Administrator or designee must notify the head of the facility or appropriate office of the agency where the alleged abuse occurred. Notification must be documented. (PREA Standard 115.363 (a-c))

21.1. Notification must be given to Child Protective Services within 24 hours and to local law enforcement if appropriate. The notification must be documented. (PREA Standard 115.361 (a, c))

21.2. The JR PREA Administrator must be notified.

PREA INVESTIGATIONS

22. JR will ensure that all allegations of sexual abuse or sexual harassment, regardless of source, are investigated.

22.1. An administrative or criminal investigation must be completed for all allegations of sexual abuse and sexual harassment. (PREA Standard 115.322 (a))

22.2. All allegations of sexual abuse and sexual harassment will be referred for investigation to an agency with the legal authority to conduct criminal investigations, such as Washington State Patrol or local law enforcement. (PREA Standard 115.322 (b)).

23. PREA Investigations in JR will be completed in accordance with the PREA Investigation Protocol and PREA Investigation Flow Chart (attached).

24. Allegations received from another facility or agency will be investigated in accordance with this policy. (PREA Standard 115.363 (d))

25. JR must conduct administrative investigations of allegations of sexual abuse or sexual harassment that are not investigated by Child Protective Services or law enforcement.

25.1. Designated investigators who conduct PREA-related investigations must complete:

25.1.1. Core Investigation Training through DSHS Human Resources Division

25.1.2. Specialized training specific to conducting PREA investigations in the confinement setting (PREA Standard 115.334 (a))

25.2. PREA Investigators must:

25.2.1. gather direct and circumstantial evidence, including any available electronic monitoring data;

25.2.2. interview alleged victims, suspected perpetrators, and witnesses;

25.2.3. review prior complaints and reports of sexual abuse involving the suspected perpetrator. (PREA Standard 115.371 (c)(1)).

25.3. Administrative investigations must:

25.3.1. Include an effort to determine whether staff actions or failures to act contributed to the abuse (PREA Standard 115.371 (g)(1))

25.3.2. Be documented in written reports that include a description of the physical and testimonial evidence, the reasoning behind credibility assessments and investigative fact and findings. (PREA Standard 115.371 (g)(2))

Policy 5.90, Applying the PREA Juvenile Standards in JR 2/27/2015

25.4. JR will use no standard higher than a preponderance of the evidence in determining whether allegations of sexual abuse or sexual harassment are substantiated. (PREA Standard 115.372 (a)(1)).

26. Following the law enforcement and child protective services review or investigation of the allegation, JR will conduct an investigation to address possible policy violations and resulting discipline. This investigation does not replace the incident review process in Section 47.

27. JR must not terminate an investigation solely because the source of the allegation recants the allegation. (PREA Standard 115.371 (d)(1))

28. JR must not terminate the investigation due to the departure of the alleged abuser or victim from employment or control of the facility or agency. (PREA Standard 115.371 (k))

29. Staff are prohibited from revealing any information related to a sexual abuse report to anyone other than those who will make treatment, investigation, security or other management decisions. (PREA Standard 115.361 (c))

30. Retaliation against youth or staff who file complaints or cooperate in investigations of allegations related to sexual abuse or sexual harassment is prohibited. (PREA Standard 115.367 (a))

30.1. Superintendents, Regional Administrators or designees are to monitor and respond to allegations of retaliation. (PREA Standard 115.367 (a))

30.2. JR must provide multiple protection measures, such as housing changes or transfers for youth victims or abusers, removal of alleged staff or abusers from contact with victims, and emotional support services for youth or staff who fear retaliation for reporting sexual abuse or sexual harassment or for cooperating with investigations. (PREA Standard 115.367 (b))

30.3. For at least 90 days following a report of sexual abuse, JR must monitor the conduct or treatment of youth or staff who reported the sexual abuse and of youth who were reported to have suffered sexual abuse to see if there are changes that may suggest possible retaliation by other youth or staff, and must act promptly to remedy any such retaliation. (PREA Standard 115.367 (c))

30.3.1. JR must monitor any disciplinary reports, housing, or program changes, negative performance reviews or reassignments of staff. (PREA Standard 115.367 (c)). For youth, monitoring must include periodic status checks. (PREA Standard 115.367 (d))

30.3.2. JR must continue such monitoring beyond 90 days if the initial monitoring indicates a continuing need. (PREA Standard 115.367 (c))

30.4. If any other individual who cooperates with an investigation expresses a fear of retaliation, JR must take appropriate measures to protect that individual against retaliation. (PREA Standard 115.367 (e))

30.5. JR's obligation to monitor must terminate if Child Protective Services determines that the allegation is unfounded. (PREA Standard 115.367 (f))

Policy 5.90, **Applying the PREA Juvenile Standards in JR 2/27/2015****31. The Superintendent, Regional Administrator or designee must inform the victim of circumstances surrounding an allegation of sexual abuse. (PREA Standard 115.373(a))**

- 31.1. Following an investigation into a youth's allegation of sexual abuse, the Superintendent, Regional Administrator or designee must inform the victim as to whether the allegation has been determined to be substantiated, unsubstantiated, or unfounded. (PREA Standard 115.373(a))
- 31.2. If CPS or law enforcement conducted the investigation, JR will request the relevant information in order to inform the youth of the outcome of the investigation. (PREA Standard 115.373(b))
- 31.3. Except when an allegation has been determined to be unfounded, following a youth's allegation that he or she has been sexually abused by a staff member, the Superintendent, Regional Administrator or designee must inform the youth when: (PREA Standard 115.373(c))
 - 31.3.1. The staff is no longer employed at the facility.
 - 31.3.2. The staff has been indicted or convicted on a charge related to sexual abuse within the facility, if JR learns of the outcome.
- 31.4. Communication will be documented on the Youth Notification form – Staff-Youth (DSHS Form 20-293). A copy will be given to the youth and placed in the youth's case file per Policy 2.40, *Managing Youth Case Files*.
- 31.5. Following a youth's allegation that he or she has been sexually abused by another youth, the Superintendent, Regional Administrator or designee must inform the youth whenever either of the following occur (PREA Standard 115.373(d))
 - 31.5.1. The alleged abuser has been indicted or convicted on a charge related to sexual abuse within the facility, if JR learns of the outcome.
- 31.6. Communication will be documented on the Youth Notification form – Youth-Youth (DSHS Form 20-294). A copy will be given to the youth and placed in the youth's case file per Policy 2.40, *Managing Youth Case Files*.
- 31.7. The obligation to report under this standard shall terminate if the victim is discharged from JR care. (PREA Standard 115.373(f))

STAFF TRAINING**32. JR must train all employees who may have unsupervised contact with JR youth. (PREA Standard 115.331 (a)) The training must include:**

- 32.1. The zero tolerance policy for sexual abuse and sexual harassment; (PREA Standard 115.331 (a)(1))
- 32.2. How to fulfill their responsibilities under agency policy regarding prevention, detection, reporting and response policies and procedures; (PREA Standard 115.331 (a)(2))
- 32.3. Youth rights to freedom from sexual abuse and sexual harassment; (PREA Standard 115.331 (a)(3))
- 32.4. The right of youth and staff to be free from retaliation for reporting sexual abuse and sexual harassment; (PREA Standard 115.331 (a)(4))

Policy 5.90, Applying the PREA Juvenile Standards in JR 2/27/2015

- 32.5. The dynamics of sexual abuse and sexual harassment in juvenile facilities; (PREA Standard 115.331 (a)(5))
- 32.6. The common reactions of juvenile victims of sexual abuse and sexual harassment; (PREA Standard 115.331 (a)(6))
- 32.7. How to detect and respond to signs of threatened and actual sexual abuse and how to distinguish between consensual sexual contact and sexual abuse between youth; (PREA Standard 115.331 (a)(7))
- 32.8. How to avoid inappropriate relationships with youth; (PREA Standard 115.331 (a)(8))
- 32.9. How to communicate effectively and professionally with youth, including lesbian, gay, bisexual, transgender, questioning, intersex and gender non-conforming youth in accordance with Policy 4.60, *Ensuring the Health and Safety of LGBTQI Youth*; (PREA Standard 115.331 (a)(9))
- 32.10. How to comply with relevant laws related to mandatory reporting of sexual abuse to outside authorities; (PREA Standard 115.331 (a)(10))
- 32.11. Relevant laws regarding the applicable age of consent for youth and youth allegations (PREA Standard 115.331 (a)(11))
- 33. Staff who do not have unsupervised contact with youth will receive PREA training at the appropriate level for the amount of contact they will have with youth.**
- 34. The staff training must be tailored to the unique needs and attributes of youth in JR's juvenile facilities and to the gender of the youth at the employee's facility. (PREA Standard 115.331 (b))**
- 35. JR must provide refresher training every two years to ensure awareness and compliance with current JR policies prohibiting sexual abuse and sexual harassment. Training must be documented through employee signature or electronic verification. (PREA Standard 115.331 (c-d))**
- 36. JR must ensure that all volunteers, interns and contractors who have contact with youth have been trained on their responsibilities under the agency's current sexual abuse and sexual harassment prevention, detection, and response policies. JR must maintain documentation confirming that volunteers and contractors understand the training they have received. (PREA Standard 115.332 (a, d))**
 - 36.1. The level and type of training provided to volunteers, interns and contractors must be based on the services they provide and the level of contact they have with youth. (PREA Standard 115.332 (b))
 - 36.2. All volunteers, interns and contractors must be notified of JR's zero tolerance policy regarding sexual abuse and sexual harassment and provided procedures for reporting incidents or suspicions of sexual abuse or sexual harassment. (PREA Standard 115.332 (b))

Policy 5.90, Applying the PREA Juvenile Standards in JR 2/27/2015

YOUTH EDUCATION

37. All youth must receive age appropriate information about sexual abuse and sexual harassment on the day of arrival. (PREA Standard 115.333 (a)) The information provided must:

- 37.1. Explain the agency's zero-tolerance policy,
- 37.2. Provide information about how to report incidents or suspicions of sexual abuse or sexual harassment.
- 37.3. Youth must sign the PREA Youth Intake form (DSHS Form 20-280) and have a copy placed in the Case File.

38. Within 10 days of entry and placement, JR must provide comprehensive age-appropriate education to youth either in person or through video. (PREA Standard 115.333 (b)) The education must address:

- 38.1. Their rights to be free from sexual abuse and sexual harassment,
- 38.2. Their rights to be free from retaliation for reporting any incidents, and
- 38.3. The agency's policies and procedures for responding to such incidents.

39. Youth must receive education upon transfer to a different facility to the extent that the policies and procedures at the new facility are different from those at the previous facility. (PREA Standard 115.333 (c))

40. JR must provide youth education in formats accessible to all youth, including those who are limited English proficient, deaf, visually impaired or otherwise disabled, in accordance with Policy 2.50, *Assessing Interpreter and Translation Services for Youth and Families*, as well as to youth who have limited reading skills. (PREA Standard 115.333 (d))

41. JR must document each youth's participation in PREA education sessions. (PREA Standard 115.333 (e)). Documentation will be maintained on the Youth PREA Education Session Acknowledgment form (DSHS Form 20-281).

42. JR must ensure that key information is continuously and readily available or visible to youth through posters in the living units, facility handbooks, and other written formats. (PREA Standard 115.333 (f))

SCREENING AND SUPERVISION

43. Within 72 hours of intake, diagnostic staff must administer the SAVY assessment, in accordance with Policy 3.20, *Assessing Sexually Aggressive or Vulnerable Youth (SAVY)* to collect information about each youth's personal history and behavior in order to reduce the risk of sexual abuse by or upon other youth. (PREA Standard 115.341 (a))

- 43.1. JR must use all information collected by the screening tool to make housing, bed, program, education and work assignments for youth with the goal of keeping youth safe from sexual abuse. (PREA Standard 115.342 (a))
- 43.2. JR must implement appropriate controls on the dissemination of responses to the screening tool in order to ensure that sensitive information is not exploited to the youth's detriment by staff or other youth. (PREA Standard 115.341 (e))

Policy 5.90, Applying the PREA Juvenile Standards in JR 2/27/2015

44. Transgender and Intersex youth must be treated in accordance with Policy 4.60, *Ensuring the Health and Safety of LGBTQI Youth*.

45. Cross-gender searches are prohibited except in exigent circumstances. Searches must be conducted in accordance with Policy 5.70, *Conducting Searches*. (PREA Standard 115.315)

45.1. All cross-gender frisk/pat down searches must be documented using the Cross-Gender Pat Down form (DSHS Form 20-286). Documentation must be accessible for review at any time. (PREA Standard 115.315 (c))

46. Youth must be allowed to shower, perform bodily functions, and change clothing without nonmedical staff of the opposite gender viewing their breasts, buttocks, or genitalia, except in exigent circumstances or when such viewing is incidental to routine cell checks during graveyard shifts or per Policy 5.50, *Assigning Youth Isolation* and Policy 3.30, *Assessing and Treating Youth Suicide and Self-Harm Risk*. (PREA Standard 115.315(d))

46.1. Staff will document accidental viewing of youth breasts, buttocks, or genitalia on the Accidental Exposure form (DSHS Form 20-284).

47. Staff must announce themselves when entering an area where youth of the opposite gender may be showering, performing bodily functions, and changing clothing (PREA Standard 115.315(d))

48. JR must ensure that youth with disabilities and youth who are limited English proficient have an equal opportunity to participate in or benefit from all aspects of JR's efforts to prevent, detect and respond to sexual abuse and sexual harassment. (PREA Standard 115.316)

48.1. Access to interpreters must be provided in accordance with Policy 2.50, *Accessing Interpreter and Translation Services for Youth and Families*. (PREA Standard 115.316)

48.2. Written materials must be provided in formats, or through methods that ensure effective communication with youth who have disabilities. (PREA Standard 115.316)

POST-INCIDENT REVIEW

49. Each facility must conduct a sexual abuse incident review at the conclusion of every sexual abuse investigation for allegations that are substantiated and unsubstantiated. (PREA Standard 115.386 (a))

49.1. No incident review is required if allegation has been determined to be unfounded. (PREA Standard 115.386 (a))

49.2. The review must occur within 30 days of the conclusion of the investigation. (PREA Standard 115.386 (b))

49.3. The review team must include upper management from the facility at which the incident occurred with input from line supervisors. Input from investigators may be included, as well as from medical providers and mental health practitioners in facilities who have them. (PREA Standard 115.386 (c))

Policy 5.90, Applying the PREA Juvenile Standards in JR 2/27/2015

- 49.4. The review team must utilize the Sexual Abuse Incident Review (DSHS Form 20-295) to:
 - 49.4.1. Consider whether the allegation or investigation indicates a need to change policy or practice to better prevent, detect, or respond to sexual abuse; (PREA Standard 115.386 (d)(1))
 - 49.4.2. Consider whether the incident or allegation was motivated by race; ethnicity; gender identity; lesbian, gay, bisexual, transgender, or intersex status or perceived status; or, gang affiliation; or was motivated or otherwise caused by other group dynamics at the facility; (PREA Standard 115.386 (d)(2))
 - 49.4.3. Examine the area in the facility where the incident allegedly occurred to assess whether physical barriers in the area may enable abuse; (PREA Standard 115.386 (d)(3))
 - 49.4.4. Assess the adequacy of staffing levels in that area during different shifts; (PREA Standard 115.386 (d)(4))
 - 49.4.5. Assess whether monitoring technology should be deployed or augmented to supplement supervision by staff; (PREA Standard 115.386 (d)(5))
 - 49.4.6. Prepare a report of its findings and any recommendations for improvement and submit such report to the Superintendents, Regional Administrators or designees and the PREA Administrator. (PREA Standard 115.386 (d)(6))
- 49.5. The review team findings and recommendations must be documented on the Sexual Abuse Incident Review – Summary Report (DSHS Form 20-292).
- 49.6. JR must implement the recommendations for improvement or must document reasons for not doing so. (PREA Standard 115.386 (e))

ADMINISTRATIVE STRUCTURE

50. JR must have an administrative structure supporting the implementation of the PREA Standards.

- 50.1. JR must employ a PREA administrator with designated authority to develop, implement and oversee agency efforts to comply with the PREA Standards in all of its facilities. (PREA Standard 115.311 (b))
- 50.2. Because JR operates more than one facility, each facility must designate a PREA Compliance Manager with authority to coordinate the facility’s efforts to comply with the PREA standards. (PREA Standard 115.311 (c))
- 50.3. Because JR contracts with local juvenile courts for the confinement of its youth, JR must include in any new contract or contract renewal the court’s obligation to adopt and comply with the PREA Standards. Contracts will be monitored in accordance with Policy 1.60, *Managing Contracts* and. (PREA Standard 115.312)

Policy 5.90, Applying the PREA Juvenile Standards in JR 2/27/2015

DATA MANAGEMENT

51. JR must collect accurate, uniform data for every allegation of sexual abuse at facilities under its direct control using a standardized instrument and set of definitions. (PREA Standard 115.387 (a))

- 51.1. JR must aggregate the incident-based sexual abuse data at least annually. (PREA Standard 115.387 (b))
- 51.2. The incident-based data collected must include, at a minimum, the data necessary to answer all questions from the most recent version of the Survey of Sexual Violence conducted by the Department of Justice. Upon request, the data from the previous calendar year must be provided to the Department of Justice by June 30. (PREA Standard 115.387 (c, f))
- 51.3. JR must maintain, review, and collect data as needed from all available incident-based documents, including reports, investigation files, and sexual abuse incident reviews. (PREA Standard 115.387 (d))
- 51.4. JR must obtain incident-based and aggregated data from every private facility with which it contracts for the confinement of its youth. (PREA Standard 115.387 (e))
- 51.5. JR must review data collected and aggregated in order to assess and improve the effectiveness of its sexual abuse prevention, detection, and response policies, practices, and training. (PREA Standard 115.388 (a)) The data review must include:
 - 51.5.1. Identifying problem areas
 - 51.5.2. Taking corrective action on an ongoing basis
 - 51.5.3. Preparing an annual report of its findings and corrective actions for each facility as well as for the agency as a whole.
- 51.6. The annual report must include a comparison of the current year's data and corrective actions with those from prior years and must provide an assessment of the agency's progress in addressing sexual abuse. (PREA Standard 115.388 (b))
- 51.7. JR's report must be approved by the Assistant Secretary and made readily available to the public through its website. (PREA Standard 115.388 (c))
- 51.8. JR may redact specific material from the reports when publication would present a clear and specific threat to the safety and security of a facility, but must indicate the nature of the material redacted. (PREA Standard 115.388 (d))

52. JR must ensure that data collected pursuant to section 46 is securely retained and is maintained for at least 10 years after the date of its initial collection in accordance with Policy 1.40, *Maintaining Confidentiality when Releasing Records*. (PREA Standard 115.389 (a, d))

53. JR must make all aggregated sexual abuse data, from facilities under its direct control and private facilities with which it contracts, readily available to the public at least annually through its website. (PREA Standard 115.389 (b))

- 53.1. Before making aggregated sexual abuse data publicly available, the agency must remove all personal identifiers. (PREA Standard 115.389 (c))

Policy 5.90, Applying the PREA Juvenile Standards in JR 2/27/2015

III. DEFINITIONS

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.

Cross-Gender: Interaction of male youth with female staff, or of female youth with male staff.

Custodial Sexual Misconduct: Sexual intercourse or sexual contact between a person who is a resident of a juvenile correctional facility and an employee of the juvenile correctional facility who has or could reasonably be believed to have the ability to influence the terms, conditions, length or fact of incarceration or correctional supervision. Consent of the victim is not a defense to prosecution. (RCW 9A.44.160 and 9A.44.170).

PREA: The Prison Rape Elimination Act. PREA is federal legislation.

Sexual Contact: any touching of the sexual or other intimate parts of a person done for the purpose of gratifying sexual desire of either party or a third party per RCW 9A.44.010.

Sexual Abuse: Includes sexual contact between JR youth and sexual abuse of JR youth by a staff member, contractor or volunteer (PREA Standard 115.6).

1. Sexual abuse of a youth by another youth includes 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 due to the age difference between the youth (RCW 9A.44.073, 9A.44.076, 9A.44.079, 9A.44.086 and 9A.44.089) or any other incapacity.
 - a. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
 - b. Contact between the mouth and the penis, vulva, or anus;
 - c. Penetration of the anal or genital opening of another person, however slight, by hand, finger, object, or other instrument;; and
 - d. Any intentional touching, either directly or through the clothing, of the genitalia (to include the penis, vulva or groin), anus, breast, inner thigh, or the buttocks of another person.
 - e. Contact incidental to a physical altercation does not fall under PREA legislation.
2. Sexual abuse of a youth by a staff member includes any of the following acts, with or without consent of the youth:
 - a. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
 - b. Contact between the mouth and the penis, vulva, or anus;
 - c. Contact between the mouth and any body part where the staff member has the intent to abuse, arouse, or gratify sexual desire;
 - d. Penetration of the anal or genital opening, by a hand, finger, object, or other instrument, however slight, that is unrelated to official duties or where the staff member has the intent to abuse, arouse, or gratify sexual desire;

Policy 5.90, Applying the PREA Juvenile Standards in JR 2/27/2015

- e. Any intentional contact, either directly or through the clothing, of or with the genitalia (to include the penis, vulva or groin), anus, breast, inner thigh, or the buttocks, that is unrelated to official duties or where the staff member has the intent to abuse, arouse, or gratify sexual desire;
- f. Any attempt, threat, or request by a staff member, contractor, or volunteer to engage in the activities described in paragraphs a - e of this section;
- g. Any display by a staff member of his or her uncovered genitalia (penis, vulva, or groin) buttocks, or breast in the presence of a youth, and
- h. Voyeurism by a staff member.

Sexual Harassment: may occur between youth or between staff, contractors, volunteers, interns and youth.

1. For youth and staff, sexual harassment includes repeated and unwelcomed sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature.
2. In addition, for staff, sexual harassment also includes repeated verbal comments including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

Security Staff: employees primarily responsible for the supervision and management of youth in JR facilities. Security staff includes Counselors, Counselor Assistants, Supervisors and management staff.

Staff Member: all employees of JR, contractors, volunteers and interns.

Undue Familiarity: includes conversation, contact, personal or business dealing between a staff member and youth which is unnecessary, not a part of the employee's duties, and related to a personal relationship or purpose rather than legitimate treatment or custody.

Voyeurism: Voyeurism means an invasion of youth privacy by staff for reasons unrelated to official duties. Voyeurism includes:

1. peering at a youth who is using a toilet in his or her cell to perform bodily functions;
2. requiring a youth to expose his or her buttocks, genitals, or breasts; or
3. taking images of all or part of a youth's naked body or of a youth performing bodily functions.

Policy 5.90, **Applying the PREA Juvenile Standards in JR 2/27/2015**

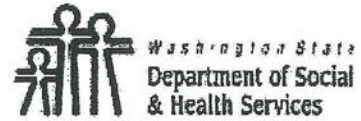
IV. RELATED JR POLICIES

- | | |
|---|---|
| Policy 1.20 – Establishing Standards of Conduct for Staff | Policy 3.30 – Assessing and Treating Youth Suicide and Self-Harm Risk |
| Policy 1.30 – Reporting Serious and Emergent Incidents | Policy 3.50) – Using the Polygraph in YSO Treatment |
| Policy 1.60 - Managing Contracts | Policy 4.30 – Providing Health Care to Youth |
| Policy 1.70 – Responding to External Customer Complaints | Policy 4.60 – Ensuring the Health and Safety of LGBTQI Youth |
| Policy 2.10 – Handling Youth Complaints | Policy 5.50 – Assigning Isolation or Room Confinement |
| Policy 2.40 – Managing Youth Case Files | Policy 5.70 – Conducting Searches |
| Policy 2.60 – Managing Youth who are Foreign Nationals | Policy 6.20 – Managing Youth Communication |
| Policy 2.50 – Accessing Interpreter and Translation Services For Youth & Families | Policy 5.91 – Reporting Child Abuse & Neglect of JR Youth |
| Policy 3.20 – Assessing Sexually Aggressive or Vulnerable Youth (SAVY) | |

Policy 5.90, **Applying the PREA Juvenile Standards in JR 2/27/2015**

V. FORMS AND DOCUMENTS

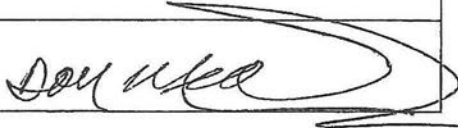
Document Title	Available In ACT	Link to Paper form
PREA Youth Intake		DSHS Form 20-280
Youth PREA Education Session Acknowledgment		DSHS Form 20-281
Accidental Exposure		DSHS Form 20-284
Cross-Gender Pat Down		DSHS Form 20-286
Youth Notification Form – Staff-Youth		DSHS Form 20-293
Youth Notification Form – Youth-Youth		DSHS Form 20-294
Sexual Abuse Incident Review – Summary Report		DSHS Form 20-292
Sexual Abuse Incident Review – Full Review		DSHS Form 20-295
PREA Investigation Protocol		
PREA Investigation Flow Chart		



One Department, One Vision, One Mission, One Core Set of Values

Juvenile Justice and Rehabilitation Administration

Echo Glen Children's Center Policy

<p>Policy Number: 2.26</p>	<p>Effective Date: September 15, 2014</p>
<p>Sources:</p> <p>JR Policy 5.90 (49) - Applying PREA Juvenile Standards in JR</p> <p>JR Policy 5.91 (34) - Reporting Abuse and Neglect of JR Youth</p> <p>JR Policy 3.20 (39)- Assessing Sexually Aggressive or Vulnerable Youth (SAVY)</p> <p>JR Policy 4.30 (14) - Conducting Searches</p> <p>JR Policy 5.70 (42) - Providing Health Care to Youth</p> <p>PL108-79, the Prison Rape Elimination Act (PREA)</p> <p>28 CFR Part 115 PREA, Juvenile Facility Standards, effective August 20, 2012</p> <p>RCW 9A.20.021, RCW 9A.44, RCW 26.44.030,</p> <p>RCW 26.44.080,WAC 388-730</p>	<p>Review Date: August 1, 2016</p>
<p>Subject: Prison Rape Elimination Act (PREA)</p>	
<p>Approved by: Dr. Nehemiah Mead, Superintendent </p>	

100 PURPOSE

The policy applies requirements from the Prison Rape Elimination Act (PREA) Juvenile Standards to the operation of Echo Glen. This policy is to be implemented in conjunction with Juvenile Justice and Rehabilitation Administration (JR) Policy 5.90 (49).

200 SCOPE

This policy applies to all staff, volunteers, contract personnel, interns and school district staff - hereafter referred to as staff.

300 DEFINITIONS

Cross-gender Search: Search of a male youth by a female staff or of a female youth by a male staff.

Exigent Circumstances: any set of temporary and unforeseen circumstances that require immediate action to combat a threat to the security or institutional order of a facility or a danger to staff or youth. Exigent situations include searches of a youth for placement on suicide precaution where there is a concern that there is imminent harm to the youth.

Sexual Abuse: Includes sexual contact between JR youth and sexual abuse of JR youth by a staff member, contractor or volunteer (PREA Standard 115.6).

1. Sexual abuse of a youth by another youth includes 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.
 - a. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
 - b. Contact between the mouth and the penis, vulva, or anus;
 - c. Penetration of the anal or genital opening of another person by hand, finger, object, or other instrument; and
 - d. Any intentional touching, either directly or through the clothing, of the penis, vulva, anus, breast, inner thigh, or the buttocks of another person.
 - e. Contact incidental to a physical altercation does not fall under PREA legislation.
2. Sexual abuse of a youth by a staff member includes any of the following acts, with or without consent of the youth:
 - a. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;

- b. Contact between the mouth and the penis, vulva, or anus;
- c. Contact between the mouth and any body part where the staff member has the intent to abuse, arouse, or gratify sexual desire;
- d. Penetration of the anal or genital opening, by a hand, finger, object, or other instrument, that is unrelated to official duties or where the staff member has the intent to abuse, arouse, or gratify sexual desire;
- e. Any intentional contact, either directly or through the clothing, of or with the penis, vulva, anus, breast, inner thigh, or the buttocks, that is unrelated to official duties or where the staff member has the intent to abuse, arouse, or gratify sexual desire;
- f. Any attempt, threat, or request by a staff member, contractor, or volunteer to engage in the activities described in paragraphs a - e of this section;
- g. Any display by a staff member of his or her uncovered penis, vulva, buttocks, or breast in the presence of a youth, and
- h. Voyeurism by a staff member.

Sexual Contact: any touching of the sexual or other intimate parts of a person done for the purpose of gratifying sexual desire of either party or a third party per RCW 9A.44.010.

Sexual Harassment: may occur between youth or between staff, contractors, volunteers and youth. It includes:

1. Repeated and unwelcomed sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature.
2. Repeated and unwelcomed verbal comments includes demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

Sexual Abuse Coordinated Response Plan: Echo Glen's plan to coordinate actions taken in response to an incident of sexual abuse, amongst staff first responders, medical and mental health practitioners, investigators and Echo Glen Administration.

400 POLICY

- 1. Echo Glen (EG) maintains a Sexual Abuse Coordinated Response Plan to coordinate actions taken in response to an incident of sexual abuse in accordance with Policy 5.90 (49), *Applying PREA Juvenile Standards in JR* which must contain correct local contact information. (PREA Standard 115.365) The Plan must be reviewed and updated at least annually for accuracy.**
- 2. Echo Glen will develop, implement and document a staffing plan that provides for adequate levels of staffing to protect youth against sexual abuse. (PREA Standard 115.313(a))**
 - 2.1 Administrators will fully document staffing patterns that are non-compliant as the result of limited and discrete exigent circumstances. (PREA Standard 115.313(b)).
 - 2.2 Staffing plans will be reviewed at least annually with the JR PREA Administrator to assess, determine and document whether adjustments are needed. (PREA Standard 115.313(d)).
- 3. Assigned Staff will update the SAVY (DSHS Form 20-222) within 24 hours of transfer from a different JR residential facility per Policy 3.20 (39), *Assessing Sexually Aggressive or Vulnerable Youth (SAVY)*. The SAVY must be used as a consideration in housing, bed, program, education, and work assignments.**
- 4. Youth will receive age-appropriate PREA education upon arrival at Echo Glen (PREA Standard 115.333 (c)) in accordance with Policy 5.90 (49), *Applying PREA Juvenile Standards in JR*.**
 - 4.1 Staff will review with youth JR's zero tolerance policy toward sexual abuse and sexual harassment. Youth must sign the PREA Youth Intake form (DSHS Form 20-280) and have a copy placed in the Case File.
 - 4.2 Youth will receive the Youth Brochure on PREA during the Intake process.

4.3 Within 10 days of intake, youth will receive comprehensive age-appropriate education either in person or through video regarding their rights to be free from sexual abuse and sexual harassment and to be free from retaliation for reporting such incidents, and regarding agency policies and procedures for responding to such incidents. Youth must sign the PREA Youth Education Session Acknowledgment (DSHS Form 20-281) and have a copy placed in the Case File.

5. Youth with disabilities and youth who are limited English proficient have an equal opportunity to participate in or benefit from all aspects of JR's efforts to prevent, detect and respond to sexual abuse and sexual harassment. (PREA Standard 115.316)

5.1 Access to interpreters must be provided in accordance with Policy 36, *Accessing Interpreter and Translation Services*. (PREA Standard 115.316)

5.2 Written materials must be provided in formats, or through methods that ensure effective communication with youth who have disabilities. (PREA Standard 115.316)

6. Staff will accept reports of sexual abuse and sexual harassment made verbally, in writing, anonymously and from third parties. (PREA standard 115.351).

7. Sexual contact between youth is to be reported in accordance with Policy 5.91 (34), *Reporting Abuse and Neglect of JR Youth* and in alignment with Policy 5.90 (49), *Applying PREA Juvenile Standards in JR*.

8. If a youth is subject to a substantial risk of imminent sexual abuse, the Superintendent or designee must take immediate action to protect the youth. (PREA Standard 115.362)

9. Management staff will perform and document unannounced visual checks of the program on the day, swing and night shift at least two times per month. (PREA Standard 115.313(e))

7.1 Staff must not alert other staff members that these supervisory rounds are occurring, unless such announcement is related to the legitimate operational functions of the facility. (PREA Standard 115.313(e))

7.2 All unannounced program checks must be documented using the *Unscheduled Safety Check* form (DSHS Form 20-283) and forwarded to the EG PREA Compliance Manager. Documentation must be accessible for review at any time. (PREA Standard 115.315 (c))

- 10. Allegations of sexually harassing behavior will be documented and investigated.**
- 11. Cross-gender frisk/pat down searches and Cross-gender strip searches are prohibited, unless approved by the Superintendent/designee. If one is conducted in exigent circumstances, (PREA Standard 115.315) it must be conducted in accordance with Policy 5.70 (42), *Conducting Searches*. Prior to leaving shift staff will :**
- a. Document the search in an Incident report in the Automated Client Tracking (ACT) system.
 - b. Email the EG Security Manager the details of the search, including who provided approval.
 - c. EG Security Manager will maintain a tracker on all cross-gender frisk/pat down and cross-gender strip searches.

Documentation must be accessible for review at any time.
(PREA Standard 115.315 (c))

- 12. Youth must be allowed to shower, perform bodily functions, and change clothing without nonmedical staff of the opposite gender viewing their breasts, buttocks, or genitalia, except in exigent circumstances or when such viewing is incidental to routine room checks during graveyard shifts (PREA Standard 115.315(d)) in accordance with Policy 5.90 (49), *Applying PREA Juvenile Standards in JR*.**

11.1 Staff will document accidental viewing of youth breasts, buttocks, or genitalia on the Accidental Exposure form (DSHS Form 20-284) and submit to the PREA Compliance Manager by the end of the shift. This must also be documented in and incident report in ACT.

- 13. Staff must announce themselves when entering an area where youth of the opposite gender may be showering, performing bodily functions, and changing clothing (PREA Standard 115.315(d))**
- 14. In accordance with Policy 5.90 (49), *Applying PREA Juvenile Standards in JR*, retaliation will be monitored by the Echo Glen (EG) PREA Compliance Manager/designee for all allegations of sexual abuse.**

12.1 The EG PREA Compliance Manager/designee will use the JR Retaliation Tracking form (DSHS Form 20-287) for each incident.

15. The EG PREA Compliance Manager/designee must inform the victim of circumstances surrounding an allegation of sexual abuse. Communication will be documented on the existing Incident Report or Administrative Report of Incident. (PREA Standard 115. 373(a))

13.1 Following an investigation into a youth's allegation of sexual abuse, the EG PREA Manager/designee must inform the victim as to whether the allegation has been determined to be substantiated, unsubstantiated, or unfounded. (PREA Standard 115. 373(a))

13.2 Except when an allegation has been determined to be unfounded, following a youth's allegation that he or she has been sexually abused by a staff member, the EG PREA Manager must inform the youth when: (PREA Standard 115. 373(c))

13.2.1 The staff is no longer employed at the facility.

13.2.2 The staff has been indicted on a charge related to sexual abuse within the facility.

13.2.3 The staff has been convicted on a charge related to sexual abuse within the facility.

13.3 Following a youth's allegation that he or she has been sexually abused by another youth, the EG PREA Manager/designee must inform the youth whenever either of the following occurs: (PREA Standard 115.373(d))

13.3.1 The alleged abuser has been indicted on a charge related to sexual abuse within the facility.

13.3.2 The alleged abuser has been convicted on a charge related to sexual abuse within the facility.

13.4 The obligation to report under this standard shall terminate if the youth is released from JR care. (PREA Standard 115.373(f))

Red Flags

The following behaviors are signs that you or other staff members are in danger of crossing professional boundaries. Behaviors include, but are not limited to:

- Spending too much time with a youth
- Doing special favors for a youth
- Sharing personal information not related to professional purpose
- Over-identifying with a youth
- Sexualized conversations with a youth
- Bringing unauthorized items for a youth
- Isolating from other staff

The following PREA-related JR policies are available at www.dshs.wa.gov/jra

Policy 1.20- Staff Standards of Conduct

Policy 5.91 -Reporting Abuse & Neglect

Policy 1.61- Managing Vendor/Contractor Compliance

Policy 5.90 - Applying the PREA Juvenile Standards

Policy 4.60—Ensuring the Health and Safety of LGBTQI Youth

Response

JR is serious when it comes to the safety of our youth. Sexual abuse and sexual harassment will not be tolerated.

Any contractor or volunteer who engages in sexual abuse shall be immediately prohibited from contact with youth and shall be reported to law enforcement agencies (unless the activity was clearly not criminal). and to relevant licensing bodies

JR will take appropriate remedial measures, and shall consider whether to prohibit further contact with youth, in cases where a contractor or volunteer violates JR sexual abuse and harassment policies.

Juvenile Justice
And
Rehabilitation Administration

14th & Jefferson Street
Olympia, WA 98504
Eric Crawford, PREA Administrator
360-902-0230

Guide to the Prevention and Reporting of Sexual Misconduct

For Contractors and
Volunteers

Juvenile Justice
&
Rehabilitation
Administration

www.dshs.wa.gov/jra

Prison Rape Elimination Act

The Prison Rape Elimination Act of 2003 (PREA) is a Federal law established to address the prevention and elimination of sexual abuse in correctional systems. PREA applies to all federal, state, and local prisons, jails, police lock-ups, private facilities, juvenile facilities and community settings such as residential facilities.

Washington State Juvenile Justice and Rehabilitation Administration (JR) has a zero tolerance policy (49) for any form of sexual abuse or sexual harassment between youth under the supervision of JR and staff. All staff, contractors, and volunteers are responsible for reviewing and complying with JR policies.

All JR staff have been trained in preventing, detecting and reporting sexual abuse & sexual harassment, and all youth have been educated on their right to be free from sexual abuse & sexual harassment and how to report such incidents.

Prevention

The following actions will help you support a zero tolerance environment for everyone:

- Know and follow JR PREA policies and maintain zero tolerance for youth sexual abuse and sexual harassment;
- Encourage youth to report sexual abuse and sexual harassment;
- Treat any suggestion or allegation of sexual abuse or sexual harassment as serious;
- Be professional and use ethical judgment at all times;
- Maintain good personal physical and emotional boundaries.

Detection

Warning signs that a youth may be a victim of sexual abuse or sexual harassment include, but are not limited to:

- Withdrawing or isolating themselves;
- Developing anxiety, fear or paranoia;
- Lashing out in anger or frustration;
- Self-abuse or suicidal behaviors;
- Refusal to shower, eat or be in certain less supervised areas

Duty to Report

As a contractor or volunteer you have a duty to immediately report any knowledge, suspicion or information you receive regarding an incident of sexual abuse or sexual harassment.

Persons and agencies you can report to include, but are not limited to:

- Echo Glen Staff
- Echo Glen Management
- Child Protective Services:
1-866-END HARM
- Law Enforcement
- Echo Glen PREA Compliance
Manager

For more information contact

Associate Superintendent

Jennifer Zipoy

425-831-2705

zipoyjl@dshs.wa.gov

Prison Rape Elimination Act (PREA)
Juvenile Justice and Rehabilitation Administration (JJRA)
Volunteer/Contractor Acknowledgement

Completion of Training and Policy Review

The Washington State Department of Social and Health Services, Juvenile Justice and Rehabilitation Administration has a **zero tolerance** of sexual abuse and sexual harassment within its juvenile institutions/ administration buildings/facilities owned, operated or contracted.

Your signature below confirms that you have reviewed the:

- ✓ JR PREA Policy 5.90, Applying the PREA Standards in JR
- ✓ Echo Glen Policy 2.26, Prison Rape Elimination Act
- ✓ Guide to the Prevention and Reporting of Sexual Misconduct brochure
- ✓ National Institute of Corrections video, *Keeping our Kids Safe*

The intent of PREA is to ensure safe, humane and secure environments, free from threat of sexual abuse and sexual harassment for Juvenile Rehabilitation (JR) youth and employees, volunteers, contractors and interns. You understand JR's position on **zero tolerance** for sexual abuse and sexual harassment.

You understand your obligation to maintain appropriate personal boundaries with JR youth and to develop and maintain healthy, supportive and professional relationships while youth are in our care. You understand you are not to develop personal, unduly familiar, emotional or sexual relationships with JR youth.

All forms of sexual contact and sexual harassment between JR youth and employees/volunteers/contractors/ interns are strictly prohibited. It may also be against the law.

You understand that you have a duty to immediately report any knowledge, suspicion or information you receive regarding an incident of sexual abuse or sexual harassment, retaliation against another for reporting an allegation and neglect that may contribute to an incident or retaliation. You understand how to report or who to contact to file a report.

You understand your responsibility for prevention, detection, reporting and response related to an allegation of sexual harassment or sexual abuse of a JR youth.

Print Name	Signature	Date



JUVENILE REHABILITATION
PRISON RAPE ELIMINATION ACT (PREA)

PREA Sexual Misconduct Disclosure

Federal Prison Rape Elimination (PREA) standards require that the Juvenile Rehabilitation seek disclosure of sexual misconduct from candidates at the time of hire, contracting for services, volunteering, and whenever an employee has an annual evaluation or is considered for promotion. (PREA Standard 115.317)

Hire Annual Promotion Contractor Volunteer

PRINT FULL NAME

- | | YES | NO |
|---|--------------------------|--------------------------|
| 1. Have you ever engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution (i.e., facility for the mentally ill, disabled or retarded, chronically ill, or handicapped; residential care or treatment facility for juveniles; facility that provides skilled nursing, intermediate or long-term care, or custodial or residential care)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have you ever been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have you ever been civilly or administratively adjudicated / convicted of having engaged in sexual activity facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Have you ever been found to engage in any other incident of sexual harassment or sexual misconduct not already addressed above? | <input type="checkbox"/> | <input type="checkbox"/> |

If yes to any of the above questions, specify below:

Acknowledgment

All answers and statements are true and complete to the best of my knowledge. I understand that untruthful or misleading answers or deliberate omissions shall be cause for rejection of my application, removal of my name from eligible registers, or dismissal, if employed or serving as a contractor or volunteer.

Completing this questionnaire does not substitute for my obligation to report changes in my background information per DSHS Administrative Policy 18.63, Employee Background Check Requirements.

SIGNATURE

DATE



JUVENILE REHABILITATION
PRISON RAPE ELIMINATION ACT (PREA)

PREA Institutional Employment / Service Disclosure

It is necessary that all Juvenile Rehabilitation employees, contract staff, and volunteers be carefully screened prior to appointment. This includes a review of all prior employment / service with employers that house or provide services to offenders, youths, vulnerable persons, or others in an institutional setting.

PRINT FULL NAME		
Institutional Employment / Service History		
Have you ever been employed by or otherwise provided services on a contract or volunteer basis in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution (i.e., facility for the mentally ill, disabled or retarded, chronically ill, or handicapped; residential care or treatment facility for juveniles; facility that provides skilled nursing, intermediate or long-term care, or custodial or residential care)? <input type="checkbox"/> No <input type="checkbox"/> Yes; specify all:		
1. FACILITY NAME	LOCATION (CITY, STATE)	START / END DATE (MM/YYYY)
		FROM TO
FACILITY CONTACT / PHONE NUMBER (INCLUDE AREA CODE)		
Employment Use Only (See PREA Check Job Aid for detailed instructions.)		
Intro: (Candidate's Name) has applied for a position with the Washington State Juvenile Justice and Rehabilitation Administration. Due to Prison Rape Elimination Act (PREA) requirements, our administration is required to conduct a review of all prior employment / services with employers such as yours.		
CONTACT NAME		CONTACT TITLE
DATES OF ATTEMPTS		METHOD(S) OF CONTACT
Question 1: Are you aware of whether or not he/she engaged in sexual abuse of an offender, detainee, or resident while employed at your facility? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unable to verify <i>If yes, please elaborate (e.g., outcomes, determinations, description of allegation).</i> COMMENTS:		Question 2: Are you aware of whether or not he/she resigned from your facility while under investigation of an allegation of sexual abuse of an offender, detainee, or resident? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unable to verify <i>If yes, please elaborate (e.g., outcomes, determinations, description of allegation).</i> COMMENTS:
2. FACILITY NAME	LOCATION (CITY, STATE)	START / END DATE (MM/YYYY)
		FROM TO
FACILITY CONTACT / PHONE NUMBER (INCLUDE AREA CODE)		
Employment Use Only		
CONTACT NAME		CONTACT TITLE
DATES OF ATTEMPTS		METHOD(S) OF CONTACT
Question 1: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unable to verify COMMENTS:		Question 2: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unable to verify COMMENTS:
3. FACILITY NAME	LOCATION (CITY, STATE)	START / END DATE (MM/YYYY)
		FROM TO
FACILITY CONTACT / PHONE NUMBER (INCLUDE AREA CODE)		
Employment Use Only		
CONTACT NAME		CONTACT TITLE
DATES OF ATTEMPTS		METHOD(S) OF CONTACT

4. FACILITY NAME		LOCATION (CITY, STATE)	START / END DATE (MM/YYYY) FROM TO
FACILITY CONTACT / PHONE NUMBER (INCLUDE AREA CODE)			
Employment Use Only			
CONTACT NAME		CONTACT TITLE	
DATES OF ATTEMPTS		METHOD(S) OF CONTACT	
Question 1: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unable to verify COMMENTS:		Question 2: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unable to verify COMMENTS:	
5. FACILITY NAME		LOCATION (CITY, STATE)	START / END DATE (MM/YYYY) FROM TO
FACILITY CONTACT / PHONE NUMBER (INCLUDE AREA CODE)			
Employment Use Only			
CONTACT NAME		CONTACT TITLE	
DATES OF ATTEMPTS		METHOD(S) OF CONTACT	
Question 1: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unable to verify COMMENTS:		Question 2: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unable to verify COMMENTS:	
Acknowledgment and Release			
<p>I understand that a background check will be conducted including, but not limited to, prior employment and contract / volunteer service. I understand that, if hired, untruthful or misleading answers or deliberate omissions may be cause for rejection of my application, removal of my name from eligible registers, or dismissal, if employed or serving as a contract staff or volunteer. By signing this form, I am acknowledging that the information provided above is accurate and complete and giving my authorization to the release of my information.</p>			
SIGNATURE		DATE	

Online Background Check Authorization Form Instructions

In your internet web browser, go to the following link:

<https://fortress.wa.gov/dshs/bcs/>

This will bring up the online authorization form where you can start filling in all the required information.

Things to Keep in Mind

- 1. You will be providing personal information on this form.*
- 2. You will sign this form electronically.*
- 3. You should reference your court documentation or charging papers for any crimes you self-disclose. It will be helpful if you have these documents ready to reference.*
- 4. You cannot start filing in the form and then save it to come back to later. You must complete the form in one sitting.*

Please provide your personal email address as you are filling out the form, in the end, the system will email you a copy of your electronic signature confirmation code.

There is a drop down list provided for common Washington Crimes. Your crime may not be listed on the drop down menu. For those crimes not listed, please follow the instructions regarding how to add your own crime and describe what occurred.

You will see a field that will allow you to email the confirmation number to the DSHS Entity requesting your background check. Please enter in the following email address zipoyjl@dshs.wa.gov. This will allow Jennifer Zipoy, Associate Superintendent, to process your background check if you are one of our top candidates.

If you need additional assistance while you are filling out the form, please contact the Background Check Central Unit, at (360) 902-0299, Monday through Friday from 8:30am to 4:30pm, or email the unit at bccuinquiry@dshs.wa.gov .

ECHO GLEN CHILDREN'S CENTER
VOLUNTEER REFERENCE

Volunteer: _____

Reference/Relationship: _____

Phone Number: _____

The above individual has applied to be a volunteer at EGCC which is a juvenile treatment program for adjudicated youth. They are using your name as a reference. Please fill this reference out, sign it and return it to the applicant or you may mail it to:

Mary Kirkman
C/O Echo Glen Children's Center
33010 SE 99th Street
Snoqualmie, WA 98065

- Do you believe the applicant will have any problems working with youth in this kind of environment? (you may expound on reasons here)
- How long have you known this applicant?
- Please share with us the strengths and/or weaknesses you feel that he or she may have working with incarcerated youth.

Strengths:

-
-
-
-

Weaknesses:

-
-

What other comments, if any, would you like to make?

By signing this reference I agree that what I have stated is true to the best of my knowledge and I agree to be called to verify my statements.

Signature of person filling out reference: _____

ECHO GLEN CHILDREN'S CENTER
VOLUNTEER REFERENCE

Volunteer: _____

Reference/Relationship: _____

Phone Number: _____

The above individual has applied to be a volunteer at EGCC which is a juvenile treatment program for adjudicated youth. They are using your name as a reference. Please fill this reference out, sign it and return it to the applicant or you may mail it to:

Mary Kirkman
C/O Echo Glen Children's Center
33010 SE 99th Street
Snoqualmie, WA 98065

- Do you believe the applicant will have any problems working with youth in this kind of environment? (you may expound on reasons here)
- How long have you known this applicant?
- Please share with us the strengths and/or weaknesses you feel that he or she may have working with incarcerated youth.

Strengths:

-
-
-
-

Weaknesses:

-
-

What other comments, if any, would you like to make?

By signing this reference I agree that what I have stated is true to the best of my knowledge and I agree to be called to verify my statements.

Signature of person filling out reference: _____

ECHO GLEN CHILDREN'S CENTER
VOLUNTEER REFERENCE

Volunteer: _____

Reference/Relationship: _____

Phone Number: _____

The above individual has applied to be a volunteer at EGCC which is a juvenile treatment program for adjudicated youth. They are using your name as a reference. Please fill this reference out, sign it and return it to the applicant or you may mail it to:

Mary Kirkman
C/O Echo Glen Children's Center
33010 SE 99th Street
Snoqualmie, WA 98065

- Do you believe the applicant will have any problems working with youth in this kind of environment? (you may expound on reasons here)
- How long have you known this applicant?
- Please share with us the strengths and/or weaknesses you feel that he or she may have working with incarcerated youth.

Strengths:

-
-
-
-

Weaknesses:

-
-

What other comments, if any, would you like to make?

By signing this reference I agree that what I have stated is true to the best of my knowledge and I agree to be called to verify my statements.

Signature of person filling out reference: _____