

Staying Safe

A Guide for Incarcerated Individual Conduct

An important part of the Iowa Department of Corrections' mission is to protect you – and that includes keeping you safe from others. The rules are designed to do just that and are not meant to punish you or deprive you of your rights. Rather, the rules are for **your protection** and the protection of others.

SOME WAYS TO KEEP YOURSELF SAFE:

- Choose your friends wisely. Look for people who are involved in positive groups and activities.
- Avoid being alone or isolated where staff members can't see you. Position yourself in plain view.
- Don't let others keep you from making and keeping friends who have a positive influence on you.
- Do not accept gifts, loans, or favors from others. Most come with strings attached.
- Do not allow another incarcerated individual to be your "protector." They will want something in return.
- Do not borrow, loan, or trade property or canteen with others. Paybacks will be expected.
- Do not let someone pull you into sharing secrets.
- Carry yourself in a confident manner. If you feel frightened or anxious, try not to let those feelings show to other incarcerated individuals. Talk to your counselor or case manager.
- Be direct, firm, and say "no" when asked to participate in something you do not want to do.
- Stay in well-lit areas.
- Do not go into "off limits" areas.
- Let your unit officer know if you do not feel safe.
- Trust your instincts. If you sense a situation is dangerous, it probably is.

UNWANTED SEXUAL MISCONDUCT IS:

- One or more incarcerated individuals engaging in, or attempting to engage in, unwanted sexual acts.
- Any attempt to coerce or pressure another to participate in a sexual act. These attempts may include threats, intimidation, inappropriate touching, or other actions or communication.

Unwanted sexual misconduct can be:

- Physical: Unwanted sex acts, abusive sexual touching, repeated unwanted touching
- Verbal: Harassment, threats, bullying, intimidation, or repeated requests for sex
- Visual: Includes flashing or mooning, or someone writing you a sexually explicit note or drawing or showing you sexually explicit pictures or pornography.
- Voyeurism: Includes forcing you to watch a person undress or have sex or someone watching you undress or have sex, especially secretly.

Staff of the opposite gender may be present on the living units. It is never okay for a staff member to make sexual advances, comments, or to have sexual contact with an incarcerated individual. Sexual conduct or sexual harassment of any kind by a staff member involving an incarcerated individual is not allowed. If you believe a staff member has been sexually inappropriate, report it. All action will be taken to protect the incarcerated individual and an investigation will be initiated. Even if the incarcerated individual wants to be involved with the staff member in a romantic relationship or sharing sexual attraction, the staff member is not allowed to respond. It is also not okay for an incarcerated individual to approach a staff member in a sexual manner. This type of behavior is prohibited and action will be taken to stop such behavior.

You also have the right to be free from retaliation for reporting unwanted sexual misconduct.

INCARCERATED INDIVIDUAL RIGHTS IN THE EVENT OF UNWANTED SEXUAL MISCONDUCT BY OTHERS:

Report it to staff immediately. You may need to be seen at Medical so do not shower, wash, drink, change clothing, or use the bathroom. If the sexual incident was recent, you may be taken to a local hospital for medical care, including checking for sexually transmitted diseases. You have the right to refuse any medical examination. Medical information gathered during treatment is confidential. You also have the right to receive support services.

OTHER WAYS TO REPORT SEXUAL MISCONDUCT OR ASSAULT:

- Tell a staff member you trust. This could be a psychologist, case manager, unit officer or manager, investigator, nurse, or volunteer. As a part of their job, staff is required to report any allegation. But, every effort will be made to maintain your privacy.
- Send a kite or letter to the Warden/Superintendent.
- Write to Victim and Restorative Justice Director:
Iowa Department of Corrections
510 East 12th Street
Des Moines, IA 50319
- Write to the Ombudsman's Office:
Office of Citizens' Aide/Ombudsman
Ola Babcock Miller Building
1112 East Grand
Des Moines, Iowa 50319

The Ombudsman is the external reporting party and all phone calls and mail to the Ombudsman are considered confidential. You will have the ability to remain anonymous.

POSSIBLE OUTCOMES OF AN INVESTIGATION FOR THE INCARCERATED INDIVIDUAL:

Any of the following actions may occur:

- Incarcerated individuals may be relocated for their safety. However, incarcerated individuals will never be punished for reporting sexual misconduct. Every effort will be made to assure incarcerated individuals' protection.
- Incarcerated individuals who have been found to have committed sexual misconduct / sexual assault will, at a minimum receive a major report and may be criminally prosecuted.
- The investigation will follow all applicable policies and laws. One goal of the investigation is to hold the responsible person accountable for the harm they caused.
- If the investigation proves an incarcerated individual made a false report, she/he is subject to corrective action being taken, including discipline.
- Counseling and support services for sexual assault victims are available and can be requested.

Free and confidential services are available to anyone at any time, regardless of when the abuse occurred. Calls are not monitored or recorded. All mail will be treated like legal mail. CAASA is not a reporting mechanism and any information provided related to incidents of sexual abuse cannot be reported without written consent.

Center Against Abuse & Sexual Assault (CAASA)
Hotline: (877) 362-4612
Address: 3030 Merle Hay Rd, Des Moines, IA 50310

RECOVERING FROM SEXUAL ASSAULT:

Any form of coerced sexual activity is degrading and may cause distress. Incarcerated individuals who have been sexually victimized are encouraged to seek assistance in recovering from this kind of trauma. Mental health staff in the institution is available to help incarcerated individual victims recover from the emotional impact of sexual assault. Trauma groups may be available where incarcerated individual victims can receive support in dealing with the emotional results of sexual assault. See your case manager or the institution's PREA investigator.

No one has a right to make unwanted sexual advances. Working together, we can prevent sexual misconduct and protect ***your safety***.

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My signature below indicates that I have received a copy of the Iowa Department of Corrections' PREA Refresher Material for incarcerated individuals regarding the prevention of sexual misconduct. I have been provided with an opportunity to discuss this issue and ask questions.

Incarcerated Individual Signature

Date

Incarcerated Individual Printed Name

Incarcerated Individual Number

Staff Signature

Date