

Department members shall accept reports from detainees, prisoners and third parties and shall promptly document all reports (28 CFR 115.151; 15 CCR 1029)..[Department/Office] members will receive reports verbally, in writing, privately, or anonymously.

All members shall report immediately to the Watch Commander any knowledge, suspicion, or information regarding:

- a. An incident of sexual abuse or sexual harassment that occurs in the Temporary Holding Facility.
- b. Retaliation against detainees or the member who reports any such incident.
- c. Any neglect or violation of responsibilities on the part of any department member that may have contributed to an incident or retaliation (28 CFR 115.161).

No member shall reveal any information related to a sexual abuse report to anyone other than to the extent necessary to make treatment and investigation decisions.

The Department shall promptly, thoroughly and objectively investigate all allegations, including third-party and anonymous reports, of sexual abuse or sexual harassment. Only investigators who have received department-approved special training shall conduct sexual abuse investigations (28 CFR 115.171).