**Agency/Facility Name**

**PREA REFRESHER: Prisons and Jails**

**Duty to Report: Knowledge, Suspicion, or Information**



**Staff Duty to Report**

You have a duty to report any knowledge, suspicion, or information of an incident of:

* Sexual abuse or sexual harassment
* Neglect or violation of responsibilities by staff that may have contributed to an incident or retaliation
* Retaliation against an inmate or staff who reported an incident



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**Knowledge**

You know something happened, firsthand

*Action: Take immediate action as first responder*

**Information**

You’ve been told something happened or is happening

*Action: Immediately tell someone listed below*

**Suspicion**

You think something may have happened or is happening

*Action: Monitor and tell someone listed below*

**Ways Staff Can Report**

You can report, privately if desired, by:

1. Telling the shift supervisor or officer in charge
2. Telling the Warden
3. Telling the PREA Compliance Manager
4. Submitting an anonymous incident report

***Note: After reporting using one of the first three ways, promptly complete a written incident report.***