**Incident Form (Adult)**

1. **On what date did the incident occur?**
   (If more than one date, report the most recent.)
   - Month
   - Day
   - Year

2. **In what facility did the incident occur?**
   - Name
   - City/Place

3. **Where did the incident occur?** (Mark [ ] all that apply.)
   - ☐ In the victim’s cell/room (if the victim and perpetrator share a cell/room, count as the victim’s cell)
   - ☐ In the perpetrator’s cell/room
   - ☐ In a dormitory or other multiple housing unit
   - ☐ In a program service area (commissary, kitchen, storage, laundry, cafeteria, workshop, or hallway)
   - ☐ Outside the facility
   - ☐ While in transit
   - ☐ Other – Specify

4. **What time did the incident occur?** (Mark [ ] all that apply.)
   - ☐ Morning (6 a.m. to noon)
   - ☐ Afternoon (noon to 6 p.m.)
   - ☐ Evening (6 p.m. to midnight)
   - ☐ Overnight (midnight to 6 a.m.)

5. **How many victims were involved in the incident?**
   - Number of victims
   - ☐ If no victims (only perpetrators) were involved, report “0” above, and go to item 13.
   - ☐ If more than two victims were reported, report these characteristics in Notes.

6. **Victim #1: What was the victim’s gender?**
   - ☐ Male
   - ☐ Female

7. **Victim #1: What was the victim’s age at the time of the incident?**
   - ☐ Under age 18
   - ☐ 18 – 24
   - ☐ 25 – 29
   - ☐ 30 – 34
   - ☐ 35 – 39
   - ☐ 40 – 44
   - ☐ 45 or older

8. **Victim #1: What was the victim’s race/ethnic origin?** (Mark [ ] all that apply.)
   - ☐ White (not of Hispanic origin)
   - ☐ Black (not of Hispanic origin)
   - ☐ Hispanic or Latino
   - ☐ American Indian/Alaska Native (not of Hispanic origin)
   - ☐ Asian (not of Hispanic origin)
   - ☐ Native Hawaiian or Other Pacific Islander (not of Hispanic origin)
   - ☐ Other racial category in your information system – Specify

9. **Victim #2: What was the victim’s gender?**
   - ☐ Male
   - ☐ Female

10. **Victim #2: What was the victim’s age at the time of the incident?**
    - ☐ Under age 18
    - ☐ 18 – 24
    - ☐ 25 – 29
    - ☐ 30 – 34
    - ☐ 35 – 39
    - ☐ 40 – 44
    - ☐ 45 or older

11. **Victim #2: What was the victim’s race/ethnic origin?** (Mark [ ] all that apply.)
    - ☐ White (not of Hispanic origin)
    - ☐ Black (not of Hispanic origin)
    - ☐ Hispanic or Latino
    - ☐ American Indian/Alaska Native (not of Hispanic origin)
    - ☐ Asian (not of Hispanic origin)
    - ☐ Native Hawaiian or Other Pacific Islander (not of Hispanic origin)
    - ☐ Other racial category in your information system – Specify

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**Burden Statement**

Under the Paperwork Reduction Act, we cannot ask you to respond to a collection of information unless it displays a currently valid OMB control number. The burden of this collection is estimated to average 15 minutes per response, including reviewing instructions, searching existing data sources, gathering necessary data, and completing and reviewing this form. Send comments regarding this burden estimate or any aspect of this survey, including suggestions for reducing this burden, to the Director, Bureau of Justice Statistics, 810 Seventh Street, NW, Washington, DC 20531. Do not send your completed form to this address.
### Definitions of Sexual Violence

**Nonconsensual Sexual Acts**: Contact of any person without his or her consent, or of a person who is unable to consent or refuse; AND Contact between the penis and the vagina or the penis and the anus including penetration, however slight; OR Penetration of the anal or genital opening of another person by the hand, finger, or other object.

**Abusive Sexual Contact** (less severe): Contact of any person without his or her consent, or of a person who is unable to consent or refuse; AND Intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person.

**Staff Sexual Misconduct**: Any behavior or act of a sexual nature directed toward an inmate by an employee, volunteer, contractor, official visitor, or other agency representative (exclude inmate family, friends, or other visitors).

**Staff Sexual Harassment**: Repeated profane or obscene language or gestures. Sexual relationships of a romantic nature between staff and inmates are included in this definition. Consensual or nonconsensual sexual acts including: Intentional touching of the genitalia, anus, groin, breast, inner thigh, or buttocks with the intent to abuse, arouse, or gratify sexual desire; OR Completed, attempted, threatened, or requested sexual acts; OR Occurrences of indecent exposure, invasion of privacy, or staff voyeurism for sexual gratification.

**Staff Sexual Harassment** (See definitions below)

- **Complete Section A**
- **Complete Section A**
- **Complete Section A**
- **Complete Section B**
- **Complete Section B**
- **Complete Section B**

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### Section A – INMATE-ON-INMATE SEXUAL VIOLENCE

#### 17. How many perpetrators were involved in the incident?

Number of perpetrators . . . .

→ If more than two perpetrators were involved, report these characteristics in Notes.
24. What was the nature of the incident? (Mark [ ] all that apply.)
- □ Voluntary sexual contact between adults
- □ Unwanted touching for sexual gratification
- □ Pressure/coercion (without force) resulting in a nonconsensual sexual act
- □ Physical force (or the threat of force) resulting in a nonconsensual sexual act
- □ Other – Specify ...

25. What type of pressure or physical force was used by the perpetrator on the victim? (Mark [ ] all that apply for all perpetrators.)
- □ Persuasion or talked into sexual activity
- □ Bribery or blackmail
- □ Gave victim drugs or alcohol
- □ Offered protection from other inmates
- □ Threatened with physical harm
- □ Physically held victim down or restrained in some way
- □ Physically harmed or injured
- □ Threatened with a weapon
- □ Other – Specify ...

26. What sanction was imposed on the perpetrator(s)? (Mark [ ] all that apply for all perpetrators.)
- □ Placed in solitary confinement or disciplinary segregation
- □ Confined to own cell/room
- □ Placed in higher custody level within same facility
- □ Transferred to another facility
- □ Loss of "good/gain" time or increase in "bad" time
- □ Given extra work
- □ Loss of privileges
- □ Arrested
- □ Referred for prosecution
- □ Given new sentence
- □ Other – Specify ...

Section B – STAFF SEXUAL MISCONDUCT AND HARASSMENT

27. What was the nature of the incident? (Mark [ ] all that apply.)
- □ Physical force resulting in a nonconsensual sexual act
- □ Pressure or abuse of power resulting in a nonconsensual sexual act
- □ Indecent exposure, invasion of privacy, or voyeurism for sexual gratification
- □ Unwanted touching for sexual gratification
- □ Sexual harassment or repeated verbal statements of a sexual nature by staff
- □ Sexual relationship between inmate and staff that appeared to be willing
- □ Other – Specify ...
- □ Level of coercion unknown

28. How many staff were involved in the incident?

Number of staff ...

⇒ If more than two staff were involved, report these characteristics in Notes.
29. Staff #1: What was the gender of the staff?
   - [ ] Male
   - [ ] Female

30. Staff #1: What was the age of the staff at the time of the incident?
   - [ ] 24 or younger
   - [ ] 25 – 29
   - [ ] 30 – 34
   - [ ] 35 – 39
   - [ ] 40 – 44
   - [ ] 45 – 54
   - [ ] 55 or older

31. Staff #1: What was the race/ethnic origin of the staff involved in the incident? (Mark [ ] all that apply.)
   - [ ] White (not of Hispanic origin)
   - [ ] Black (not of Hispanic origin)
   - [ ] Hispanic or Latino
   - [ ] American Indian/Alaska Native (not of Hispanic origin)
   - [ ] Asian (not of Hispanic origin)
   - [ ] Native Hawaiian or Other Pacific Islander (not of Hispanic origin)
   - [ ] Other racial category in your information system – Specify

32. Staff #2: What was the gender of the staff?
   - [ ] Male
   - [ ] Female

33. Staff #2: What was the age of the staff at the time of the incident?
   - [ ] 24 or younger
   - [ ] 25 – 29
   - [ ] 30 – 34
   - [ ] 35 – 39
   - [ ] 40 – 44
   - [ ] 45 – 54
   - [ ] 55 or older

34. Staff #2: What was the race/ethnic origin of the staff involved in the incident? (Mark [ ] all that apply.)
   - [ ] White (not of Hispanic origin)
   - [ ] Black (not of Hispanic origin)
   - [ ] Hispanic or Latino
   - [ ] American Indian/Alaska Native (not of Hispanic origin)
   - [ ] Asian (not of Hispanic origin)
   - [ ] Native Hawaiian or Other Pacific Islander (not of Hispanic origin)
   - [ ] Other racial category in your information system – Specify

35. Was the staff involved in the incident an employee of the facility, a contractor, or a volunteer? (Mark [ ] all that apply for all staff involved.)
   - [ ] Full or part-time paid employee
   - [ ] Contract employee or vendor
   - [ ] Volunteer or intern
   - [ ] Other – Specify

36. What was the primary position description of the staff involved in the incident? (Mark [ ] all that apply for all staff involved.)
   - [ ] Administrator, including wardens, superintendents, assistants and others in administrative positions
   - [ ] Correctional officer/supervision staff
   - [ ] Clerical including secretaries, clerks, receptionists, and other administrative support
   - [ ] Maintenance and other facility support staff, including groundskeepers, janitors, cooks, and drivers
   - [ ] Medical or health care staff, including counselors, doctors, dentists, psychologists, psychiatrists, social workers, nurses, and medical assistants
   - [ ] Education staff, including instructors, teachers, librarians, and education assistants
   - [ ] Other program staff
   - [ ] Other staff – Specify

37. What sanction was imposed on the staff? (Mark [ ] all that apply for all staff involved.)
   - [ ] Reprimanded or disciplined
   - [ ] Demoted or diminished responsibilities
   - [ ] Transferred to another facility
   - [ ] Arrested
   - [ ] Referred for prosecution
   - [ ] Discharged
   - [ ] Staff resigned (prior to completion of investigation)
   - [ ] Staff resigned (after investigation was completed)
   - [ ] Other – Specify