5. 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.)
   - Unknown

6. How many victims were involved in the incident?
   Number of victims ____________

   If more than two victims were involved, report their characteristics in Notes on page 5.

7. Victim #1: What was the victim’s gender?
   (See definitions on page 5.)
   - Male
   - Transgender
   - Female
   - Intersex

8. Victim #1: What was the victim’s age at the time of the incident?
   - Under age 13
   - 13-15
   - 16-17
   - 18-19
   - 20-24
   - 25 or older

9. 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)

10. Victim #2: What was the victim’s gender?
    (See definitions on page 5.)
    - Male
    - Transgender
    - Female
    - Intersex

11. Victim #2: What was the victim’s age at the time of the incident?
    - Under age 13
    - 13-15
    - 16-17
    - 18-19
    - 20-24
    - 25 or older

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Transgender
12. Victim #2: What was the victim’s race/ethnic origin?  
(Mark [ ] all that apply.)  
01 [ ] White (not of Hispanic origin)  
02 [ ] Black (not of Hispanic origin)  
03 [ ] Hispanic or Latino  
04 [ ] American Indian/Alaska Native (not of Hispanic origin)  
05 [ ] Asian (not of Hispanic origin)  
06 [ ] Native Hawaiian or Other Pacific Islander  
07 [ ] Other racial category in your information system – Specify  

13. Did the victim(s) sustain any physical injury during the incident?  
01 [ ] No (No injury sustained)  
02 [ ] Yes  
   ➔ a. What injuries occurred?  
(Mark [ ] all that apply for all victims.)  
01 [ ] Knife or stab wounds  
02 [ ] Broken bones  
03 [ ] Anal or vaginal tearing  
04 [ ] Chipped or knocked out teeth  
05 [ ] Knocked unconscious  
06 [ ] Bruises, black eye, sprains, cuts, scratches, swelling, welts  
07 [ ] Other – Specify  
   ➔ b. Did the victim(s) receive medical treatment for these injuries?  
01 [ ] Yes  
02 [ ] No  

14. Who reported the incident?  
(Mark [ ] all that apply.)  
01 [ ] Victim  
02 [ ] Another youth (non-victim)  
03 [ ] Victim’s family or friend  
04 [ ] Correctional officer or front line staff  
05 [ ] Administrative staff  
06 [ ] Medical, healthcare, or mental health staff  
07 [ ] Instructor, teacher, or counselor  
08 [ ] Other staff (e.g., kitchen worker, maintenance staff)  
09 [ ] Chaplain or other religious official  
10 [ ] Perpetrator  
11 [ ] Perpetrator’s family or friend  
12 [ ] Grievance coordinator, grievance process, or ombudsman  
13 [ ] Attorney or legal guardian (e.g., other than family member)  
14 [ ] Confidential informant, anonymous tip, hot line, or through monitoring (e.g., camera, telephone, or mail)  
15 [ ] Other – Specify  

15. After the incident was reported, was the victim(s) –  
(Mark [ ] all that apply for all victims.)  
01 [ ] Given a medical examination  
02 [ ] Administered a rape kit  
03 [ ] Tested for HIV/AIDS  
04 [ ] Tested for other sexually transmitted diseases  
05 [ ] Provided with counseling or mental health treatment  
06 [ ] Offered but declined testing or treatment  
07 [ ] Already released/discharged  
08 [ ] None of the above  

16. After the incident was reported, was the victim(s) –  
(Mark [ ] all that apply for all victims.)  
01 [ ] Placed in or returned to administrative segregation, protective custody, or disciplinary segregation  
02 [ ] Placed in a medical unit, ward, or hospital  
03 [ ] Confined to own cell or room  
04 [ ] Given a higher custody level/different unit within the facility  
05 [ ] Transferred to another facility  
06 [ ] Transferred to another housing unit or dorm, or given a single room or cell  
07 [ ] Separated from perpetrator  
08 [ ] Issued disciplinary report or loss of privileges  
09 [ ] Placed in camera room, under closer surveillance, or increased supervision  
10 [ ] Other – Specify  

17. What type of sexual violence was involved in the incident? (See definitions on page 5.)  
01 [ ] Youth-on-youth nonconsensual sexual act  ➔ Complete Section A  
02 [ ] Youth-on-youth abusive contact  ➔ Complete Section A  
03 [ ] Youth-on-youth sexual harassment  ➔ Complete Section B  
04 [ ] Staff sexual misconduct  ➔ Complete Section B  
05 [ ] Staff sexual harassment  ➔ Complete Section B  

Section A – YOUTH-ON-YOUTH SEXUAL VICTIMIZATION  

18. How many perpetrators were involved in the incident?  
Number of perpetrators . . . . . . . . . .  
   ➔ If more than two perpetrators were involved, report their characteristics in Notes on page 5.
| 19. Perpetrator #1: What was the perpetrator’s gender? (See definitions on page 5.) |
|----------------------------------|-----------------|
| 01 Male                          | 02 Transgender   |
| 03 Female                        | 04 Intersex      |

| 20. Perpetrator #1: What was the perpetrator’s age at the time of the incident? |
|----------------------------------|-----------------|
| 01 Under age 13                  | 02 13–15        |
| 03 16–17                         | 04 18–19        |
| 05 20–24                         | 06 25 or older  |

| 21. Perpetrator #1: What was the perpetrator’s race/ethnic origin? (Mark ( ) all that apply.) |
|----------------------------------|-----------------|
| 01 White (not of Hispanic origin)| 02 Black (not of Hispanic origin) |
| 03 Hispanic or Latino            | 04 American Indian/Alaska Native (not of Hispanic origin) |
| 05 Asian (not of Hispanic origin)| 06 Native Hawaiian or Other Pacific Islander (not of Hispanic Origin) |
| 07 Other racial category in your information system – Specify |

| 22. Perpetrator #2: What was the perpetrator’s gender? (See definitions on page 5.) |
|----------------------------------|-----------------|
| 01 Male                          | 02 Transgender   |
| 03 Female                        | 04 Intersex      |

| 23. Perpetrator #2: What was the perpetrator’s age at the time of the incident? |
|----------------------------------|-----------------|
| 01 Under age 13                  | 02 13–15        |
| 03 16–17                         | 04 18–19        |
| 05 20–24                         | 06 25 or older  |

| 24. Perpetrator #2: What was the perpetrator’s race/ethnic origin? (Mark ( ) all that apply.) |
|----------------------------------|-----------------|
| 01 White (not of Hispanic origin)| 02 Black (not of Hispanic origin) |
| 03 Hispanic or Latino            | 04 American Indian/Alaska Native (not of Hispanic origin) |
| 05 Asian (not of Hispanic origin)| 06 Native Hawaiian or Other Pacific Islander (not of Hispanic Origin) |
| 07 Other racial category in your information system – Specify |

| 25. What was the nature of the incident? (Mark ( ) all that apply.) |
|----------------------------------|-----------------|
| 01 Voluntary sexual contact between youths | 02 Sexual harassment |
| 03 Indecent exposure, masturbation, or voyeurism | 04 Horseplay |
| 05 Repeated and unwelcome sexual advances or requests for sexual favors | 06 Unwanted touching for sexual gratification or abusive sexual contact |
| 07 Pressure or coercion (without force) resulting in a nonconsensual sexual act | 08 Physical force (or the threat of force) resulting in a nonconsensual sexual act |
| 09 Other – Specify |

| 26. What type of pressure or physical force was used by the perpetrator on the victim? (Mark ( ) all that apply for all perpetrators.) |
|----------------------------------|-----------------|
| 01 Persuasion or talked into sexual activity | 02 Surprised the victim with unwanted touching, grabbing or groping, or victim was asleep |
| 03 Bribery or blackmail            | 04 Gave victim drugs or alcohol |
| 05 Offered protection from other youth | 06 Physically held victim down or restrained in some way |
| 07 Threatened with physical harm   | 08 Physically harmed or injured |
| 09 Transferred to other unit/cell or separated from victim | 10 Transferred to another facility |
| 11 Loss of “good/gain” time or increase in “bad” time/delayed release | 12 None |

| 27. What sanction was imposed on the perpetrator(s)? (Mark ( ) all that apply for all perpetrators.) |
|----------------------------------|-----------------|
| 01 Placed in solitary confinement or disciplinary segregation | 02 Confined to own cell or room |
| 03 Placed in higher custody level, restricted unit or program, within the same facility | 04 Transferred to other unit/cell or separated from victim |
| 05 Transferred to another facility | 06 Loss of “good/gain” time or increase in “bad” time/delayed release |
| 07 Given extra work               | 08 Expelled or referred to law enforcement agency |
| 09 Sent to counseling or treatment team | 10 Transferred for prosecution or indicted |
| 11 Convicted, given new sentence, or fined | 12 Other – Specify |
Section B – STAFF-ON-YOUTH SEXUAL ABUSE

28. 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 youth and staff that appeared to be willing
- Other – Specify

- Level of coercion unknown

29. How many staff were involved in the incident?

If more than two staff were involved, report their characteristics in Notes on page 5.

30. Staff #1: What was the gender of the staff?

- Male
- Female

31. Staff #1: What was the age of the staff at the time of the incident?

- 24 or younger
- 25 – 29
- 30 – 34
- 35 – 39

32. 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

33. Staff #2: What was the gender of the staff?

- Male
- Female

34. Staff #2: What was the age of the staff at the time of the incident?

- 24 or younger
- 25 – 29
- 30 – 34
- 35 – 39

35. 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

36. Was the staff involved in the incident an employee of the facility, a contractor, or a volunteer? (Mark (☐) all that apply.)

- Full- or part-time paid employee
- Contract employee or vendor
- Volunteer or intern
- Other – Specify

37. What was the primary position description of the staff involved in the incident? (Mark (☐) all that apply.)

- Administrator, including wardens, superintendents, assistants and others in administrative positions
- Correctional officer or supervisory staff
- Clerical staff including secretaries, clerks, receptionists, and other administrative support
- Maintenance and other facility support staff, including groundkeepers, 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
- Volunteers or Interns
- Other staff – Specify

28.
29.
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37.
### Definitions

**NONCONSENSUAL SEXUAL ACTS:** Sexual contact of any person without his or her consent, or of a person who is unable to consent or refuse; **STAFF SEXUAL HARASSMENT:** Repeated verbal comments or gestures of a sexual nature to a youth by an employee, volunteer, contractor, official visitor, or other agency representative (excludes family, friends, or other visitors). Include demeaning references to gender; or sexually suggestive or derogatory comments about body or clothing; OR

**ABUSIVE SEXUAL CONTACT (less severe):** Sexual contact of any person without his or her consent, or of a person who is unable to consent or refuse; AND

**SEXUAL HARASSMENT BY ANOTHER YOUTH:** Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one youth directed toward another.

**STAFF SEXUAL MISCONDUCT:** Any behavior or act of a sexual nature directed toward a youth by an employee, volunteer, contractor, official visitor or other agency representative (exclude family, friends or other visitors). Sexual relationships of a romantic nature between staff and youths are included in this definition. Consensual or nonconsensual sexual acts include—

### Sexual victimization

- Intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person.
- Intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks that is unrelated to official duties or with intent to abuse, arouse, or gratify sexual desire.
- Completed, attempted, threatened, or requested sexual acts; OR
- Occurrences of indecent exposure, invasion of privacy, or staff voyeurism for reasons unrelated to official duties or for sexual gratification.

**STAFF SEXUAL HARASSMENT:** Repeated verbal comments or gestures of a sexual nature to a youth by an employee, volunteer, contractor, official visitor, or other agency representative (excludes family, friends, or other visitors). Include demeaning references to gender; or sexually suggestive or derogatory comments about body or clothing; OR

### Gender categories

- **TRANSGENDER:** A person whose gender identity (i.e., internal sense of feeling male or female) is different from the person’s assigned sex at birth.
- **INTERSEX:** A person whose sexual or reproductive anatomy or chromosomal pattern does not seem to fit typical definitions of male or female. Intersex medical conditions are sometimes referred to as disorders of sex development.

### NOTES

#### 38. What sanction was imposed on the staff?

(Mark all that apply for all staff involved.)

- Reprimanded or disciplined
- Demoted, diminished responsibilities, or suspended temporarily
- Transferred to another facility or unit
- Referred for prosecution or indicted
- Convicted, plead guilty, sentenced, or fined
- Discharged, terminated, or contract not renewed
- Staff resigned (prior to completion of investigation)
- Staff resigned (after investigation was completed)
- No action taken

#### 39. At the time of the incident, how long had the staff worked at the facility?

(Mark all that apply for all staff involved.)

- Less than 6 months
- 6 months to 1 year
- 1 to 5 years
- 5 to 10 years
- More than 10 years