

**PREA Site Visit**

Date of Last Federal PREA Audit: December 16, 2024, (Final Report) April 8, 2024.

Was a Corrective Action Plan Recommended: NONE.

Corrective Action Plan Date of Completion: NONE.

Date of Next Federal PREA Audit: December 16, 2026

PREA (Prison Rape Elimination Act) SITE VISIT

Name of Facility: Putnam County Juvenile Detention Center

Facility Telephone Number: (931) 528-5681

Physical Address: 25 North Washington Avenue

Date of Facility Visit: March 18th, 2025Date Report Submitted: March 24th, 2025**FACILITY INFORMATION**Facility Type: ☒ Detention ☐ Residential ☐ Group Home

Name of PREA Coordinator: Casey Flatt

Title: Lieutenant

Email Address: Cflatt@putnamcountyttn.sheriff.gov

Telephone Number: (931) 528-5681

Name of PREA Compliance Manager: Raymond Bowman

Title: Sergeant

Email Address: rbowman@putnamcountyttn.sheriff.gov

Telephone Number: (931) 528-5681

FACILITY CHARACTERISTICSDesigned Facility Capacity: **22 Residents.**Current Population of Facility: **4 Residents.**Age Range of Population: **13 to 18 years of age.**Facility Placement Levels: **Detention Center.**Number of Staff Employed: **13 employees.**Number of Dorms/Housing Units: **4 rooms.**Number of Students in a Room: **6 or less.****Summary of Visit, Concerns or Recommendations****None.****RESIDENT REPORTING (PREA STANDARD 115.351)**

Document internal ways set up for youth/residents to **privately** report sexual abuse, sexual harassment, and retaliation: **Residents have a telephone inside room they can use anytime and the Detention Center has the CPS Hotline and Advocacy Group information telephone numbers posted on the wall for easy access for the residents.**

Document ways youth/residents can report sexual abuse/sexual harassment to a body that is not part of the agency: **CPS Hotline, Family Members, Lawyers, Case Managers and Employees.**

Document ways staff can privately report sexual abuse and sexual harassment of residents and staff neglect or violation of responsibilities that may have contributed to such incidents: **CPS Hotline**

Summary of Visit, Concerns or Recommendations

None.

1st RESPONDERS PROTOCOL/CONTRABAND (PREA STANDARD 115.364 & Policy 18.8)

Written Protocols available (attach): **State policy 18.8**

Document Process for 1st Responders: **First Responders Protocol from State Policy 18.8**

Document Process for Contraband: **Follow Putnam County Sheriff Dept Policy 802.3 and 802.4**

Summary of Visit, Concerns or Recommendations

None

STAFFING PLAN (PREA STANDARD 115.313)

Date of Most Current Staffing Plan (attach): **March 17th, 2025**

Document if staffing levels are adequate (include current staffing ratio): **(4) employees on shift was adequate on site visit date.**

Document if good lighting is maintained in all areas of facility indoors/outdoors: **Lighting was operable in all areas of Detention Center.**

Document if facility monitoring system(s) are in working condition and placed well: **The Detention Center has cameras posted inside and outside Detention Center and all were operable at the time of the PREA site visit. There is also a command center with a TV monitor where all cameras can be viewed by an employee as well.**

Document if Unannounced Rounds are occurring for day and night shifts by intermediate or higher level supervisors: **Documented inside Supervisor Logbook.**

Summary of Visit, Concerns or Recommendations

None.

PROVISION OF ADVOCATE (PREA STANDARD 115.321 & 115.353)

Document Process for Providing Advocates: **MOU's.**

Name/Contact of Advocacy Centers used: **Genesis House, Putnam County School System and Youth Villages.**

Summary of Visit, Concerns or Recommendations

None.

RETALIATION (PREA STANDARD 115.367) – Last 90 days

Number of Sexual Abuse/Harassment Cases: **None.**

Document Process and Tool Used for monitoring Retaliation for Youth/Resident: **Retaliation Log.**

Document Process and Tool Used for monitoring Retaliation for Staff: **Retaliation Log.**

Summary of Visit, Concerns or Recommendations

The Detention Center still has not had a PREA Investigation as of the date of the PREA site visit but did go over how to use a retaliation log correctly.

DISCIPLINARY SANCTIONS FOR RESIDENTS (PREA STANDARD 115.378)

Number of Unfounded Allegations: **None**

Number of Substantiated Allegations: **None**

Document Process for disciplining Youth/Resident who make False Allegations: **None**

Document Process for disciplining Youth/Resident who are Substantiated for Allegations: **None**

Summary of Visit, Concerns or Recommendations

The Detention Center has had no PREA Investigation as of the date of the PREA site visit but the Detention Center does not discipline residents for false or substantiated PREA allegations.

PREA YOUTH FORMS (PREA STANDARD 115.341 & 115.342)

Request roster of all youth in facility, then RANDOMLY SELECT **10** YOUTH NAMES AND COLLECT copies of the following forms for them:

- Youth Acknowledgement and Notification of PREA (CS-0939)
- Safe Housing Assessment (CS-1236)
- Safe Housing Re-Assessment (CS-1237)
- PREA Risk Assessment (CS-0946)

Document Process for making housing/room assignments for residents: **The Detention Center gathers information during the intake process to determine what residents are housed together inside a room or if a resident needs to be separated from another resident.**

Summary of Visit, Concerns or Recommendations

Requested and received.

EMPLOYEE TRAINING FORM(S) (PREA STANDARD 115.331)

Request roster of all employees in facility, then RANDOMLY SELECT **5** EMPLOYEE NAMES AND COLLECT copies of the Employee/Volunteer/Contractor Acknowledgement CS-0940.

*If facility does not use this form, obtain the form they use in place of it.

Summary of Visit, Concerns or Recommendations

Requested and received.

VOLUNTEER/CONTRACTOR TRAINING FORM(S) (PREA STANDARD 115.332)

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Request roster of all volunteer/contractors in facility, then RANDOMLY SELECT 5 VOLUNTEER AND 5 CONTRATOR NAMES AND COLLECT copies of the Employee/Volunteer/Contractor Acknowledgement CS-0940.

*If facility does not use this form, obtain the form they use in place of it.

Summary of Visit, Concerns or Recommendations

Requested and received.

REPORTING TO RESIDENTS (PREA STANDARD 115.373)

Request documentation showing that the agency informs residents as to whether sexual abuse allegations have been determined to be substantiated, unsubstantiated, or unfounded. May use DCS form **CS-4233** or something equivalent.

Request documentation showing that following a sexual abuse allegation committed by staff, the agency informs the resident victim (unless allegation is unfounded) whenever:

- The staff member is no longer posted within the resident's unit;
- The staff member is no longer employed at the facility;
- The agency learns that the staff member has been indicted on a charge related to sexual abuse within the facility; or
- The agency learns that the staff member has been convicted on a charge related to sexual abuse within the facility.

Request documentation showing that following a sexual abuse allegation committed by resident, the agency informs the resident victim (unless allegation is unfounded) whenever:

- The agency learns that the alleged abuser has been indicted on a charge related to sexual abuse within the facility; or
- The agency learns that the alleged abuser has been convicted on a charge related to sexual abuse within the facility.

*An agency's obligation to report under this standard terminates if the resident is released from the agency's custody.

Summary of Visit, Concerns or Recommendations

On the September 24th, 2024 PREA site visit, the Detention Center had no PREA Investigations on file. However, Monitor Jenkins advised at the end of a PREA Investigation for Sexual Abuse/Sexual Harassment the Detention Center should receive form (CS-4232) from the PREA Investigator. Monitor Jenkins advised Detention Center to maintain this information on file. Monitor Jenkins advised Detention Center to complete form (CS-4233) and provide a copy to the resident upon receiving form (CS-4232) from the PREA Investigator. Monitor Jenkins advised the Detention Center to keep a signed copy of form (CS-4233) on file.

On the March 18th, 2025 PREA site visit, the Detention Center had no PREA Investigations on file. However, the Detention Center could explain the process of using form (CS-4233) adequately.

SEXUAL ABUSE INCIDENT REVIEWS (PREA STANDARD 115.386)

Number of Unsubstantiated Allegations: **None**

Number of Substantiated Allegations: **None**

Request documentation of all Sexual abuse incident reviews conducted in the past year.

Standard Reads:

- *The facility shall conduct a sexual abuse incident review at the conclusion of every sexual abuse investigation (except where determined to be unfounded).*
- *Review shall ordinarily occur within 30 days of the conclusion of the investigation.*
- *Standard requires specific people to attend, specific information to be addressed and report written on review.*

Summary of Visit, Concerns or Recommendations

On the September 24th, 2024 PREA site visit, the Detention Center had no PREA Investigations on file. Monitor Jenkins discussed that a management meeting should be held (30) days after receiving the DCS form (CS-4232) from the PREA Investigator. Monitor Jenkins discussed that the Administration should complete form (CS-1123) detailing if anything could have been done different/better to prevent PREA allegation or PREA incident from occurring with resident inside the Detention Center.

On the March 18th, 2025 PREA site visit, the Detention Center had no PREA Investigations on file. However, the Detention Center could explain the process of using form (CS-1123) adequately.

Resident Interview Trends/Patterns

Request roster of all youth in facility, then SELECT A MINIMUM OF 5 MALE YOUTH & 5 FEMALE YOUTH TO INTERVIEW (make sure selection matches the population with diversity in race/nationality)

On the September 24th, 2024 PREA site visit, the resident's Monitor Jenkins interviewed at the Detention Center were knowledgeable about the PREA questions asked. However, since no resident had been sent out to receive Advocacy Group Services for sexual abuse no resident could answer what types of services were provided by Advocacy Group during the interview process.

On the March 18th, 2025 PREA site visit, the same concern with the Advocacy Group was there in the interview process with the residents. However, the PREA Monitor explained the process during the resident interviews. All Advocacy Group telephone numbers were listed inside resident rooms for resident usage and the detention Center does train residents on PREA. Two of the three residents interviewed were not aware about 3rd party reporting, more youth education may be needed in this area.

Staff Interview Trends/Patterns

Request roster of all staff in facility, then SELECT A MINIMUM OF 5 STAFF TO INTERVIEW (including frontline security staff, supervisory security staff, and non-security staff)

On the September 24th, 2024 and March 18th, 2025 PREA site visit, the employees Monitor Jenkins interviewed were knowledgeable of PREA questions asked and were able to answer the question very thoroughly. Additionally, the employees at the Detention Center receive PREA training annually.

Overall Summary of Visit, Concerns/Recommendations, Trends/Patterns

On the September 24th, 2024 and March 18th, 2025 PREA site visit, the Detention Center was clean and the employees were all in a uniform and well groomed. Monitor Jenkins observed cameras to supplement supervision of residents. The cameras were posted in and out of the Detention Center to help eliminate blind spots and to assist in monitoring residents. Monitor Jenkins observed the lighting requirements were met to assure employees can maintain a good visual on the residents inside rooms. Monitor Jenkins observed

residents were well behaved and got along well with the employees present and supervising them. Monitor Jenkins observed shower curtains met PREA requirements and were well maintained in the shower areas. Monitor Jenkins observed the residents had privacy upon using the restroom inside their room. Monitor Jenkins observed PREA and Advocate posters posted in visual site of the residents on the walls. Monitor Jenkins observed the telephones were operable inside the resident rooms. Monitor Jenkins observed the residents had an adequate recreation area.

Additionally, Raymond Bowman does an exceptional job at keeping the Detention Center PREA compliant. Raymond ensures employees and residents are knowledgeable of PREA standards. Raymond also ensures employees are up to date on PRE training yearly. Raymond's PREA files are meticulous and he can go straight to any document requested. Note: Putnam County Detention Center Juvenile Policy states no juvenile Corrections Deputy will search a juvenile of the opposite sex. It should also be noted that Raymond Bowman passed his Federal PREA Audit with no concerns on April 8th, 2024.

Report Completed and Electronically Submitted by: Bartley W. Jenkins Date: 03/24/2025
Supervisory Review by: Margalyn Head Date: 06/09/2025

DCS PREA SITE VISIT

Documentation Checklist

Timeline	Documents (Policy/Procedures/Forms)	Requested	Received	NA	Comments
	Contraband/First Responder Guidelines for Sexual Assaults	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Within 48 hours of admission: Additionally, Youth Handbook should be completed. As well as 24:12 Access to legal counsel.	<u>CS-0939, Youth Acknowledgement and Notification of Prison Rape Elimination Act</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Before access to children	CS-0940 Employee/Volunteer/Contractor Acknowledgement and Notification of Prison Rape Elimination Act	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Within 72 hours of admission	<u>CS-0946, Prison Rape Elimination Act (PREA) Risk Assessment</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
At least annually	<u>CS-1045 Staffing Plan</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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DCS PREA SITE VISIT

Documentation Checklist

Timeline	Documents (Policy/Procedures/Forms)	Requested	Received	NA	Comments
Conducted at conclusion of investigation ordinarily within 30 days (except when unfounded)	<u>CS-1123 PREA -Sexual Abuse Critical Incident Review</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Within 72 hours of admission, after Risk Assessment is complete	<u>CS-1236, Safe Housing Assessment</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> ◆ Every 90 days while in facility ◆ At least 7 days prior to a transfer to another facility ◆ Complete within two days of any disruption that would require a housing assignment within a residential facility 	<u>CS-1237, Safe Housing Re-Assessment</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	<u>CS-4233 Sexual Abuse/Harassment Juvenile Notification Investigation Outcome OR Other documentation used by facility</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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DCS PREA SITE VISIT

Documentation Checklist

Timeline	Documents (Policy/Procedures/Forms)	Requested	Received	NA	Comments
	Resident Handbook	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Employee Handbook	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Name & Contact of Advocacy Center(s) with MOU's used for Forensic Interviews/Exams/Advocacy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> ◆ Monitoring lasts for at least 90 days ◆ Extended when needed ◆ Terminates if unfounded 	Retaliation Tracking Tool	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Last Federal PREA Audit Final Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Last Federal PREA Audit Corrective Action Plan (If applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

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