





2. The PREA Coordinator or designated associate will interview each party involved in the allegations/incident and obtain facts related to the incident. Fact-finding interviews will take place within a 24-hour period and gathered in a private area.
3. The PREA Coordinator or their designated Associate will ensure all personnel are notified of allegations, this will include but is not limited to the Executive Director Program Leadership, Clinical Leadership, and Educational Leadership.
4. The Executive Director or their designee will send out an Incident Notification email.
5. KidsPeace Georgia will document in written reports a description of the physical and testimonial evidence, the reasoning behind credibility assessments, and investigative facts and findings.
6. All parties involved (alleged abuser, witnesses, victim, etc) will be asked to document on a Resident/Staff Statement Form any information about the alleged incident.
7. KidsPeace Georgia will investigate to determine whether associate actions or failures to act contributed to the abuse.
8. All written reports in reference to substantiated and unsubstantiated allegations of sexual abuse, sexual harassment, associate sexual misconduct, and client sexual misconduct shall be maintained for as long as the alleged abuser is incarcerated or employed by the agency, plus five years.
9. Once all written reports are finalized and gathered, the PREA Coordinator or their designated associate will conduct an Internal Investigation Task Focus Meeting to determine the outcome of the investigation and what further steps are to be taken to substantiate, unsubstantiated, make an external report, and/or call local law enforcement agencies.

G. External Notifications:

1. The PREA Coordinator and/or their designated associate can only make external

