MIAMI-DADE CORRECTIONS AND REHABILITATION DEPARTMENT
TURNER GUILFORD KNIGHT INMATE COUNSELING PROGRAM
Scope of Work Agreement

This agreement is entered into between Turner Guilford Knight Correctional Center (TGK), Roxcy Bolton Rape Treatment Center (RTC), and Just Detention International (JDI) on this [XX]th day of [MONTH] in the year 2012.

Turner-Guildford Knight Correctional Center agrees to:

1) Make involvement of certified RTC rape crisis counselors a component of the standard response to a report of sexual assault and/or a request for help from a survivor of sexual assault.
2) Provide for logistical needs, such as a private meeting space for counseling sessions, and security clearance for designated RTC staff.
3) Respect the nature of privileged communication between a rape crisis counselor and client.
4) Facilitate follow-up and ongoing contact between the client and certified rape crisis counselor without regard to the presence or status of an investigation.
5) Provide training for RTC staff and counselors on how to report sexual abuse and the investigative process.
6) Provide the following means for a detainee to request counseling from RTC, regardless of when and where the abuse occurred or whether or not it was reported:
   • Call the RTC hotline.
   • Complete an inmate form to request an appointment with an RTC counselor. TGK staff direct the request to the mental health department, who will then contact RTC.
   • Complete a request for medical services and inform the health care provider that he or she wishes to see the RTC counselor. TGK medical staff will then contact RTC.
   • Write to RTC requesting to see a counselor.
   • Inform the designated TGK staff liaison.
   • When possible, approach the RTC counselor and request an appointment.
7) Ensure inmates are able to receive mental health services from TGK staff, as well as RTC counselors.
8) Ensure that the following topics related to the inmate counseling program are included in inmate education programs and materials:
   • The difference between services provided by TGK mental health staff and RTC counselors, particularly the availability of emergency care and confidentiality.
   • RTC counseling services are available regardless of when and where the abuse occurred or whether or not it was reported.
9) Inform inmates about the RTC counseling program through any or all of the following means:
   • Inmate orientation classes and videos;
   • Medical and mental health providers and institutional investigators;
   • Informational brochures and placards placed throughout the institution.
10) Cooperate with the RTC counselor to facilitate regular appointments.
11) Communicate any questions or concerns to RTC or JDI.

Rape Treatment Center agrees to:

1) Send a counselor for one day per week, depending upon demand, to provide face-to-face confidential crisis counseling to survivors of sexual violence who are incarcerated at TGK.
2) Attend training on institutional policies and procedures to maintain safety and security and training about the prevalence and dynamics of sexual abuse in detention.

3) Work with designated TGK officials to obtain security clearance and follow all institutional guidelines for safety and security.

4) Contact the designated institutional staff liaison to arrange counseling sessions.

5) Inform the TGK staff liaison of the RTC counselor’s availability for counseling appointments.

6) Obtain informed consent, verbally and in writing, and any additional forms required by TGK or RTC from all detainees prior to providing counseling services.

7) Maintain confidentiality as outlined in the informed consent form.

8) Inform institutional mental health staff of any emergency mental health needs of the survivor, with proper consent, and without disclosing anything beyond the immediate safety concern.

9) Obtain the survivors’ consent and a release of information prior to contacting MDCR or other third parties about any fears or concerns the survivor has related to his/her safety or well-being.

10) Use professional discretion and follow agency standards and applicable laws when reporting concerns to MDCR mental health staff without the survivor’s consent.

11) Terminate services with appropriate notice and referrals if a client’s need for services is not, or is no longer, primarily motivated by a desire to heal from sexual violence.

12) Provide survivors with referrals for treatment after release or upon transfer to another facility.

13) Contact relevant community treatment programs to arrange for ongoing services after obtaining informed consent and a release of information from the survivor.

14) Provide training for TGK and other relevant MDCR staff, as needed.

15) Communicate any questions or concerns to TGK staff liaison or JDI.

Just Detention International agrees to:

1) Coordinate and attend inmate counseling program meetings at TGK.

2) Work with designated TGK officials to obtain security clearance and follow all institutional guidelines for safety and security.

3) Provide training for TGK and RTC project staff members.

4) Provide training for MDCR mental health and security staff on the following topics:
   - Techniques for handling initial disclosures from sexual assault survivors
   - Basic crisis intervention
   - Response procedures
   - Sensitivity to survivors of sexual violence
   - Confidentiality

5) Provide support and supervision to the RTC counselor.

6) Monitor and evaluate the effectiveness of the inmate counseling project.

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Turner Guilford Knight Correctional Center Representative                      Date

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Rape Treatment Center Representative                                         Date

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Just Detention International Representative                                Date