

Mississippi Department of Human Services
Oakley Youth Development Center

Third Party Reporting for Alleged Sexual Abuse, Sexual Assault, and Sexual Harassment

Name of Youth _____

Please Provide Details of the Alleged Incident

Date of alleged incident: _____

Time of alleged incident: _____

Who was involved? _____

What happened? _____

Where did it occur? _____

How did it occur? _____

Any other pertinent information: _____

Reporter's Name: _____ Telephone Number: _____

Reporter's email address: _____

Please email form to Yulana Littles, OYDC PREA Coordinator, at: Yulana.Littles@mdhs.ms.gov and Samantha.Lewis@mdhs.ms.gov or send via mail to: OYDC, Attn: PREA Coordinator, 2375 Oakley Rd, Raymond, MS 39154 and MDHS, Attn: Program Integrity, 200 South Lamar Street, Jackson, MS 39201

Points to Remember:

1. Third parties, including fellow juveniles, staff members, family members, attorneys, and outside advocates, shall be permitted to assist juveniles in filing requests for administrative remedies relating to allegations of sexual abuse, and shall also be permitted to file such requests on behalf of juveniles.
2. If a third party, other than a parent or legal guardian, files such a request on behalf of a juvenile, the facility may require as a condition of processing the request that the alleged victim agree to have the request filed on his or her behalf, and may also require the alleged victim to personally pursue any subsequent steps in the administrative remedy process.
3. If the youth declines to have the request processed on his or her behalf, the agency shall document the juvenile's decision.
4. **A parent or legal guardian of a youth shall be allowed to file a grievance regarding allegations of sexual abuse, including appeals, on behalf of such juvenile.** Such a grievance shall not be conditioned upon the youth agreeing to have the request filed on his or her behalf.

The youth declines / accepts to have this request processed on his/her behalf.

Youth Signature _____ Date _____

Witness Signature _____ Date _____