**Document Review Worksheet**

**Staff Completing Worksheet:**

**Facility Name:**

**Employee/Contractor/Volunteer Records**

PREA Audit – Community Confinement

Standards 115.217, 115.231, 115.232, 115.234, 115.235, 115.267, 115.276, 115.277

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| --- | --- | --- |
| **Employee Name** | **Position/Title** | **Date of Hire** |
| **Check all that apply: ☐ New Hire (use new sheet if re-hired) ☐ Current Employee ☐ Promotion (Date of Promotion \_\_\_\_\_\_\_\_\_\_\_\_\_\_) ☐ Part-time**  **☐ Contractor ☐ Volunteer Program or Work Area or Service Provided: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **☐ Alleged abuser in SA/SH allegation ☐ Reported, cooperated w/ investigation or witness to SA/SH allegation (If so, review retaliation monitoring §115.267\*)**  **☐ Disciplined/sanctioned for violating agency sexual abuse or sexual harassment policies §115.276(a), 115.277(a)\***  **☐ Terminated for engaging in sexual abuse §115.276(b), 115.277(b)\* \*Obtain/review documentation (if applicable)** |
| **Record/File** | **Requirements** | **Comments** |
| **Hiring and Promotion Decisions §115.217** (employees and contractors)**For Hiring:** Proof of required questions **§115.217(a), 115.217(f):**☐ On employment application☐ At interview for hire☐ On interview or self-evaluation form**For Promotion (if applicable):**Proof of required questions **115.217(a), 115.217(f)**:☐ On application for promotion☐ At interview for promotion | ☐ Initial criminal history check **§115.217 (c)(1**) Date:  | Source (e.g., FBI, other federal, state, local): |
| ☐ Contact with prior institutional employers **§115.217(a)(3) & 115.217(c)(2)** Date(s): | Facility(ies) contacted: |
| ☐ 5-year criminal history check **§115.217(e)** Date(s): ☐ Alternative alert system **(if applicable, explain in “comments” column)** |  |
| ☐ Elder abuse registry check Date: ☐ Child abuse registry check Date:  **Note**: Recommended, not required by Standard. | Registry source and state(s): |
| **Note: Auditor must ensure the employee, volunteer, and contractor training is compliant with the Standard and received prior to contact with inmates (see FAQ 10/22/2014).** |
| **Employee Training §115.231:**☐ Proof of initial PREA training ☐ Proof of PREA refresher training☐ Proof of refresher information  | ☐ Documented employee’s understanding of initial PREA training **§115.231(d)** Date**:** ☐ Documented employee’s understanding of PREA refresher training **§115.231(d)** Date: | **Specialized PREA Training Received** ☐ Proof of completed investigative training **§115.234** Date:☐ Proof of Medical/Mental health training received **§115.235** Date: |
| **Volunteer Training 115.232**☐ Proof of zero-tolerance policy notification☐ Informed how to report ☐ Additional PREA training received (based on services they provide and level of contact they have with residents)  | **Explain the level and type of contact, and corresponding training received:**  | ☐ Documentation confirming volunteer understanding of the training received **§115.232(c)** Date: |
| **Contractor Training §115.232:**☐ Proof zero-tolerance policy notification☐ Informed how to report ☐ Additional PREA training received (based on services they provide and level of contact they have with residents) | **Explain the level and type of contact, and corresponding training received:**  | ☐ Documentation confirming contractor understanding the training received **§115.232(c)**  Date: |

Note: SA = Sexual abuse, SH = Sexual harassment, Nat’l = National, FAQ = Frequently asked question