

This document was created for use by the PRC Field Training Program (FTP). Certified auditors are not required to utilize this resource for compliance audits but may choose to as a best practice. This is intended to be an aid in capturing elements of a facility's practice but may not be all-inclusive. Auditors are encouraged to reference applicable standards for specific requirements.

Facility:

Staff Completing Worksheet:

Document Review Worksheet Detainee Records

PREA Audit – Lockups

Standards 115.113, 115.114, 115.116, 115.121, 115.132, 115.141, 115.151

Detainee Name/ID#:	Date of birth: <input type="checkbox"/> Under the age 18 or has been in custody while under age of 18 §115.14 <input type="checkbox"/> If housed while under the age of 18, was held separately from adult detainees §115.14 Date of current admission: <input type="checkbox"/> Multiple admissions in the last 12 months. How many?: _____ Date(s):	Note: If the record shows multiple admissions the auditor should assess whether all required screening and education requirements occurred (explain in comment section).
Record/File	Proof Documentation	Comments (notations/explanation/missing info)
Screening for Risk of Sexual Victimization and Abusiveness §115.141 Note: If a detainee is never placed in a holding cell with another detainee and is never placed in an area with other detainees absent continuous staff supervision, then no screening for risk of sexual abusiveness or victimization is required [DOJ FAQ dated 08/04/2014] Zero Tolerance Notification to Detainee §115.132(a)	For lockups that house detainees overnight: Screened for risk of <input type="checkbox"/> sexual victimization and <input type="checkbox"/> sexual abusiveness <input type="checkbox"/> asked about their own perception of vulnerability §115.141(b)(c) <input type="checkbox"/> Identified as being at risk of being sexually abused §115.113(d) <input type="checkbox"/> §115.141(d)(1-5) criteria for assessing detainee for risk of sexual victimization <input type="checkbox"/> Identified as being at risk of being sexually abusive §115.113(d) <input type="checkbox"/> §115.141(d)(1-5) criteria for assessing detainee for risk of sexual victimization Security staff provided heightened protection to include Check (as applicable): <input type="checkbox"/> Continuous direct sight and sound supervision <input type="checkbox"/> Single-cell housing <input type="checkbox"/> Placement in cell actively monitored on video by staff sufficiently proximate to intervene <input type="checkbox"/> No such option(s) was determined to be feasible (auditor should verify this to be true) <input type="checkbox"/> Detainee identified as sexually abusive toward other detainees For lockups that <u>do not</u> house overnight, before placing detainees together in a holding cell: <input type="checkbox"/> N/A; Facility does not hold detainees together in a holding cell <input type="checkbox"/> Staff considered whether the detainee may be at high risk of being sexually abused §115.141(a) <input type="checkbox"/> If deemed at high risk of being sexually abused, Check (as applicable) steps taken to mitigate danger: <input type="checkbox"/> Continuous direct sight and sound supervision <input type="checkbox"/> Single-cell housing <input type="checkbox"/> Placement in cell actively monitored on video by staff sufficiently proximate to intervene <input type="checkbox"/> No such option(s) was determined to be feasible (auditor should verify this to be true) <input type="checkbox"/> Proof of zero-tolerance policy notification at intake §115.132(a) <input type="checkbox"/> Informed of external public/private reporting entity §115.151(b) Check any that apply §115.116(a),(b): <input type="checkbox"/> Limited English proficient <input type="checkbox"/> Cognitively impaired <input type="checkbox"/> Limited reading skills <input type="checkbox"/> Physically disabled <input type="checkbox"/> Otherwise disabled Note: Indicate method used to ensure comprehension of zero tolerance notification in comments.	