**Document Review Worksheet**

**Facility Name:**

**Staff Completing Worksheet:**

**Employee/Contractor/Volunteer Records**

PREA Audit – Adult Prisons & Jails

Standards 115.17, 115.31, 115.32, 115.34, 115.35, 115.67, 115.76, 115.77

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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 §115.67\*)**  **☐ Disciplined/sanctioned for violating agency sexual abuse or sexual harassment policies §115.76(a), §115.77(a)\***  **☐ Terminated for engaging in sexual abuse §115.76(b), §115.77(b) \*Obtain/review documentation (if applicable)** |
| **Record/File** | **Requirements** | **Comments** |
| **Hiring and Promotion Decisions §115.17 (employees and contractors)****For Hiring:**Proof of required questions **§115.17(a), §115.17(f)**:☐ On employment application☐ At interview for hire☐ On interview or self-evaluation form**For Promotion (if applicable):**Proof of required questions **§115.17(a), §115.17(f):**☐ On application for promotion☐At interview for promotion | ☐ Initial criminal history check **§115.17(c)(1)** Date: | Source (e.g., FBI, other Nat’l, State, Local): |
| ☐ Contact with prior institutional employers **§115.17(a)(3) & §115.17(c)(2)** Date(s): | Facility(ies) contacted:  |
| ☐ 5-year criminal history check **§115.17(e)** Date(s):☐ Alternative alert system **(if applicable, explain in “comments” column)** |  |
| ☐ Elder abuse registry Date: ☐ Child abuse registry Date: **Note**: This is 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 10/22/2019).** |
| **Employee Training §115.31:**☐Proof of initial PREA training ☐Proof of PREA refresher training☐Proof of refresher information  | ☐ Documented employee’s understanding of initial PREA training received **§115.31(d)** Date:☐ Documented employee’s understanding of PREA refresher training **§115.31(d)** Date: | **Specialized PREA Training Received (if applicable):**☐ Proof of completed investigative training received **§115.34** Date: ☐ Proof of Medical/Mental health training received**§115.35** Date: |
| **Volunteer Training §115.32:**☐ 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 inmates) | **Explain the level and type of contact, and corresponding training received:**  | ☐ Documentation confirming volunteer understanding of the training received **§115.32(c)** Date:  |
| **Contractor Training §115.32:**☐ 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 inmates) | **Explain the level and type of contact, and corresponding training received:**  | ☐ Documentation confirming contractors understanding of the training received **§115.32(c)** Date:  |

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