

## PREA Auditor Training Application - Eligibility Form

Please complete and submit this Eligibility Form. If you meet the minimum eligibility requirements, you will be immediately redirected to the full PREA Auditor Training application when you select Submit below.

### Personal Information

First Name \*

Last Name \*

Street Address \*

City \*

State \*

Zip Code \*

Email Address \*

### Eligibility Questions

Do you have three years of significant auditing, monitoring, quality assurance, investigations, or substantially similar experience with the facility type or set of standards for which you are seeking certification(s)? \*

- ☐ Yes
- ☐ No

Do you have three years of significant experience working to implement PREA as a PREA Coordinator or PREA Compliance Manager with the facility type or set of standards for which you are seeking certification(s)? \*

- ☐ Yes
- ☐ No

Do you have three years of other significant professional experience related to safety in confinement facilities accompanied by a demonstrated expertise regarding facility operations with the facility type or set of standards for which you are seeking certification(s)? \*

- ☐ Yes
- ☐ No

Do you have a bachelor's degree from an accredited college or university, OR a high school degree and equivalent career-related experience, which is defined as five years of contemporary, full-time public safety, law enforcement, or corrections experience in a supervisory position? \*

- ☐ Yes
- ☐ No

Please list two professional references that can address the your key competencies in facility operations knowledge, analytical skills, writing skills, and commitment. Both references will be emailed the survey within 1 business day of when you click Submit below. **The reference surveys are due on the same date the overall application is due: December 16th, 2019 at 11:59PM ET.** You are responsible for ensuring the reference surveys are completed by this date.

First Reference

Name \*

Email Address \*

Second Reference

Name \*

Email Address \*

## PREA Auditor Training Application

1. Which of the following BEST describes your current employer? \*

- ☐ City/municipal entity
- ☐ County entity
- ☐ State entity
- ☐ Federal entity
- ☐ Judicial entity
- ☐ Multi-jurisdictional or regional entity
- ☐ Private not-for-profit
- ☐ Private for-profit
- ☐ Self-employed
- ☐ Retired
- ☐ Not currently working
- ☐ Other

2. What is your current employer's name and state?

Employer's name \*

Employer's state \*

3. What is your current title or position? \*

4. Please enter the name, title, and phone number of your current supervisor or another contact who can verify your current employment \*

5. Date of hire or promotion to your current position \*

6. How many official PREA audits do you plan to conduct annually? *Please note that mock audits or other preparatory facility audits do not count.* \*

- ☐ 1-2
- ☐ 3-4
- ☐ 4-5
- ☐ 6 or more
- ☐ I do not intend to conduct any PREA audits; I want to take the training to learn important information about PREA implementation.

7. Have you ever been released from employment or contract, or voluntarily left employment or contract, knowing that you were under criminal, civil, or administrative investigation for any type of sexual abuse, sexual harassment, or other misconduct? *If YES, you must upload a DETAILED explanation of the circumstances and finding in the Documents section. An answer of YES is not necessarily a bar to admission to PREA training or to certification. Determination will be on a case-by-case basis.* \*

- ☐ Yes
- ☐ No

8. Have you ever been found guilty or otherwise culpable of any type of sexual abuse, sexual harassment, or other misconduct through criminal, civil, or administrative investigation? *If YES, you must upload a DETAILED explanation of the circumstances and finding in the Documents section. An answer of YES is not necessarily a bar to admission to PREA training or to certification. Determination will be on a case-by-case basis.* \*

- ☐ Yes
- ☐ No

### Auditing Experience

9. Select which description best reflects your HIGHEST level of AUDITING experience (see details below). Your resume must include information that supports your response, including the years of auditing experience you possess. *Auditing experience includes the unbiased, systematic examination of operations/performance to determine the adequacy of policies/procedures and an assessment of actual practices and compliance with established standards or guidelines. Financial or paper-based auditing does not qualify.* \*

- ☐ Served as the lead auditor for audits conducted by an external or independent organization that included objective, unbiased observation and analysis of performance, actual practices and operations to identify gaps in compliance with policies, procedures, and other standards. Recommended operational changes in practices and policies. Completed a written report to present findings.
- ☐ Served as a secondary auditor on an auditing team for an external or independent organization that included objective, unbiased analysis of performance, actual practices and operations to identify gaps in compliance with policies, procedures and other standards, and recommended necessary corrective action.
- ☐ Served as the lead auditor for internal organizational audit(s) that included objective, unbiased observation and analysis of performance, actual practices and operations to identify gaps in compliance with policies, procedures, and other standards. Recommended operational changes in practices and policies. Completed a written report to present findings.
- ☐ I have some experience, education, or training in this area, but less than described in the other options.
- ☐ I do not have this experience.

10. In 250 words or less, please detail your AUDITING experience; your narrative should support the experience described in your selection above. If you do not have this experience, enter "N/A". \*

11. Based on your response above, please indicate the number of YEARS of AUDITING experience you have in each of the following facility types. Please include information in your resume to verify this information.

Adult Prisons \*

Adult Jails \*

Lockups \*

Community Confinement \*

Juvenile Facilities \*

**TOTAL**

0

### Compliance Monitoring Experience

12. Select which description best reflects your HIGHEST level of COMPLIANCE MONITORING experience (see details below). Your resume must include information that supports your response, including the years of compliance monitoring experience you possess. *Compliance monitoring includes the monitoring or inspection of operations to ensure that a public agency obeys specific regulations or legal requirements due to some enforcement mechanism. It may also include records reviews and responding to internal or external requests for information.* \*

- ☐ Served as the lead monitor for an external compliance monitoring or inspection team. Roles included, but were not limited to, facility inspections, data collection and analysis, and development of a written report to present findings.
- ☐ Served as part of an external compliance monitoring or inspection team. Roles included, but were not limited to, facility inspections, and data collection and analysis.
- ☐ Conducted internal compliance self-monitoring. Responsibilities included, but were not limited to, facility inspection, data collection and analysis, and development of a written report to present the findings.
- ☐ Provided support and/or information to an internal or external compliance monitor as part of compliance monitoring process.
- ☐ I have some experience, education, or training in this area, but less than described in the other options.
- ☐ I do not have this experience.

13. In 250 words or less, please detail your COMPLIANCE MONITORING experience; your narrative should support the experience described in your selection above. If you do not have this experience, enter "N/A". \*



14. Based on your response above, please indicate the number of YEARS of COMPLIANCE MONITORING experience you have in each of the following facility types. Please include information in your resume to verify this information.

Adult Prisons \*

Adult Jails \*

Lockups \*

Community Confinement \*

Juvenile Facilities \*

**TOTAL**

0

### Quality Assurance Experience

15. Select which description best reflects your HIGHEST level of QUALITY ASSURANCE experience (see details below). Your resume must include information that supports your response, including the years of quality assurance experience. *Quality assurance includes monitoring and analyzing the outcomes and effectiveness of procedures, processes, practices, and/or operations, including designating responsibility for recommending and implementing changes to enhance outcomes and effectiveness.* \*

- ☐ Served as the quality assurance manager or monitor responsible for monitoring organizational operations, practices, procedures, or processes that involved ongoing analysis and assessment, documentation and justification of deficiencies, and production of a written report to recommend changes to improve outcomes.
- ☐ Served as part of a quality assurance team tasked with monitoring operations, practices, procedures, or processes (i.e., program review.)
- ☐ Served in a supervisory role to implement recommended changes resulting from a quality assurance report to operations/procedures/processes/practices.
- ☐ Implemented necessary changes when required by a supervisor as a result of a quality assurance report.
- ☐ I have some experience, education, or training in this area, but less than described in the other options.
- ☐ I do not have this experience.

16. In 250 words or less, please detail your QUALITY ASSURANCE experience; your narrative should support the experience described in your selection above. If you do not have this experience, enter "N/A". \*

17. Based on your response above, please indicate the number of YEARS of QUALITY ASSURANCE experience you have in each of the following facility types. Please include information in your resume to verify this information.

Adult Prisons \*

Adult Jails \*

Lockups \*

Community Confinement \*

Juvenile Facilities \*

**TOTAL**

0

## Investigations Experience

18. Select which description best reflects your HIGHEST level of INVESTIGATIONS experience (see details below). Your resume must include information that supports your response, including the years of investigations experience you possess. *Investigation includes the formal, systematic, and detailed examinations or assessments to ascertain the facts involved in a situation/incident, where there are allegations or indications of criminal or civil violations, or misconduct.* \*

- ☐ Served as the lead investigator for criminal or civil investigations that were utilized in legal proceedings for which you were responsible for conducting investigative interviews, collecting evidence, and developing the written investigative report.
- ☐ Served as the lead investigator for investigations that were NOT utilized in a legal proceeding (i.e., administrative investigations or internal affairs) for which you were responsible for conducting investigative interviews, collecting evidence, and developing the written investigative report.
- ☐ Served as an official part of the investigative team (beyond first responder duties), which included investigative interviews of witnesses/victims, collecting evidence, and other investigative protocols, but was not responsible for writing the investigative report.
- ☐ Served as a first responder and assisted in the collection of information for an investigation.
- ☐ I have some experience, education, or training in this area, but less than described in the other options.
- ☐ I do not have this experience.

19. In 250 words or less, please detail your INVESTIGATIONS experience; your narrative should support the experience described in your selection above. If you do not have this experience, enter "N/A". \*

20. Based on your response above, please indicate the number of YEARS of INVESTIGATIONS experience you have in each of the following facility types. Please include information in your resume to verify this information.

Adult Prisons \*

Adult Jails \*

Lockups \*

Community Confinement \*

Juvenile Facilities \*

**TOTAL**

0

21. Provide the name and contact information (phone number and email address) of up to 3 employers/supervisors who can verify your qualifications as indicated in your responses to Questions 9-20 in the facilities for which you seek certification. \*

These contacts CAN overlap with references used during previous sections of the application.

### Experience Implementing PREA

22. In 450 words or less, please describe your experience working to implement PREA as a PREA Coordinator or PREA Compliance Manager. Please include detail about the length of your tenure, your position scope and responsibilities, and facility type. Your resume must also include this information to support your response. If you do not have this experience, enter "N/A". \*

23. Please indicate the number of YEARS of PREA COORDINATOR or PREA COMPLIANCE MANAGER experience you have in each of the following facility types.

Adult Prisons \*

Adult Jails \*

Lockups \*

Community Confinement \*

Juvenile Facilities \*

**TOTAL**

### **Experience Related to Safety in Confinement and Facility Operations**

24. In 450 words or less, please describe your professional experience related to safety in confinement facilities. Your resume must include information that supports your response, including the years of professional experience related to safety in confinement facilities. If you do not have this experience, enter "N/A". \*

25. In 450 words or less, please describe your experience with facility operations. Your resume must include information to support your response, including years of experience. If you do not have this experience, enter "N/A". \*

### Writing Experience

26. Select which description best reflects your HIGHEST level of WRITING experience (see details below). Your resume must include documentation to support your response, including years of experience. *Writing experience includes conveying information in written form, as part of regular work responsibilities. For example, preparing professional reports, memoranda, policy, procedure and/or other correspondence in support of administrative or program-related functions.* \*

- ☐ Produced high quality written products integrating technical or factual information from multiple sources, both for intra-organizational use and for diverse external audiences.
- ☐ Wrote a variety of documents that analyzed and summarized data or information, such as drafting responses to inter-organization inquiries, and/or writing policies or procedures.
- ☐ Prepared written materials in response to routine administrative inquiries or requests.
- ☐ I have some experience, education, or training in this area, but less than described in the other options.
- ☐ I do not have this experience.

27. In 250 words or less, please detail your WRITING experience; your narrative should support the experience described in your selection(s) above. If you do not have this experience, enter "N/A". \*



### Research, Information Collection, and Data Management Experience

28. Select which description best reflects your HIGHEST level of RESEARCH, INFORMATION COLLECTION, AND DATA MANAGEMENT experience (see details below). Your resume must include information that supports your response, including the years of research, information collection and data management experience. *Research, information collection and data management experience includes providing organizational support by collecting, analyzing, and synthesizing multiple types of data or other related information for various aspects of assigned program or project areas, as part of regular work responsibilities.* \*

- ☐ Researched all aspects of a program topic, systematically gathered information from a variety of sources, conducted analyses, and synthesized all relevant information in the preparation of reports, policies and/or procedures, and presented these to organizational leaders.
- ☐ Gathered information from a variety of sources, suggested improvements to existing policies and procedures based on data analysis, and prepared reports.
- ☐ Collected, tracked, and maintained specialized data and prepared reports.
- ☐ I have some experience, education, or training in this area, but less than described in the other options.
- ☐ I do not have this experience.

29. In 250 words or less, please detail your DATA MANAGEMENT experience; your narrative should support the experience described in your selection(s) above. If you do not have this experience, enter "N/A". \*

### Vulnerable Populations Experience

30. Select which description best reflects your level of VULNERABLE POPULATIONS experience (see details below). Please **select all that apply**. Your resume must include documentation to support your response, including years of experience. Vulnerable populations *experience includes experience with inmates and/or residents who are, according to the Department of Justice's Bureau of Justice Statistics, at higher risk for sexual abuse victimization such as those who: identify as LGBTI (lesbian, gay, bisexual, transgender, intersex); have cognitive or physical disabilities; are mentally ill; or have limited English proficiency.* \*

- ☐ Routinely provided victim services to a victim who is a member of an at-risk population, such as those indicated above.
- ☐ Regularly conducted interviews with individuals from at-risk populations as part of an investigation.
- ☐ Conducted screening assessments of vulnerable individuals or of risk of vulnerability that included questions regarding an individual's sexual orientation and gender identity, disability, or other criteria.
- ☐ Developed and implemented programming to support at-risk populations.
- ☐ Interacted with at-risk inmates or residents as part of daily professional activities.
- ☐ Received training on how to interact respectfully and professionally with populations at-risk for sexual abuse and sexual harassment.
- ☐ I have some experience, education, or training in this area, but less than described in the other options.
- ☐ I do not have this experience.

31. In 250 words or less, please detail your VULNERABLE POPULATIONS experience; your narrative should support the experience described in your selection(s) above. If you do not have this experience, enter "N/A". \*

### **Narrative Response Questions**

32. In 250 words or less, please describe why you want to be a PREA auditor. \*

33. Please describe a recent work experience (i.e., experience related to auditing, monitoring, quality assurance, or investigations; as a PREA Coordinator or Compliance Manager; OR related to safety in confinement and facility operations) when you resolved an important problem? \*

34. Please describe a situation in which you had to make a critical choice, decision, and/or action based on incomplete data. \*

**Scenario Based Exercise**

The following short exercise is designed to assess your ability to read the PREA standards and draw conclusions based on your reading. You will be assessed on the clarity of your writing and your analytical skills, particularly your ability to analyze the specific requirements in the standards and their practical implications based on a close reading of the regulatory language.

**PREA Standard 115.51 Inmate reporting reads:**

- (a) The agency shall provide multiple internal ways for inmates to privately report sexual abuse and sexual harassment, retaliation by other inmates or staff for reporting sexual abuse and sexual harassment, and staff neglect or violation of responsibilities that may have contributed to such incidents.
- (b) The agency shall also provide at least one way for inmates to report abuse or harassment to a public or private entity or office that is not part of the agency, and that is able to receive and immediately forward inmate reports of sexual abuse and sexual harassment to agency officials, allowing the inmate to remain anonymous upon request. Inmates detained solely for civil immigration purposes shall be provided information on how to contact relevant consular officials and relevant officials at the Department of Homeland Security.
- (c) Staff shall accept reports made verbally, in writing, anonymously, and from third parties and shall promptly document any verbal reports.
- (d) The agency shall provide a method for staff to privately report sexual abuse and sexual harassment of inmates.

**PREA Standard 115.53 Inmate access to outside confidential support services reads:**

- (a) The facility shall provide inmates with access to outside victim advocates for emotional support services related to sexual abuse by giving inmates mailing addresses and telephone numbers, including toll-free hotline numbers where available, of local, State, or national victim advocacy or rape crisis organizations, and, for persons detained solely for civil immigration purposes, immigrant services agencies. The facility shall enable reasonable communication between inmates and these organizations and agencies, in as confidential a manner as possible.

(b) The facility shall inform inmates, prior to giving them access, of the extent to which such communications will be monitored and the extent to which reports of abuse will be forwarded to authorities in accordance with mandatory reporting laws.

(c) The agency shall maintain or attempt to enter into memoranda of understanding or other agreements with community service providers that are able to provide inmates with confidential emotional support services related to sexual abuse. The agency shall maintain copies of agreements or documentation showing attempts to enter into such agreements.

35. First, please briefly describe the difference between the highlighted portion of 115.51 (b) and the highlighted portions of 115.53 (a) (omit discussion of the requirements to provide access to consular officials and immigrant services agencies in order to keep your response within the word limit). Your response will be limited to no more than 200 words.

\*

36. Second please describe one or two challenges a facility might face when implementing the highlighted portions of these two standards. In particular, note any challenges that may arise from similarities and/or differences between the requirements in the two standards. Your response will be limited to no more than 300 words. \*

### Additional Requirements

37. All applicants must either attend or view a recording of the webinar “2020 Auditor Training Overview Webinar” before submitting their application. The recording will be available on the PREA Resource Center website [here](#) after the live presentation. \*

- ☐ Please check this box to confirm that you have viewed the webinar “2020 Auditor Training Overview Webinar” and understand the requirements of the PREA Auditor training and certification process.

38. Auditor candidates are required to participate in a Field Training Program (FTP) training audit as a condition of certification. Auditor candidates will be assigned a training audit by the PRC. Auditor candidates must be able to commit to all 19 weeks of the FTP, including the pre-audit phase (a commitment of, on average, at least 4 hours per week over 8 weeks), the onsite audit (1 week), and the post-audit phase (a commitment of, on average, at least 4 hours per week over 10 weeks). \*

- ☐ Please check this box to confirm that you understand this new requirement and that, if selected, you will commit to completing the full training audit in addition to the 40-hour classroom training and pre- and post-training examinations.

### Documents

Uploaded files must be clearly named so as to indicate the applicant and the file contents, such as 'FullName\_AuditorTrainingApplication\_DocumentType.pdf'. There is a 25MB size limit for each file that is uploaded. Files larger than 25MB may be split into smaller files or shared using a link to a file sharing service such as DropBox. Please contact Megan Nieto at [mnieto@prearesourcecenter.org](mailto:mnieto@prearesourcecenter.org) if you need assistance.

RESUME or CV. Upload a resume or CV that provides complete information regarding your relevant experience in a confinement facility type covered by the PREA Standards \*

No file chosen

TRANSCRIPTS or DIPLOMA \*

No file chosen

DISCLOSURE. Description of circumstances and finding for release from employment or contract; or of culpability for sexual abuse, sexual harassment, or misconduct.

No file chosen

### **PREA Auditor Training Application Signature Page**

I hereby affirm that all statements and information provided as part of my application to become attend training to become a U.S. Department of Justice-certified Prison Rape Elimination Act (PREA) Auditor are true and correct to the best of my knowledge and belief.

I voluntarily consent to a thorough review of my present and past employment and other activities for the purpose of verifying my qualifications and fitness to be a PREA Auditor.

I affirm that I have not been found culpable of misconduct, sexual abuse, or sexual harassment through any criminal, civil, or administrative investigation.

I affirm that I have not been released from employment or from contract, nor voluntarily left employment or contract, while under criminal, civil, or administrative investigation for misconduct, sexual abuse, or sexual harassment.

**Please type your name below. \***