

NATIONAL
PREA
RESOURCE
CENTER

**Human Resources and Administrative Investigations
Notification of Curriculum Use
April 2014***

The enclosed Human Resources and Administrative Investigations curriculum was developed by the Project on Addressing Prison Rape at American University, Washington College of Law as part of contract deliverables for the National PREA Resource Center (PRC), a cooperative agreement between the National Council on Crime and Delinquency and the Bureau of Justice Assistance (BJA). The Prison Rape Elimination Act (PREA) standards served as the basis for the curriculum's content and development, with the goal of the Human Resources and Administrative Investigations curriculum to satisfy specific PREA standards requirements.

It is recommended that the Human Resources and Administrative Investigations curriculum be reviewed in its entirety before choosing which modules to use. Any alterations to the original materials require either acknowledgement during their presentation or removal of the PRC and Project on Addressing Prison Rape logos.

BJA is currently undergoing a comprehensive review of the enclosed curriculum for official approval, at which point the BJA logo may be added.

Note: Use of the enclosed curriculum, either in part or in whole, does not guarantee that an auditor will find a facility "meets standards." Rather, an auditor will take into consideration the curriculum used as part of their overall determination of compliance.

*All materials and information provided in this publication (e.g., state laws, civil case law examples, BJA statistics) are accurately represented as of October 2013.

Notice of Federal Funding and Federal Disclaimer – This project was supported by Grant No. 2010-RP-BX-K001 awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the Office for Victims of Crime, and the Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking. Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice nor those of the National Council on Crime and Delinquency (NCCD), which administers the National PREA Resource Center through a cooperative agreement with the Bureau of Justice Assistance.





The Project on Addressing Prison Rape
American University, Washington College of Law
in collaboration with
The National PREA Resource Center

Human Resources and Administrative Investigations

In order for us to continually monitor the quality of our project, we ask that you take a few minutes to complete this training evaluation. Your input will help us understand the impact of our training efforts, and inform us of areas which may need improvement.

What is your agency affiliation?

- | | | |
|---|--|--|
| <input type="checkbox"/> Federal Prison | <input type="checkbox"/> Community | <input type="checkbox"/> Native American |
| <input type="checkbox"/> State Prison | <input type="checkbox"/> Corrections | <input type="checkbox"/> Territory |
| <input type="checkbox"/> Jail (County/City) | <input type="checkbox"/> Juvenile Facility | <input type="checkbox"/> Other: _____ |

Does your agency house male, female or both?

- | | | |
|------------------------------|--------------------------------|-------------------------------|
| <input type="checkbox"/> Men | <input type="checkbox"/> Women | <input type="checkbox"/> Both |
|------------------------------|--------------------------------|-------------------------------|

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What is your professional status?

- Executive:** Commissioner, Deputy Commissioner, Secretary, Assistant Secretary, Director, Assistant Director, Jail Administrator, etc.
- Facility Administrator:** Warden, Deputy Warden, Commander, Deputy Commander, Director, Superintendent, Lieutenant, etc.
- Investigations:** Internal Affairs, Investigator, Inspector General, Special Agent, etc.
- Supervisory Staff:** Colonel, Major, Captain, Sergeant, etc.
- Law Enforcement:** Sheriff, Deputy Sheriff, Road Deputy, etc.
- Legal/Advocacy:** Attorney, Counsel, EEO, Psychologist, Victim Advocate, Prosecutor etc.
- Support Personnel:** Human Resources, Training, PREA Coord, etc.
- Other:** _____



How long have you worked in/with the corrections field?

- | | | |
|--|---|---|
| <input type="checkbox"/> Less than 3 years | <input type="checkbox"/> 11 to 20 years | <input type="checkbox"/> Not applicable |
| <input type="checkbox"/> 3 to 5 years | <input type="checkbox"/> 21 to 30 years | |
| <input type="checkbox"/> 6 to 10 years | <input type="checkbox"/> More than 31 years | |

How long have you worked at your current agency?

- Less than 3 years
- 3 to 5 years
- 6 to 10 years
- 11 to 20 years
- 21 to 30 years
- More than 31 years
- Not applicable



Module 1: Training Objectives	Instructor:				
	Poor	Fair	Satisfactory	Good	Excellent
The instructor was knowledgeable about the subject matter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The instructor was prepared and organized for the module.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The instructor was responsive to participants' needs and questions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The information was relevant to my job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					

Module 2: Overview and Update- The Prison Rape Elimination Act of 2003	Instructor:				
	Poor	Fair	Satisfactory	Good	Excellent
The presenters demonstrated expert knowledge of the subject matter or skill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The instructor was prepared and organized for the module.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The instructor was responsive to participants' needs and questions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The information was relevant to my job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					

Module 3: State Laws	Instructor:				
	Poor	Fair	Satisfactory	Good	Excellent
The instructor was knowledgeable about the subject matter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The instructor was prepared and organized for the module.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The instructor was responsive to participants' needs and questions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The information was relevant to my job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					



Module 4: Agency Policies	Instructor:				
	Poor	Fair	Satisfactory	Good	Excellent
The instructor was knowledgeable about the subject matter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The instructor was prepared and organized for the module.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The instructor was responsive to participants' needs and questions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The information was relevant to my job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					

Module 5: Agency Culture	Instructor:				
	Poor	Fair	Satisfactory	Good	Excellent
The instructor was knowledgeable about the subject matter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The instructor was prepared and organized for the module.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The instructor was responsive to participants' needs and questions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The information was relevant to my job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					

Module 6: Operational Practices	Instructor:				
	Poor	Fair	Satisfactory	Good	Excellent
The instructor was knowledgeable about the subject matter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The instructor was prepared and organized for the module.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The instructor was responsive to participants' needs and questions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The information was relevant to my job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					



Module 6: Operational Practices	Instructor:				
	Poor	Fair	Satisfactory	Good	Excellent
The instructor was knowledgeable about the subject matter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The instructor was prepared and organized for the module.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The instructor was responsive to participants' needs and questions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The information was relevant to my job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					

Module 7: Techniques for Strong Administrative Investigations	Instructor:				
	Poor	Fair	Satisfactory	Good	Excellent
The instructor was knowledgeable about the subject matter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The instructor was prepared and organized for the module.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The instructor was responsive to participants' needs and questions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The information was relevant to my job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					

Module 8: Human Resources and Pre-Employment Law	Instructor:				
	Poor	Fair	Satisfactory	Good	Excellent
The instructor was knowledgeable about the subject matter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The instructor was prepared and organized for the module.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The instructor was responsive to participants' needs and questions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The information was relevant to my job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					



Module 9: Human Resource and the Law					
	Instructor:				
	Poor	Fair	Satisfactory	Good	Excellent
The instructor was knowledgeable about the subject matter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The instructor was prepared and organized for the module.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The instructor was responsive to participants' needs and questions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The information was relevant to my job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					

Module 10: Legal Liability					
	Instructor:				
	Poor	Fair	Satisfactory	Good	Excellent
The instructor was knowledgeable about the subject matter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The instructor was prepared and organized for the module.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The instructor was responsive to participants' needs and questions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The information was relevant to my job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					

Was the course material appropriate?

- Yes
- No

Would you recommend this course to other individuals addressing sexual abuse in correctional settings?

- Yes
- No



Please select the phrase that best describes the pre/post-test.

- The pre/post-test was too easy.
- The pre/post-test was too difficult.
- The pre/post-test was appropriate.

How would you rate the classroom environment?

- Very comfortable
- Comfortable
- Not comfortable

What suggestions do you have for improvement of this training program?

Thank you for taking the time to help us monitor the quality of our training.