Pre-Audit

- **Post Notice of Upcoming Audit**
  (post notice at facility with auditor’s contact info 6 weeks prior to the audit for confidential communication)

- **Communicate with Community-Based or Victim Advocates**

- **Agency/Facility Questionnaire**
  Completed by PREA Coordinator with input from agency head, facility director, etc., as necessary.

- **Initial Auditor Review and Discussions With PREA Coordinator**
  Auditor reviews agency/facility responses to pre-audit questionnaire and has follow-up call(s) with PREA Coordinator to get clarification and explain the audit process.

- **Auditor Review of Submitted Agency/Facility Questionnaire and Policies/Procedures**
  Auditor begins Auditor Compliance Tool

Audit

- **Facility Tour**
  Instructions/guidance for conducting tour

- **Additional Document Review**

- **Staff Interviews**
  Agency head (or designee)
  PREA Coordinator
  PREA Compliance Manager (if one exists)
  Facility director (or designee)
  Random sample of staff
  Specialized staff*
  Detainee Interviews**

Post-Audit

- **Auditor Compliance Tool**
  Response for each measure based on:
  - Review of policies/procedures;
  - Review of documentation;
  - Review of data;
  - Interviews with detainees and staff; and
  - Tour of facility.

- **Auditor uploads additional documentation gathered onsite.**

- **Determination of compliance with each standard:**
  - Guidelines provided for auditors
  - Auditors provide commentary with justification for decision

- **Overall determination of compliance (guidelines provided to auditor)**

- **Auditor Report**
  (auditor generates final report and sends it to agency no later than 30 days after completion of on-site audit)

- **Corrective Action Plan**
  (180 days CA period – begins the day that the agency receives the interim report)

- **Final Report**
  (final report delivered to agency within 30 days of completion of corrective action period)

- **Agency Appeal**
  (agency has 90 days from receipt of final report to appeal audit findings to DOJ)
**Specialized Staff Interviews should include:**
- The agency contract administrator;
- Non-medical staff involved in cross-gender strip or visual searches;
- Administrative (human resources) staff;
- Volunteers and who may have contact with detainees;
- Contractors and inmates who work in the facility who may have contact with detainees;
- Investigative staff;
- Staff who perform screening for risk of victimization and abusiveness;
- Staff on the incident review team;
- The designated staff member charged with monitoring retaliation;
- First responders, both law enforcement and non-law enforcement;
- Security staff; and
- Intake staff.

**Detainee Interviews should include:**
- A random sample of detainees;
- Juvenile/youthful detainees
- Disabled and limited English proficient detainees;
- Transgender and intersex detainees.