

NATIONAL  
**PREA**  
RESOURCE  
CENTER



**BJA**  
Bureau of Justice Assistance  
U.S. Department of Justice

## **PREA COMPLIANCE AUDIT TOOL – INSTRUCTIONS FOR PREA AUDIT TOUR**

**Juvenile Facilities**

04/18/2014

**§ 115.401 Frequency and scope of audits.**

*(h) The auditor shall have access to, and shall observe, all areas of the audited facilities.*

The standards require the auditor to observe all areas of the audited facility. The instructions that follow are designed to highlight those areas of the facility that must be observed carefully in order to verify compliance with the standards. However, every area of the facility should be observed as the standard requires, and in every instance the auditor should be paying attention to how well supervised residents are, and notice blind-spots and any other indicators that an area of the facility is not being monitored in a way that keeps residents safe from sexual abuse. It may be necessary to go back and look at areas of the facility after the tour if review of investigative files, other documentation, or interviews lead the auditor to have questions about the safety and supervision provided in a given area of the facility.

**AREAS TO BE TOURED:**

- 1) Intake/reception/screening area
- 2) All housing units, including cell blocks and dormitories
- 3) Segregated housing units (SHUs)
- 4) Health care (medical and mental health clinics, infirmaries, and housing units)
- 5) Recreation, cafeteria (if there is one), and work areas, other programming areas (e.g., education or special education areas)
- 6) Areas that were renovated, modified, or expanded

**1) Things to look for and questions to ask in the intake/reception area:**

**LOOK**

Do the holding cells provide any privacy for residents to toilet?

Are there cameras or other monitoring systems in the holding cells? How are they supervised?

Where are resident files kept and who has access?

Is information about PREA posted and, if so, is it available in manners that accommodate non-English proficient inmates or inmates with disabilities?

Review files kept in the intake area and look for PREA-related screening instrument(s) and any indication of decision-making based on that screening.

**ASK**

*Staff responsible for resident screening:*

What questions do you ask residents to determine whether they are at risk for sexual abuse or predatory behavior?

Where are screening forms kept and who has access to them?

When does initial screening take place?

What do you do with information you receive during screening that suggests a resident might be at risk for sexual abuse or for abusing other residents?

## **2) Things to look for and questions to ask in general housing areas:**

### **LOOK**

Are there signs telling residents of their right to be free of sexual abuse?  
Are there signs telling residents how to report incidents of sexual abuse?  
Are signs posted in languages other than English?  
Where are cameras placed? Do they have a line of sight into cells and/or toilet and shower areas?

### **ASK**

*Officers on duty:*

Do supervisory staff perform unannounced rounds?  
Do staff/officers of the opposite gender knock and announce when they enter the housing unit or any time the status quo of the gender of supervision changes?  
Do transgender and intersex residents shower separately from other inmates?

*Residents:*

Do you know how to report an incident of sexual abuse?  
Do supervisory staff walk through this unit? How often?  
Do staff/officers of the opposite gender knock and announce when they enter the housing unit?  
Can you change your clothes, use the toilet, and shower without staff/officers of the opposite gender watching you?

*Transgender/Intersex residents:*

Are you able to shower separately from other residents?

## **3) Things to look for and questions to ask in segregated housing units:**

### **LOOK**

Are there signs telling residents of their right to be free of sexual abuse in places where locked-down residents are likely to see them?  
Are there signs telling residents how to report incidents of sexual abuse in places where locked-down residents are likely to see them?  
Are signs posted in languages other than English?  
Where are cameras placed? Do they have a line of sight into cells and/or toilet and shower areas?

### **ASK**

*Officers on duty:*

Do supervisory staff perform unannounced rounds?  
Do staff/officers of the opposite gender knock and announce when they enter the housing unit or whenever the status quo of the gender of supervision changes?

Do you know which residents are here for protective custody (as opposed to disciplinary or administrative segregation)?

If so, do you know why those residents are in protective custody?

Do residents in protective custody have access to out-of-cell programs, education, and work assignments? How often do they get out of their cells?

*Residents who are identified as being in protective custody:*

Do you know how to report an incident of sexual abuse?

Do supervisory staff walk through this unit? How often?

Do staff/officers of the opposite gender knock and announce when they enter the housing unit or whenever the status quo of the gender of supervision changes?

Can you change your clothes, use the toilet, and shower without staff/officers of the opposite gender watching you?

Have you been placed in protective custody involuntarily?

Do you have access to out-of-cell activities? If so, what and how often?

#### **4) Things to look for and questions to ask in the health care (medical and mental clinics, infirmaries, and housing units):**

##### **LOOK**

Are there private rooms where residents can be seen by medical and mental health care staff?

Where are medical records kept?

##### **ASK**

*Medical AND mental health care staff:*

Can you see residents privately (without an officer present)?

Who has access to residents' medical and mental health care files?

What is the protocol in the event that someone reports an incident of sexual abuse to you—whether it took place at this facility, recently or in the past, or elsewhere in the past?

What is the protocol for conducting a sexual abuse forensic medical examination?

Have you received special training in dealing with victims of sexual abuse? If so, what comprised that training?

#### **5) Things to look for and questions to ask in the recreation, cafeteria (if there is one), and work areas, other programming areas (e.g., education or special education areas):**

##### **LOOK**

How well-supervised are these areas?

Where are cameras placed?

Are there blind spots?

Are residents in positions of authority over other residents in work areas?

##### **ASK**

*Residents:*

Is the level of supervision present today typical?

Are there times when this area is less supervised?

Do you feel safe in this area?

**6) Things to look for and questions to ask in areas that have been renovated, modified, or expanded since August 20, 2012:**

**Look**

Have new or renovated areas been designed to ensure adequate supervision/monitoring of inmates/detainees?

Are there new video monitoring systems, electronic surveillance systems, or other monitoring technologies that have been installed since August 20, 2012, or since the last PREA audit, and, if so, are they used in a manner that maximizes the safety of inmates from sexual abuse?

**Ask**

*Security staff*

What kind of analysis was done to inform decisions about design of new or renovated areas of the facility?

What kind of analysis was done to inform placement/deployment of video monitoring systems, electronic surveillance systems, or other monitoring technologies?