Pre-Onsite Phase

- **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.

  - Instructions for completing
  - Agency/facility information (name, address, contact info, etc.)
  - Information requested by standard:
    - Provide questions from audit tool and data
    - Upload policies/procedures and open-text of pages/sections indicating location of specific policy information required by standard; and
    - Upload documentation requested.

- **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

Onsite Phase

- **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-Onsite Phase

- **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 45 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.