<table>
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<th>Pre-Onsite Phase</th>
<th>Onsite Phase</th>
<th>Post-Onsite Phase</th>
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| **Post Notice of Upcoming Audit**<br>(post notice at facility with auditor’s contact info 6 weeks prior to the audit for confidential communication) | **Facility Tour**<br>Instructions/guidance for conducting tour | **Auditor Compliance Tool**<br>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. |
| **Communicate with Community-Based or Victim Advocates** | **Additional Document Review** | Auditor uploads additional documentation gathered onsite. |
| **Agency/Facility Questionnaire**<br>Completed by PREA Coordinator with input from agency head, facility director, etc., as necessary. | **Staff Interviews**<br>- Agency head (or designee)  
- PREA Coordinator  
- PREA Compliance Manager (if one exists)  
- Facility director (or designee)  
- Random sample of staff  
- Specialized staff* | **Determination of compliance with each standard:**
- Guidelines provided for auditors
- Auditors provide commentary with justification for decision |
| Instructions for completing | **Detainee Interviews**** | **Overall determination of compliance**
(guidelines provided to auditor) |
| Agency/facility information (name, address, contact info, etc.) | | **Auditor Report**
(auditor generates final report and sends it to agency no later than 30 days after completion of on-site audit) |
| 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. | | **Corrective Action Plan**
(180 days CA period – begins the day that the agency receives the interim report) |
| **Initial Auditor Review and Discussions With PREA Coordinator** | | **Final Report**
(final report delivered to agency within 30 days of completion of corrective action period) |
| 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. | | **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.