

PREA REFRESHER USER GUIDE

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PREA Refresher User Guide

What is a PREA Refresher?

A *PREA Refresher* is a training handout aimed at building staff capacity to fulfill their duties under the Prison Rape Elimination Act (PREA) standards. Each handout covers a specific topic related to sexual abuse prevention and response; examples include “Boundaries and Professional Communication,” “First Responder Duties,” and “Investigations.” The *PREA Refreshers* are intended to complement the PREA training that staff already receive. There are customized sets of *PREA Refreshers* for prisons and jails, juvenile facilities, and community confinement facilities.

Why are *PREA Refreshers* useful?

Featuring simple language and appealing graphics, the *PREA Refreshers* are effective because they illuminate key policies and practices. In addition, each *PREA Refresher* can be tailored by officials to make the information specific to their facility.

How do you use a *PREA Refresher*?

It is recommended that officials incorporate the *PREA Refreshers* into their yearly in-service training curriculum. Each of the thirteen handouts can complement a monthly session on a given topic. Copies of *PREA Refreshers* should be given to every staff member. Trainers should not simply distribute the handouts, but engage staff in a dialogue about the topic.

The first step in making the *PREA Refreshers* a part of facility training operations is to disseminate them during roll-call at the beginning of the month. Then place a copy of the refresher in each post order book. Later in the month, ask staff questions about the refresher topic to see what knowledge has been retained. Another option is to disseminate, review, and discuss that month’s *PREA Refresher* at the beginning of a team or staff meeting.

The *PREA Refreshers* were designed to be used in sequence, starting with “PREA Basics” (number 1) and wrapping up with “Misuse of PREA and Discipline” (number 12). The “Bonus” can be used at any time.

However, you may adjust the order to fit your staff’s needs; you can also use a *PREA Refresher* as a standalone guide to target an area of concern. For example, if staff are submitting incomplete PREA incident reports, use “Completing an Incident Report” to provide the needed guidance.

Why these topics?

The *PREA Refresher* topics were chosen by Just Detention International and the National PREA Resource Center with input from corrections leaders, based on feedback from their staff on the support they need to do their jobs more effectively and on the topics that need to be reinforced or clarified.

The *PREA Refreshers* look great, but how do I make the information specific to my facility?

The *PREA Refreshers* use plain language that can be applied to facilities within a designated category (e.g., prisons and jails). At the same time, agencies may want to tailor the text. For example, some prison systems refer to people in their custody as “inmates” while others use the term “offenders.”

Not all facilities can print in color. That’s fine! Simply print in black and white.

Words that are highlighted in yellow can be edited. To do so, simply click on the editable words and add your text. The highlight will disappear when you save the *PREA Refresher* as a pdf or print the document. You can also add an agency or facility logo to the top of each refresher.

To ensure consistency, it is recommended that you not change the typeface or font size, or add too many extra details.

Text that is offset by brackets requires you to add information. For example, in Refresher #6 (“Inmate/Resident Support Services”), you will need to add the name of the organization where it says “[advocacy organization name].”

I think my staff need additional information on other topics. How do I create my own refresher?

We encourage agencies to develop refreshers of their own, and this toolkit includes a template for doing so. Don’t limit yourself just to PREA! The refreshers

