



THE 10 POINT PREA AUDIT CHECKLIST

Each year, PREA audits are completed on more than one-third of corrections facilities across the nation. It is important your organization be prepared and understand what to expect when facing a PREA audit. Based on information gathered from the National PREA Resource Center, Relias Learning has compiled a list of ten tips to assist you in preparing for the audit process and are compliant with PREA standards.

PRE AUDIT

1. HAVE A PROCEDURE IN PLACE: REVIEW THE PRE-AUDIT QUESTIONNAIRE

Use the [Pre-Audit Questionnaire](#) to ensure your organization implements all the necessary policies and procedures based on PREA standards. Review and be sure your policies clearly align with all the standards outlined for auditors to easily identify.

2. MAKE SURE YOUR PREA COORDINATOR IS READY TO PREPARE YOUR AGENCY

Auditors will also want to see your organization has a dedicated manager/administrator to PREA compliance and enforcing PREA standards. This PREA coordinator should not be spread too thin—it is important to show this coordinator is ready and has enough availability to immediately respond to any sexual abuse/harassment incident.

3. MAKE SURE EVERYONE IN THE FACILITY IS PROPERLY TRAINED

Staff cannot properly enforce PREA standards if they lack the training for it. Be sure your employees, inmates, medical and mental health staff, investigators, contractors, and volunteers all fulfill the necessary training prior to the audit tour.

4. HAVE PROOF OF TRAINING

It is imperative to have either personnel signatures or electronic verification proving everyone in your facility has completed the required compliance training. Auditors are looking to see everyone has received the proper, compliant training—you can't prove that without proper record keeping.

THE AUDIT TOUR

5. BE MINDFUL OF THE GRADING SCALE

Based on their findings, auditors will deem your facility either:

- **Exceeds Standard:** Substantially exceeds requirement of standard.
- **Meets Standard:** Complies in all material ways with the standard.
- **Does Not Meet Standard:** Requires corrective action.

Any one instance of not meeting PREA standards will cause your organization to receive a Does Not Meet Standard grade and require corrective action before being deemed compliant.

6. KNOW THE AGENDA FOR THE ON-SITE AUDIT

An on-site visit will consist of a facility tour, additional document reviews, staff interviews, and inmate interviews.

7. KNOW WHAT THE AUDITOR IS LOOKING FOR

During a facility tour, auditors will be looking specifically for three things:

- How well supervised inmates/detainees are
- How cameras and other monitoring technologies are used
- Potential blind-spots and any other indicators that an area of the facility is not being monitored in a way that keeps inmates/detainees safe from sexual abuse

Keep these in mind. Missing one of these safety procedures can risk your compliance. Check your facility ahead of time to ensure these safety requirements are met. .

8. KNOW WHO WILL BE INTERVIEWED

An auditor will interview the agency head, PREA coordinator, PREA compliance manager, Warden,

as well as a random sampling of other staff. Among inmates, auditors will interview by demographic: Youthful, disabled, limited English proficient, transgender or intersex, gay/lesbian/bisexual, and those who have reported sexual abuse.

POST AUDIT

9. TAKE THE NECESSARY POST-AUDIT STEPS

At the conclusion of the audit, the auditor will complete an Auditor Summary Report. This report will contain findings upon the facility visit and if corrective actions are necessary to obtain compliance. When the report is finalized, an organization has 180 days to take corrective actions to meet standards.

10. DON'T BE AFRAID TO ASK QUESTIONS

There are plenty of resources out there if you need more information to be better equipped to handle a PREA audit. Take a look at www.prearesourcecenter.org to learn more about PREA audits and how your organization can be better prepared for one.

FOR MORE INFORMATION

Online Training Solutions from [Relias Learning](#) can help ensure your organization is ready for a PREA audit. We have the resources to provide your staff with PREA-specific course content—as well as automated reporting functions to conveniently track training and prove compliance.

To learn more about the PREA courses we offer and how our online training system can help prepare your organization to meet compliance standards, request a demo today.

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