**Document Review Worksheet**

**Facility:**

**Staff Completing Worksheet:**

**Detainee Records**

PREA Audit – Lockups

Standards 115.113, 115.114, 115.116, 115.121, 115.132, 115.141, 115.151

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| **Detainee Name/ID#:**  | **Date of birth:** ☐ Under the age 18 or has been in custody while under age of 18 **§115.14** ☐ If housed while under the age of 18, was held separately from adult detainees **§115.14** **Date of current admission:** ☐ Multiple admissions in the last 12 months. How many?: \_\_\_\_\_\_ Date(s): | **Note:** If the record shows multiple admissions the auditor should assess whether all required screening and education requirements occurred (explain in comment section).  |
| **Record/File** | **Proof Documentation** | **Comments****(notations/explanation/missing info)** |
| **Screening for Risk of Sexual Victimization and Abusiveness §115.141****Note:** If a detainee is never placed in a holding cell with another detainee and is never placed in an area with other detainees absent continuous staff supervision, then no screening for risk of sexual abusiveness or victimization is required **[DOJ FAQ dated 08/04/2014]****Zero Tolerance Notification to Detainee §115.132(a)** | **For lockups that house detainees overnight:** Screened for risk of ☐ sexual victimization and ☐ sexual abusiveness ☐ asked about their ownperception of vulnerability **§115.141(b)(c)** ☐Identified as being at riskof being sexually abused **§115.113(d)** ☐ **§115.141(d)(1-5)** criteria for assessing detainee for risk of sexual victimization  ☐ Identified as being at risk of being sexually abusive **§115.113(d)**  ☐ **§115.141(d)(1-5)** criteria for assessing detainee for risk of sexual victimization Security staff provided heightened protection to include **Check (as applicable):** ☐ Continuous direct sight and sound supervision ☐ Single-cell housing ☐ Placement in cell actively monitored on video by staff sufficiently proximate to intervene ☐ No such option(s) was determined to be feasible (auditor should verify this to be true) ☐ Detainee identified as sexually abusive toward other detainees**For lockups that do not house overnight, before placing detainees together in a holding cell:**☐ N/A; Facility does not hold detainees together in a holding cell☐ Staff considered whether the detainee may be at high risk of being sexually abused **§115.141(a)** ☐ If deemed at high risk of being sexually abused, **Check (as applicable) steps taken to mitigate danger:**  ☐ Continuous direct sight and sound supervision  ☐ Single-cell housing  ☐ Placement in cell actively monitored on video by staff sufficiently proximate to intervene  ☐ No such option(s) was determined to be feasible (auditor should verify this to be true) ☐ Proof of zero-tolerance policy notification at intake **§115.132(a)**☐ Informed of external public/private reporting entity **§115.151(b)** **Check any that apply §115.116(a),(b):** ☐ Limited English proficient ☐ Cognitively impaired ☐ Limited reading skills☐ Physically disabled ☐ Otherwise disabled **Note:** Indicate method used to ensure comprehension of zero tolerance notification in comments. |  |
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