Note: This document was created for use by the PRC Field Training Program (FTP). Certified auditors are not required to utilize this resource for compliance audits but may choose to as a best practice. This is intended to be an aid in capturing elements of a facility's practice but may not be all-inclusive. Auditors are encouraged to reference applicable standards for specific requirements.

| Facility Na | me: |
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Document Review Worksheet Employee/Contractor/Volunteer Records

| Staff | Completing | Worksheet: |
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PREA Audit – Lockups

Standards 115.117, 115.131, 115.132, 115.134, 115.167 115.176, 115.177

| Employee Name/Initials | Position/Title | Date of Hire | | |
|--|--|--|--|--|
| Check all that apply: New Hire (use new sheet if re-hired) Current Employee Promotion (Date of Promotion) Part-time Contractor Volunteer Program or Work Area or Service Provided: Alleged abuser in SA/SH allegation Reported, cooperated w/investigation or witness to SA/SH allegation (if so, review retaliation monitoring §115.167*) Disciplined/sanctioned for violating agency sexual abuse or sexual harassment policies §115.176(a), §115.177(a)* | | | | |
| ☐ Terminated for engaging in sexual abuse §115.1 Record/File | 76(b), §115.177(b)* *Obtain and Requirements | d review documentation (if applicable) Comments | | |
| Hiring and Promotion Decisions §115.117 (employees and contractors) | □ Initial criminal history check §115.117(c)(1) Date: | Source (e.g., FBI, other Nat'l, State, Local): | | |
| For Hiring: Proof of required questions §115.117(a), §115.117(f): On employment application At interview for hire On interview or self-evaluation form | □ Contact with prior institutional employers §115.117(a)(3) & §115.117(c)(2) Date(s): | Facility(ies) contacted: | | |
| | 5-year criminal history check §115.117(e) Date(s): Alternative alert system (if applicable, explain in "comments" column) | | | |
| For Promotion (if applicable): Proof of required questions §115.117(a), §115.117(f): On application for promotion At interview for promotion | Elder abuse registry check Date: Child abuse registry check Date: | Registry source and state(s): | | |
| Note: Auditor must ensure the employee, volunteer, and contro | Note: Recommended, not required by Standard actor training is compliant with the Standard and received prior to conta | ct with detainees (see FAO 10/22/2014). | | |
| Employee Training §115.131: Proof of initial PREA training Proof of annual PREA refresher information | Documented employee's understanding of initial PREA training receive §115.131(c) Date: Documented employee's understanding of annual PREA refresher information §115.131(b) Date: | | | |
| Volunteer Training §115.131: □ Proof of initial PREA training □ Proof of annual PREA refresher training | Notes: | | | |
| Contractor, Zero-Tolerance Notification §115.132(b): Proof of notification received Inmate Worker, Zero-Tolerance Notification §115.132(b): Proof of notification received | | | | |