

PREA Screening and Classification Systems Overview

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 as an aid to identify PREA-specific requirements in the facility’s intake and classification processes but may not be all-inclusive.

Facility Intake Location: Booking Unit

Peak Booking Days/Hours: Tuesdays 8:00 am to 11:00 am

	Search of Inmate Upon Arrival ?	Initial PREA Information ?	PREA Risk Screening ?	Medical & Mental Health ?	Classification and Housing Decision ?	Comprehensive Inmate Education ?	PREA Reassessment ?
Staff Involved ?	Sergeant or intake staff of the same gender as the inmate/resident or consistent with the inmate’s/resident’s gender identity.	Intake staff	Intake staff, sergeant	Medical staff, mental health staff	Classification staff, case manager, classification captain	Lieutenant or PREA coordinator	Case manager
Time Frame after Arrival ?	Immediately upon arrival	Immediately upon arrival unless security dictates otherwise	Within 72 hours after arrival	<u>Initial meeting</u> - within 72 hours of arrival <u>Follow up, as required</u> - Within 14 days of the intake screening	Within 21 days after arrival	Adult- Within 30 days of intake Juvenile- Within 10 days of intake	Adult- Within 30 days after arrival Juvenile- Periodically on a monthly basis.
Tasks ?	Pat search conducted, unclothed search conducted if the individual is staying. Body scan is conducted on inmate/resident.	Zero tolerance/reporting information provided, issued property/handbook.	PREA Intake Screening form completed. Medical and/or mental health staff are notified if prior sexual victimization is disclosed. If inmate/resident reports being a victim of sexual assault in an institutional setting, the facility head reports it to the facility where the alleged incident happened. Review available information; prior criminal history, incarcerations, and disciplinary reports, current charges, and length of sentence. Determine temporary pre-classification housing assignment.	<u>Initial meeting</u> - The medical and mental health staff review screening information and meet with each new intake. <u>Follow up</u> - Inmates/residents who report experiencing prior sexual victimization are offered follow up with mental health staff. Informed consent obtained from inmates/residents before reporting information about prior sexual victimization that did not occur in an institutional setting, unless the inmate/resident is under the age of 18.	Review prior criminal history and incarcerations, current charges and length of sentence, age, gender, gender identity, legal status, custody needs, disabilities, medical and mental health issues, risk ratings. Determine custody level, housing, eligibility of work and programming.	Provide information on the inmate’s/resident’s right to be free from sexual abuse and sexual harassment and retaliation for reporting such incidents, and regarding agency policies and procedures. Inmates/residents are shown the “PREA: What you need to know” video. Inmates/residents sign Acknowledgement of PREA Education form.	Case manager meets with the inmate/resident and completes the PREA Reassessment Form.
Documentation Type, System, and Location ?	Electronic- RecordSafe, Shared restricted access drive	Electronic- RecordSafe Hardcopy- Inmate/resident file: Records Office onsite	Electronic- RecordSafe, Shared restricted access drive	Electronic- RecordSafe, Patient Record Management System	Electronic- RecordSafe	Electronic- RecordSafe, Shared restricted access drive, Inmate/resident file: Records Office onsite	Electronic- RecordSafe, Shared restricted access drive
Notes ?	(Staff Involved) Additional staff may be needed if the inmate/resident is combative.	N/A	N/A	N/A	N/A	N/A	(Tasks- Adult) Re-assessed individually within 30 days of arrival, as well as annually. Transgender/intersex inmates/residents are re-assessed twice a year in addition to 30-day reassessment. Reassessed whenever information dictates a need as well.

Hover over the “?” (without clicking) in the headers for additional information on what to include in each area.

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Peak Booking Days/Hours:

	Search of Inmate Upon Arrival ?	Initial PREA Information ?	PREA Risk Screening ?	Medical & Mental Health Follow-Up ?	Classification and Housing Decisions ?	Comprehensive Inmate Education ?	PREA Reassessment ?
Staff Involved ?							
Time Frame after Arrival ?							
Steps within Phase ?							
Documentation Type, System, and Location ?							
Notes ?							

Hover over the “?” (without clicking) in the headers for additional information on what to include in each area.