

PREA Audit Checklist

August 2013 marked the start of the first Prison Rape Elimination Act (PREA) audit cycle. This sparked a new set of demands for confinement facilities across the nation. One year later, with nearly one-third of targeted facilities being audited, we are learning more about what to expect and how to properly prepare.

We created this checklist to help with a smooth-sailing audit and get you one step closer to complying with PREA standards.



Don't Fear the Audit

Remember, the goal of the PREA audit is to determine a facility's level of compliance with PREA standards, uncover deficiencies, share information with appropriate administrators and enact changes where needed.



Designate a Coordinator

To be in compliance, you must employ or designate an upper-level, agency-wide PREA coordinator with sufficient time and authority to develop, implement and oversee efforts to comply with PREA standards.



Secure an Auditor

DOJ has not placed restrictions on how facilities choose auditors. Each facility should develop its own process, consistent with the PREA standard. The National PREA Resource Center has a complete list of certified auditors on its website.



Review the Pre-Audit Questionnaire

Spend time reviewing and becoming familiar with the pre-audit questionnaire. This document will be sent by the auditor, prior to the audit, and will need to be complete before their arrival. Be sure your policies clearly align with all the standards outlined.



Provide Proper Training

It's important to make sure all personnel have proper PREA training, prior to the audit. Capture signatures or electronic verification proving everyone has completed the required training. Staff cannot enforce PREA standards if they are not familiar with them.



Post Audit Notice

Facilities are required to post a notice of the audit in each housing unit six weeks prior to the audit. It must include an address where the auditor can receive confidential correspondence prior to the onsite audit.

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Conduct a Mock Audit

Ask your staff to participate in a mock audit. Don't be afraid to be tougher than an actual auditor might be. Consider asking neighboring agencies to participate in mock audits with you.



Prepare for Onsite Audit

Familiarize yourself with:

Grading Scale - any instance of not meeting a PREA standard will cause your facility to receive a Does Not Meet Standards grade and require corrective action.

Agenda - the onsite visit consists of a facility tour, additional document reviews, staff and inmate interviews.

Facility Tour - thoroughly check your facility ahead of time to ensure all safety requirements are met with all the standards outlined.



Prep for Interviews

The auditor will interview several individuals from your staff, including the agency head, PREA coordinator and a random sampling of others. They will also interview a minimum of 10 inmates, selected at random from different housing units.



Create Post-Audit Action Plan

At the conclusion of the onsite visit, you will receive a summary report. This report contains findings from the facility visit and lets you know if actions are necessary to obtain compliance. When the report is finalized, you'll have 180 days to take corrective action to meet standards.



Do Your Homework

Visit www.prearesourcecenter.org. The Internet is full of resources to help you prepare for your PREA audit. Google "PREA Audit Summary Report" and view other agency's results to find common challenges and learn from your peers.



Simplify Your PREA Audit with PowerDMS

PREA audits don't have to be overwhelming. With PowerDMS, a secure, web-based software solution, you can easily reduce risk and build compliance against PREA standards—from start to finish—electronically. Visit www.PowerDMS.com/PREA to learn more and see for yourself how simple and stress-free compliance to PREA standards can be.