



Date of Last Federal PREA Audit:	Was a Corrective Action Plan Recommended:
Corrective Action Plan Date of Completion:	Date of Next Federal PREA Audit:

PREA (Prison Rape Elimination Act) SITE VISIT

Name of Facility:
Facility Telephone Number:
Physical Address:
Date of Facility Visit:
Date Report Submitted:

FACILITY INFORMATION

Facility Type:	<input type="checkbox"/> Detention	<input type="checkbox"/> Residential	<input type="checkbox"/> Group Home
Name of PREA Coordinator:	Title:		
Email Address:	Telephone Number:		
Name of PREA Compliance Manager:	Title:		
Email Address:	Telephone Number:		

FACILITY CHARACTERISTICS

Designed Facility Capacity:	Current Population of Facility:
Age Range of Population:	
Facility Placement Levels:	
Number of Staff Employed:	
Number of Dorms/Housing Units:	Number of Students in a Room:

Summary of Visit, Concerns or Recommendations

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RESIDENT REPORTING (PREA STANDARD 115.351)

Document internal ways set up for youth/residents to privately report sexual abuse, sexual harassment, and retaliation:
Document ways youth/residents can report sexual abuse/sexual harassment to a body that is not part of the agency:
Document ways staff can privately report sexual abuse and sexual harassment of residents and staff neglect or violation of responsibilities that may have contributed to such incidents:



Summary of Visit, Concerns or Recommendations

1st RESPONDERS PROTOCOL/CONTRABAND (PREA STANDARD 115.364 & Policy 18.8)

Written Protocols available (attach):

Document Process for 1st Responders:

Document Process for Contraband:

Summary of Visit, Concerns or Recommendations

STAFFING PLAN (PREA STANDARD 115.313)

Date of Most Current Staffing Plan (attach):

Document if staffing levels are adequate (include current staffing ratio):

Document if good lighting is maintained in all areas of facility indoors/outdoors:

Document if facility monitoring system(s) are in working condition and placed well:

Document if Unannounced Rounds are occurring for day and night shifts by intermediate or higher level supervisors:

Summary of Visit, Concerns or Recommendations

PROVISION OF ADVOCATE (PREA STANDARD 115.321 & 115.353)

Document Process for Providing Advocates:

Name/Contact of Advocacy Centers used:

Summary of Visit, Concerns or Recommendations

RETALIATION (PREA STANDARD 115.367) – Last 90 days

Number of Sexual Abuse/Harassment Cases:

Document Process and Tool Used for monitoring Retaliation for Youth/Resident:

Document Process and Tool Used for monitoring Retaliation for Staff:



Summary of Visit, Concerns or Recommendations

DISCIPLINARY SANCTIONS FOR RESIDENTS (PREA STANDARD 115.378)

Number of Unfounded Allegations:

Number of Substantiated Allegations:

Document Process for disciplining Youth/Resident who make False Allegations:

Document Process for disciplining Youth/Resident who are Substantiated for Allegations:

Summary of Visit, Concerns or Recommendations

PREA YOUTH FORMS (PREA STANDARD 115.341 & 115.342)

Request roster of all youth in facility, then RANDOMLY SELECT **10** YOUTH NAMES AND COLLECT copies of the following forms for them:

- Youth Acknowledgement and Notification of PREA (CS-0939)
- Safe Housing Assessment (CS-1236)
- Safe Housing Re-Assessment (CS-1237)
- PREA Risk Assessment (CS-0946)

Document Process for making housing/room assignments for residents:

Summary of Visit, Concerns or Recommendations

EMPLOYEE TRAINING FORM(S) (PREA STANDARD 115.331)

Request roster of all employees in facility, then RANDOMLY SELECT **5** EMPLOYEE NAMES AND COLLECT copies of the Employee/Volunteer/Contractor Acknowledgement CS-0940.

*If facility does not use this form, obtain the form they use in place of it.

Summary of Visit, Concerns or Recommendations



VOLUNTEER/CONTRACTOR TRAINING FORM(S) (PREA STANDARD 115.332)

Request roster of all volunteer/contractors in facility, then RANDOMLY SELECT **5** VOLUNTEER AND **5** CONTRATOR NAMES AND COLLECT copies of the Employee/Volunteer/Contractor Acknowledgement CS-0940.

*If facility does not use this form, obtain the form they use in place of it.

Summary of Visit, Concerns or Recommendations

REPORTING TO RESIDENTS (PREA STANDARD 115.373)

Request documentation showing that the agency informs residents as to whether sexual abuse allegations have been determined to be substantiated, unsubstantiated, or unfounded. May use DCS form **CS-4233** or something equivalent.

Request documentation showing that following a sexual abuse allegation committed by staff, the agency informs the resident victim (unless allegation is unfounded) whenever:

- The staff member is no longer posted within the resident's unit;
- The staff member is no longer employed at the facility;
- The agency learns that the staff member has been indicted on a charge related to sexual abuse within the facility; or
- The agency learns that the staff member has been convicted on a charge related to sexual abuse within the facility.

Request documentation showing that following a sexual abuse allegation committed by resident, the agency informs the resident victim (unless allegation is unfounded) whenever:

- The agency learns that the alleged abuser has been indicted on a charge related to sexual abuse within the facility; or
- The agency learns that the alleged abuser has been convicted on a charge related to sexual abuse within the facility.

*An agency's obligation to report under this standard terminates if the resident is released from the agency's custody.

Summary of Visit, Concerns or Recommendations

SEXUAL ABUSE INCIDENT REVIEWS (PREA STANDARD 115.386)

Number of Unsubstantiated Allegations:

Number of Substantiated Allegations:

Request documentation of all Sexual abuse incident reviews conducted in the past year.

Standard Reads:

Check the "Forms" Webpage for the current version and disregard previous versions. This form may not be altered without prior approval.

Distribution:

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- *The facility shall conduct a sexual abuse incident review at the conclusion of every sexual abuse investigation (except where determined to be unfounded).*
- *Review shall ordinarily occur within 30 days of the conclusion of the investigation.*
- *Standard requires specific people to attend, specific information to be addressed and report written on review.*

Summary of Visit, Concerns or Recommendations

Resident Interview Trends/Patterns

Request roster of all youth in facility, then SELECT A MINIMUM OF 5 MALE YOUTH & 5 FEMALE YOUTH TO INTERVIEW (make sure selection matches the population with diversity in race/nationality)

Staff Interview Trends/Patterns

Request roster of all staff in facility, then SELECT A MINIMUM OF 5 STAFF TO INTERVIEW (including frontline security staff, supervisory security staff, and non-security staff)

Overall Summary of Visit, Concerns/Recommendations, Trends/Patterns



Report Completed and Electronically Submitted by: _____ Date: _____

Supervisory Review by: _____ Date: _____

PREA Site Visit

DCS PREA SITE VISIT Documentation Checklist					
Timeline	Documents (Policy/Procedures/Forms)	Requested	Received	NA	Comments
	Contraband/First Responder Guidelines for Sexual Assaults				
Within 48 hours of admission: Additionally, Youth Handbook should be completed. As well as 24:12 Access to legal counsel.	CS-0939, Youth Acknowledgement and Notification of Prison Rape Elimination Act				
Before access to children	CS-0940 Employee/Volunteer/Contractor Acknowledgement and Notification of Prison Rape Elimination Act				
Within 72 hours of admission	CS-0946, Prison Rape Elimination Act (PREA) Risk Assessment				
At least annually	CS-1045 Staffing Plan				

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PREA Site Visit

DCS PREA SITE VISIT Documentation Checklist					
Timeline	Documents (Policy/Procedures/Forms)	Requested	Received	NA	Comments
Conducted at conclusion of investigation ordinarily within 30 days (except when unfounded)	CS-1123 PREA -Sexual Abuse Critical Incident Review				
Within 72 hours of admission, after Risk Assessment is complete	CS-1236, Safe Housing Assessment				
<ul style="list-style-type: none"> ◆ Every 90 days while in facility ◆ At least 7 days prior to a transfer to another facility ◆ Complete within two days of any disruption that would require a housing assignment 	CS-1237, Safe Housing Re-Assessment				

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PREA Site Visit

DCS PREA SITE VISIT Documentation Checklist					
Timeline	Documents (Policy/Procedures/Forms)	Requested	Received	NA	Comments
within a residential facility					
	<u>CS-4233 Sexual Abuse/Harassment Juvenile Notification Investigation Outcome OR Other documentation used by facility</u>				
	Resident Handbook				
	Employee Handbook				
	Name & Contact of Advocacy Center(s) with MOU's used for Forensic Interviews/Exams/Advocacy				
♦ Monitoring lasts for at least 90 days ♦ Extended when needed	Retaliation Tracking Tool				

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DCS PREA SITE VISIT Documentation Checklist					
Timeline	Documents (Policy/Procedures/Forms)	Requested	Received	NA	Comments
♦ Terminates if unfounded					
	Last Federal PREA Audit Final Report				
	Last Federal PREA Audit Corrective Action Plan (If applicable)				

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