**Name of Agency:**

**Facility:**

**Background**

In addition to random staff interviews, auditors must conduct targeted interviews with staff who have specialized roles and responsibilities. These interviews are designed to help the auditor determine how particular roles and responsibilities outlined in the PREA Standards are operational in the facility. For more information, please review Interviews with Specialized Staff and Leadership in the *PREA Auditor Handbook* (Chapter 16, Phase Two: Onsite Audit - Interviews with Specialized Staff and Leadership).

**Instructions**

1. Designate the staff person’s name and working title for each listed position.
2. Identify all staff who perform the responsibility so the audit team may sample from all staff conducting the task. Type or insert name and hit return or enter to insert additional names.
3. Type “N/A” rather than leaving the field blank if a position does not apply in your facility.
4. The employee records for the yellow highlighted specialized staff will be reviewed onsite. In order to save time during the onsite week, you may begin to prepare the employee records for some of the specialized staff ahead of the audit team’s arrival. Use the *Document Review Worksheet for Employee Records* as your guide to create packets of employee records for the audit team’s review. The checklist identifies the items needed by the audit team for staff, contractors, and volunteers. Please identify the items contained in each packet by marking them off on the checklist. If the item is not present, leave the checkbox blank. Attach the completed checklist to the employee record as a face sheet document for the audit team.

While onsite, the audit team will select at least one of the listed specialized staff in each category for an interview. The facility should advise staff of their potential for being interviewed so they may plan accordingly during the onsite week.

Selected specialized staff should expect a 1 to 1 ½ hour-long interview, depending on the number of roles they hold, the complexity of their responsibilities, and the training needs of the audit team. While it is difficult to schedule a specific interview time for most specialized staff interviews, given the need to remain flexible during the onsite week, the advance scheduling of some interviews (i.e. agency head or facility head) might be best for their schedules.

Interviews will take place Tuesday, Wednesday, and Thursday (see onsite week agenda for details on when the audit team will be in the facility). Staff to be interviewed are subject to change, as needed, and per the audit team’s needs.

**Shift schedule**

Security Shifts: (1) \_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_ (2) \_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_ (3) \_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_

(start time) (end time) (start time) (end time) (start time) (end time)

Administrative Shifts: (1) \_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_ (2) \_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_

(start time) (end time) (start time) (end time)

**Other shifts**

**Agency head:**

**Facility head:**

**PREA coordinator:**

**PREA compliance manager:**

1. **Staff who perform screening for risk of sexual victimization and sexual abusiveness and make classification decisions for housing and placement**

Screening may be a multi-step process involving many staff. Please identify names of staff in each shift who conduct these responsibilities, as applicable.

* + - 1. **Intake Screening**

**1st Shift:**

**2nd Shift:**

**3rd Shift:**

* + - 1. **Medical Staff that conduct this screening, if applicable**

**1st Shift:**

**2nd Shift:**

**3rd Shift:**

* + - 1. **Mental Health Staff that conduct this screening, if applicable**

**1st Shift:**

**2nd Shift:**

**3rd Shift:**

**4. Staff who use screening information to inform classification decisions for housing and program placement**

**1st Shift:**

**2nd Shift:**

**3rd Shift:**

1. **Medical Director / Supervisor**
2. **Medical staff (i.e., nursing staff and other medical professionals) who provide direct medical services, attach separate list if necessary**
3. **Mental Health Director / Supervisor**
4. **Mental Health staff who provide direct mental health services**
5. **SAFE/SANE**

**Name of the organization and facility providing services:**

**Point of contact:**

**Telephone number:**

**Email address:**

1. **Community Based Sexual Support Services/Advocacy**

**Name of organization providing services:**

**Point of contact:**

**Telephone number:**

**Email address:**

1. **Non-Medical Staff who conduct strip searches**
2. **Staff who supervise inmates in segregated housing**
3. **Staff who have served as first responders to a report of sexual abuse**

**Security first responders:**

**Non-Security first responders:**

1. **Agency Contract Administrator**
2. **Intermediate and higher-level facility staff who conduct unannounced rounds**

**M. Investigative staff**

**Criminal investigators for staff-on-inmate allegations**

* + - * 1. **Agency/Office:**

**Investigator(s):**

**Criminal investigators for inmate-on-inmate allegations**

1. **Agency/Office:** 
   1. **Investigator(s):**

**Administrative investigators for staff-on-inmate allegations**

* + - * 1. **Agency/Office:**

**Investigator(s):**

**Administrative investigators for inmate-on-inmate allegations**

1. **Agency/Office:** 
   1. **Investigator(s):**

**N. Designated staff member charged with monitoring retaliation**

**Inmate-on-inmate allegations:**

**Staff-on-inmate allegations:**

**O. Sexual Abuse Incident Review Team**

Please list all members of the team and identify their position (i.e., Lieutenant, Captain, Medical)

**P. Human Resources Director**

**Q. Human Resource Staff who conduct background checks and process applications**

**1.**

**R. Training Director**

**1.**

**S. Director of volunteers and contractors (who oversees hiring and training of)**

**1. Director of volunteers:**

**2. Director of contractors:**

**T. Volunteers who have contact with inmates**

The audit team will plan to interview, at minimum, 2-4 volunteers while onsite. Daily schedules will be needed for Tuesday, Wednesday, and Thursday of the onsite week to make selections for the interviews.

1. **Please provide a separate list of volunteers**
2. **Please provide a schedule of when volunteers are onsite and for what program or service they provide.**

**U. Contractors who have contact with inmates:**

The audit team will plan to interview, at minimum, 2-4 contractors while onsite. Daily schedules will be needed for Tuesday, Wednesday, and Thursday of the onsite week to make selections for the interviews.

1. **Please provide a separate list of contractors**
2. **Please provide a schedule of when contractors are onsite and for what program or service they provide.**

**V. Line staff who supervise youthful inmates under age 18 (if any)**

**1.**

**W. Education and program staff who work with youthful inmates under age 18**

**1.**

**X. Mail processing staff**

**1.**

**Y. Staff who process and address formal inmate grievances**

**1.**

**Z. Information Technology (IT)**

**Database systems expert who may assist with querying systems for sexual abuse and sexual harassment tracking, data, and reports:**

**Database systems expert who can speak to the process of assigning agency/facility network access:**

**AA. Food Service**

**Supervisor(s):**

**Food Service Staff (attach separate list if necessary):**

**BB. Inmate Discipline/Hearing Officer(s)**

**CC. Maintenance**

**Supervisor(s):**

**Maintenance Staff who have contact with or supervise inmates (attach separate list if necessary)**