

NATIONAL  
**PREA**  
RESOURCE  
CENTER

August 29, 2014

Via electronic mail

Alfred Fraser  
4703 Bellows View  
Katy, TX 77494

Dear Alfred Fraser:

I am writing on behalf of the Department of Justice (DOJ), the Bureau of Justice Assistance (BJA), and the National PREA Resource Center (PRC) to invite you to attend the September 2014 training to become a DOJ-certified PREA auditor. Following a rigorous competitive application process, candidates for the training have been selected and are now being asked to confirm their participation.

**Please be advised that your final acceptance to this training is contingent upon our ability to verify your relevant experience.** To date, we have been unable to reach the contacts you listed on your application. Please be in touch with the employment references you provided and ask them to contact Celia Johnson at the PRC by 5:00 p.m. on **Wednesday, September 3, 2014**. If we do not hear from your references by this date, we will not be able to continue to hold a spot for you in the September 2014 training. Celia may be reached at (510) 874-5512 or [CJohnson@nccdglobal.org](mailto:CJohnson@nccdglobal.org).

**This letter contains important information about the training, your obligations, the costs to be borne by trainees, the training site, and other details. Please read it carefully and entirely to ensure that you successfully complete all the necessary steps for admission to the training course.**

As you know, DOJ issued the national PREA standards in May 2012. Those standards went into effect on August 20, 2012 and the first audit cycle of the PREA standards began on August 20, 2013. Following the publication of the standards, DOJ and the PRC have worked collaboratively to develop audit tools and audit training for qualified candidates. Six successful PREA auditor trainings have now been delivered, and certified PREA auditors are in the field conducting audits at federal, state, and local facilities. It is still early in the audit cycle, but the response has been positive and constructive.

## Training Information and Logistics

The seventh PREA auditor training will be delivered **September 29 – October 3, 2014** at the National Advocacy Center (NAC) in Columbia, South Carolina. The September 2014 training will be 40 hours, delivered over 5 full days, starting at 8:00 a.m. on Monday, September 29th, and continuing through the afternoon of Friday, October 3rd. Trainees should plan to arrive on Sunday, September 28th. Trainees are required to stay onsite at the NAC. Exceptions will be considered for local residents. This will help to ensure prompt class and workshop attendance, and access to training materials and faculty. We will need to continue into the evening hours on several days, so trainees should ensure their availability for training requirements until 6:30 p.m. on September 29 and 30 and October 1 and 2. Additional important information about the NAC appears below.

A significant component of PREA Auditor training is the post-training examination. The exam will be open book and open notes, and a mix of short narrative responses, multiple choice options, and essay questions. All trainees must pass the exam in order to become certified to conduct PREA audits. The exam will begin at 10 a.m. on Friday, October 3. Most trainees have completed the exam in slightly more or less than two hours, but many trainees in previous trainings have taken up to four hours to complete the exam. You should be aware that time pressure can affect your performance on the exam, and plan according to your comfort-level with testing and your confidence in your preparation of the materials. **The PRC strongly recommends that trainees should not schedule a departure flight before 4 p.m. on Friday October 3, and should not plan to depart the training site before 2:00 p.m. that day.** Trainees who do not pass the exam will be given subsequent opportunity to re-take the exam, but there will not be a subsequent opportunity to take the exam if you are not present to take it on October 3 as required for the training.

The PREA auditor training is a demanding course and the content and requirements should be taken seriously. The PRC will provide each trainee with advance work to complete prior to the training. The post-training examination will test your fluency in the standards; your ability to effectively conduct interviews with relevant populations of staff and offenders; your ability to develop corrective actions; and your familiarity with issues of vulnerability, sexual victimization, sexual aggression, staff misconduct, sexual abuse and sexual harassment, important sexual orientation and sexual identity factors, and the dynamics of sexual conduct in confinement settings.

The goal of training and certification is to ensure that we are achieving the highest standards of rigor among those certified to conduct PREA audits. This is critical not just to the determination of audit outcomes, but also to assure the field that those conducting PREA audits are well-qualified, well-trained, and suited to the task. The incidence of sexual abuse and sexual harassment in confinement cannot be tolerated, and auditors are a significant part of the important legal and ethical work of eliminating prison rape. Therefore, we must have auditors of the highest caliber, and the training and evaluation process are designed to ensure this goal.

In addition, the September 2014 training will include specific content relative to the five facility types defined in the PREA standards: Adult Prisons, Jails, Lockups, Community Confinement facilities, and Juvenile facilities. Faculty will provide information on the differences between the standards for the different facility types.



Successful completion of the training, a passing grade on the exam, and a clear criminal history records check are required for you to become certified as a PREA auditor. You will be certified to audit specific facility types based on your qualifications as demonstrated through your background, experience, and work history. There are three available types of certification: Adult facilities, Juvenile facilities, and both Adult and Juvenile facilities. With an Adult certification, auditors are certified to audit adult prisons, adult jails, adult community confinement facilities, and Lockups. With a Juvenile certification, auditors are certified to audit facilities whose primary use is for the confinement of juveniles pursuant to the juvenile justice system or criminal justice system. With both certifications, auditors are certified to audit any of the five facility types covered by the PREA Standards. You are invited for certification for Juvenile Facilities. If you have inquiries about the certification tracks and your qualifications, please contact Celia Johnson at [CJohnson@nccdglobal.org](mailto:CJohnson@nccdglobal.org) for additional information.

### Registration

**To ensure your place in the training, you must notify the PRC of your intent to attend the September 2014 training. Notification requires that you email the following documents to the PRC by 5:00 p.m. (PT) on Friday, September 5, 2014:**

- Signed and fully completed PREA Auditor Training Registration Form; and
- Signed and fully completed *Authorization for Release of Information* (Standard Form 85P).
  - **You must complete this form entirely and include your SSN and date of birth.**
  - Make sure you also fill in the "Other Names Used" field; this should include any alias used, nicknames, maiden names, etc. If you have not used other names in your life, please enter "N/A" or "None" in the field. Do not leave this or any other field blank.
  - If you do not include these items, the Department of Justice will be unable to conduct a criminal history records check, which means DOJ will not be able to certify you as an auditor.

**Please email your completed and signed registration form and release of information waiver to [CJohnson@nccdglobal.org](mailto:CJohnson@nccdglobal.org). If the PRC does not receive these documents by the deadline, you will lose your spot in the training.**

Make sure you fill in the registration form and waiver completely, accurately, and legibly. All materials will be thoroughly screened and trainees who return incomplete, inaccurate, or illegible materials may be prohibited from attending or participating in the September 2014 training. Additionally, the certification process includes a criminal history records check, and the enclosed waiver authorizes the full check of your background and criminal history. Further details on criminal history records will be distributed as necessary.

Please also let us know by Friday September 5, 2014 if you do not intend or are unable to attend the September 2014 training. Candidates approved for this training who are unable to attend will be given consideration to attend future trainings.

## Hotel Accommodations & Transportation

In addition to providing documents to the PRC, you must also book your lodging reservations with the National Advocacy Center. To make your reservation, please call NAC Reservations at **(866) 263-3218** and mention the Group ID **9830**.

*In addition* to making a hotel reservation at the NAC, you must complete and submit the Confirmation Page included the document titled, "NAC September 2014 Logistics" that accompanies this letter. You should email your completed form to Delores McCarter at [Delores.McCarter@usdoj.gov](mailto:Delores.McCarter@usdoj.gov).

**Please secure your room reservation *and* submit your NAC Confirmation Page to Ms. McCarter by September 5, 2014. Room registration requires a credit card, but this is just to hold the room. If you need to cancel later, you will have an opportunity to do so.**

The NAC is a full-service facility, and the daily rate includes lodging, breakfast, lunch, and refreshments during the day. The NAC will provide a shuttle service for ground transportation to and from the local airport, and for transportation into Columbia for evening outings. A packet that provides complete details about the NAC accompanies this letter. Please refer to this information packet for comprehensive information about the NAC facility.

While the training itself is delivered at no cost to participants, trainees are responsible for the entirety of their travel, lodging, meals, and other expenses incurred incidental to the training. DOJ and the PRC are unable to provide any reimbursement for trainees' expenses, and this letter should not be construed in any way as an offer to contribute to trainees' costs of attendance.

## Next Steps

You will receive follow-up communications shortly with more information on advance work and preparation for the training. The PRC encourages each trainee to take the time now to read the PREA standards and forward any questions you have to Marion Morgan ([MMorgan@nccdglobal.org](mailto:MMorgan@nccdglobal.org)) or Scott Catey ([SCatey@nccdglobal.org](mailto:SCatey@nccdglobal.org)) as soon as possible. In order to fulfill your role as an auditor, you will have to become an expert in the PREA standards. Doing so will take a great deal more than the 40 hours we have available for this training, so the more time you spend preparing in advance, the better able we will be to focus training on the most challenging aspects of PREA.

You will be expected to bring a laptop computer to training and use it throughout the week. You will need to be able to open documents in Microsoft Word and will need a program enabling you to open and view Adobe PDF documents. We will have some access to technical support onsite at the NAC, but we strongly encourage you to make sure your laptop will be able to access a wireless internet network. We are aware that trainees often bring laptops provided by their agency, which often have certain firewalls that prevent wireless connection. If this is the case, please work with your agency to ensure you can have wireless access. Please also be sure to have up-to-date web browsers installed on your laptop, and that you are familiar with accessing wireless technology; using the internet; saving, storing, and retrieving documents, and other important functions.



There is significant and increasing demand for PREA auditors as we move through the first audit cycle. A number of audits have already been conducted to date, and we are using information learned from these audits to refine and improve the audit instrument and the training. We are very excited about this training and are committed to continuing to build the human capacity and infrastructure to accomplish PREA's objectives. We are very pleased by your interest in becoming an auditor. Trainees who successfully complete the September 2014 training and pass the background check will join the existing cadre of DOJ-certified auditors and expand national, state, and local capacity to conduct audits, develop corrective actions where needed, meet the demand for auditors, and achieve the historic goals of PREA.

Sincerely,

A handwritten signature in black ink, appearing to read "Michela Bowman". The signature is fluid and cursive, with the first name "Michela" being more prominent than the last name "Bowman".

Michela Bowman  
PREA Resource Center Co-Director

Enclosures (3)

**Department of Justice  
Office of Legal Education  
National Advocacy Center  
1620 Pendleton Street  
Columbia, South Carolina 29201**

**Prison Rape Elimination Act Auditor Training  
September 29 – October 3, 2014  
#36119**

**TRAVEL INFORMATION**

**Note: Students and faculty are responsible for scheduling and paying for their own travel.**

**Hotel Reservation:**

Lodging is available onsite at the National Advocacy Center (NAC). A block of hotel rooms have been provided under the course title: **"PREA Auditor Training."** Please note that the NAC is a training facility and cannot accommodate overnight guests.

Please call NAC Reservations at **(866) 263-3218** to reserve your hotel room with your credit card. When making your room reservation, please use Group ID **9830**.

The room rate is **\$113.00 per night** (there is no charge for tax). Breakfast, lunch, and break service are provided onsite and are included in the hotel room rate. Dinner will be at your own expense. ***Please note: If you are not staying onsite, but would like to eat at the NAC, breakfast and lunch is available for purchase for \$10.00 per meal.***

**Airport:**

The nearest airport to the NAC is the **Columbia Metropolitan Airport (CAE)**. The airport is located at 3250 Airport Boulevard, West Columbia, SC 29170, approximately 20 miles from the NAC.

**Ground Transportation:**

Transportation to/from the airport is provided at no cost to the course attendee. Transportation to the NAC is provided on the day before the training starts from 3:00 p.m. to 11:15 p.m. The bus pick-up area is on the service road outside "Baggage Claim Area One (1)." If you arrive or depart when no bus service is scheduled, please take a taxi. The average taxi fare from the airport to the NAC is approximately \$22 - \$24. Transportation to the airport is also provided after the course has ended. For transportation back to the airport, please sign up for the airport shuttle in the NAC hotel lobby.

In addition, transportation will be provided in the evening to "Five Points" and "the Vista." These locations are two of Columbia's popular spots for dinner and entertainment.

# CONFIRMATION FORM

PLEASE COMPLETE THIS CONFIRMATION FORM AND EMAIL IT TO:

[delores.mccarter@usdoj.gov](mailto:delores.mccarter@usdoj.gov)

Prison Rape Elimination Act Auditor Training

September 29 – October 3, 2014

#36119

|   |                                      |                              |        |
|---|--------------------------------------|------------------------------|--------|
| Name:                                       | Alfred Brian Fraser                  |                              |        |
| Job Title:                                  | Director Detention Services          |                              |        |
| Organization/Agency:                        | Fort Bend County Juvenile Probation  |                              |        |
| Work Address:                               | 122 Golfview                         |                              |        |
| City, State, Zip Code:                      | Richmond, Texas 77469                |                              |        |
| Office Telephone:                           | 281-633-7303                         |                              |        |
| Email Address:                              | brian.fraser@fortbendcountytexas.gov |                              |        |
| Emergency Contact:                          | Jennifer Fraser, 832-594-0013        |                              |        |
| Hotel Confirmation #:                       | R4FD77                               |                              |        |
| Travel Times:                               |                                      |                              | Notes: |
| <b>PLEASE DO NOT LEAVE THIS AREA BLANK.</b> | Arrival Day:<br>(MM/DD/YY)           | Departure Day:<br>(MM/DD/YY) |        |
|   | 09/28/14                             | 10/03/14                     |        |
| <input checked="" type="checkbox"/> Flying  | 4:21pm                               | 4:51pm                       |        |
|   | AM/PM                                | AM/PM                        |        |
| <input type="checkbox"/> Driving            |                                      |                              |        |