TO: WARDENS
DIVISION DIRECTORS
HEADS OF STATE AGENCIES
ADMINISTRATIVE REGULATION MONITORS

CHANGE # 3
ADMINISTRATIVE REGULATION 454

INMATE SEXUAL ABUSE AND HARASSMENT
(Prison Rape Elimination Act [PREA])

PURPOSE: To delete the hotline number 91 section from Form 454-G, Log of Unannounced Rounds

CHANGES TO BE MADE:


File this numbered change at the back of the regulation after annotating both the index and the regulation to indicate changes have been completed.

Advise all personnel in your organization of the change to this regulation.

Jefferson S. Dunn
Commissioner

Page 1 of 2
1. The Warden, IPCM, or shift commander must conduct at least one unannounced facility round on each shift, with a minimum of three checks per week, in order to deter staff sexual abuse and harassment.
2. Each shift must conduct a PREA Hotline check (for each line) on one phone (per facility) at least once per shift. These rounds should not be done at the same time every day.
3. These rounds must be noted in the shift log and on this form.
4. Any unusual information must be documented and reported immediately.

### Unannounced facility round (PREA Standard §115.13d)

<table>
<thead>
<tr>
<th>Time round started:</th>
<th>Time round ended:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Anything unusual noted:

____________________________________________________________________________________
____________________________________________________________________________________

_______________________________________________

______________________________

Signature  Title  Date

### PREA Hotline check (66) (PREA Standard §115.51b)

<table>
<thead>
<tr>
<th>Time check made:</th>
<th>Housing Unit number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Any discrepancies:

____________________________________________________________________________________
____________________________________________________________________________________

_______________________________________________

______________________________

Signature  Title  Date

### Video Monitor Check (Equipment operating properly, camera position, clarity, audio (if available) incidents) (PREA Standard §115.13a)

<table>
<thead>
<tr>
<th>Time check made:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Any Discrepancies (list submitted work orders):

____________________________________________________________________________________
____________________________________________________________________________________

_______________________________________________

______________________________

Signature  Title  Date