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FROM: Suad Abdel aziz
RE: "Better Know a Jail" Memo
DATE: December 7, 2021

Allen Parish Jail Memorandum

Introduction

The Allen Parish Jail is located within the 38,000-square-foot two-story Allen Parish Public Safety Complex. The Allen Parish Jail was established in 1913 at the location which is now known as the "White House" which is now retired. After the state of Louisiana voted to create Allen Parish, another election was held shortly after to determine the first officer in the parish. In 1941, Olin Reed went on to become the first sheriff of Allen Parish. The current sheriff, Douglas L. Hebert III, was elected in 2012. Today, the Allen Parish Sheriff's Office (APSO) prides itself in its mission to ensure public safety through the provision of professionally managed correctional services to imprisoned people. The Allen Parish Jail belongs to the corrections division of APSO and is under the supervision of Warden Michael Manuel.

Jail Characteristics

The Allen Parish Jail is a minimum-security facility located on located at 7340 LA-26 West in Oberlin, Louisiana within the larger 'Allen Parish Public Safety Complex'. The jail has direct supervision; correctional officers interact with inmates. The facility that accommodates 136 general male population beds, 16 female beds, 24 lockdown cells and three isolation cells.¹

The newer facility, which was put into service in 1966 and remodeled in 2015, houses the inmates for Allen parish. The Jail is attached to the rear of the Allen Parish Courthouse. This design was instituted due to the fact that the correction center has access to bring prisoners directly from the jail into the courthouse through an entrance on the third floor of the correction center. Within the old jail, inmates had to be brought outside and then walked from the facility to the courthouse. The sheriff reasoned that there was considerable risk to the deputies and inmates and the deputies had to be on the lookout for anyone who wished to do harm to them or the inmate. The inmates were at risk that if someone wished to harm them they were in the open and the other factor was that the inmate had ample room and opportunity to try and escape if he or she could. The old jail was also consistently over-capacity. The old jail facility, known as the "white house" housed 41 inmates. The Sheriff wanted to be able to hold all of our prisoners and detainees, instead of sending out of parish for housing at other facilities. Thus, the new design was born.²

Prisoners have access to an outdoor exercise yard. There is one medical doctor on the facility and one nurse. On the Jail's website, it states that the doctor offers the inmates help, including any suffering from mental challenges.³ There are counseling sessions each week from

¹ <https://www.americanpress.com/2013/12/13/allen-parish-breaks-ground-on-new-jail/>

² <https://www.kplctv.com/story/30191621/allen-parish-public-safety-complex-now-open/>

³ <https://allenparishso.org/faq.php>

a therapist invited by the administration. There is a GED program where inmates can enroll for inmates who may want to continue with their education.

Inmate Composition

The Jail has a capacity of 200 beds.⁴ It houses male and female inmates. As of December 7, 2021, according to APSO's live jail database, the jail currently holds 88 inmates.⁵ It is a full-service jail for both sentenced and pretrial inmates. This facility holds pre-trial inmates, inmates awaiting sentencing, and inmates who have been sentenced.⁶ There are 6 inmates currently being held for the state prison.⁷ Juveniles are not incarcerated at this facility and are housed in a separate facility- the Allen Parish Juvenile Detention Center.

The live Jail database can be accessed from APSO's main website at www.allenparishso.org.⁸ On the right-hand side of the website there is a section titled "Popular Links" and the option is "Jail Population". The link will redirect you to the live jail database which lets you do a search by name and date of arrest, by viewing all incarcerated persons or recent bookings. The Allen Parish Sheriff's Office also issues weekly press releases made available on facebook with the bookings for that week as well as the inmates' mugshots.

Majority of inmates held at his facility are held short-term; however, there are inmates who have been housed in this facility as far back as June 2015. Inmates who have been incarcerated in this facility for longer periods of time are facing charges such as sexual battery, aggravated battery, and incidental behavior with juveniles.

Visitation must be scheduled in advance. Typically, the jail has visitation times Monday to Friday from 7:30 am to 9 pm and Saturday to Sunday 7:30 am to 2:30 pm. To deposit to an inmate's commissary, it may be done by phone, online, walk-in retail, MoneyGram, and their newly added access to the JailFunds app. The JailFunds app further facilitates phone deposits and allows inmate video visitations to occur.

Public Record Requests and Inmate Mortality

The Allen Parish Sheriff's Office website is fairly easy to maneuver. On the top of the website there is an option that says "Departments", which then lists the different divisions in the Allen Parish Sheriff's Office: Administration, Enforcement, Corrections, Civil & Tax, and Traffic & Bonds. Public records are typically requested by the administrative division of a facility. To request public records on the Allen Parish Jail, however, the public is instructed to email the warden of the facility. Both a phone number and email address are displayed for anyone (who is not incarcerated) to make a public record request.

My experience with Allen Parish Sheriff's Office has not been pleasant. On September 14, 2021, I requested form CJ-9 for the years of 2014 to 2021. I emailed the warden of the

⁴ <https://templeton1.org/louisiana/county-jail/allen-parish-jail/>

⁵ <https://allenparishso.org/roster.php>

⁶ <https://oxfordvillagepolice.org/louisiana/county-jail/allen-parish-jail/>

⁷ <https://www.countyoffice.org/allen-parish-jail-oberlin-la-220/>

⁸ <https://allenparishso.org/roster.php>

facility, as instructed on the website, and mailed my public record request addressed to the warden of the facility. As of the date of this memo, I have not received the public records I've requested. Like my colleagues' experience from years prior, the jail is unresponsive and after finally being able to get a hold of the Allen Parish Sheriff's office over the phone on November 10, 2021, I was not provided with information and hung up on. There is a general contact form on the Allen parish website which I filled out on September 21, 2021 and October 19, 2021 to no avail.

Jail Leadership

Sheriff Douglas L. Hebert III was elected in 2012 and re-elected in 2019. He ran within an independent party and won 80 percent of the vote. Sheriff Hebert is the parish's 7th sheriff in over 80 years. Sheriff Hebert started off his career as a patrolman in Lafayette in 1991 with the Lafayette Police Department. He served as a field training officer in the Field Training Officer Program and as an investigator in the Criminal Investigations Division. Then, Sheriff K.P. Gibson became the hostage negotiator for the department's SWAT team. When he decided to move to Crowley and was elected Chief of Police in 2002.

The Warden of the jail as well as the Allen Parish Correctional Center is Warden Michael "Mike" Manuel. The jail is managed by the Allen Parish Sheriff's Department personnel, and all operations are supervised by Warden Manuel. Warden Manuel has a compliment of 17 corrections officers, who book in, guard, supervise meal preparation, transport to court. Three transport officers, who transport inmates to different facilities around the state, take inmates to doctor's appointments, and dentist appointments. As the facility to house prisoners for the parish, it is the responsibility of the sheriff's office to take care of all the inmates' nutritional and medical needs.

Jail Oversight

The state's Legislative Auditor's Office is responsible for auditing APSO's annual financial report. The state's Legislative Auditor's Office website makes these reports available for the public. The Louisiana Department of Corrections primarily provides oversight on the Allen Parish Jail. The Department of Corrections requires APSO to submit CJ-9's every year. Further, the Department of Corrections is responsible for data collection and surveys of local jails, including Allen Parish Jail. The Louisiana Commission on Law Enforcement (LCLE) sets the requirements for training through the Peace Officer Standards and Training Council (POST) for the Allen Parish Sheriff's Office.

To file a complaint against the jail, file a transparent misconduct report online on [OpenPolice.org](https://www.openpolice.org) then mail in a paper complaint to the Allen Parish Sheriff's Office Internal Affairs, Po Box 278, 601 Court St, Oberlin, LA 70655.