

Department of Public Safety & Corrections
State of Louisiana

50

JOHN BEL EDWARDS
GOVERNOR

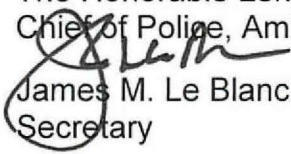


JAMES M. LE BLANC
SECRETARY

June 1, 2021

MEMORANDUM

TO: The Honorable Lendrick Francois
Chief of Police, Amite Police Department

FROM: 
James M. Le Blanc
Secretary

RE: Amite City Jail

Please see the attached monitoring report regarding the Basic Jail Guidelines (BJG) recertification with waiver inspection that was conducted on May 12, 2021. The BJG monitoring team will return to the Amite City Jail on September 29, 2021 to ensure compliance with the following guidelines.

II-A-008 Offender Population Management System
II-D-001 Key, Tool and Utensil Control
VI-B-002 Grievance Process

Please contact BJG Team Leader Libby Roblin if you should need any assistance to achieve compliance.

JML/MS

Attachment

c: Michael Ranatza Executive Director, Louisiana Association of Chiefs of Police
Jacob Currier, Sgt. Amite City Jail
Seth Smith, Chief of Operations
Timothy Hooper, Warden
Libby Roblin, BJG Team Leader



03/24/2021

BJG MONITORING REPORT
(Annual, Semi-Annual, Quarterly, Monthly or Recert with Waiver)

FACILITY NAME: Amite City Jail
BJG MONITORS: Libby Roblin, BJB Team Leader
Justin Coley, BJB Team Member
Brittany Allen, BJB Team Member
TYPE OF INSPECTION: Monitoring Visit with Waiver
FACILITY STAFF: Lendrick Francois, Chief
Sean Slaven, Lieutenant
Jacob Currier, Sergeant
BJG INSPECTION DATE: May 12, 2021
PREVIOUS BJB INSPECTION DATE: October 22, 2019
OPERATIONAL CAPACITY: 12
COUNT ON DAY OF VISIT: 3

CONCERNS OR ISSUES FROM THE PREVIOUS BJB MONITORING INSPECTION:

I-C-005 Flammable, Caustic, and Toxic Materials
II-D-001 Key, Tool, and Utensil Control

	# MALE	# FEMALE	TOTAL
Number of DOC Offenders	2	0	2
Number of Local Offenders	1	0	1
Number of Out of State Offenders	0	0	0
Number of Federal Offenders	0	0	0
Number of ICE Detainees	0	0	0
TOTAL	3	0	3

of DOC Offenders that are: 2

Single Bunked 1
Double Bunked 2
Triple Bunked 0
Total 3

of DOC Offenders that are in restricted housing:

Single Bunked 0
Double Bunked 0
Triple Bunked 0
Total 0

Assaults (Please list monthly since the previous BJJ monitoring visit.)

Month/Year	Off/Off	Off/Off w/sig inj	Offender/Staff	Off/Staff w/sig inj
October 2019	0	0	0	0
November 2019	0	0	0	0
December 2019	1	0	0	0
January 2020	0	0	0	0
February 2020	0	0	0	0
March 2020	0	0	0	0
April 2020	0	0	0	0
May 2020	0	0	0	0
June 2020	0	0	0	0
July 2020	0	0	0	0
August 2020	0	0	0	0
September 2020	0	0	0	0
October 2020	0	0	0	0
November 2020	0	0	0	0
December 2020	0	0	0	0
January 2021	0	0	0	0
February 2021	0	0	0	0
March 2021	0	0	0	0
April 2021	0	0	0	0

Seizure Findings (Please list monthly since the previous BJJ monitoring visit.)

Month/Year	Illicit Substance	Alcohol	Weapon	Cell Phone	Other
October 2019	0	0	0	0	0
November 2019	0	0	0	0	2 – leftover meal trays and 2 – extra blankets
December 2019	0	0	0	0	2 – leftover meal trays
January 2020	0	0	0	0	0
February 2020	0	0	0	0	0
March 2020	0	0	0	0	5 – extra water bottles, 1 – Styrofoam dominos, 1 – extra sheet and 1 – extra jumpsuit
April 2020	0	0	0	0	3 – leftover trays and 4 – extra small wash towels
May 2020	0	0	0	0	0
June 2020	0	0	0	0	2 – extra jumpsuits and 6 – extra bottles of water
July 2020	0	0	0	0	0
August 2020	0	0	0	0	5 – leftover meal trays
September 2020	0	0	0	0	0
October 2020	0	0	0	0	0
November 2020	0	0	0	0	0
December 2020	0	0	0	0	0
January 2021	0	0	0	0	0
February 2021	0	0	0	0	0
March 2021	0	0	0	0	0
April 2021	0	0	0	0	0

GENERAL APPEARANCE/CLEANLINESS/COMMENTS OF THE FACILITY:

Living Area:

- Dorms – Facility has cell block style housing only.
- Cell Blocks – Overall general appearance found to be clean and orderly on the date of monitoring visit.

Culinary/Dining:

N/A – Meals are provided by Tangipahoa Parish Jail

Bathrooms:

The overall appearance of the cell block bathrooms and the bathroom located outside of the cell block area was clean and odor free on the day of the monitoring visit. Hot and cold water was available.

The water faucet on the toilet in cell #1 doesn't work; however, offender has access to and utilizes the bathroom located outside of the cell block area.

The bathroom located outside of the cell block area has two showers, a toilet and a lavatory. The handle in the first shower is broken with a wrench being utilized as the handle. After further investigation, it was determined that the wrench was not on the tool inventory.

Recommended to the staff that the wrench should be added to the tool inventory, and have the shower handle replaced.

Yard Areas:

The facility is a converted train station in the middle of town. The DOC offender performs janitorial and grounds keeping duties.

Maintenance:

Tool Shed: was found to be clean and organized on date of monitoring visit. Recommended to staff that the inventory sheet be updated and tools should be inventoried on a daily basis for accountability.

Chemicals Inventory: Recommended to staff to add the size of chemical containers to the inventory sheet. In addition, replacing specific name brands of the items with a generic name on the inventory sheets, but ensuring a SDS is available for each specific brand in the chemical cabinet. (Example: Rubbing Alcohol instead of Equate Rubbing Alcohol) Spot checked chemical inventory and there were no discrepancies.

SDS were available in tool shed and a chemical cabinet.

REVIEW AND COMMENT ON THE FOLLOWING BASIC JAIL GUIDELINES: *(Compliant or Non-Compliant)*

I-A-001	Safety/Sanitation/Inspections Facility complies with all applicable laws and regulations of the State Fire Marshal; see attached report. *Note: The attached DHH report is from the last inspection completed on the facility in December 2019. Recommended to staff that they request something in writing from DHH stating that inspections have ceased until further notice due to COVID.
I-C-001	Emergency Plan – Compliant Facility has an emergency plan in place.
II-A-007	Counts – Compliant <ul style="list-style-type: none">• <i>How many formal counts are conducted each shift?</i> Facility conducts a formal count every two hours.• <i>How many counts are conducted each day?</i> 12 <p><i>Stick outs are counts that are conducted in areas other than housing units, such as food services and other areas of normally authorized locations. When conducting</i></p>

and submitting the counts, employees are to actually see the offender before turning in these counts.

- *How does the facility accomplish this?*
The facility only houses a maximum of 2 DOC offenders that perform janitorial and grounds keeping duties. Offenders are visually verified by staff during counts.
- *Does this process insure accountability and safe/secure operation of the facility?*
Yes

II-A-008 Offender Population Management System – Non Compliant

DOC offenders are processed at Tangipahoa Parish Jail and then sent to Amite City Jail. Facility states that DOC offenders are released from Tangipahoa Parish Jail or Probation and Parole visits facility.

On the date of the monitoring visit, Amite City Jail had 2 DOC offenders; one offender's record was missing the TB testing form, all other medical information was received from Tangipahoa Parish Jail. Amite City Jail advised that they would be sending the DOC offender to get his TB test completed this week.

Recommended going through all paperwork from Tangipahoa when receiving the offender at Amite City Jail, so anything that is incomplete, missing, etc. can be addressed at the time the offender is being received.

II-A-010 Admissions – Compliant

DOC offenders are processed at Tangipahoa Parish Jail and then sent to Amite City Jail.

II-A-012 Classification System – Compliant

Does this facility have any trustees that work outside the secure perimeter? No

If yes,

- *What is their classification process to determine who is eligible for trustee status?*
N/A
- *Does their classification process meet DPS&C, Corrections Services' criteria?*
N/A

II-A-018 Offender Drug Testing - Compliant *(Please list monthly since the previous BJJ monitoring visit.)*

Month/Year	# DOC Tested	Total DOC Pop	% Tested	# Positive
October 2019	1	1	100%	0
November 2019	1	1	100%	0
December 2019	1	1	100%	0
January 2020	2	2	100%	0
February 2020	2	2	100%	0
March 2020	1	1	100%	0
April 2020	1	1	100%	0
May 2020	1	1	100%	0
June 2020	2	2	100%	0
July 2020	2	2	100%	0
August 2020	2	2	100%	0
September 2020	2	2	100%	0
October 2020	2	2	100%	0
November 2020	1	1	100%	0
December 2020	1	1	100%	0
January 2021	1	1	100%	0
February 2021	2	2	100%	0
March 2021	2	2	100%	0
April 2021	2	2	100%	0

- II-A-019 Offender Transfers – Compliant**
Procedures are in place. A review of the facility transfer documentation maintained reflect that all procedures are being adhered to accordingly.
- II-A-020 Frequency of Cell Checks – Compliant**
Procedures are in place, where cells are checked every two hours when offenders are counted. A review of the AM and PM Count Sheets reflect that cell checks are being completed and documented accordingly.
- II-B-002-1 Use of Restraints for Pregnant Offenders – Non Applicable**
Facility does not house female offenders.
- II-C-001 Procedures for Searches – Compliant**
Offenders are pat frisked every time they enter or exit the housing area. In addition, offenders and their property are searched randomly.
- II-D-001 Key, Tool and Utensil Control – Non Compliant**
Key Control: There is no policy and/or inventories governing the use and control of keys. The Team recommended that a master key inventory be made, along with an "In/Out Log" be maintained and to tag all keys. We showed examples of how our state keys are tagged and explained the importance so lost and/or broken keys can easily be identified regarding what they unlock, who had them last, or who they belong to, etc.
Tool Control: Tool Shed was found to be clean and organized on date of monitoring visit. Recommended to staff that the inventory sheet be updated and tools should be inventoried on a daily basis for accountability.
The facility stated they would begin working on a policy and implementing the procedures.
- III-A-001 Rules and Discipline – Compliant**
- Does the facility's offender orientation include the application process for applying for restoration of good time? Amite City Jail DOC offenders' intake process is completed at Tangipahoa Parish Jail. The orientation packet given at intake to the offenders includes the application process for applying for restoration of good time and the offender signs stating he received the information. All paperwork included in the intake/orientation process is transferred to Amite City Jail with the offender.
 - What is their restoration of good time application process for the offender population? During the intake/orientation process, offenders receive instructions for applying for restoration of good time, along with the form OP-D-2-a Application for Restoration of Good Time. Once the offender completes the form, they are to turn the form into Jail Administration for it to be processed according to DOC regulation OP-D-2, Section 8.B.
 - Does their restoration of good time application process meet DPS&C, Corrections Services' criteria? Yes
- IV-C-001 Access to Care/Clinical Services – Compliant (Does the facility charge a co-payment? No If so, approved by DPS&C?)**
DOC offenders are processed at Tangipahoa Parish Jail and then sent to Amite City Jail. The facility has no in-house medical care/clinical services. Offenders can request care/clinical services and are transferred to Tangipahoa Parish Jail or local physician. Offender was aware of the process and no problems with use on date of monitoring visit.
- IV-C-006-1 Pregnancy Management – Non Applicable**
Facility does not house female offenders.

- IV-C-008 Annual TB Testing – Compliant**
All medical, which includes any annual TB test that are needed, are completed at Tangipahoa Parish Jail and a copy is kept on file at the facility.
- IV-C-012 Access to Sick Call – Compliant**
The facility has no in-house medical/mental health services. Offenders can request sick call and are transferred to Tangipahoa Parish Jail or local physician. Offender was aware of the process and no problems with use on date of monitoring visit.
- IV-C-013 Infirmary Care – Compliant**
No infirmary on-site, use of appropriate outside medical facilities.
- IV-C-013-1 Medical Releases – Compliant** (*Medical Parole, Medical Treatment Furlough, Compassionate Release*)
Amite City Jail houses a maximum of 2 DOC offenders to perform janitorial/grounds keeping duties; therefore, facility staff stated, they would not house an offender meeting this type of medical criteria.
- IV-C-014 Suicide Prevention and Intervention – Compliant**
- IV-C-016 Notification – Compliant**
Amite City Jail keeps emergency contact information on-hand for all offenders. This facility has not had any incidents requiring notification since the last monitoring visit on October 22, 2019.
- IV-D-004 Confidentiality of Health Information – Compliant**
Amite City Jail keeps a secure separate file for medical records on their offenders with limited access availability.
- IV-E-001 Alleged and Substantiated Sexual Assaults – Compliant**
Amite City Jail has not reported any sexual assaults since previous monitoring visits.
 - Is this facility required to be PREA compliant due to contract language? No
 - Is this facility PREA compliant? No
If yes, date compliance received: N/A
 - If this facility is required to be PREA compliant due to contract language, and has not done so, what is their plan of action for compliance? N/A
- V-A-003 Programs and Services – Compliant**
 - **List all Certified Treatment Programs** (*Attach Form B-04-003-B*)
NONE
DOC offenders are offered access to programs and services, and if interested facility would see about obtaining through Tangipahoa Parish Jail.
 - **List all other Offender Programs**
Religious Services
No formal schedule; however, religious services are held periodically, and if an offender ask facility will accommodate.
- V-A-003-1 Educational Programming – Compliant**
There is no educational programming offered at Amite City Jail. DOC offenders are offered access to educational programming, and if interested facility would see about obtaining through Tangipahoa Parish Jail.

GED Program

Number of GED Slots	0
Number of Participants	0
YTD Number of Completions	0

V-B-001 Releasing Offenders – Compliant

DOC offenders are released from Tangipahoa Parish Jail or Probation and Parole visits facility.

V-B-010 Proposed Expansions – Compliant

Currently there are no planned/proposed expansions to the current facility structure.

V-C-001 Substance Abuse Programs – Compliant

If an offender is interested in this type of programs, the facility will accommodate or see about obtaining through Tangipahoa Parish Jail.

V-C-002 Reentry Programs – Compliant *(Are offenders releasing with two valid forms of identification?)*

Facility reports that DOC offenders are transported to Tangipahoa Parish Jail prior to release or Probation and Parole visits facility.

V-C-004 Parole Board Procedures – Compliant

Sgt. Currier stated that there have been no parole/pardon board hearings scheduled for any DOC offenders housed at Amite City Jail since the last monitoring visit on October 22, 2019.

VI-B-002 Grievance Process – Non Compliant

The facility states that at this time they do not have an official policy in writing. Offenders are told to notify Sgt. J. Currier and/or Lt. S. Slaven of any issues, needs, etc. they have. I have emailed the facility the BJJ Guidelines Manual advising that this guideline is located on page 74; as well as, Regulation No. OP-C-13 Administrative Remedy Procedures and the attachments for reference. The facility advised they will begin working on policy to ensure they are compliant with this guideline.

- Does grievance process include at least two levels of review? No
- Who is the designee at each level of review? No
- What is the specified time period for response at each level? No

VII-A-002 Weapons Training – Compliant

Annual training conducted by sheriff's office and files for personnel maintained at Sheriff's Office. Documentation reflected that all staff were current on their training.

VII-B-008 Monthly Reporting – Compliant

Facility enters report as required.

STAFF COMMENTS/MORALE/GENERAL OBSERVATIONS:

Staff morale perceived well during the visits. Staff was cooperative and professional with the team. During the month of January 2020, Mr. Lendrick Francois took the oath of office and became the new Chief of Police for Amite City. The BJJ Team went over BJJ's with Chief of Police Francois and Sgt. Currier during date of monitoring visit.

OFFENDER COMMENTS/MORALE/QUALITY OF LIFE:

Overall offender morale was perceived to be very well during the visit, no complaints were voiced relating to quality of life issues.

RECOMMENDATION:

While there were positive findings, the facility was found to be non-compliant with the following guidelines:

- II-A-008 Offender Population Management System**
Recommended going through all paperwork from Tangipahoa when receiving the offender at Amite City Jail, so anything that is incomplete, missing, etc. can be addressed at the time the offender is being received.
- II-D-001 Key, Tool and Utensil Control**
Key Control: Recommended that a master key inventory be made, along with an "In/Out Log" be maintained and to tag all keys. We showed examples of how our state keys are tagged and explained the importance so lost and/or broken keys can easily be identified regarding what they unlock, who had them last, or who they belong to, etc.
Tool Control: Recommended to staff that the inventory sheet be updated and tools should be inventoried on a daily basis for accountability.
- VI-B-002 Grievance Process**
The facility states that at this time they do not have an official policy in writing. Offenders are told to notify Sgt. J. Currier and/or Lt. S. Slaven of any issues, needs, etc. they have. I have emailed the facility the BJJ Guidelines Manual advising that this guideline is located on page 74; as well as, Regulation No. OP-C-13 Administrative Remedy Procedures and the attachments for reference.

At this time, the Re-Certification with a Waiver Visit for Amite City Jail has been tentatively set for Wednesday, September 29, 2021.

BJJ Team Leader, Libby Roblin is available for assistance at any time.



John Bel Edwards
GOVERNOR

Office of State Fire Marshal

8181 independence Blvd. Baton Rouge, LA 70806
(225) 925-4911 (800) 256-5452 Fax (225) 925-4241



H. "Butch" Browning
FIRE MARSHAL

Inspection Report

Report # CB-21-007507-1

No Deficient/Cautionary Codes cited.

Location Information					
Inspection Type	Compliance Building Inspection		Inspection Date	4/30/2021 4:47:26 PM	
Structure ID	8897	No. of Buildings	1	Facility Code	J53
Capacity	12	Year Built	1974	Construction Type	Type IIA / (111)
Building/Trade Name			Address		
AMITE CITY JAIL			101 OAK STREET, AMITE, LA 70422		
Owner Information					
Owner Type	Name	Contact Phone	Contact Email		
Municipal Project	CITY OF AMITE	(985) 748-6169	JCURRIER@AMITEPD.COM		
Address					
101 OAK STREET, AMITE, LA 70422					
Tenant Information					
Name	Suite Number	Floor Number	Square Footage		
Occupancy Details					
Occupancy Type	Details				
Institutional	INSTITUTIONAL BUILDING TYPE: GROUP I-3 (DETENTION/CORRECTION); DETENTION/CORRECTION FACILITY TYPE: CONDITION 4				
Comments					
NO APPARENT DEFICIENCIES FOUND UPON TIME OF INSPECTION. IN COMPLIANCE.					
Inspector Information					
Name: Brennan Mashon	Badge Number: 700	Inspector Signature: <i>B. Mashon</i>			
Person to whom requirements were explained					
Name: <i>Jacob V. Currier</i>	Title: <i>Warden</i>	Signature: <i>Jacob V. Currier</i>			

For questions regarding the contents of this report, please call: (504) 568 8506

R. S. 40: 1621 Whoever fails to comply with any order issued by the Fire Marshal or his authorized representative under any provision of Part III, Chapter 7, Title 40 of the Louisiana Revised Statutes of 1950, R.S. 40:1569 excepted, shall be fined not more than five hundred dollars or imprisoned, for more than six months or both. Each day's violation of an order constitutes a separate offense and may be punished as such at the discretion of court.



**STATE OF LOUISIANA
DEPARTMENT OF HEALTH
OFFICE OF PUBLIC HEALTH**

**Detention or Incarceration
Notice of Violations**

Routine/Renewal

Permit Number 53-01-224	Permit Name Amite City Jail-224	
Name of Establishment Amite City Jail-224	Owner Name	
Address 101 Oak ST Amite, LA 70422	Date 05/27/2021	Time 12:00 PM

LAC TITLE 51 PART XVIII

Comments:

verbal acknowledgement of inspection given by Jacob currier warden
copy of inspection emailed to jcurrier@amitcpd.com

Number Licensed For	Number in Attendance	License Anniversary
12	3	06/30/2021
Sanitarian Name/Print John Cowart	Phone # 985 543-4175	Sanitarian Signature
		R.S. # 1733

The above mentioned violations were ca led to my attention and were explained to me in detail. I hereby agree to
Correct Critical Violations by 05/27/2021 Correct Non-Critical Violations by 05/27/2021

Name/Title jacob currier warden	Signature of Recipient
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STATE OF LOUISIANA
DEPARTMENT OF HEALTH
OFFICE OF PUBLIC HEALTH

INSTITUTION REPORT

Agency License No. N/A	Anniversary Month JUNE
Name of Establishment AMITE CITY JAIL-224	Mailing Address
Address 101 OAK ST	
City, state, Zip Code AMITE LA 70422	
Type of Facility JAILS 12 3	
Parish Tangipahoa	Date Inspected 05/27/2021

The above establishment has been inspected by a representative of this section, and:

- License is Recommended;
- License is **Not** Recommended;
- License is Pending Reinspection;

from the standpoint of sanitation

JOHN COWART

1 7 3 3