

Department of Public Safety & Corrections
State of Louisiana

JOHN BEL EDWARDS
GOVERNOR



JAMES M. LE BLANC
SECRETARY

MEMORANDUM

TO: The Honorable Douglas L. Hebert, III
Sheriff of St. Allen Parish

FROM: James M. Le Blanc
Secretary

DATE: August 20, 2021

RE: "Basic Jail Guidelines" Monitoring Report

I am happy to advise that pursuant to the attached monitoring report concerning the Allen Parish Jail, I am recertifying this facility in compliance with the "Basic Jail Guidelines" with annual monitoring. We'd also like to encourage full compliance with BJJ IV-A-003 "Food/Dietary Allowances and IV-A-007 "Therapeutic/Special Diets".

Congratulations to you and your staff for this accomplishment and thank you for the hard work and dedication that are necessary to achieve this goal.

JML/mls

Attachment

c: Mike Ranatza, Executive Director, Louisiana Sheriffs' Association
Mike Manuel, Warden, Allen Parish Jail
Seth Smith, Chief of Operations
Marcus Myers, Warden
Jennifer Morgan, BJJ Team Leader

Department of Public Safety & Corrections
State of Louisiana

SP

JOHN BEL EDWARDS
GOVERNOR



JAMES M. LE BLANC
SECRETARY

MEMORANDUM

TO: James M. Le Blanc
Secretary

FROM: Markisha L. Stewart *M. Stewart*
Basic Jail Guidelines Administrator


DATE: August 20, 2021

RE: Allen Parish Jail

The recertification inspection for the above referenced facility was conducted on June 11, 2021. At this time, we would like to encourage full compliance with BJJG IV-A-003 "Food/Dietary Allowances" and IV-A-007 "Therapeutic/Special Diets. Recertification with annual monitoring is recommended.

Thank you.
MLS

Attachment

State of  Louisiana

Office of the Secretary
Department of Public Safety and Corrections

By the authority vested in me, under Chapter 9, Title 36 of the Louisiana Revised Statutes,
I, James M. Le Blanc, Secretary, do hereby recognize

Allen Parish Jail
in acknowledgement of

Continued Compliance with the Basic Jail Guidelines Process

Therefore, I have hereunto set my hand and caused to be affixed the seal of the
Department of Public Safety and Corrections, at the City of Baton Rouge,

this 20th day of August
in the year of our Lord 2021



Attest



Secretary

Q. 11. 2



03/24/2021

BJG RECERTIFICATION REPORT

FACILITY NAME: ALLEN PARISH JAIL
BJG MONITORS: JENNIFER MORGAN, TEAM LEADER
 CHAD FIRMIN, TEAM MEMBER, WAYNE MILLUS,
FACILITY STAFF: LISA RIVERS, MIKE MANUEL (WARDEN), LACODDIE JACKSON (ASST. WDN.)
BJG INSPECTION DATE: JUNE 11, 2021
PREVIOUS BJD INSPECTION DATE: JUNE 21, 2019
OPERATIONAL CAPACITY: 180
COUNT ON DAY OF VISIT: 84

Please see attached Excel Spreadsheet for each area reviewed for BJD compliance.

CONCERNS OR ISSUES FROM THE PREVIOUS BJD MONITORING INSPECTION:

	# MALE	# FEMALE	TOTAL
Number of DOC Offenders	8	0	8
Number of Local Offenders	68	8	76
Number of Out of State Offenders	0	0	0
Number of Federal Offenders	0	0	0
Number of ICE Detainees	0	0	0
TOTAL	76	8	84

Number of DOC Offenders that are:

Single Bunked _____ 0
Double Bunked _____ 8
Triple Bunked _____ 0
Total _____ 8

Number 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
APRIL 2020	2 non DOC	0	0	0
MAY 2020	2 non DOC	0	1 non DOC	0
JUNE 2020	4 non DOC	0	0	0
JULY 2020	2 non DOC	0	0	0
AUGUST 2020	3 non DOC	0	0	0
SEPTEMBER 2020	3 non DOC	0	0	0
OCTOBER 2020	0	0	0	0
NOVEMBER 2020	0	0	0	0
DECEMBER 2020	2 non DOC	0	0	0
JANUARY 2021	0	0	0	0
FEBRUARY 2021	2 non DOC	0	0	0
MARCH 2021	3 non DOC	0	0	0
APRIL 2021	1 non DOC	0	0	0
MAY 2021	2 non DOC	0	0	0

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

Month/Year	Illicit Substance	Alcohol	Weapon	Cell Phone	Other
APRIL 2020	0	0	0	0	0
MAY 2020	0	0	0	0	0
JUNE 2020	0	0	0	0	0
JULY 2020	0	0	0	0	0
AUGUST 2020	0	0	0	0	0
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
MAY 2021	0	0	0	0	0

GENERAL APPEARANCE/CLEANLINESS/COMMENTS OF THE FACILITY:

Living Area: Offenders are housed in a tier setting. DOC offenders are housed with parish offenders. The living areas appeared neat and clean at the time of inspection. The facility is not set up to separate DOC offenders from the parish offenders.

Dorms - Offenders are housed in a tier setting. DOC offenders are housed with parish offenders. All dorms appeared neat and clean at the time of inspection.

Cell Block - There is a cellblock tier with double bunks in each cell. There were several local offenders in the cellblock. All cells were neat and clean at the time of inspection.

Culinary/Dining: The kitchen was clean at the time of inspection. Food was stored in a dry storage, refrigerators, and freezers. Food items were not dated. Food items stored six inches off ground. There was a master inventory of all kitchen tools. However, the tools were not signed in or out by individual offenders. The kitchen tools are maintained in a standup drawer tool box without a shadow board. Recommended dating all food items once a box or pallet was opened.

Bathrooms: Bathrooms are part of the living areas. The showers, wash basins, and toilets are at the end of the tier. Bathrooms were clean and neat in appearance at the time of inspection. There was some

discoloration under the shower heads due to hard water. Also, a few of the knobs of the shower controls were broken.

Yard Areas: Recreation yard is fenced in with a single strand of razor wire along the top of the fence. Cameras are also installed within the perimeter of the yard and monitored at the command post of the facility. The offenders are allowed one hour every morning and afternoon, weather permitting.

Maintenance: Maintenance is performed by the policy jury.

COUNTS: Compliant

- How many formal counts are conducted each shift? **Three**
- How many counts are conducted each day? **Six**

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

How does the facility accomplish this?

Employees that are supervising the offenders call their stick out count into the control center.

Does this process insure accountability and safe/secure operation of the facility?

Yes, all offenders are visually counted by the escorting officer.

CLASSIFICATION SYSTEM: Compliant

Does the facility have any trustees that work outside the secure perimeter?

Yes, however, none of them are DOC. ✓

If yes,

- *What is their classification process to determine who is eligible for trustee status?*
Offenders are reviewed by staff for status change. Facility follows Dept. Reg. in regards to this screening process. Facility is using a screening form provided by DOC. This is a three tier process.
- *Does their classification process meet DPS&C, Corrections Services' criteria?* **Yes ✓**

OFFENDER DRUG TESTING: *(Please list monthly since the previous BJJ monitoring visit.)*

Month/Year	# DOC Tested	Total DOC Pop	% Tested	# Positive
APRIL 2020	7	10	70	0
MAY 2020	4	11	36	0
JUNE 2020	4	15	27	0
JULY 2020	4	10	40	0
AUGUST 2020	4	7	57	0
SEPTEMBER 2020	4	11	36	0
OCTOBER 2020	4	7	57	0
NOVEMBER 2020	4	13	31	0
DECEMBER 2020	4	13	31	0
JANUARY 2021	4	10	40	0
FEBRUARY 2021	4	11	36	0
MARCH 2021	4	9	44	0
APRIL 2021	4	11	36	0
MAY 2021	4	8	50	0

Rules and Discipline: Non-Compliant

Does the facility's offender orientation include the application process for applying for restoration of good time? **No**

If yes,

- What is their restoration of good time application process for the offender population?
- Does their restoration of good time application process meet DPS&C, Corrections Services' criteria?

BJG AUTOMATED MONTHLY REPORTING REVIEW: Compliant

Has the facility been inputting the correct info timely? Yes

Does the reported info suggest any issues of concern or improvement? No

OFFENDER PROGRAMS:

GED Program

Number of GED Slots	<u>0</u>
Number of Participants	<u>0</u>
YTD Number of Completions	<u>0</u>

LIST ALL CERTIFIED TREATMENT PROGRAMS: None

LIST ALL OTHER OFFENDER PROGRAMS: None

GRIEVANCE PROCESS: Compliant

- Does grievance process include two levels of review? **Yes**
- Who are the designees at each level?
1st level – officer; 2nd level – Asst. Warden; 3rd level - Warden
- What is the specified time period for response at each level?
24 hours

PREA COMPLIANCE:

- Is this facility required to be PREA compliant due to contract language? **Yes**
- Is this facility PREA compliant? **Yes**
If yes, date compliance received: **May 2019 (will have recertification this year)**
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?

OTHER:

STAFF COMMENTS/MORALE/GENERAL OBSERVATIONS: All staff seemed content and were very knowledgeable in their job duties.

OFFENDER COMMENTS/MORALE/QUALITY OF LIFE: All offenders spoken to were content and voiced no complaints.

RECOMMENDATION: At this time, I recommend recertification with continued Annual Monitoring.



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-20-008570-1

No Deficient/Cautionary Codes cited.

Location Information					
Inspection Type	Compliance Building Inspection		Inspection Date	2/1/2021 10:09:44 AM	
Structure ID	212663	No. of Buildings	3	Facility Code	J33
Capacity	196	Year Built	2015	Construction Type	Type IIIA / (211)
Building/Trade Name			Address		
ALLEN PARISH JAIL			7340 HWY 26, OBERLIN, LA 70655		
Owner Information					
Owner Type	Name	Contact Phone	Contact Email		
Municipal Project	WARDEN MIKE MANUEL	(337) 639-4353	MMANUEL@ALLENPARISHSO.COM		
Address					
7340 HWY. 26, OBERLIN, LA 70655					
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				
Storage	TYPE OF STORAGE FACILITY: GROUP S-1 (MODERATE HAZARD)				
Comments					
NO APPARENT DEFICIENCIES NOTED AT TIME OF INSPECTION. CURRENT POPULATION IS 59 INMATES.					
Inspector Information					
Name: Lyndon Neal	Badge Number: 697	Inspector Signature:			
Person to whom requirements were explained					
Name: Mike manual	Title: Warden	Signature:			

For questions regarding the contents of this report, please call: (800) 554 0006

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 02-05-204	Permit Name Allen Parish Public Safety Complex-224		
Name of Establishment Allen Parish Public Safety Complex-224		Owner Name	
Address 7340 Highway 26 Oberlin, LA 70655		Date 07/21/2021	Time 10:20 AM

LAC TITLE 51 PART XVIII

NON-CRITICAL ITEMS: These items should be corrected by the next regular inspection or according to the compliance schedule (see below) established by this office.

Category	Code Reference	Description of Violations
Building Requirement	101	3 - The walls are in disrepair. Tier A and Tier C- Peeling paint on shower wall and some areas of dome. Cell block walls are rusted (except cell 2,8,11) [Repeat]
Building Requirement	101	5 - The floors are not smooth and easily cleanable. water on floor by window in Tier A and one cell. [Repeat]
Building Requirement	101	6 - The ceilings are not in good repair. Tier A ceiling dry wall damage by window and around lighting in dome
Approved Plumbing	101	41 - Drinking fountain is in disrepair. Tier C

Comments:

Copy of report emailed to ljackson@allenparishso.com mmanuel@allenparishso.com
Verbal acknowledgement of report provided by Michael Manuel, Warden

Tier A-one urinal not working, one urinal does not shut off, Two toilets are flushing slow (urinals are in excess of requirements)

total pop 72 (14 women 58 men)

Number Licensed For	Number in Attendance	License Anniversary	
172	72	06/30/2021	
Sanitarian Name/Print Jared Reed	Phone # 337-639-4186	Sanitarian Signature <i>Jared Reed</i>	R.S. # 1198

The above mentioned violations were called to my attention and were explained to me in detail. I hereby agree to

Correct Critical Violations by

Correct Non-Critical Violations by

Signature of Recipient

Name/Title
Michael Manuel, Warden



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

**Retail Food
Notice of Violations**

Routine/Renewal

Permit Number 02-0094069-1	Permit Name ALLEN PARISH PUBLIC SAFETY COMPLEX Prison Kitchen		
Name of Establishment ALLEN PARISH PUBLIC SAFETY COMPLEX		Owner Name LAW ENFORCEMENT DISTRICT OF ALLEN PARISH	
Address 7340 HIGHWAY 26 OBERLIN, LA 70655		Date 12/16/2019	Time 10:45 AM

LAC TITLE 51 PART XXIII

NON-CRITICAL ITEMS: These items should be corrected by the next regular inspection or according to the compliance schedule (see below) established by this office.

Category	Code Reference	Description of Violations
FOOD PROTECTION	1501	54 - 1501.1 - Food is not stored in a clean, covered container.-opened bag of dry food in cooler
UTENSILS/EQUIPMENT/SINGLE SERVICE	2513	74 - 2513 - The flow pressure of the hot water rinse is not between 15-25 pounds per square inch-pressure was over 25 during rinse cycle
UTENSILS/EQUIPMENT/SINGLE SERVICE	2501	75 - 2501.2 - Non-food contact surfaces of equipment have an accumulation of dust, dirt, food residue and other debris.-fryer exterior and behind service door
STRUCTURAL/DESIGN/MAINTENANCE/PLUMBING	3703	106 - 3703.4 - Walls/ceilings or attached equipment are not in good repair.-half wall behind tilting skillet and flaking paint by preparation table

Comments:

ljackson@allenparishso.com mreed@allenparishso.com mmanuel@allenparishso.com

NOTICE RS 40:31.38 (ACT 66)

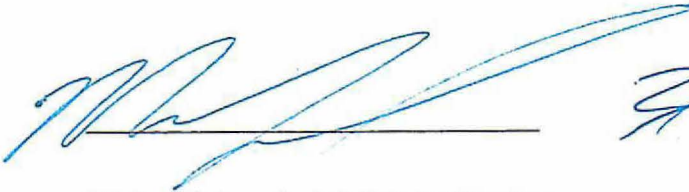
RS 40:31.38 (ACT 66) authorizes the Louisiana Department of Health to charge a fee of \$150 to any permitted food establishment that fails to correct the necessary sanitary code violations to be in compliance at the time of its follow up inspection (1st re-inspection). Re-inspections are required when there are five or more uncorrected non-critical violations and/or one or more uncorrected critical violations remaining at the conclusion of an inspection. The fee is only charged if the necessary violations are not corrected before the 2nd re-inspection and other subsequent re-inspections. Establishments can avoid this fee if the violations noted on the routine inspection report are corrected by, or during, the follow up inspection. If a fee is assessed, the \$150 fee is payable within 30 days' notice, and failure to pay shall result in revocation of the permit.

Sanitarian Name/Print Jared Reed	Phone # 337-639-4186	Sanitarian Signature <i>Jared Reed</i>	R.S. # 1198
The above mentioned violations were called to my attention and were explained to me in detail. I hereby agree to		Correct Non-Critical Violations by	
Correct Critical Violations by		Signature of Recipient <i>M Reed</i>	
Name/Title Maryland Reed			

MEMORANDUM FOR: Office of Detention Oversight Auditor(s)
FROM: Michael Manuel
Allen Parish Public Safety Complex Warden
SUBJECT: Food Service Recent Annual Inspection

Statement of Fact

Due to the COVID-19 pandemic, Mr. Jared Reed, with State of Louisiana, Department of Health and Office of Public Health, has not been to the facility. He has telephoned the Food Service Manager on several occasions to ensure Health & Safety are in compliance.



3/29/21

Michael Manuel, A.P.P.S.C. Warden



12/22/2020

Facility: Allen Parish Prison		Date Conducted: June 11, 2021	
Monitors: Jennifer Morgan, Chad Firmin, Wayne Millus			
BASIC JAIL GUIDELINES (BJG)			
PART I - SAFETY			
A. PROTECTION FROM INJURY AND ILLNESS			
References: ACA CJS 1-1A-01, 1-1A-02, 1-1A-03, 1-1A-04, 1-1A-05, 1-1C-05, 1-4A-03, 1-4A-04			
		Findings	Response
I-A-001 Safety/Sanitation/Inspections The facility complies with all applicable laws and regulations of the State Sanitation Officer and the State Fire Marshal. The following inspections are implemented: •Weekly sanitation inspections of all facility areas by a qualified departmental staff member. •Weekly inspections of all food service areas, including dining and food preparation areas and equipment. •Water temperature in housing areas is checked and recorded daily. •Comprehensive and thorough monthly inspections by a safety/sanitation specialist for compliance with sanitation, safety and fire prevention standards. •At least annual inspections by the State Sanitation Officer and the State Fire Marshal. Visual Inspection: completed inspection checklists and reports, documentation of corrective action, inspection reports		Compliant - daily/weekly inspections being done. FM-2/2021 DHH-9/2019 (due to covid)	
I-A-002 Disposal of Materials Disposal of liquid, solid, and hazardous material complies with applicable government regulations. Visual Inspection: trash disposal contract, completed inspection reports, include documentation that deficiencies were corrected		Compliant - contract for disposal of materials; remove sanitation policies and inspection reports from file as they don't pertain to this standard. Put Health and Safety Sanitation general policy.	
I-A-003 Vermin and Pests Vermin and pests are controlled. There is a written and implemented plan for the control of vermin and pests. Visual Inspection: pest control contracts, trash disposal contracts, inspection reports		Compliant - contract with Adam Pest Control	
I-A-004 Housekeeping The facility is clean and in good repair. There is a written housekeeping plan that provides for the ongoing cleanliness and sanitation of the facility. Visual Inspection: inspection reports, completed forms, documentation of correction of identified deficiencies		Compliant - plan in place for maintaining clean facility.	
I-A-005 Water Supply The facility's potable water source and supply is certified at least annually by an independent, outside source to be in compliance with the State Sanitary Code. The facility complies with the requirements of the state health officer. There is a specific plan for addressing deficiencies, if any, that is approved by the state health officer. Visual Inspection: documentation of approval by DHH or local authority, plan for addressing deficiencies		Compliant - water provided and maintained by City of Oberlin. Remove DHH inspections and kitchen temperature sheets as they do not pertain to this standard.	
B. VEHICLE SAFETY			
References: Dept. Reg. C-03-003/OP-A-3			
		Findings	Response
I-B-001 Offender Transport Escorted and unescorted absences of state offenders are governed by R.S. 15:811 and 833 and DPS&C Department Regulation No. C-03-003 "Escorted Absences." Visual Inspection: documentation of staff training, documentation of medical, funeral, etc. (outside trips)		Compliant - transportation log in file.	
C. EMERGENCY PREPAREDNESS/RESPONSE			
References: ACA CJS 1-1C-01, 1-1C-02, 1-1C-03, 1-1C-04, 1-1C-06, 1-1C-07, 1-7E-01, Dept. Regs. A-04-002/PS-D-3, C-02-001/OP-A-5, C-02-010/OP-B-3, C-05-001/AM-I-4			
		Findings	Response
I-C-001 Emergency Plan There is a written plan, submitted to the Secretary of DPS&C, that specify the procedures to be followed in situations that threaten facility security. Such situations include but are not limited to riots, hunger strikes, disturbances, taking of hostages, and natural or man-made disasters. These plans are made available to all applicable personnel and are reviewed annually and updated as needed. All facility personnel are trained annually in the implementation of the emergency plan. An evacuation plan is used in the event of fire or major emergency. The plan is approved by the state fire marshal, reviewed annually, and updated, if necessary. There are written procedures for significant unusual occurrences or facility emergencies including but not limited to natural or man-made disasters; major disturbances such as riots, hostage situations, escapes, fires, deaths, serious illness or injury and assaults or other acts of violence. Such procedures include the reporting of these incidents to the DPS&C, OAS, telephone 800-803-8748 during normal business hours or the control center at EHCC, telephone 800-842-4399 after hours, when they involve DPS&C offenders. In addition, the facility shall follow the incident reporting procedures as outlined in Dept. Reg. C-05-001/AM-I-4, "Activity Reports, UORs," Category A, B and C. Visual Inspection: training records, facility logs, documentation of approval of plan, documentation of annual review, documentation of staff receipt, training on the plan		Compliant - emergency plan in place. Plan needs to be submitted to Fire Marshall for approval and a copy sent to the Secretary. No copy in file.	



	Findings	Response
I-C-002 Immediate Release of Offenders There is a means for the immediate release of inmates from locked areas in case of emergency and there are provisions for a backup system. The facility has exits that are properly positioned, are clear from obstruction, and are distinctly and permanently marked to ensure the timely evacuation of offenders and staff in the event of fire or other emergency. Visual Inspection: facility records/logs	Compliant - system in place for emergency release.	
I-C-003 Fire Safety/Code Conformance The facility complies with the requirements of the state fire marshal. There is a specific plan for addressing deficiencies, if any, that is approved by the State Fire Marshal. The State Fire Marshal approves any variances, exceptions, or equivalencies. Visual Inspection: documentation of fire alarm and detection system maintenance and testing, plans for addressing deficiencies	Compliant - Current Fire Marshall reports cites no deficiencies.	
I-C-004 Facility Furnishings Facility furnishings meet fire-safety-performance requirements. Visual Inspection: Specifications for all furnishings.	Compliant - furnishings meet fire safety performance requirements.	
I-C-005 Flammable, Caustic and Toxic Materials Written policy, procedure and practice govern the control and use of all flammable, toxic and caustic materials. Visual Inspection: Staff training records, offender training records, internal inspection reports. Documentation of incidents that involved FTC materials. Inventories.	Compliant - policy in place for control and use of flammable, toxic and caustic materials.	
I-C-006 Operational Capacity The number of offenders present does not exceed the operational capacity as determined by the state fire marshal and state health officer. The state fire marshal will determine a capacity primarily based upon exiting capabilities. The state health officer will determine a capacity based upon the ratio of plumbing fixtures to offenders and square footage. The operational capacity will be the lower of these two figures. Visual Inspection: facility count sheets	Compliant - facility operates within capacity.	

PART II - SECURITY

A. PROTECTION FROM HARM

References: ACA CJS 1-2A-01, 1-2A-04, 1-2A-05, 1-2A-06, 1-2A-08, 1-2A-11, 1-2A-13, 1-2A-14, 1-2A-16, 1-2A-17, 1-2A-19, 1-2A-20, Dept. Regs. A-02-008/AM-F-47, B-02-001/IS-B-1, C-02-007/OP-C-3

	Findings	Response
II-A-001 Control There is 24-hour monitoring and coordinating of the facility's security, life safety, and communications systems. Visual Inspection: facility records/logs, maintenance records, records of staff deployment	Compliant - facility has 24 hour camera monitoring system.	
II-A-002 Secure Perimeter The facility's perimeter is controlled by appropriate means to ensure that offenders are secured remain within the perimeter and that access by the general public is denied without proper authorization. Visual Inspection: documentation of receipt of job description by staff, documentation of annual review and updating, photos of perimeter controls	Compliant - perimeter is secure. No one can access the jail without being allowed entry through locked door.	
II-A-003 Sufficient Staff There is a written document describing the facility's organization and staffing plan. This should include an organizational chart that groups similar functions, services and activities. Each facility meets minimum security staffing requirements which reflect good correctional practice. Sufficient staff, including a designated supervisor, are provided at all times to perform functions relating to the security, custody, and supervision of offenders and, as needed to operate the facility in conformance with the BJC. Visual Inspection: records of staff deployment, facility logs, documentation of annual review of staffing analysis and plan	Compliant - copy of shift logs in file showing adequate staff.	
II-A-004 Female Offenders and Female Staff When a female offender is housed in a facility, at least one female staff member is on duty at all times. Visual Inspection: records of staff deployment, facility logs	Compliant - female staff members are on each shift.	
II-A-005 No Offender Control Over Others No offender or group of offenders is given control, or allowed to exert authority over other offenders. Visual Inspection: written policy and procedure	Compliant - Offenders are not allowed to have control over one another.	
II-A-006 Staff Log Correctional staff maintain a permanent log and prepares shift reports that record routine information, emergency situations and unusual incidents. The facility shall maintain written records or logs which continuously document the following information: 1. Personnel on duty; 2. Offender population; 3. Admission and release of offenders; 4. Shift activities; 5. Entry/exit of all visitors including legal/medical; 6. Unusual occurrences or facility emergencies (including but not limited to major and minor disturbances such as riots, hostage situations, fires, escapes, deaths, serious illness or injury and assaults or other acts of violence.) Refer to BJC I-C-001 for reporting requirements to DPSC. Visual Inspection: copies of log book, records of staff deployment	Compliant - Staff logs in file, shift activities, incident reports completed on occurrences at facility.	



	Findings	Response
<p>II-A-007 Counts The facility has a system for physically counting offenders. At least one formal count is conducted for each shift, with no less than 3 counts daily. The system includes strict accountability for offenders assigned to work and other approved temporary absences. Visual Inspection: completed forms, facility records/logs.</p>	<p>Compliant - three formal counts are conducted each shift for a total of six counts daily.</p>	
<p>II-A-008 Offender Population Management System There is an offender population management process that includes records on the admission, processing, and release of offenders. Written policy, procedure, and practice provide for offender case record management that includes at a minimum, maintenance of the following documents and information. This offender record and any reentry transition envelopes shall be transferred with the offender at such time the offender is transferred to another local or DPS&C facility. 1. Master prison form; 2. Bill of Information and Court Minutes OR Uniform Commitment Order; 3. One photograph; 4. Reports of disciplinary actions, grievances, incidents, or crimes committed while in custody; 5. Records of program participation, work assignments, classification actions; 6. Any government issued identification card (i.e., driver's license, social security card or birth certificate/birth card or any other valid identification); 7. Offender health record (see BJJ IV-D-004). In addition to the maintenance of the above information, the following shall be collected and forwarded to the DPS&C Pre-Class Coordinator either by fax to 225-342-3759 or email to DOC-HQ_Supplemental@la.gov. 1. Master prison form; 2. Fingerprints: one FBI print card from AFIS; 3. One photograph; 4. Bill of Information and Court Minutes or Uniform Commitment Order for each conviction (for probation violators both the original sentencing minutes and the revocation minutes are required); 5. Jail credit letter; 6. One Inventory Acknowledgment Form (cash and property receipts). Visual Inspection: completed forms, reports, offender record.</p>	<p>Compliant - photos, fingerprints, Bill of information in files.</p>	
<p>II-A-009 Reception - Legal Commitment and Medical Service Prior to accepting custody of an offender, staff determine that the offender is legally committed to the facility, and that the offender is not in need of immediate medical attention. Visual Inspection: Completed Admission forms, facility logs.</p>	<p>Compliant - legal commitment is determined by DOC Headquarters prior to transfer to facility.</p>	
<p>II-A-010 Admissions Admission processes for a newly admitted offender include, but are not limited to: •Searching of the offender and personal property; •Inventorying and providing secure storage of personal property; •Providing an itemized receipt for personal property; •Recording of basic personal data; •Performing a criminal history check; •Photographing and fingerprinting; •Separating from the general public; •Providing a health screening to assess and identify any health and safety needs; •Providing information about access to health services, copay requirements and submitting grievances. Visual Inspection: intake and admission forms, screening forms, inventory form, receipt form.</p>	<p>Compliant - need to place copy of admission policy in file. Remove Tool and Key Control policy.</p>	
<p>II-A-011 Out of State Offenders The names of any out of state offender (federal or state) to be housed at a local jail or privately managed facility shall be submitted to the Chief of Operations prior to the offender(s) entering the State of LA. No such offender shall be housed if the offender would be classified as maximum custody under the LA DPS&C classification procedures. Any offender convicted and sentenced to incarceration by a court in another state (federal or state) shall not be released in the State of LA. Any out of state offender (federal or state) housed in a local jail or privately managed facility shall be returned to an appropriate correctional facility located within the state where the offender was convicted and sentenced for release in that state, prior to the offender's release date. Visual Inspection: offender record, submittal to chief of operations of out-of-state offenders to be housed at the facility, release/transfer documentation.</p>	<p>Compliant - facility does not house out of state offenders.</p>	



	Findings	Response
<p>II-A-012 Classification System Written policy, procedure, and practice provide for a written offender classification plan that includes custody required and assignment to appropriate housing. Offender management and housing assignment considers age, gender, legal status, custody needs, special problems and needs, and behavior. All offenders are classified using an objective classification process that at a minimum:</p> <ul style="list-style-type: none"> • Identifies the appropriate level of custody for each offender • Identifies appropriate housing assignment • Identifies the offender's interest and eligibility to participate in available programs <p>Visual Inspection: offender housing records, offender classification records</p>	<p>Compliant - Offenders are assigned housing and appropriate custody levels upon intake.</p>	
<p>II-A-013 Prohibition on Youthful Offenders Offenders subject to juvenile jurisdiction are housed in adult facilities only under the conditions established by law. If juveniles are committed to the facility, a plan is in place to provide for the following:</p> <ul style="list-style-type: none"> • Supervision and programming needs of the juveniles to ensure their safety, security, and education; • Classification and housing plans; • Appropriately trained staff. <p>OAS shall be notified of offenders who are under the age of 18 that are sentenced to the DPS&C as an adult for transfer to the appropriate institution.</p> <p>Visual Inspection: admission and housing, offender records, classification records</p>	<p>Compliant - facility does not house youthful offenders.</p>	
<p>II-A-014 Separation in Classification Male and female offenders must be housed in separate rooms/cells with reasonable sight and sound separation.</p> <p>Visual Inspection: offender housing records, offender classification records, diagram of facility showing male/female housing areas</p>	<p>Compliant - male and female offender are housed on separate tiers out of sight and sound of each other.</p>	
<p>II-A-016 Photo Identification The facility shall provide each DPS&C offender with photo identification, which the offender shall carry/wear on their person at all times.</p> <p>Visual Inspection: Offender identification card/wristband.</p>	<p>Compliant - offenders are issued IDs.</p>	
<p>II-A-017 Drug Free Workplace Written policy, procedure, and practice provide for a drug-free workplace, which includes at a minimum pre-employment testing, post-accident testing, reasonable suspicion/probable cause testing, and quarterly random testing of all employees.</p> <p>Visual Inspection: drug testing lab fee bills for drug testing of facility employees (including pre-employment, post accident, reasonable suspicion/probable cause, random).</p>	<p>Compliant - policy in place and drug tests are conducted.</p>	
<p>II-A-018 Offender Drug Testing Written policy, procedure, and practice provide for alcohol/drug testing, both randomly and for probable cause. Facility policy will require that a minimum of 5% of the DPS&C offender population shall be drug tested on a monthly basis.</p> <p>Visual Inspection: Facility log, documentation of alcohol/drug testing of offenders.</p>	<p>Compliant - policy in place and drug tests are conducted.</p>	
<p>II-A-019 Offender Transfers All transfers of DPS&C offenders to other than DPS&C facilities shall be reported to the OAS, at least one day prior to all scheduled transfers and within one business day for all non-scheduled transfers. The DOC offender transfer form shall be submitted by the transferring facility to OAS at least one day prior to the transfer occurring by fax to 225-342-2439 or by email to LocalJailTransfers@la.gov. Offenders should not be transferred to other than DPS&C facilities within 60 days of release, unless for disciplinary reasons.</p> <p>An offender scheduled for an appearance before the Committee on Parole shall not be transferred prior to the scheduled hearing date. However, if the transfer is deemed unavoidable by the Warden due to security concerns, the Warden shall obtain prior approval for an exception from the DPS&C Chief of Operations or designee. Staff from the sending facility shall notify the Committee on Parole as soon as it is known that the offender must be transferred.</p> <p>Visual Inspection: facility logs, documentation of transfers of DPS&C offenders to other than DPS&C facilities</p>	<p>Compliant - transfers are requested through LA DPS&C.</p>	
<p>II-A-020 Frequency of Cell Checks Written policy, procedure, and practice provide secure, safe housing by establishing the frequency of cell checks in all cellblock areas not to exceed four (4) hours. Staff will document these checks in their staff logs.</p> <p>Visual Inspection: Facility logs, documentation of frequency of cell checks.</p>	<p>Compliant - cell checks are performed hourly.</p>	
<p>B. USE OF PHYSICAL FORCE References: ACA CJS 1-2B-01, 1-2B-02, 1-2B-03, 1-2B-05, 1-2B-06, 1-4D-12, Dept. Regs. B-06-001 HC-08/IS-D-HCP33, HC-29/IS-D-HCP40, C-01-008/OP-A-19, C-02-006/OP-A-16, C-03-003/OP-A-3</p>		
<p>II-B-001 Use of Force The use of force is restricted to instances of justifiable self-defense, protection of others, protection of property, and prevention of escapes, and then only as a last resort and in accordance with appropriate statutory authority. Written policy, procedure, and practice govern the use of force and provide that force shall never be used as punishment. When an incident involving use of force with a DPS&C offender results in the termination and/or arrest of an employee, the facility shall immediately report the incident to the DPS&C, Office of Adult Services, telephone number 800-803-8748 during normal business hours or the control center at Elayn Hunt Correctional Center, telephone number 800-842-4399 after hours. In addition, the facility shall provide a written report of the incident to the DPS&C, Chief of Operations within three business days.</p> <p>Visual Inspection: facility records, logs, incident reports, training records</p>	<p>Compliant - Use of Force, when necessary, is documented in occurrence reports.</p>	
<p>II-B-002 Use of Restraints Written policy, procedure, and practice provide that mechanical restraints, such as handcuffs and leg irons, are never applied as punishment. There are defined circumstances under which supervisory approval is needed prior to application. Restraints on offenders for medical and psychiatric purposes are only applied in accordance with policies and procedures approved by the health authority, including:</p> <ul style="list-style-type: none"> • Conditions under which restraints may be applied; • Types of restraints to be applied; • Identification of a qualified medical or behavioral health professional who may authorize the use of restraints after reaching the conclusion that less intrusive measures are not a viable alternative; • Monitoring procedures; • Length of time restraints are to be applied; • Documentation of efforts for less restrictive treatment alternatives; • An after incident review. <p>Visual Inspection: facility records, logs</p>	<p>Compliant - Use of Restraints is never used as a form of punishment. They are used when necessary for the security and safety of the facility.</p>	



	Findings	Response
<p>II-B-002-1 Use of Restraints for Pregnant Offenders Written policy, procedure, and practice complies with the following requirements: Restraints During Pregnancy-Related Transportation</p> <ul style="list-style-type: none"> • Restraints shall not be used on a pregnant offender (1) during any pregnancy related medical distress, (2) while she is being transported to a medical facility or LCIW unless there are compelling grounds to believe that the offender presents either of the following: <ul style="list-style-type: none"> a) An immediate and serious threat of physical harm to herself, staff, or others; b) A substantial flight risk and the offender cannot be reasonably contained by other means. • If restraints are utilized during transportation, the offender shall not be cuffed behind the back or restrained using waist restraints. <p>Visual Inspection: facility records, logs</p>	<p>Compliant - facility does not house pregnant offenders.</p>	
<p>II-B-003 Use of Firearms The use of firearms complies with the following requirements.</p> <ul style="list-style-type: none"> • Weapons are subject to stringent safety regulations and inspections. • A secure weapons locker is located outside the secure perimeter of the facility. • Except in emergency situations, firearms and authorized weapons are permitted only in designated areas to which offenders have no access. • Employees supervising offenders outside the facility perimeter follow procedures for the security of weapons. • Employees are instructed to use deadly force only after other actions have been tried and found ineffective, unless the employee believes that a person's life is immediately threatened. • Employees on duty use only firearms or other security equipment that have been approved by the facility administrator. • Appropriate equipment is provided to facilitate safe unloading and loading of firearms. <p>Visual Inspection: training records, safety regulation and inspection reports, photos of equipment used for unloading and reloading</p>	<p>Compliant - Firearms training is conducted annually.</p>	
<p>II-B-004 Written Reports Written reports are submitted to the facility administrator or designee no later than the conclusion of the tour of duty when any of the following occur:</p> <ul style="list-style-type: none"> • Discharge of a firearm or other weapon • Use of less lethal devices to control offenders • Use of force to control offenders • Offender(s) remaining in restraints at the end of the shift • Emergency distribution of security equipment <p>Visual Inspection: completed reports, facility records and logs</p>	<p>Compliant - reports are submitted in a timely manner.</p>	
<p>C. CONTRABAND/SEARCHES References: ACA CJS 1-2C-01, 1-2C-04, Dept. Reg. C-02-003/OP-A-8</p>		
<p>II-C-001 Procedures for Searches Written policy, procedure and practice guide searches of facilities and offenders to control contraband. Manual or instrument inspection of body cavities is conducted only when there is reasonable belief that the offender is concealing contraband and when authorized by the facility administrator or designee. Health care personnel will conduct manual or instrument inspections in private.</p> <p>Visual Inspection: observation, facility records and logs, offender and staff interviews</p>	<p>Compliant - facility conducts random searches.</p>	
<p>D. ACCESS TO KEYS, TOOLS, UTENSILS References: ACA CJS 1-2D-01</p>		
<p>II-D-001 Key, Tool, and Utensil Control Keys, tools, culinary equipment and medical/dental instruments and supplies (syringes, needles and other sharps) are inventoried and use is controlled. Written policy, procedure and practice govern the control and use of keys, tools, culinary equipment, and medical/dental instruments and supplies.</p> <p>Visual Inspection: documentation of perpetual inventories</p>	<p>Compliant - tools and utensils are inventoried and signed in/out upon use. Facility uses a chit system instead of keys. Letters in file need to be signed. Inventory and sign out sheets need to be added to file for 2019, 2020 and 2021.</p>	
<p>PART III - ORDER</p>		
<p>A. OFFENDER DISCIPLINE References: ACA CJS 1-2A-15, 1-3A-01, 1-6C-02, 1-6C-03, 1-6C-04, Dept. Reg. B-05-001/OP-C-1</p>		
<p>III-A-001 Rules and Discipline Prior to being placed in the general population, each offender is provided with an orientation that includes facility rules and regulations, including access to medical care and the process for applying for restoration of good time. The facility shall follow and provide the DPS&C "Disciplinary Rules and Procedures for Adult Offenders", to the offender population.</p> <ul style="list-style-type: none"> • If the Sheriff or local jail administrator believes that a loss of good time is appropriate, then the incident shall be fully documented and the offender transferred to the DPS&C for a disciplinary hearing to ensure due process in accordance with La. R.S. 15:571.4. The offender must sign and date a statement acknowledging receipt of this information. <p>Visual Inspection: offender records, disciplinary records, receipt of disciplinary rules, documentation of orientation</p>	<p>Compliant - offenders are given a copy of the LA DPS&C Disciplinary Rules and Procedures for Adult Offenders upon intake. Recommend changing intake form to state LA DPS&C Disciplinary Rules and Procedures for Adult Offenders</p>	



PART IV - CARE		
A. FOOD SERVICES		
References: ACA CJA 1-4A-01, 1-4A-02, 1-4A-04, 1-4A-06, Dept. Reg. C-06-001/15-C-1	Findings	Response
IV-A-001 Food Storage Facilities There are sanitary facilities for the storage of all foods that comply with applicable state and/or federal guidelines. Visual Inspection: DHH inspection reports, internal inspection reports	Compliant - Recommend dating photos in file and removing the letters and inspections as they are not relevant to this standard.	
IV-A-002 Food Service Facilities Toilet and hand basin facilities are available to food service personnel in the food preparation area. Visual Inspection: DHH inspection reports, photos	Compliant - toilet and hand basin facilities in food service area are in good working order at the time of this inspection.	
IV-A-003 Food/Dietary Allowances The facility's dietary allowances are reviewed at least annually by a qualified nutritionist or dietician to ensure they meet the national recommended dietary allowances for basic nutrition for appropriate age groups. Menu evaluations are conducted at least quarterly by food service supervisory staff to verify adherence to the established basic daily servings. Written policy, procedure, and practice require that food service staff plan menus and substantially follow the plan. The planning and preparation of all meals shall take into consideration nutritional characteristics and caloric adequacy. The facility shall provide a tray/plate and utensil(s) for each hot meal. Visual Inspection: annual reviews, nutritionist or dietician qualifications, documentation of at least annual review and quarterly menu evaluations	Non-Compliant - recommend adding dated signed menus for 2020 and 2021.	
IV-A-004 Records of Meals Served Written policy, procedure, and practice require that accurate records are maintained of all meals served. Visual Inspection: facility logs	Compliant - Weekly menus are included in file.	
IV-A-005 Denial of Food as Discipline Prohibited Written policy, procedure, and practice preclude the denial of food as a disciplinary measure. Visual Inspection: facility logs	Compliant - policy in place against denial of food for disciplinary purposes, however, facility has had no disciplinary reports for DOC offenders.	
IV-A-006 Food Service Management Written policy, procedure, and practice require that three meals (including two hot meals) are provided under staff supervision at regular meal times during each 24-hour period, with no more than 14 hours between the evening meal and breakfast. Variations may be allowed based on weekend and holiday food service demands provided basic nutritional goals are met. Offenders shall be provided an ample opportunity to eat for each meal. Visual Inspection: records of meals served and times served, facility logs	Compliant - recommend removing temperature logs and adding dated menus for 2019, 2020 and 2021 to file.	
IV-A-007 Therapeutic/Special Diets Therapeutic and/or special diets are provided as prescribed by appropriate clinicians or when religious beliefs require adherence to religious dietary laws. Written policy, procedure, and practice provide for special diets as prescribed by appropriate medical or dental personnel. Visual Inspection: health records, diet records or forms, documentation of warden's approval of religious diet	Non-Compliant - recommend dating menus and adding documentation of therapeutic/special menus for 2020 and 2021.	
IV-A-008 Health Protection for Food Service There is adequate protection for all offenders and staff in the facility and for offenders and other persons working in food service. All persons involved in the preparation of the food receive a pre-assignment inspection by appropriate kitchen staff, to ensure freedom from diarrhea, skin infections, and other illnesses transmissible by food or utensils. Offenders working in food services are monitored each day for health and cleanliness by appropriate kitchen staff. All food handlers are instructed to wash their hands upon reporting to duty and after using toilet facilities. Visual Inspection: inspection reports, completed forms, documentation of daily monitoring for health and cleanliness	Compliant - hygiene and visual inspections done daily. TB tests done annually.	



B. HYGIENE		
References: ACA CJS 1-4B-01, 1-4B-02, 1-4B-03, 1-4B-04, Dept. Reg. B-06-001/HC-34/IS-C-3		
	Findings	Response
<p>IV-B-001 Plumbing Fixtures - Toilets and Washbasins Offenders have access to toilets and washbasins with temperature-controlled hot and cold running water 24 hours per day. Offenders are able to use toilet facilities without staff assistance when they are confined in their cells/sleeping areas.</p> <p>Visual Inspection: maintenance records or reports, inspections, documentation of periodic measurement of water temperature, offender grievances</p>	Compliant - there are toilets and washbasins in each cell and at the end of each tier with 24 hour access.	
<p>IV-B-002 Plumbing Fixtures - Showers Offenders, including those in medical housing units or infirmaries, have access to operable showers with temperature-controlled hot and cold running water 24 hours per day, on a reasonable schedule, (a minimum of three times per week). Water for showers is thermostatically controlled to temperatures ranging from 100 degrees to 120 degrees Fahrenheit.</p> <p>Visual Inspection: maintenance records or reports, inspections</p>	Compliant - cellblock offenders are escorted to shower daily. General Population offender have 24 hour access to showers in tier. Recommend updating pictures as the paint is peeling in the pictures in the file. Paint was not peeling at the time of this inspection.	
<p>IV-B-003 Clothing The facility has an obligation to provide adequate institutional clothing appropriate to the season and the offender's work status, including adequate changes of clothing to allow for regular laundering. The facility may fulfill this obligation by furnishing clothing or permitting the offender to secure and wear his own clothing, except that when the offender does not provide adequate clothing for himself, the facility shall furnish same.</p> <p>Visual Inspection: documentation of clothing issue, documentation of cleaning and storage</p>	Compliant - Offenders are given one jumpsuit upon intake and allowed to exchange them daily.	
<p>IV-B-004 Hygiene/Bedding Issue The facility shall provide adequate bedding and linen, including a clean mattress, sheets, pillow and blanket, not to exclude a mattress with integrated pillow. There are provisions for linen and towel exchange at least weekly. There are provisions for blanket exchange at least monthly.</p> <p>Visual Inspection: documentation of issue and exchange</p>	Compliant - linens are issued at booking and exchanged twice weekly.	
<p>IV-B-005 Personal Hygiene Articles and services necessary for maintaining personal hygiene shall be available to all offenders including items specifically needed for females. Such items shall be provided to any offender (male or female) who is indigent. Each offender shall be provided soap, toilet paper, toothbrush, toothpaste and shaving equipment.</p> <p>Visual Inspection: documentation that items are provided, list of items available</p>	Compliant - hygiene items are given at booking and upon request after that.	
C. CONTINUUM OF HEALTH CARE SERVICES		
References: ACA CJS 1-2A-14, 1-4C-01, 1-4C-03, 1-4C-04, 1-4C-06, 1-4C-07, 1-4C-08, 1-4C-09, 1-4C-10, 1-4C-13, 1-4C-15, 1-4D-01, 1-4D-03, 1-4D-04, 1-4D-06, Dept. Regs. B-06-001/IS-D-2, HC-01/IS-D-HP13, HC-02/IS-D-HCP14, HC-05/IS-D-HCP20, HC-06A/IS-D-HCP41, HC-06B/IS-D-HCP42, HC-06C/IS-D-HCP46, HC-08/IS-D-HCP33, HC-09A/IS-D-HCP22, HC-11/IS-D-HCP34, HC-13/IS-D-HCP16, HC-17/IS-D-HCP7, HC-38/IS-D-HCP30, B-06-003/AM-C-4, C-02-008/OP-C-9, C-05-001/AM-I-4		
	Findings	Response
<p>IV-C-001 Access to Care/Clinical Services At the time of admission/intake, all offenders are informed about procedures to access health services, including any copay requirements, as well as procedures for submitting grievances. Medical care is not denied based on an offender's ability to pay. The facility has a designated health authority with responsibility for health care services. When the health authority is other than a physician, final clinical judgments rest with a single, designated, responsible physician.</p> <p>•Written policy, procedure, and practice provide for the delivery of health care services, including medical, dental and behavioral health services under the control of a designated health care authority who shall be a physician or a licensed or registered health care provider or health agency. Access to these services shall be unimpeded in the sense that correctional staff should not approve or disapprove offender requests for services in accordance with the facility's health care plan. Oral health services include access to diagnostic x-rays, treatment of dental pain, development of individual treatment plans, extractions of non-restorable teeth, and referral to a dental specialist, including an oral surgeon. Specialty non primary clinical services are reviewed by DPSC. The contracts shall be submitted by the</p> <p>•In accordance with R.S. 15:831, DPSC offenders may be assessed a co-payment for receiving medical or dental treatment, including prescription or nonprescription drugs. The co-payment fee schedule shall be approved by the DPSC. Such fee schedule for DPSC offenders housed in local jail facilities shall not exceed the DPSC approved rate in accordance with Dept. Reg. B-06-001 HC-02/IS-D-HCP14, unless prior approval has been granted by the Secretary of the DPSC.</p> <p>•DPSC offenders may be required to file a claim with his/her private medical or health care insurer, or any public medical assistance program, under which he/she is covered and from which the offender may make a claim for payment or reimbursement of the cost of any such medical treatment.</p> <p>Visual Inspection: Documentation that offenders are informed about health care and the grievance system, a health record, medical copayment fee schedule.</p>	Compliant - recommend removing extra parts of policy and orientation manual. Just place what is needed in file. Highlight pertinent information. Update license information (see file IV-C-003). Remove all documentation except 2019, 2020 and 2021.	
<p>IV-C-002 Adequate Equipment and Supplies Adequate equipment and supplies for medical services are provided as determined by the health care authority and are in working order.</p> <p>Visual Inspection: Photos</p>	Compliant - recommend keeping photos and adding something showing who the HCA is and what supply you have on hand. Have policy signed by HCA.	



	Findings	Response
<p>IV-C-003 Provision of Treatment The facility has a designated health authority responsible for health care services. Requests for health services are triaged by health trained persons to ensure that needs are addressed in a timely manner in accordance with the severity of the illness. Written policy, procedure and practice provide that anyone who provides health care services to offenders be licensed, registered or certified as appropriate to their respective professional disciplines. Such personnel shall only practice as authorized by their license, registration or certification. Standing orders are used in the treatment of offenders only when authorized in writing by a physician or dentist. (Standing orders are used in the treatment of identified conditions and for the on-site emergency treatment of an offender.)</p> <p>Visual Inspection: documentation of health authority designation, contract, billing records, sick call request form, a health record, clinical provider schedules, current credentials/licensure</p>	<p>Compliant - need all providers licenses and standing orders.</p>	
<p>IV-C-004 Personnel Qualifications/Credentials Correctional or other personnel who do not have health care licenses may only provide limited health care services as authorized by the responsible health care authority and in accordance with appropriate training. This would typically involve the administration of medication, the following of standing orders as authorized by the responsible health care authority and the administration of first aid/CPR in accordance with POST training. Written policy, procedure and practice approved by the health authority require dispensing and administering prescribed medications by qualified personnel.</p> <p>Visual Inspection: health records, completed medication administration form, personnel records, copies of current credentials or licensure, documentation of compliance with standing orders, health record entries, staff training records</p>	<p>Compliant - need all providers licenses and documentation of pill call training (see IV-C-010)</p>	
<p>IV-C-005 24 Hour Care Written policy, procedure, and practice ensure that offenders have access to 24-hour emergency medical, dental, and mental health services, including on-site first aid, basic life support, and transfer to community based services. This requirement may be met by agreement with a local state hospital, a local private hospital, on-call qualified health care personnel (see IV-C-003), or on-duty qualified health care personnel. Decisions regarding access to emergency medical services shall not be the sole province of correctional or other non-health personnel except in accordance with IV-C-004.</p> <p>Visual Inspection: designated facility, provider lists, transportation logs</p>	<p>Compliant - Only need current year agreements, as you could make them primary documentation. Need to add something in policy in regards to access to emergency medical services not being the sole province of correctional or other non-medical personnel.</p>	
<p>IV-C-006 Health Screens Written policy, procedure and practice require that all DPS&C offenders receive a health screening by health trained or qualified health care personnel upon intake into the facility unless there is documentation of a health screening within the previous 90 days. Screening is conducted in accordance with protocols established by the health authority. If completed by health trained personnel, all intake health screens are to be reviewed by health care personnel as soon as possible. If a facility uses a different screening form, it shall be required to have at a minimum the questions in the Intake Health Care Screening form (IV-C-006-A) provided by DPS&C. The purpose of the health screening is to protect newly admitted offenders who pose a health safety threat to themselves or others from not receiving adequate medical attention. This should include inquiry into:</p> <ol style="list-style-type: none"> 1. Current medical, dental or behavioral health problems and communicable diseases; 2. Current treatment plan; 3. Current medications, including psychotropic; 4. History of hospitalization; 5. Suicidal risk assessment; 6. Use of alcohol or other drugs including need for possible detoxification; 7. Possibility of pregnancy; 8. Observation of the following: <ol style="list-style-type: none"> a. Appearance and behavior; b. Body deformities and other physical abnormalities; c. Ease of movement; d. Current physical traumas or characteristics and a determination of whether or not the offender should be recommended for immediate transfer to the DS&C for appropriate care; e. Any physical impairment (hearing, vision, mobility) or other disability which would impede the offender's access to programs or services. Offenders identified with such an impairment or disability shall be transferred to the DPS&C for further evaluation and determination of appropriate housing placement. [Reference 2008 Resolution Agreement: US DOJ and LA DPS&C.] 9. Current health insurance. <p>Visual Inspection: health records, completed screening form, transfer logs</p>	<p>Compliant - Need completed medical intake form, not booking information. Ensure that all bullets of standard are in policy and on form.</p>	
<p>IV-C-006-1 Pregnancy Management Written policy, procedure and practice require that all pregnant offenders have access to obstetrical services by a qualified provider. The local jail facility shall notify the Department's Medical Director, when a DPS&C offender is pregnant to ensure proper placement or if transfer to a DPS&C facility is necessary.</p> <p>Visual Inspection: written policy and procedure, health record where pregnant offender received obstetrical services by a qualified provider, notification to DPS&C when DPS&C offender is pregnant, transfer logs</p>	<p>Compliant - facility does not house pregnant offenders.</p>	



	Findings	Response
<p>IV-C-007 Communicable Disease and Infection Control Program Communicable diseases are managed in accordance with a written plan approved by the health authority in consultation with local public health officials. The plan includes for the screening, surveillance, treatment, containment, and reporting of infectious diseases. The plan shall comprise of testing to detect communicable diseases, including TB testing within 14 days of arrival at the facility. If there is documented evidence of TB testing within the last 12 months, new testing is not required. Qualified health care staff will evaluate for signs and symptoms of TB. Infection control measures include the availability of personal protective equipment for staff and hand hygiene promotion throughout the facility. Procedures for handling biohazardous waste and decontaminating medical and dental equipment must comply with applicable local, state and federal regulations.</p> <p>Visual Inspection: health records, clinic visit logs, documentation of waste pick up and/or cleaning logs</p>	<p>Compliant - TB testing done within 14 days of arrival. Recommend placing something in policy that refers to handling biohazards.</p>	
<p>IV-C-008 Annual TB Testing Written policy, procedure and practice require annual testing or medical evaluation for signs and/or symptoms of tuberculosis on all offenders. Annual TB testing will be provided at no cost to the offender. The facility's designated health care authority shall contact the DPS&C Medical Director, telephone number 225-342-1320, when an offender's test for medical signs and/or symptoms of tuberculosis is reported positive. The DPS&C Medical Director will determine if the offender requires physician or mid-level evaluation, based on the reported positive signs or symptoms.</p> <p>Visual Inspection: health records</p>	<p>Compliant - need to add verbage to policy in regards to annual testing.</p>	
<p>IV-C-009 Chronic Care Program Offenders with chronic conditions, such as diabetes, hypertension and mental illness receive periodic care by a qualified health care provider in accordance with individual treatment plans, inclusive as deemed appropriate by the respective health care provider. For offenders whose chronic disease cannot be reasonably managed by the local jail facility, a Medical Transfer Request for DOC Offenders at Local Facilities Form C-05-004-B may be submitted to the ARDC.</p> <p>Visual Inspection: health records</p>	<p>Compliant - update licenses and remove excess documentation in S2. Only need 2019, 2020 and 2021.</p>	
<p>IV-C-010 Pharmaceuticals Written policy, procedure, and practice approved by the health authority provide for the proper management of pharmaceuticals. Offenders are provided medication as prescribed.</p> <p>Visual Inspection: health records, completed medication administration forms, inventories</p>	<p>Compliant - policy needs to state who HCA is. Recommend replacing all documentation with inventory checks for three years.</p>	
<p>IV-C-011 First Aid Kits First aid kits are available in areas of the facility as designated by the responsible health care authority and shall be immediately accessible to housing units.</p> <p>Visual Inspection: location of first aid kits within the facility</p>	<p>Compliant - leave policy in file replace documentation with diagram or photos showing where they are located.</p>	
<p>IV-C-012 Access to Sick Call There is a process for all offenders to initiate requests for health services on a daily basis. Written policy, procedure and practice require that sick call is conducted by a physician and/or other qualified health care personnel who are licensed, registered or certified as appropriate to their respective professional discipline and who practice only as authorized by their license, registration or certification. Sick call shall be available to all offenders as follows: •Facilities with fewer than 100 offenders - 1 time per week; •Facilities with 100 to 300 offenders - 3 times per week; •Facilities with more than 300 offenders - 4 times per week. If an offender's custody status precludes attendance at sick call, then arrangements shall be made to provide such services in the place of the offender's detention.</p> <p>Visual Inspection: written policy and procedure</p>	<p>Compliant - recommend placing sick call requests in file. Remove S2 and S3.</p>	
<p>IV-C-013 Infirmary Care If infirmary care is provided onsite, it complies with applicable state regulations and local licensing requirements. Provision include 24 hour emergency on-call consultation with a physician, dentist and mental health professional. Written policy, procedure and practice provide that any offender who is identified as requiring a medical, dental or mental health need for which care is not readily available from the local facility, shall be immediately transferred to DPS&C. It is particularly important that smaller facilities recognize the commitment of the DPS&C to accept into their custody any state offender whose condition is problematic.</p> <p>Visual Inspection: admission or inpatient records, staffing schedule, completed form C-05-004-B</p>	<p>Compliant - recommend removing licenses for anyone who is not a current HC provider.</p>	
<p>IV-C-013-1 Medical Releases (Medical Parole, Medical Treatment Furlough, Compassionate Release) Any offender sentenced to DPS&C custody that meets the medical criteria to be released on Medical Parole, Medical Treatment Furlough or Compassionate Release may be considered after submission of the required documentation in accordance with the corresponding Dept. Reg. to the DPS&C's Chief Nursing Officer via email to MedicalDirector@corrections.state.la.us or by fax to 225-342-7240.</p> <p>Visual Inspection: health records, documentation of approval of DPS&C's Chief Nursing Officer</p>	<p>Compliant - facility has not had any medical releases.</p>	
<p>IV-C-014 Suicide Prevention and Intervention There is a written suicide prevention and intervention program that is approved by a behavioral health professional who meets the educational and license/certification criteria specified by his/her respective professional discipline. The program must include specific procedures for handling intake, screening, identifying and continually supervising the suicide-prone offender. Observation of the suicide-prone offender will vary from continual observation to intervals no greater than fifteen (15) minutes. All staff with responsibility for offender supervision are trained in the implementation of the program.</p> <p>Visual Inspection: health records, documentation of staff training, documentation of observation of suicide watches.</p>	<p>Compliant - recommend removing one of the policies from the file. Only need current statement of fact. In P4, just need 3 years documentation. Also, need to state times on watch.</p>	



	Findings	Response
<p>IV-C-015 Offender Deaths Written policy, procedure and practice specify and govern the actions to be taken in the event of an offender's death, which includes notification of the coroner of all offender deaths. All attempts to contact the coroner regarding any death shall be thoroughly documented. Such procedures shall also include the reporting requirements as outlined in BJJG 1-C-001. In addition, a written report of all offender deaths shall be submitted to DPS&C on Form C-05-001-X (via email to catanotify@corrections.state.la.us or via fax to 225-342-3349).</p> <p>Visual Inspection: notification, reporting requirements, report to DPS&C</p>	<p>Compliant - policy in place in regards to notification and documentation of deaths.</p>	
<p>IV-C-016 Notification A visit with an immediate family member when the offender is admitted to an ICU or trauma center due to a serious bodily injury or due to being a terminally ill offender for the duration of the offender's admission to the ICU or trauma center, unless the Warden or designee provides written notice within 6 hours of the offender's admission to the ICU or trauma center to any immediate family member seeking visitation why such visitation cannot be granted, pursuant to La. R.S. 15:833(A) and Dept. Reg. C-02-008: •If the offender's admission to the ICU or trauma center occurs between 8:00 pm and 4:00 am, the Warden or designee shall provide the required written notification within 24 hours of the time the serious bodily injury occurred. •Pursuant to La. R.S. 15:833(A), the Warden or designee shall attempt to notify the offender's immediate family within 8 hours of the medical decision to transport the offender to the ICU or trauma center. •Based on extenuating circumstances the Warden or designee may extend the definition of an offender's immediate family member</p> <p>Visual Inspection: notification records</p>	<p>Compliant - Only need your current statement of fact. Remove all other documentation. You can state all three years on current statement of fact, if applicable.</p>	
<p>D. HEALTH SERVICES STAFF References: ACA CJS 1-4D-02, 1-4D-04, 1-4D-05, 1-4D-07, 1-4D-08, 1-4D-09, 1-4D-10, 1-4D-17, 1-4D-18, Dept. Regs. B-06-001/HC-24/ISD-HCP44, HC-25/IS-D-HCP9, HC-26/IS-D-HCP10, HC-33/AM-D-5</p>		
<p>IV-D-001 Health Care Quarterly Meetings The health authority meets with the facility administrator at least quarterly.</p> <p>Visual Inspection: documentation of meetings</p>	<p>Compliant - healthcare meetings are held monthly.</p>	
<p>IV-D-002 Research Written policy, procedure, and practice prohibit offender participation in pharmaceutical, medical, or cosmetic experiments. This policy does not preclude individual treatment of an offender based on his/her needs using a specific medical procedure that is not generally available.</p> <p>Visual Inspection: written policy and procedure</p>	<p>Compliant - policy in place prohibiting offender participation in experimental research.</p>	
<p>IV-D-003 Health Care Personnel/Job Descriptions Health care staff work in accordance with professional specific job descriptions approved by the health authority.</p> <p>Visual Inspection: job descriptions</p>	<p>Compliant - job descriptions for HC staff are approved by HC authority.</p>	
<p>IV-D-004 Confidentiality of Health Information Information about an offender's health status is confidential. Nonmedical staff only have access to specific medical information on a "need to know" basis in order to preserve the health and safety of the specific offender, other offenders, volunteers, visitors, or correctional staff. An individual health record is maintained for all offenders in accordance with policies and procedures established by the health authority. The health record is made available to, and is used for documentation for all health care personnel. The active health record is maintained separately from the confinement case record and access is controlled. When an offender is transferred to DPS&C or another local facility, the offender's medical record is transferred as well.</p> <p>Visual Inspection: health records, completed consent forms, completed refusal forms</p>	<p>Compliant - only need three years documentation. Place photo in file showing where files are located.</p>	
<p>IV-D-005 Informed Consent Informed consent standards of the jurisdiction are observed and documented for offender care in a language understood by the offender. In the case of minors, the information consent of a parent, guardian or legal guardian applies when required by law. Offenders routinely have the right to refuse medical interventions. When health care is rendered against an offender's will, it is in accordance with state laws and regulations. Involuntary administration of psychotropic medications to offenders may only be accomplished by DPS&C.</p> <p>Visual Inspection: health records, completed consent forms, completed refusal forms</p>	<p>Compliant - make sure forms used for documentation are complete.</p>	
<p>IV-D-006 Emergency Response Emergency medical care, including first aid and basic life support, is provided by all health care professionals and those health-trained correctional staff specifically designated by the facility administrator. All staff responding to health emergencies are trained in CPR. The health authority approves policies and procedures that ensure that emergency supplies and equipment, including automatic external defibrillators (AEDs) are readily available and in working order.</p> <p>Visual Inspection: verification of training, records and certificates</p>	<p>Compliant - emergency response training done annually.</p>	
<p>IV-D-007 Internal Review/Quality Assurance The health authority approves policies and procedures for identifying and evaluating major risk management events related to offender health care, including offender deaths, preventable adverse outcomes and serious medication errors.</p> <p>Visual Inspection: evaluation of major risk management events</p>	<p>Compliant - place healthcare policy in file showing show HCA is.</p>	



E. SEXUAL ASSAULT		
References: ACA CIS 1-4D-13, 1-4D-15, 1-4D-16, Dept. Regs. A-04-002/PS-D-3, C-01-022/OP-A-15		
	Findings	Response
<p>IV-E-001 Alleged and Substantiated Sexual Assaults Written policy, procedure and practice provide for the prevention, detection, response, reporting and investigation of alleged and substantiated sexual assaults. (PREA) Information provided to offenders about sexual abuse/assault includes: •Prevention/intervention; •Self-protection; •Reporting sexual abuse/assault; •Treatment and counseling. When the occurrence/allegation of sexual assault or threat involves a DPS&C offender, the facility shall report the incident to DPS&C immediately, as outlined in BJC I-C-001. An investigation is conducted and documented whenever a sexual assault or threat is reported. Investigative reports, that include DPS&C offenders, shall be submitted to appropriate DPS&C Regional Team Leader on Form C-01-022-E. Victims of sexual assault are referred under appropriate security provisions to a community facility for treatment and gathering of evidence.</p> <p>Visual Inspection: documentation of reports to DPS&C, investigative reports</p>	<p>Compliant - need to add verbage in relation to standard, remove blank forms if doing statement of fact. Remove excess documentation.</p>	

PART V - OFFENDER PROGRAMS AND ACTIVITY		
A. OFFENDER OPPORTUNITIES FOR IMPROVEMENT		
References: ACA CIS 1-5A-01, Dept. Reg. B-08-004/PS-F-1		
	Findings	Response
<p>V-A-001 Volunteers/Registration There is an official registration and identification system for volunteers. Visual Inspection: activity schedules, facility logs</p>	<p>Compliant - policy in place in relation volunteers</p>	
<p>V-A-002 Volunteer Services A current schedule of volunteer services is available to all offenders and is posted in appropriate areas of the facility. Visual Inspection: activity schedules, facility logs</p>	<p>Compliant - Schedule of volunteer services is available to offenders when applicable.</p>	
<p>V-A-003 Programs and Services Written policy, procedure and practice provide for the availability of offender programs, services and counseling. Such programming may be obtained from acceptable internal or external sources which should include, at a minimum, assistance in obtaining individualized educational program instruction at a variety of levels. The local jail facility shall maintain class files on all DPS&C approved programming, whether the program is administered by DPS&C or other staff. The class files should include at a minimum: 1. Screening of offender(s) for program placement; 2. Offender application to program; 3. Program sign-in sheets and/or attendance rosters; 4. Signed copy of CTRP credit forms; 5. Documentation for staff oversight if program is not administered and/or overseen by DPS&C staff. Visual Inspection: activity schedules, facility logs</p>	<p>Compliant - place a letter in file in regards to offenders being transferred when requesting programming, since it is not offered at your facility. Also, add a copy of the policy, if you have one.</p>	
<p>V-A-003-1 Educational Programming The DPS&C and the facility encourage educational programming which includes: 1. Adult Basic Education and/or Literacy 2. Industry Based Certification Training 3. Pell-eligible Post-Secondary Training Any planned or proposed programs for education in local jail facilities that house DPS&C offenders shall be submitted to the DPS&C Education Director. Visual Inspection: activity schedules, facility logs</p>	<p>Compliant - place a letter in file in regards to offenders being transferred when requesting education, since it is not offered at your facility. Also, add a copy of the policy, if you have one.</p>	



<p>B. PROGRAMS References: ACA CJS 1-4C-02, 1-5B-01, 1-5B-01-1, 1-5B-01-2, 1-5B-01-3, 1-5B-02, 1-5B-02-1, 1-5B-02-2, 1-5B-04, 1-5C-01, 1-5C-04, 1-5C-06, Dept. Regs A-04-002/PS-D-3, B-02-001/IS-B-1, B-06-001/HG-17/IS-D-HCP7, B-08-005/PS-E-1, B-08-013/PS-C-1, B-09-003/AM-C-2, C-01-012/PS-I-1, C-02-008/OP-C-9, C-02-009/OP-C-7</p>	Findings	Response
<p>V-B-001 Releasing Offenders Procedures for releasing offenders from the facility include, but are not limited to, the following: •Return of personal property, to include any govt. issued ID (i.e., driver's license) that may have been collected from the offender during the intake process. •Provide offender with/and have him/her sign for any reentry transition document envelopes and all its contents. •Provision of a listing of available community resources. •Consideration by the prescribing health care practitioner for a provision of a 5-day supply of current maintenance medication (medication prescribed to stabilize a chronic medical or behavioral health illness), along with a prescription for a thirty (30) day of medication upon transfer or discharge. •Prior to release, offenders with serious medical and behavioral health conditions are referred to available community services. Appropriate health information is shared with the new providers in accordance with consent requirements. •Provision of adequate street clothing for indigent offenders. Offender shall not release in any prison issued attire, including but not limited to jumpsuits, striped scrubs, or stenciled clothing. Visual Inspection: completed release forms and documents, facility records and logs, offender records</p>	Compliant - policy in place in regards to releasing offenders.	
<p>V-B-002 Visiting Written policy, procedure and practice govern visiting. The number of visitors an offender may receive and the length of the visits may be limited only by the facility's schedule, space and personnel constraints or when the facility administrator can present clear and convincing evidence that such visitation jeopardizes the safety and security of the facility. Conditions under which visits may be denied and visitors may be searched are defined in writing. Provisions are made for special visits in accordance with Dept. Reg. C-02-008. Visual Inspection: activity schedule, facility logs</p>	Compliant - policy in place in regards to visitation.	
<p>V-B-003 Library Services Written Reading materials shall be available to offenders on a reasonable basis. Visual Inspection: activity schedule, facility logs</p>	Compliant - reading materials are available to offenders.	
<p>V-B-004 Religious Programs Written policy, procedure and practice define and provide reasonable offender opportunity for religious practice. Visual Inspection: documentation of offender religious activities, activity schedule</p>	Compliant - policy in place in regards to religious practices.	
<p>V-B-005 Exercise and Recreation Access Offenders have access to exercise and recreation opportunities. Written policy, procedure, and practice provide for exercise opportunities adequate to ensure major muscle activity. Outdoor exercise shall be available on a regular basis (at least three times per week-weather permitting) for state inmates. If a state offender requires special management or has security supervision needs which preclude the opportunity for outdoor exercise at a facility, then he shall be transferred to the DPS&C. If a facility based on location, or other legitimate concern, does not make provision for outdoor exercise, then compensating, dedicated exercise facilities of adequate size to provide three exercise opportunities per week shall be available. Visual Inspection: activity schedule, facility logs</p>	Compliant - Offenders are allowed to go on the rec yard twice daily, weather permitting. Recommend adding photo of rec yard.	
<p>V-B-006 Transitional Work Program/Standard Operating Procedures Transitional Work programs shall be operated in accordance with the Standard Operating Procedures for Offender Work Release Programs established by the DPS&C. Visual Inspection: DPS&C monitoring report</p>	N/A	
<p>V-B-007 Participation in Transitional Work Programs Participation in transitional work programs by state offenders shall comply with R.S. 15:711 and DPS&C Department Regulation No. B-02-001 "Assignment and Transfer of Offenders." Specific approval by the Secretary of DPS&C is required prior to program assignment of state offenders. Refer to Standard Operating Procedures for Offender Transitional Work Programs. Visual Inspection: approval for participation by the Secretary of DPS&C</p>	N/A - If you have transferred anyone to TWP, you could place transfer order in file.	
<p>V-B-008 Offender Work Program Participation in offender work programs by state offenders shall comply with the provision of R.S. 15:708 (parish jails) or R.S. 15:832 (police maintenance). Visual Inspection: offender voluntary participation, sheriff's approval of work program request, facility logs</p>	Compliant - medium custody cannot be trustee. May want to add regulation or verbage with trustee criteria.	



	Findings	Response
V-B-009 Approval for Transitional Work Programs Any Sheriff interested in operation of a TWP facility shall obtain prior approval from the Chief of Operations. Refer to Standard Operating Procedures for Offender Transitional Work Programs. Visual Inspection: approval of Chief of Operations	N/A	
V-B-010 Proposed Expansions Any planned or proposed expansions for transitional work program or jail facilities that house DPS&C offenders shall be submitted to the Secretary of the DPS&C and the Executive Director of the LSA for consideration and approval. Visual Inspection:	Compliant - no proposed expansions at this time.	
V-B-011 Mail and Correspondence Any Offenders may send and receive mail. Indigent offenders receive a specified postage allowance. Offenders are notified in writing when incoming or outgoing letters are withheld in part or in full. Written policy, procedure, and practice govern offender correspondence. Visual Inspection: documentation that offenders are notified when mail is withheld, documentation of justification for reading or rejecting mail	Compliant - Offenders are allowed to send and receive mail. Proper notification is given to offenders.	
V-B-012 Packages and Publications Written policy, procedure and practice govern offender access to publications and packages from outside sources. Visual Inspection: documentation that offenders are notified when mail is withheld, documentation of justification for reading or rejecting mail	Compliant - Offenders are allowed to receive packages. Proper notification is given to offenders.	

C. REENTRY		
References: Dept. Regs. B-01-001/IS-B-6, B-01-002/BOP3, B-01-004/IS-B-7, B-06-001/HG-40/IS-D-HCP31	Findings	Response
V-C-001 Substance Abuse Programs The facility encourages offender participation in substance abuse programs when available. Visual Inspection: facility log, activity schedule	Compliant - if you have any offenders who transferred out for this reason, place transfer order in file.	
V-C-002 Reentry Programs The DPS&C and the facility encourages reentry programming which includes: 1. Employment opportunities through work release; 2. At least two forms of valid identification upon release; 3. The development of a residential plan prior to release; 4. Referral to community based service providers upon release; 5. Where feasible, recommend DPS&C offenders receive 100 hours of pre-release training at a regional reentry center prior to transfer to a TWP, or release from custody. The local jail facility shall maintain reentry transition document envelopes for all DPS&C offenders, which include at a minimum, if applicable: 1. Any valid forms of identification; 2. Prescriptions and Medicaid card; 3. Community service referrals. Visual Inspection: documentation of employment opportunity, documentation of two forms of identification, residential plan	Compliant - Need documentation of release identification (SS card, Birth Certificate, State ID)	
V-C-003 Pre-Parole Preparation The facility shall complete Form B-01-004-C, Pre-Parole LARNA II Questionnaire for Local Jail Facilities, and submit via e-mail to DPS&C HQ at LOCALlarna@corrections.state.la.us or by fax to 225-342-0929 within the first two weeks of the month preceding the scheduled hearing. Visual Inspection: offender record, completed questionnaire	Compliant - need completed LARNA in file. Removed blank forms.	
V-C-004 Parole Board Procedures The facility Warden or his/her designee, of the local level facility in which the offender is housed, shall be present to provide information to members of the Parole Board regarding the offender's progress and disciplinary infractions during incarceration. Visual Inspection: offender record, trip log, documentation showing facility Warden or designee presence at parole board	Compliant - Leave note, remove all other documentation.	

PART VI - JUSTICE		
A. OFFENDER'S RIGHTS		
References: ACA CJS 1-6A-01, 1-6A-02, 1-6A-03, 1-6A-06, Dept. Reg. C-01-004/OP-C-10	Findings	Response
VI-A-001 Access to Courts/Access to Legal Materials Written policy, procedure, and practice ensure the right of offenders to have access to courts. This includes reasonable access to legal reference materials or access to legal or paralegal assistance. Illiterate offenders shall be provided the assistance of a fellow offender or be furnished adequate assistance from the facility staff or other persons who have a legitimate connection with the legal issues being pursued. If an offender's requirements in this area are significant and complex, exceeding the capability of the local facility to meaningfully provide assistance, then the inmate shall be transferred to the DPS&C. Visual Inspection: facility log	Compliant - policy in place in regards to access to courts and legal materials.	
VI-A-002 Access to Counsel Written policy, procedure, and practice ensure offenders' confidential access to counsel. Such contact includes, but is not limited to telephone communications, uncensored correspondence and visits. Visual Inspection: facility log, record of attorney interviews	Compliant - policy in place in regards to access to counsel.	
VI-A-003 Protection from Abuse Written policy, procedure, and practice protect offenders from personal abuse, corporal punishment, personal injury, disease, property damage, or harassment. Visual Inspection: facility log, incident reports, staff training records	Compliant - policy in place in regards to protection from abuse, corporal punishment, injury, disease, property damage and harassment.	



B. FAIR TREATMENT OF OFFENDERS		
References: ACA CJS 1-2A-16, 1-4C-01, 1-6B-01, 1-6B-02, Dept. Reg. B-05-005/OP-C-13		
	Findings	Response
<p>VI-B-001 Discrimination Written policy, procedure, and practice provide that program access and administrative decisions are made without regard to offenders' race, religion, national origin, gender, sexual orientation, or disability.</p> <p>Visual Inspection: facility records, grievances, activity logs</p>	Compliant - policy in place against discrimination of any kind.	
<p>VI-B-002 Grievance Process Offenders have reasonable access to a grievance remedy procedure that includes at least two levels of review if necessary. The grievance remedy procedure shall be an administrative means through which an offender may seek formal review of a complaint which relates to any aspect of his imprisonment if less formal procedures have not resolved the matter. Such complaints and grievances include, but are not limited to, actions pertaining to conditions of confinement, personal injuries, medical complaints, time computations, the classification process, or challenges to rules, regulations, or policies. Through this procedure, offenders shall receive reasonable responses within a specified time period and where appropriate, meaningful remedies.</p> <p>Visual Inspection: grievances</p>	Compliant - Grievance process consists of three levels of review.	

PART VII - ADMINISTRATION AND MANAGEMENT		
A. RECRUITMENT, RETENTION AND PROMOTION		
References: ACA-CJS 1-1A-01, 1-1B-01, 1-1C-01, 1-1C-07, 1-4C-13, 1-4D-05, 1-4D-14, 1-7B-02, 1-7B-04, 1-7B-06, Dept. Regs. A-02-028/AM-F-22, C-01-008/OP-A-19		
	Findings	Response
<p>VII-A-001 Training and Staff Development The facility conducts or participates in a training program which includes orientation for all new employees (appropriate to their job) prior to assuming a position or post. Such training must include:</p> <ol style="list-style-type: none"> 1. Security procedures; 2. Hostage procedures – including staff roles and safety; 3. Fire and emergency plan/ procedures; 4. Suicide precaution and signs of suicide risks; 5. Use of force policies; 6. Inmate rules and regulations; 7. CPR and first aid; 8. Requirements of the Prison Rape Elimination Act (PREA); 9. Employees whose duties are the care, custody and control of offenders must complete the Peace Officers Standards and Training (POST) Level 3 certification training program, which consists of the ACA core curriculum, within one year of employment. <p>Visual Inspection: lesson plans, staff training records</p>	Compliant - staff training done upon hire and annually.	
<p>VII-A-002 Weapons Training All personnel authorized to use firearms and less-than-lethal weapons must demonstrate competency at least annually. Training includes decontamination procedures for individuals exposed to chemical agents.</p> <p>Visual Inspection: personnel records, training records</p>	Compliant - weapons training done upon hire and annually.	



B. FACILITY ADMINISTRATION		
References: ACA CS 1-4D-02, 1-7D-01, 1-7D-03, Dept. Reg. C-05-001/AM-1-4	Findings	Response
VII-B-001 Authority There is a statute or constitutional provision authorizing the establishment of the local jail facility or its parent agency. Visual Inspection:	Compliant - facility operates under the authority of the Allen Parish Sheriff's Office.	
VII-B-002 Legal Assistance for Staff Written policy, procedure and practice specify the circumstances and methods for the facility administrator and other staff to obtain legal assistance as needed in the performance of their duties. Visual Inspection: personnel or training records	Compliant - staff is provided legal assistance as needed where it pertains to their job duties.	
VII-B-003 Independent Financial Audit Written policy, procedure and practice provide for an independent financial audit of the facility. This audit is conducted annually or as stipulated by statute or regulation. Visual Inspection: annual audit	Compliant - Independent Financial Audits done annually.	
VII-B-004 Facility Insurance Written policy, procedure and practice provide for comprehensive facility insurance coverage. Visual Inspection: insurance policy	Compliant - Facility has adequate insurance coverage.	
VII-B-005 Offender Funds Offenders' personal funds held by the facility are controlled by generally accepted accounting principals (GAAP). Any interest earned, other than operating funds, accrues to the benefit of the offenders. Visual Inspection: offender records	Compliant - offender funds are controlled by GAAP.	
VII-B-006 Organization Written policies and procedures describe all facets of facility operation, maintenance and administration are reviewed annually and updated as needed. New or revised policies and procedures are disseminated to staff. A file for each guideline shall be maintained with documentation (primarily written) to support compliance. Visual Inspection: annual reviews, dissemination to staff	Compliant - facility operates under the authority of the Allen Parish Sheriff's Office.	
VII-B-007 Annual Compliance Statement Written policy, procedure and practice demonstrate that the facility shall submit an annual statement confirming continued compliance with the BJG to the appropriate DPS&C Regional Team Leader. This statement, submitted by January 31st each year, is in writing and shall include: 1. A copy of the current Fire Marshal Report; 2. A copy of the current Health Inspection Report; 3. Any proposed or projected expansions; 4. Any rehabilitative programs that are available; 5. Summary of any re-entry initiatives/programs implemented by the facility. Visual Inspection: annual statement	Compliant - Annual Compliance Statements are submitted in a timely manner.	
VII-B-008 Monthly Reporting Written policy, procedure and practice ensure that any facility with DPS&C offenders report activities to the Chief of Operations on a monthly basis in accordance with Dept. Reg. C-05-001/AM-1-4. These reports shall be submitted on automated reporting forms provided by the DPS&C, no later than the 15th day of the month for the previous month's activities. Automated reporting shall be completed, by the appropriate DPS&C Regional Team Leader, no later than the 20th day of the month for the previous month's activities. Visual Inspection: monthly report	Compliant - Monthly reports are submitted in a timely manner.	
VII-B-009 Staff Meetings Written policy, procedure and practice provide for regular meetings between the Sheriff, facility administrator, or designee and all department heads. There is formal documentation that such meetings are conducted at least monthly. Visual Inspection: staff meeting minutes/notes	Compliant - Staff meetings held monthly.	
C. REASONABLE ACCOMMODATION		
References: ACA CS 1-7E-01	Findings	Response
VII-C-001 Facility Equipment/Reasonable Accommodation Reasonable accommodations is made to ensure that all parts of the facility are accessible to the public are accessible and usable by staff and visitors with disabilities. Visual Inspection:	Compliant - facility is handicap accessible.	



INSPECTION REPORTS		
DEPARTMENT	Deficiencies	Corrective Action Taken
Fire Marshall Date of Current Report: 02/01/2021 Maximum Capacity: 196	No apparent deficiencies noted at the time of inspection.	
DHH - Health Date of Current Report: 12/16/2019 Maximum Capacity:		
DHH - Retail Food Date of Current Report: 12/16/2019	Food storage; water pressure; non-food contact surfaces of equipment dirty; walls not in good repair. The inspector has not been out since 2019 due to covid.	