

Department of Public Safety & Corrections
State of Louisiana

JOHN BEL EDWARDS
GOVERNOR

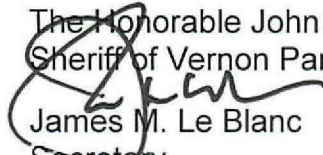


JAMES M. LE BLANC
SECRETARY

May 11, 2022

MEMORANDUM

TO: The Honorable John S. "Sam" Craft
Sheriff of Vernon Parish

FROM: 
James M. Le Blanc
Secretary

RE: "Basic Jail Guidelines" Monitoring Report

Please see the attached monitoring report regarding the Basic Jail Guidelines (BJG) annual inspection that was conducted at Vernon Parish Jail on April 22, 2022. The facility continues to provide a secure, safe, and stable environment for DOC offenders in their custody. We will continue with annual monitoring visits with a waiver.

Thank you for your support of the BJG process.

JML/mw

Attachment

c: Mike Ranatza, Executive Director, Louisiana Sheriffs' Association
Brad Conn, Warden, Vernon Parish Jail
Seth Smith, Chief of Operations
Marcus Myers, Warden
Chad Firmin, BJG Team Leader



BJG MONITORING REPORT

 X Annual, Semi-Annual, Quarterly, Monthly, or Recert with Waiver

Rev. 03/22/2022 mw

Facility Name: Vernon Parish Jail
BJG Team Leader & Monitors: Major Chad Firmin RLCC
Facility Warden & Email Address: Warden Brad Conn bconn@vpso.org
Facility Staff: Connie Williams
BJG Inspection Date: April 22, 2022
Previous BJJ Inspection Date: April 15, 2021
Operational Capacity: 152
Count on Day of Visit: 126

Concerns or Issues from the previous BJJ Monitoring Inspection:

None

| | # MALE | # FEMALE | TOTAL |
|----------------------------------|--------|----------|-------|
| Number of DOC Offenders | 8 | 0 | 8 |
| Number of Local Offenders | 100 | 18 | 118 |
| Number of Out of State Offenders | 0 | 0 | 0 |
| Number of Federal Offenders | 0 | 0 | 0 |
| Number of ICE Detainees | 0 | 0 | 0 |
| TOTAL | 108 | 18 | 126 |

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 21 | 0 | 0 | 0 | 0 |
| May 21 | 0 | 0 | 0 | 0 |
| June 21 | 0 | 0 | 0 | 0 |
| July 21 | 0 | 0 | 0 | 0 |
| August 21 | 0 | 0 | 0 | 0 |
| September 21 | 0 | 0 | 0 | 0 |
| October 21 | 0 | 0 | 0 | 0 |
| November 21 | 0 | 0 | 0 | 0 |
| December 21 | 0 | 0 | 0 | 0 |
| January 22 | 0 | 0 | 0 | 0 |
| February 22 | 0 | 0 | 0 | 0 |
| March 22 | 0 | 0 | 0 | 0 |

SEIZURE FINDINGS: (Please list monthly since the previous BJJ monitoring visit.)

| Month/Year | Illicit Substance | Alcohol | Weapon | Cell Phone | Other |
|--------------|-------------------|---------|--------|------------|----------------------|
| April 21 | 0 | 0 | 0 | 0 | 0 |
| May 21 | 0 | 0 | 0 | 0 | 1 tobacco |
| June 21 | 0 | 0 | 0 | 0 | 3 tobacco |
| July 21 | 0 | 0 | 0 | 0 | 1 tobacco |
| August 21 | 0 | 0 | 0 | 0 | 2 tobacco |
| September 21 | 0 | 0 | 0 | 0 | 4 tobacco |
| October 21 | 0 | 0 | 0 | 0 | 2 cigarettes |
| November 21 | 0 | 0 | 0 | 0 | 1 dip, 1 razor blade |
| December 21 | 0 | 0 | 0 | 0 | 0 |
| January 22 | 0 | 0 | 0 | 0 | 0 |
| February 22 | 0 | 0 | 0 | 1 | 2 cigarette lighters |
| March 22 | 0 | 0 | 0 | 0 | 0 |

GENERAL APPEARANCE, CLEANLINESS, AND COMMENTS OF THE FACILITY:**Living Area:**

- **Dorms** – The dorms and living areas are clean. All offender beds have mattresses with sheets and blankets. Offender property stored properly.
- **Cell Block** – The lockdown cells are clean. The cells are used for pre-trial and arrestees. There were no DOC offenders in lockdown cells on the day of the audit.

Culinary/Dining:

The jail does not have a dining hall. The food is prepared in the kitchen and placed on carts and delivered to the housing units. The kitchen area is clean. The kitchen utensils are stored in a locked cabinet with the inventory in the cabinet. Utensils are being signed in and out. Temperature logs for coolers, freezers and hot water temperatures for the dish washer are logged. Food dated and stored properly.

Bathrooms:

The bathrooms are clean and in working condition. Hot water available for employee and offender use. There is some paint peeling in the shower areas throughout the jail.

Yard Areas:

The yard area is clean and consist of a fenced in concrete area. Offenders are given recreation opportunities throughout the week.

Maintenance:

There is no maintenance department at the jail. Maintenance is done by the Police Jury.

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

- I-A-001** **Safety/Sanitation/Inspections-** Compliant- Safety and sanitation inspections are conducted throughout the facility. FM and DHH inspections have not been conducted for 2022 as of the date of the audit. Latest FM inspection conducted 10/21/21 with no deficiencies. The latest DHH inspections conducted on 12/13/21 with minor deficiencies noted and corrected on site.
- I-C-001** **Emergency Plan-**Compliant- The jail has an emergency plan/policy to handle emergency situations that may arise. The emergency plans have been submitted to the FM and awaiting on approval.
- II-A-007** **Counts-** Compliant- Counts being conducted according to policy.
- How many formal counts are conducted each shift? 3 counts per shift
 - How many counts are conducted each day? 6 counts each day
 - **Stick outs counts** 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 theses counts.
 - How does the facility accomplish this? Staff physically observe and count offenders that are not in housing units during count time and called into control. A log of offenders that exit the jail on work detail is kept for accountability.
 - Does this process insure accountability and safe/secure operation of the facility? Yes
- II-A-008** **Offender Population Management System-** Compliant- Files on offenders housed at the facility are kept. There is a board that lists all names and numbers of offenders and the housing locations at the facility.
- II-A-010** **Admissions-**Compliant- Paperwork done upon intake process to include fingerprints, criminal history, and photos and on file.
- II-A-012** **Classification System-**Compliant- Classification system in place.

Does this facility have any trustees that work outside the secure perimeter? (Yes or No) Yes

If yes,

- What is their classification process to determine who is eligible for trustee status?
Paperwork is filled out to be a trustee and sent to the warden for approval. Records are reviewed by the warden to determine if the offender is eligible for trustee status.
- Does their classification process meet DPS&C, Corrections Services' criteria? Yes

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

| Month/Year | # DOC Tested | Total DOC Pop | % Tested | # Positive |
|--------------|--------------|---------------|----------|------------|
| April 21 | 9 | 9 | 100 | 0 |
| May 21 | 12 | 12 | 100 | 0 |
| June 21 | 8 | 8 | 100 | 0 |
| July 21 | 9 | 9 | 100 | 0 |
| August 21 | 9 | 9 | 100 | 0 |
| September 21 | 9 | 9 | 100 | 0 |
| October 21 | 9 | 9 | 100 | 0 |
| November 21 | 10 | 10 | 100 | 0 |
| December 21 | 9 | 9 | 100 | 0 |
| January 22 | 9 | 9 | 100 | 0 |
| February 22 | 10 | 10 | 100 | 0 |
| March 22 | 10 | 10 | 100 | 0 |

II-A-019 Offender Transfers-Compliant- Transfers are being done according to policy. Paperwork submitted to Headquarters for transfers.

II-A-020 Frequency of Cell Checks-Compliant- Officers make rounds every 20 to 30 minutes and logged in appropriate log books.

II-B-002-1 Use of Restraints for Pregnant Offenders- Compliant- The jail has a policy in place but do not house pregnant females.

II-C-001 Procedures for Searches- Compliant- Searches are being done on offenders and their property and in housing units.

II-D-001 Key, Tool, and Utensil Control – Compliant- Keys for the jail are located in a locked cabinet in a central control pod where they are signed in and out. Tools and utensils are on inventory and are signed in and out properly.

III-A-001 Rules and Discipline-Compliant-

- Does the facility's offender orientation include the application process for applying for restoration of good time? No ✓
- What is their restoration of good time application process for the offender population? N/A
- Does their restoration of good time application process meet DPS&C, Corrections Services' criteria? N/A

IV-C-001 Access to Care/Clinical Services (Does the facility charge a co-payment? If so, approved by DPS&C?) – Compliant- The jail does not charge co-pays to offenders for medical.

IV-C-006-1 Pregnancy Management-Compliant- The jail has a policy in place but does not house pregnant females.

IV-C-008 Annual TB Testing-Compliant- TB testing is done during admission and annually normally during the month of July.

IV-C-012 Access to Sick Call –Compliant- Offenders can access sick call through the kiosk machine located in the housing units.

- IV-C-013 Infirmiry Care- Compliant-** There is no infirmiry at the jail. If more advance care is required then the offender is transported to a local medical facility.
- IV-C-013-1 Medical Releases** (Medical Parole, Medical Treatment Furlough, Compassionate Release)- Compliant- There has been no medical releases from the jail for 2022 as of the audit date.
- IV-C-014 Suicide Prevention and Intervention-**Compliant-Suicide policy in place and staff receive training. Policy is reviewed by a medical professional. If an offender is determined to need mental health services then a local mental health facility is used.
- IV-C-016 Notification-**Compliant-No offender has been admitted to ICU or trauma center as of this date for family to be notified. Emergency contact information is on file in offender record.
- IV-D-004 Confidentiality of Health Information – Compliant-** All medical records and information is kept confidential.

IV-E-001 Alleged and Substantiated Sexual Assaults-Compliant-

- Is this facility required to be PREA compliant due to contract language? (Yes or No) No
- Is this facility PREA compliant? (Yes or No) No
 - If yes, date compliance received:
- 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?

V-A-003 Programs and Services –Compliant

- List all Certified Treatment Programs (Attach Form IS-B-8-b)
None
- List all other Offender Programs
Church services offered

V-A-003-1 Educational Programming-Compliant- No educational programs offered at the jail. If any DOC offender requests to participate in educational programs the offender can be transferred to another facility to participate.

GED Program

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

- V-B-001 Releasing Offenders-**Compliant- Offenders sign for their property along with ID's and any medications. Receipts on file of offenders signing for property.
- V-B-010 Proposed Expansions-**Compliant- No proposed expansion at this time.
- V-C-001 Substance Abuse Programs-**Compliant- There are no substance abuse programs offered

at the jail. If any DOC offender wants to participate in such programs they can be transferred to another facility that offers the programs.

V-C-002 Reentry Programs (Are offenders releasing with two valid forms of identification?)- Compliant
Offenders are releasing with at least 2 forms of ID and a list of community services available.

V-C-004 Parole Board Procedures-Compliant- Parole Hearing are done by zoom at the jail. Facility staff is present for hearing and present information to the board when requested.

VI-B-002 Grievance Process-Compliant-

- Does grievance process include at least two levels of review? Yes
- Who is the designee at each level of review? Warden and the Sheriff
- What is the specified time period for response at each level? 40 days Step 1 and 45 days Step 2

VII-A-002 Weapons Training-Compliant- Weapons training is done annually. Training had not been conducted yet for 2022. Training will be conducted August/September 2022

VII-B-008 Monthly Reporting-Compliant- Monthly reports are submitted in a timely manner.

OTHER:

N/A

STAFF COMMENTS/MORALE/GENERAL OBSERVATIONS:

The employees are courteous and knowledgeable of their job duties and the overall operation of the jail. The staff morale was good and the employees seem to work good together to get the job done.

OFFENDER COMMENTS/MORALE/QUALITY OF LIFE:

Offender morale was good along with the quality of life. There were no concerns or problems voiced by any offenders during the walk through.

RECOMMENDATION:

At this time continued annual monitoring visits with a waiver is recommended.



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

**Retail Food
Notice of Violations**

Routine/Renewal

| | | | |
|--|---|---|------------------|
| Permit Number 58-0094619-1 | Permit Name VERNON PARISH JAIL kitchen | | |
| Name of Establishment VERNON PARISH JAIL | | Owner Name VERNON PARISH POLICE JURY | |
| Address 1204 S 4TH ST LLESVILLE, LA 71446 | | Date 12/13/2021 | Time 10:45 AM |

LAC TITLE 51 PART XXIII

CRITICAL ITEMS: These items MUST BE CORRECTED IMMEDIATELY (see compliance schedule below). Repeat violations may lead to enforcement actions or permit suspensions.

| Category | Code Reference | Description of Violations |
|--|----------------|--|
| FOOD CONTACT EQUIPMENT/UTENSILS, CONSTRUCTION AND SANITIZATION | 2513 | 30 - 2513 - Chlorine sanitizer concentration for warewashing is not between 50-100 p.p.m. at 75°F. [COS] |

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 |
|--|----------------|---|
| UTENSILS/EQUIPMENT: SINGLE SERVICE | 1321 | 66 - 1321.2 - An accurate ambient air temperature-measuring device is not provided. [COS] |
| PERMITS/PLANS/FOOD SAFETY CERTIFICATES | 501 | 114 - 501.3 - A valid permit to operate is not posted in a conspicuous location. |

Comments:

Report emailed to bconn@vpso.org

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 facility 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. Facilities 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 Randy Kay | Phone # 337-238-6410 x 2 | Sanitarian Signature | R.S. # 1385 |
|------------------------------------|-----------------------------|--------------------------|----------------|

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

Correct Critical Violations by

Correct Non-Critical Violations by

Signature of Recipient

Name/Title
Jerry Williams



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

**Detention or Incarceration
Notice of Violations**

Routine Renewal

| | | | |
|---|---------------------------------------|------------------|--|
| Permit Number 58-03-224 | Permit Name Vernon Parish Jail-224 | | |
| Name of Establishment Vernon Parish Jail-224 | | Owner Name | |
| Address 1204 S 4th ST Leesville, LA 71446 | Date 12/13/2021 | Time 11:15 AM | |

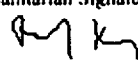
LAC TITLE 51 PART XVIII

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 |
|------------------------|----------------|--|
| Handwashing Lavatories | 101 | 16 - The hand lavatory is in disrepair. Lavatory faucet needs adjustment |

Comments:

Report emailed to bconn@vpso.org

| Number Licensed For | | Number in Attendance 129 | | License Anniversary 06/30/2022 | |
|------------------------------------|-----------------------------|---|--|-----------------------------------|--|
| Sanitarian Name Print Randy Kay | Phone # 337-238-6410 x 2 | Sanitarian Signature  | | R.S. # 1385 | |

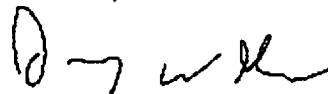
The above mentioned violations were called to my attention and were explained to me in detail. I hereby agree to

Correct Critical Violations by

Correct Non-Critical Violations by

Signature of Recipient

Name Title
Jerry Williams captain





John Bel Edwards
GOVERNOR

Office of State Fire Marshal
8181 Independence Blvd, Baton Rouge, LA 70806
(225) 925-4911 (800) 256-5452 Fax (225) 925-4241



H. "Butch" Browning
FIRE MARSHAL

Inspection Report

Report # CB-21-027710-1

No Deficient/Cautionary Codes cited.

| Location Information | | | | | |
|--|---|----------------------|--|-----------------------|------------------|
| Inspection Type | Compliance Building Inspection | | Inspection Date | 10/27/2021 1:45:29 PM | |
| Structure ID | 210708 | No. of Buildings | 1 | Facility Code | J531 |
| Capacity | 152 | Year Built | 2014 | Construction Type | Type IIA / (111) |
| Building/Trade Name | | | Address | | |
| VERNON PARISH JAIL | | | 1203 SOUTH 4TH STREET, LEESVILLE, LA 71446 | | |
| Owner Information | | | | | |
| Owner Type | Name | Contact Phone | Contact Email | | |
| Municipal Project | WARDEN BRAD CONN | (337) 238-7232 | BCONN@VPSO.ORG | | |
| Address | | | | | |
| . LEESVILLE, LA 71446 | | | | | |
| Tenant Information | | | | | |
| Name | Suite Number | Floor Number | Square Footage | | |
| | | | | | |
| Occupancy Details | | | | | |
| Occupancy Type | Details | | | | |
| Institutional | INSTITUTIONAL BUILDING TYPE: GROUP I-3 (DETENTION/CORRECTION); DETENTION/CORRECTION FACILITY TYPE: CONDITION 4 | | | | |
| Comments | | | | | |
| INMATE COUNT: 135 | | | | | |
| NO APPARENT DEFICIENCIES OBSERVED AT TIME OF INSPECTION. | | | | | |
| ACCEPTABLE FOR OCCUPANCY. | | | | | |
| Inspector Information | | | | | |
| Name: Justin McCullough | Badge Number: 693 | Inspector Signature: | | | |
| | | <i>J. McCullough</i> | | | |
| Person to whom requirements were explained | | | | | |
| Name: Janet Curtis | Title: Dispatch | Signature: | | | |
| | | <i>Janet Curtis</i> | | | |

For questions regarding the contents of this report, please call: (318) 767 6099

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.