

Department of Public Safety & Corrections  
State of Louisiana

JOHN BEL EDWARDS  
GOVERNOR



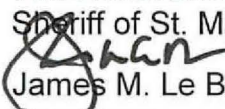
JAMES M. LE BLANC  
SECRETARY

A handwritten signature in blue ink, appearing to be "JML", located to the right of the Secretary's name.

July 27, 2022

**MEMORANDUM**

**TO:** The Honorable Becket Breaux  
Sheriff of St. Martin Parish

**FROM:**   
James M. Le Blanc  
Secretary

**RE:** "Basic Jail Guidelines" Monitoring Report

This is to advise that pursuant to the attached monitoring report concerning St. Martin Parish Correctional Center, BJC 1-C-006 "Operational Capacity" was found non-compliant. However, at this time DPS&C is recertifying this facility in compliance with the "Basic Jail Guidelines" with annual monitoring. We would like to encourage full compliance with all BJC guidelines.

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

JML/mwk

Attachment

c: Mike Ranatza, Executive Director, Louisiana Sheriffs' Association  
E.J. Melancon, Warden, St. Martin Parish Correctional Center  
Seth Smith, Chief of Operations  
Kirt Guerin, Warden, EHCC  
Aaron Hooper, BJC Team Leader

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

**St. Martin Parish Correctional Center**

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 11<sup>th</sup> day of August  
in the year of our Lord 2022



Attest   
Secretary



# BJG RECERTIFICATION REPORT

Rev. 03/22/2022 mw

**Facility Name:** St. Martin Parish Correctional Center  
**BJG Team Leader & Monitors:** Aaron Hooper, BJJ Team Leader, Billy Verret, Team member  
**Facility Warden & Email Address:** E.J Melancon , [emelancon@stmartinsheriff.org](mailto:emelancon@stmartinsheriff.org)  
**Facility Staff:** E.J. Melancon, Warden, Robley Picard Assistant Warden, Camellia Rossyion. Lt.  
**BJG Inspection Date:** 6/16/2022  
**Previous BJJ Inspection Date:** 4/07/2021  
**Operational Capacity:** 186  
**Count on Day of Visit:** 214

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

**Concerns or Issues from the previous BJJ Monitoring Inspection:**

I-C-006: Operational Capacity

	# MALE	# FEMALE	TOTAL
Number of DOC Offenders	10	1	11
Number of Local Offenders	151	14	165
Number of Out of State Offenders	0	0	0
Number of Federal Offenders	36	2	38
Number of ICE Detainees	0	0	0
<b>TOTAL</b>	197	17	214

**Number of DOC Offenders that are:**

Single Bunked 0  
 Double Bunked 6  
 Triple Bunked 0  
**Total** 11

**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 BJG monitoring visit.)

Month/Year	Off/Off	Off/Off w/sig inj	Offender/Staff	Off/Staff w/sig inj
May 2021	4	0	0	0
June 2021	2	0	0	0
July 2021	4	0	1	0
August 2021	0	0	0	0
September 2021	0	0	0	0
October 2021	2	0	0	0
November 2021	3	0	0	0
December 2021	2	0	0	0
January 2022	2	0	0	0
February 2022	2	0	0	0
March 2022	0	0	0	0
April 2022	0	0	0	0
May 2022	8	0	0	0

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

Month/Year	Illicit Substance	Alcohol	Weapon	Cell Phone	Other
May 2021	1	0	1	0	11
June 2021	1	0	1	0	12
July 2021	1	0	0	1	8
August 2021	0	0	0	0	8
September 2021	0	0	1	0	10
October 2021	0	0	0	0	8
November 2021	0	0	0	2	8
December 2021	0	0	0	2	8
January 2022	0	0	0	2	6
February 2022	1	0	1	1	9
March 2022	0	0	1	1	10
April 2022	0	0	2	2	10
May 2022	2	0	2	0	14

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

Overall the living areas were found to be clean, organized and odor free.

**Dorms:**

Dorm areas were in order and found to be clean. Offenders' property was stored in living area.

**Cell Block:**

Cell block areas were clean and odor free.

**Culinary/Dining:**

The tools and sharp objects were controlled on an inventoried locked shadow board in a locked room. Cabling is used when knives are checked out. Dry storage had all items labeled and stored 6" off the ground. Sample trays are labeled and kept for five days. Cooler and freezer areas were found in good order with temperature log checks documented.

**Bathrooms:**

Bathrooms are clean and in order and contained soap and paper towels.

**Yard Areas:**

Yard and recreation areas were adequate. Documentation provided reflects that recreation was occurring on a regular three times per week basis, weather permitting.

**Maintenance:**

Facility has on staff maintenance personnel daily. Maintenance department is across the street from the Jail. Tool inventory kept up daily. MSDS forms are well maintained and correct.

**COUNTS:**

- How many formal counts are conducted each shift? Three
- How many counts are conducted each day? Six
- **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 these counts.
  - How does the facility accomplish this? Stick out counts are called into the facility.
  - Does this process insure accountability and safe/secure operation of the facility? Yes

**CLASSIFICATION SYSTEM:**

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

If yes,

- What is their classification process to determine who is eligible for trustee status? Offender criminal history and NCIC are pulled and reviewed prior to the final sign off approval by the administration under set policies and guidelines.
- Does their classification process meet DPS&C, Corrections Services' criteria? Yes

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

Month/Year	# DOC Tested	Total DOC Pop	% Tested	# Positive
May 2021	7	29	24%	1
June 2021	13	25	52%	0
July 2021	6	19	32%	0
August 2021	5	17	29%	0
September 2021	8	19	42%	1
October 2021	8	19	42%	0
November 2021	6	19	32%	0
December 2021	8	18	44%	0
January 2022	6	15	46%	0
February 2022	8	11	73%	0
March 2022	10	15	67%	2
April 2022	8	17	47%	0
May 2022	6	24	25%	1

**RULES AND DISCIPLINE:**

Does the facility's offender orientation include the application process for applying for restoration of good time? Yes

If yes,

- What is their restoration of good time application process for the offender population? Offenders are provided applications upon request. Once the application has been completed, it is forwarded to Headquarters for further handling.
- Does their restoration of good time application process meet DPS&C, Corrections Services' criteria? Yes

**BJG AUTOMATED MONTHLY REPORTING REVIEW:**

Has the facility been inputting the correct info timely? Yes

Does the reported info suggest any issues of concern or improvement? Operational Capacity is over every month.

**OFFENDER PROGRAMS:**

**GED Program**

Number of GED Slots	<u>5</u>
Number of Participants	<u>2</u>
YTD Number of Completions	<u>6</u>

**LIST ALL CERTIFIED TREATMENT PROGRAMS:** (Attach Form IS-B-8-b)

GED

**LIST ALL OTHER OFFENDER PROGRAMS:**

AA/NA  
Religious Services

**GRIEVANCE PROCESS:**

- Does grievance process include two levels of review? Yes , they have three.
- Who are the designees at each level? Deputy, Captain, Warden
- What is the specified time period for response at each level? 30 days 1<sup>st</sup> level, 10 days 2<sup>nd</sup> level, 5 days 3<sup>rd</sup> level

**REA COMPLIANCE:**

- Is this facility required to be PREA compliant due to contract language? No
- Is this facility PREA compliant? 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? N/A

**STAFF COMMENTS/MORALE/GENERAL OBSERVATIONS:**

Staff overall morale was good and they seem to be working together towards common goals. All employees conducted themselves professionally and respectfully

**OFFENDER COMMENTS/MORALE/QUALITY OF LIFE:**

No complaints made by any offender during the walk through.

**RECOMMENDATION:**

The following guideline was found to be non-compliant:

**I-C-006 Operational Capacity**

Continued annual monitoring visits are recommended



<b>Facility: St. Martin Parish Correctional Center</b>		<b>Date Conducted: 6/16/2022</b>	
<b>Monitors: Aaron Hooper, BJG Team Leader</b>			
<b>BASIC JAIL GUIDELINES (BJG)</b>			
<b>PART I - SAFETY</b>			
<b>A. PROTECTION FROM INJURY AND ILLNESS</b>			
<b>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</b>		<b>Findings</b>	<b>Response</b>
<b>I-A-001 Safety/Sanitation/Inspections</b> The facility complies with all applicable laws and regulations of the State Sanitation Officer and the State Fire Marshal. The following inspections are implemented: <ul style="list-style-type: none"> <li>•Weekly sanitation inspections of all facility areas by a qualified departmental staff member.</li> <li>•Weekly inspections of all food service areas, including dining and food preparation areas and equipment.</li> <li>•Water temperature in housing areas is checked and recorded daily.</li> <li>•Comprehensive and thorough monthly inspections by a safety/sanitation specialist for compliance with sanitation, safety and fire prevention standards.</li> <li>•At least annual inspections by the State Sanitation Officer and the State Fire Marshal.</li> </ul> <b>Visual Inspection: completed inspection checklists and reports, documentation of corrective action, inspection reports</b>		<b>Compliant - Weekly sanitation inspections are conducted. Fire Marshal inspection done annual.</b>	
<b>I-A-002 Disposal of Materials</b> Disposal of liquid, solid, and hazardous material complies with applicable government regulations. <b>Visual Inspection: trash disposal contract, completed inspection reports, include documentation that deficiencies were corrected</b>			
<b>I-A-003 Vermin and Pests</b> Vermin and pests are controlled. There is a written and implemented plan for the control of vermin and pests. <b>Visual Inspection: pest control contracts, trash disposal contracts, inspection reports</b>		<b>Compliant - The facility has pest control contracts and trash disposal contracts in place.</b>	
<b>I-A-004 Housekeeping</b> 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. <b>Visual Inspection: inspection reports, completed forms, documentation of correction of identified</b>			
<b>I-A-005 Water Supply</b> 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. <b>Visual Inspection: documentation of approval by DHH or local authority, plan for addressing deficiencies</b>		<b>Compliant</b>	
<b>B. VEHICLE SAFETY</b>			
<b>References: Dept. Reg. C-03-003/OP-A-3</b>		<b>Findings</b>	<b>Response</b>
<b>I-B-001 Offender Transport</b> 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."		<b>Compliant</b>	





<p><b>Visual Inspection: documentation of staff training, documentation of medical, funeral, etc. (outside trips)</b></p>		
<p><b>C. EMERGENCY PREPAREDNESS/RESPONSE</b></p>		
<p><b>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</b></p>		
<p><b>I-C-001 Emergency Plan</b>                  There is a written plan, submitted to the Secretary of DPS&amp;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&amp;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&amp;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.</p> <p><b>Visual Inspection: training records, facility logs, documentation of approval of plan, documentation of annual review, documentation of staff receipt, training on the plan</b></p>	<p><b>Findings</b></p> <p><b>Compliant -The facility has an Emergency plan in action and the staff is trained and are aware of the plan. Emergency evectuion planes or posted around the facility.</b></p>	<p><b>Response</b></p>
<p><b>Findings</b> <b>Response</b></p>		
<p><b>I-C-002 Immediate Release of Offenders</b>                  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.</p> <p><b>Visual Inspection: facility records/logs</b></p>	<p><b>Compliant -All exits are clearly marked and free from obstruction. Evacuation routes are clearly posted and easily understood throughout the facility. Policy is in place for the immediate release of offenders from all areas.</b></p>	
<p><b>I-C-003 Fire Safety/Code Conformance</b>                  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.</p> <p><b>Visual Inspection: documentation of fire alarm and detection system maintenance and testing, plans for addressing deficiencies</b></p>	<p><b>Compliant -Facility participates in annual inspections by the State Fire Marshall and provides corrective action for deficiencies noted.</b></p>	
<p><b>I-C-004 Facility Furnishings</b>                  Facility furnishings meet fire-safety-performance requirements.</p> <p><b>Visual Inspection: Specifications for all furnishings.</b></p>	<p><b>Compliant</b></p>	
<p><b>I-C-005 Flammable, Caustic and Toxic Materials</b>                  Written policy, procedure and practice govern the control and use of all flammable, toxic and caustic materials.</p> <p><b>Visual Inspection: Staff training records, offender training records, internal inspection reports. Documentation of incidents that involved FTC materials. Inventories.</b></p>	<p><b>Compliant</b></p>	



<p><b>I-C-006 Operational Capacity</b> 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.</p> <p><b>Visual Inspection: facility count sheets</b></p>	<p><b>Non-Compliant</b> Monthly reports show the Facility were over the Operational Capacity each month .</p>	
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<b>PART II - SECURITY</b>		
<b>A. PROTECTION FROM HARM</b>		
<b>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</b>	<b>Findings</b>	<b>Response</b>
<p><b>II-A-001 Control</b> There is 24-hour monitoring and coordinating of the facility's security, life safety, and communications systems.</p> <p><b>Visual Inspection: facility records/logs, maintenance records, records of staff deployment</b></p>	<p><b>Compliant -Facilities main control provided security, communication and monitoring of the fire safety system.</b></p>	
<p><b>II-A-002 Secure Perimeter</b> 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.</p> <p><b>Visual Inspection: documentation of receipt of job description by staff, documentation of annual review and updating, photos of perimeter controls</b></p>	<p><b>Compliant</b></p>	
<p><b>II-A-003 Sufficient Staff</b> 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 BJG.</p> <p><b>Visual Inspection: records of staff deployment, facility logs, documentation of annual review of staffing analysis and plan</b></p>	<p><b>Compliant -documentaion of staffing and facility logs kept up.</b></p>	
<p><b>II-A-004 Female Offenders and Female Staff</b> When a female offender is housed in a facility, at least one female staff member is on duty at all times.</p> <p><b>Visual Inspection: records of staff deployment, facility logs</b></p>	<p><b>Compliant -Female staff work in female offender dorms. When male staff make rounds in the female dorms, they must have a female staff member with them.</b></p>	
<p><b>II-A-005 No Offender Control Over Others</b> No offender or group of offenders is given control, or allowed to exert authority over other offenders.</p> <p><b>Visual Inspection: written policy and procedure</b></p>	<p><b>Compliant</b></p>	



<p><b>II-A-006 Staff Log</b> 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 BJJ I- <b>Visual Inspection: copies of log book, records of staff deployment</b></p>	<p><b>Compliant -Logs are placed in all areas of the facility and contain required information. Facility forms are completed for notification of incidents to the administration.</b></p>	
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	Findings	Response
<p><b>II-A-007 Counts</b> 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. <b>Visual Inspection: completed forms, facility records/logs.</b></p>	<p><b>Compliant -Offenders are counted five times daily and logged when offenders are out on a trip or work detail. Counts are performed at the beginning and end of each shift and during the noon meal.</b></p>	
<p><b>II-A-008 Offender Population Management System</b> 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&amp;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; In addition to the maintenance of the above information, the following shall be collected and forwarded to the DPS&amp;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). <b>Visual Inspection: completed forms, reports, offender record</b></p>	<p><b>Compliant -All required documentation is maintained on offenders. Upon sentencing, information is submitted to the appropriate Pre-Class officer for time computation. Upon transfer, the offender's record follows him and a "Receipt of Record" is completed as documentation.</b></p>	



<p><b>II-A-009 Reception - Legal Commitment and Medical Service</b>                  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.  <b>Visual Inspection: Completed Admission forms, facility logs.</b></p>	<p><b>Compliant</b></p>	
<p><b>II-A-010 Admissions</b>                  Admission processes for a newly admitted offender include, but are not limited to:  <ul style="list-style-type: none"> <li>•Searching of the offender and personal property;</li> <li>•Inventorying and providing secure storage of personal property;</li> <li>•Providing an itemized receipt for personal property;</li> <li>•Recording of basic personal data;</li> <li>•Performing a criminal history check;</li> <li>•Photographing and fingerprinting;</li> <li>•Separating from the general public;</li> <li>•Providing a health screening to assess and identify any health and safety needs;</li> <li>•Providing information about access to health services,</li> </ul> <b>Visual Inspection: intake and admission forms, screening forms, inventory form, receipt form</b></p>	<p><b>Compliant -forms were documented and kept up with.</b></p>	
<p><b>II-A-011 Out of State Offenders</b>                  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&amp;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.  <b>Visual Inspection: offender record, submittal to chief of operations of out-of-state offenders to be housed at the facility, release/transfer documentation</b></p>	<p><b>Compliant -Facility didn't have any out of state offenders on the date of visit</b></p>	

	Findings	Response
<p><b>II-A-012 Classification System</b>                  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:  <ul style="list-style-type: none"> <li>• Identifies the appropriate level of custody for each offender</li> <li>• Identifies appropriate housing assignment</li> <li>• Identifies the offender's interest and eligibility to participate in available programs</li> </ul> <b>Visual Inspection: offender housing records, offender classification records</b></p>	<p><b>Compliant</b></p>	



<p><b>II-A-013 Prohibition on Youthful Offenders</b> 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"> <li>• Supervision and programming needs of the juveniles to ensure their safety, security, and education;</li> <li>• Classification and housing plans;</li> <li>• Appropriately trained staff.</li> </ul> <p>OAS shall be notified of offenders who are under the age of 18 that are sentenced to the DPS&amp;C as an adult for transfer to the appropriate institution.</p> <p><b>Visual Inspection: admission and housing, offender records, classification records</b></p>	<p><b>Compliant</b></p>	
<p><b>II-A-014 Separation in Classification</b> Male and female offenders must be housed in separate rooms/cells with reasonable sight and sound separation.</p> <p><b>Visual Inspection: offender housing records, offender classification records, diagram of facility showing male/female housing areas</b></p>	<p><b>Compliant -Male and Female offenders are housed separate and do not have movement between the two.</b></p>	
<p><b>II-A-016 Photo Identification</b> The facility shall provide each DPS&amp;C offender with photo identification, which the offender shall carry/wear on their person at all times.</p> <p><b>Visual Inspection: Offender identification card/wristband.</b></p>	<p><b>Compliant -Upon admission, all offenders receive an institutional ID .</b></p>	
<p><b>II-A-017 Drug Free Workplace</b> 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><b>Visual Inspection: drug testing lab fee bills for drug testing of facility employees (including pre-employment, post accident, reasonable suspicion/probable cause, random).</b></p>	<p><b>Compliant -Facility has an excellent policy/procedure in place for ensuring a drug-free workplace.</b></p>	
<p><b>II-A-018 Offender Drug Testing</b> 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&amp;C offender population shall be drug tested on a monthly basis.</p> <p><b>Visual Inspection: Facility log, documentation of alcohol/drug testing of offenders.</b></p>	<p><b>Compliant-Facility has an excellent policy/procedure in place to ensure routine testing of the offenders. They also have been compliant with the 5% requirement of this guideline.</b></p>	
<p><b>II-A-019 Offender Transfers</b> All transfers of DPS&amp;C offenders to other than DPS&amp;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.</p> <p>Offenders should not be transferred to other than DPS&amp;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&amp;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><b>Compliant -The facility is using the form in place for the offender transfers.</b></p>	



<p><b>Visual Inspection: facility logs, documentation of transfers of DPS&amp;C offenders to other than DPS&amp;C facilities</b></p>		
<p><b>II-A-020 Frequency of Cell Checks</b> 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><b>Compliant</b></p>	
<p><b>Visual Inspection: Facility logs, documentation of frequency of cell checks.</b></p>		

<p><b>B. USE OF PHYSICAL FORCE</b></p>		
<p><b>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</b></p>	<p><b>Findings</b></p>	<p><b>Response</b></p>
<p><b>II-B-001 Use of Force</b> 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&amp;C offender results in the termination and/or arrest of an employee, the facility shall immediately report the incident to the DPS&amp;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&amp;C, Chief of Operations within three business days.</p>	<p><b>Compliant -Facility maintains a strict policy on Use of Force. Training is conducted on an annual basis and reports are clear and concise.</b></p>	
<p><b>Visual Inspection: facility records, logs, incident reports, training records</b></p>		
<p><b>II-B-002 Use of Restraints</b> 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"> <li>• Conditions under which restraints may be applied;</li> <li>• Types of restraints to be applied;</li> <li>• 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;</li> <li>• Monitoring procedures;</li> <li>• Length of time restraints are to be applied;</li> <li>• Documentation of efforts for less restrictive treatment alternatives;</li> <li>• An after incident review.</li> </ul>	<p><b>Compliant -Policy and procedures are in place to indicate when and where restraints are to be utilized. Documentation of this practice was demonstrated in the file.</b></p>	
<p><b>Visual Inspection: facility records, logs</b></p>		

	<p><b>Findings</b></p>	<p><b>Response</b></p>
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<p><b>II-B-002-1 Use of Restraints for Pregnant Offenders</b> Written policy, procedure, and practice complies with the following requirements: Restraints During Pregnancy-Related Transportation</p> <ul style="list-style-type: none"> <li>● 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:             <ol style="list-style-type: none"> <li>a) An immediate and serious threat of physical harm to herself, staff, or others;</li> <li>b) A substantial flight risk and the offender cannot be reasonably contained by other means.</li> </ol> </li> <li>● If restraints are utilized during transportation, the offender shall not be cuffed behind the back or restrained using waist restraints.</li> </ul>	<p><b>Compliant</b></p>	
<p><b>Visual Inspection: facility records, logs</b></p> <p><b>II-B-003 Use of Firearms</b> The use of firearms complies with the following requirements.</p> <ul style="list-style-type: none"> <li>● Weapons are subject to stringent safety regulations and inspections.</li> <li>● A secure weapons locker is located outside the secure perimeter of the facility.</li> <li>● Except in emergency situations, firearms and authorized weapons are permitted only in designated areas to which offenders have no access.</li> <li>● Employees supervising offenders outside the facility perimeter follow procedures for the security of weapons.</li> <li>● 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.</li> <li>● Employees on duty use only firearms or other security equipment that have been approved by the facility administrator.</li> <li>● Appropriate equipment is provided to facilitate safe unloading and loading of firearms.</li> </ul> <p><b>Visual Inspection: training records, safety regulation and inspection reports, photos of equipment used for unloading and reloading</b></p>	<p><b>Compliant -Policy and procedures are in place for the use of Firearms. No firearms are carried within the secure perimeter of the facility. All officers are POST certified prior to assignment.</b></p>	
<p><b>II-B-004 Written Reports</b> 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"> <li>● Discharge of a firearm or other weapon</li> <li>● Use of less lethal devices to control offenders</li> <li>● Use of force to control offenders</li> <li>● Offender(s) remaining in restraints at the end of the shift</li> </ul> <p><b>Visual Inspection: completed reports, facility records and logs</b></p>	<p><b>Compliant</b></p>	

<b>C. CONTRABAND/SEARCHES</b>		
<b>References: ACA CJS 1-2C-01, 1-2C-04, Dept. Reg. C-02-003/OP-A-8</b>	<b>Findings</b>	<b>Response</b>
<p><b>II-C-001 Procedures for Searches</b> 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><b>Compliant -Clear and concise policy! All offenders are searched upon return to the facility from work detail, trip, etc.</b></p>	



<b>Visual Inspection: observation, facility records and logs, offender and staff interviews</b>		
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<b>D. ACCESS TO KEYS, TOOLS, UTENSILS</b>		
<b>References: ACA CJS 1-2D-01</b>	<b>Findings</b>	<b>Response</b>
<b>II-D-001 Key, Tool, and Utensil Control</b> 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. <b>Visual Inspection: documentation of perpetual inventories</b>	<b>Compliant -Facility has policy in place for keys, tools and utensil control. Procedures in place for checking out utensils in the kitchen.</b>	

<b>PART III - ORDER</b>		
<b>A. OFFENDER DISCIPLINE</b>		
<b>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</b>	<b>Findings</b>	<b>Response</b>
<b>III-A-001 Rules and Discipline</b> 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. ●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 <b>Visual Inspection: offender records, disciplinary records, receipt of disciplinary rules, documentation of orientation</b>	<b>Compliant -Facility follows proper procedures to notify DPS&amp;C of rule violators who need to be transferred in for a disciplinary hearing</b>	

<b>PART IV - CARE</b>		
<b>A. FOOD SERVICES</b>		
<b>References: ACA CJA 1-4A-01, 1-4A-02, 1-4A-04,1-4A-06. Dept. Reg. C-06-001/IS-C-1</b>	<b>Findings</b>	<b>Response</b>
<b>IV-A-001 Food Storage Facilities</b> There are sanitary facilities for the storage of all foods that comply with applicable state and/or federal guidelines. <b>Visual Inspection: DHH inspection reports, internal inspection reports</b>	<b>Compliant -Daily inspections are conducted in the Food Service are to ensure storage areas are maintained in safe manner.</b>	
<b>IV-A-002 Food Service Facilities</b> Toilet and hand basin facilities are available to food service personnel in the food preparation area. <b>Visual Inspection: DHH inspection reports, photos</b>	<b>Compliant -Facilities are available to offenders and employees with hand soap and paper towels.</b>	





<p><b>IV-A-003 Food/Dietary Allowances</b> 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.</p>	<p><b>Compliant</b></p>	
<p><b>Visual Inspection: annual reviews, nutritionist or dietician qualifications, documentation of at least annual review and quarterly menu evaluations</b></p>		
<p><b>IV-A-004 Records of Meals Served</b> Written policy, procedure, and practice require that accurate records are maintained of all meals served.</p>	<p><b>Compliant -Sample trays kept and labeled for at least 5 days.</b></p>	
<p><b>Visual Inspection: facility logs</b></p>		
<p><b>IV-A-005 Denial of Food as Discipline Prohibited</b> Written policy, procedure, and practice preclude the denial of food as a disciplinary measure.</p>	<p><b>Compliant</b></p>	
<p><b>Visual Inspection: facility logs</b></p>		
<p><b>IV-A-006 Food Service Management</b> 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.</p>	<p><b>Compliant -menus are made with at least 2 hot meals daily.</b></p>	
<p><b>Visual Inspection: records of meals served and times served, facility logs</b></p>		
<p><b>IV-A-007 Therapeutic/Special Diets</b> 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.</p>	<p><b>Compliant</b></p>	
<p><b>Visual Inspection: health records, diet records or forms, documentation of warden's approval of religious diet</b></p>		
<p><b>IV-A-008 Health Protection for Food Service</b> 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.</p>	<p><b>Compliant -All offenders are screen prior to being assigned as a kitchen worker. Food Service Staff conduct inspections on every shift to ensure proper hygiene. Signs are posted in the restroom facilities about proper handwashing techniques prior to returning to work.</b></p>	
<p><b>Visual Inspection: inspection reports, completed forms, documentation of daily monitoring for health and cleanliness</b></p>		

**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><b>IV-B-001 Plumbing Fixtures - Toilets and Washbasins</b> 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><b>Visual Inspection: maintenance records or reports, inspections, documentation of periodic measurement of water temperature, offender grievances</b></p>	<p><b>Compliant -Each pod/dorm and cells have access to hot/cold water at washbasins and toilet facilities. DHH performs annual inspections.</b></p>	
<p><b>IV-B-002 Plumbing Fixtures - Showers</b> 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><b>Visual Inspection: maintenance records or reports, inspections</b></p>	<p><b>Compliant -There are operable showers in all areas of the facility.</b></p>	
<p><b>IV-B-003 Clothing</b> 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><b>Visual Inspection: documentation of clothing issue, documentation of cleaning and storage</b></p>	<p><b>Compliant -documentation showed the issuing of clothing to offenders</b></p>	
<p><b>IV-B-004 Hygiene/Bedding Issue</b> 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><b>Visual Inspection: documentation of issue and exchange</b></p>	<p><b>Compliant -Hygiene and bedding issued to all offenders.</b></p>	
<p><b>IV-B-005 Personal Hygiene</b> 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><b>Visual Inspection: documentation that items are provided, list of items available</b></p>	<p><b>Compliant -Personal Hygiene issued also offender can buy other name brands in the canteen.</b></p>	

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><b>IV-C-001 Access to Care/Clinical Services</b> 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,</p> <ul style="list-style-type: none"> <li>•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 covered by DPS&amp;C. The requests shall be submitted by the facility staff using the software provided by</li> <li>•In accordance with R.S. 15:831, DPS&amp;C 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 DPS&amp;C. Such fee schedule for DPS&amp;C offenders housed in local jail facilities shall not exceed the DPS&amp;C 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 DPS&amp;C</li> <li>•DPS&amp;C 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.</li> </ul> <p><b>Visual Inspection: Documentation that offenders are informed about health care and the grievance system, a health record, medical copayment fee schedule.</b></p>	<p><b>Compliant -Offenders recive all necessary information on accessing health care services. Contracted out to the local hospital. There are no co-pays now for offenders. There is a 24/7 medical staff at the facility and also a 24/7 Doctor on call.</b></p>	
<p><b>IV-C-002 Adequate Equipment and Supplies</b> Adequate equipment and supplies for medical services are provided as determined by the health care authority and are in working order.</p> <p><b>Visual Inspection: Photos</b></p>	<p><b>Compliant</b></p>	

	Findings	Response
<p><b>IV-C-003 Provision of Treatment</b> 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-sight</p>	<p><b>Compliant -documentation kept up daily</b></p>	



<p><b>Visual Inspection: documentation of health authority designation, contract, billing records, sick call request form, a health record, clinical provider schedules, current credentials/licensure</b></p>		
<p><b>IV-C-004 Personnel Qualifications/Credentials</b> 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><b>Compliant</b></p>	
<p><b>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</b></p>		
<p><b>IV-C-005 24 Hour Care</b> 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><b>Visual Inspection: designated facility, provider lists, transportation logs</b></p>	<p><b>Compliant -staff training records are kept up and done yearly.</b></p>	
<p><b>IV-C-006 Health Screens</b> Written policy, procedure and practice require that all DPS&amp;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&amp;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"> <li>1. Current medical, dental or behavioral health problems and communicable diseases;</li> <li>2. Current treatment plan;</li> <li>3. Current medications, including psychotropic;</li> <li>4. History of hospitalization;</li> <li>5. Suicidal risk assessment;</li> <li>6. Use of alcohol or other drugs including need for possible detoxification;</li> <li>7. Possibility of pregnancy;</li> <li>8. Observation of the following:</li> </ol>	<p><b>Compliant</b></p>	



<p>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&amp;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&amp;C for further evaluation and determination of appropriate housing placement. [Reference 2008 Resolution Agreement: US DOJ and LA DPS&amp;C.] 9. Current health insurance.</p>		
<p><b>Visual Inspection: health records, completed screening form, transfer logs</b></p>		
<p><b>IV-C-006-1 Pregnancy Management</b> 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&amp;C offender is pregnant to ensure proper placement or if transfer to a DPS&amp;C facility is necessary.</p> <p><b>Visual Inspection: written policy and procedure, health record where pregnant offender received obstetrical services by a qualified provider, notification to DPS&amp;C when DPS&amp;C offender is pregnant, transfer logs</b></p>	<p><b>Compliant</b></p>	
	<p><b>Findings</b></p>	<p><b>Response</b></p>
<p><b>IV-C-007 Communicable Disease and Infection Control Program</b> 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><b>Compliant -has excellent policy/procedure in place for screening, surveillance, treatment and reporting of communicable/infectious diseases. Biohazardous waste is disposed of in accordance with state regulations.</b></p>	
<p><b>Visual Inspection: health records, clinic visit logs, documentation of waste pic up and/or cleaning logs</b></p>		
<p><b>IV-C-008 Annual TB Testing</b> 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&amp;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&amp;C Medical Director will determine if the offender requires physician or mid-level evaluation, based on the reported positive signs or symptoms.</p>	<p><b>Compliant -Policy for TB testing is good. Forms are utilized to track testing or evaluations.</b></p>	



<p><b>Visual Inspection: health records</b></p>		
<p><b>IV-C-009 Chronic Care Program</b> 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><b>Visual Inspection: health records</b></p>	<p><b>Compliant</b></p>	
<p><b>IV-C-010 Pharmaceuticals</b> 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><b>Visual Inspection: health records, completed medication administration forms, inventories</b></p>	<p><b>Compliant</b></p>	
<p><b>IV-C-011 First Aid Kits</b> 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><b>Visual Inspection: location of first aid kits within the facility</b></p>	<p><b>Compliant -First Aid Kits are available throughout the Facility</b></p>	
<p><b>IV-C-012 Access to Sick Call</b> 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:  <ul style="list-style-type: none"> <li>•Facilities with fewer than 100 offenders - 1 time per week;</li> <li>•Facilities with 100 to 300 offenders - 3 times per week;</li> <li>•Facilities with more than 300 offenders - 4 times per week.</li> </ul>                     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><b>Visual Inspection: written policy and procedure</b></p>	<p><b>Compliant -Sick call forms are available in all dorms and sent straight to medical when completed.</b></p>	
<p><b>IV-C-013 Infirmary Care</b> 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&amp;C. It is particularly important that smaller facilities recognize the commitment of the DPS&amp;C to accept into their custody any state offender whose condition is problematic.</p> <p><b>Visual Inspection: admission or inpatient records, staffing schedule, completed form C-05-004-B</b></p>	<p><b>Compliant</b></p>	



<p><b>IV-C-013-1 Medical Releases (Medical Parole, Medical Treatment Furlough, Compassionate Release)</b> Any offender sentenced to DPS&amp;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&amp;C's Chief Nursing Officer via email to MedicalDirector@corrections.state.la.us or by fax to 225-342-7346 <b>Visual Inspection: health records, documentation of approval of DPS&amp;C's Chief Nursing Officer</b></p>	<p><b>Compliant</b></p>	
<p><b>IV-C-014 Suicide Prevention and Intervention</b> 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 <b>annually</b> in the implementation of <b>Visual Inspection: health records, documentation of staff training, documentation of observation of suicide watches.</b></p>	<p><b>Compliant</b></p>	
	<b>Findings</b>	<b>Response</b>
<p><b>IV-C-015 Offender Deaths</b> 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 BJJ I-C-001. In addition, a written report of all offender deaths shall be submitted to DPS&amp;C on Form C-05-001-X (via email to catanotify@corrections.state.la.us or via fax to 225-342-3349). <b>Visual Inspection: notification, reporting requirements, report to DPS&amp;C</b></p>	<p><b>Compliant -Facility has a policy in place for actions to be taken in the event of an offender's death</b></p>	
<p><b>IV-C-016 Notification</b> 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><b>Compliant</b></p>	



<b>Visual Inspection: notification records</b>		
<b>D. HEALTH SERVICES STAFF</b>		
<b>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</b>	<b>Findings</b>	<b>Response</b>
<b>IV-D-001 Health Care Quarterly Meetings</b> The health authority meets with the facility administrator at least quarterly.	<b>Compliant</b>	
<b>Visual Inspection: documentation of meetings</b>		
<b>IV-D-002 Research</b> 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.	<b>Compliant</b>	
<b>Visual Inspection: written policy and procedure</b>		
<b>IV-D-003 Health Care Personnel/Job Descriptions</b> Health care staff work in accordance with professional specific job descriptions approved by the health authority.	<b>Compliant -All staff have specific job descriptions on file.</b>	
<b>Visual Inspection: job descriptions</b>		
<b>IV-D-004 Confidentiality of Health Information</b> 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. <b>When an offender is transferred to DPS&amp;C or another local facility, the offender's medical record is transferred as well.</b>	<b>Compliant -Only health care staff have access to an offender's medical record which is maintained in the health care office.</b>	
<b>Visual Inspection: health records, completed consent forms, completed refusal forms</b>		
<b>IV-D-005 Informed Consent</b> 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.	<b>Compliant -When specific treatment is required an offender is advised of all options and treatment procedures and is then required to sign an informed consent or refusal form. This documentation is maintained in the offenders medical record.</b>	
<b>Visual Inspection: health records, completed consent forms, completed refusal forms</b>		
<b>IV-D-006 Emergency Response</b> 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.	<b>Compliant</b>	





<b>Visual Inspection: verification of training, records and certificates</b>		
<b>IV-D-007 Internal Review/Quality Assurance</b> 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. <b>Visual Inspection: evaluation of major risk management events</b>	<b>Compliant -Policy is in place for internal reviews upon conclusion of a serious event.</b>	

<b>E. SEXUAL ASSAULT</b>		
<b>References: ACA CJS 1-4D-13, 1-4D-15, 1-4D-16, Dept. Regs. A-04-002/PS-D-3, C-01-022/OP-A-15</b>	<b>Findings</b>	<b>Response</b>
<b>IV-E-001 Alleged and Substantiated Sexual Assaults</b> 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: <ul style="list-style-type: none"> <li>•Prevention/intervention;</li> <li>•Self-protection;</li> <li>•Reporting sexual abuse/assault;</li> <li>•Treatment and counseling.</li> </ul> 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.	<b>Compliant -Written policy and procedures are in place. Staff has received training on PREA. Offenders receive PREA training during their orientation to the facility. PREA investigations are conducted according to DPS&amp;C policy.</b>	
<b>Visual Inspection: documentation of reports to DPS&amp;C, investigative reports</b>		

<b>PART V - OFFENDER PROGRAMS AND ACTIVITY</b>		
<b>A. OFFENDER OPPORTUNITIES FOR IMPROVEMENT</b>		
<b>References: ACA CJS 1-5A-01, Dept. Reg. B-08-004/PS-F-1</b>	<b>Findings</b>	<b>Response</b>
<b>V-A-001 Volunteers/Registration</b> There is an official registration and identification system for volunteers. <b>Visual Inspection: activity schedules, facility logs</b>	<b>Compliant -A schedule and log of volunteers entering the facility is on file.</b>	
<b>V-A-002 Volunteer Services</b> A current schedule of volunteer services is available to all offenders and is posted in appropriate areas of the facility. <b>Visual Inspection: activity schedules, facility logs</b>	<b>Compliant</b>	



<p><b>V-A-003 Programs and Services</b> 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&amp;C approved programming, whether the program is administered by DPS&amp;C or other staff. The class files should include at a minimum:</p> <ol style="list-style-type: none"> <li>1. Screening of offender(s) for program placement;</li> <li>2. Offender application to program;</li> <li>3. Program sign-in sheets and/or attendance rosters;</li> <li>4. Signed copy of CTRP credit forms;</li> <li>5. Documentation for staff oversight if program is not</li> </ol>	<p><b>Compliant -GED/HiSet programming and CTRP classes are available to the offender population.</b></p>	
<p><b>Visual Inspection: activity schedules, facility logs</b></p>		
<p><b>V-A-003-1 Educational Programming</b> The DPS&amp;C and the facility encourage educational programming which includes:</p> <ol style="list-style-type: none"> <li>1. Adult Basic Education and/or Literacy</li> <li>2. Industry Based Certification Training</li> <li>3. Pell-eligible Post-Secondary Training</li> </ol> <p>Any planned or proposed programs for education in local jail facilities that house DPS&amp;C offenders shall be submitted to the DPS&amp;C Education Director.</p>	<p><b>Compliant</b></p>	
<p><b>Visual Inspection: activity schedules, facility logs</b></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/HC-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	Findings	Response
<p><b>V-B-001 Releasing Offenders</b> Procedures for releasing offenders from the facility include, but are not limited to, the following:</p> <ul style="list-style-type: none"> <li>•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.</li> <li>•Provide offender with/and have him/her sign for any reentry transition document envelopes and all its contents.</li> <li>•Provision of a listing of available community resources.</li> <li>•Consideration by the prescribing health care practitioner for a provision of a 5-day supply of current maintenance medication (medication prescribed to stabilize a <b>chronic</b> medical or behavioral health illness), along with a prescription for a thirty (30) day of medication upon transfer or discharge.</li> <li>•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.</li> <li>•Provision of adequate street clothing for indigent offenders.</li> </ul> <p><b>Visual Inspection: completed release forms and documents, facility records and logs, offender records</b></p>	<p><b>Compliant -Documentation reviewed that includes all of the required items. Facility provides a seven day supply of prescription medication.</b></p>	



<p><b>V-B-002 Visiting</b> 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.</p> <p><b>Visual Inspection: activity schedule, facility logs</b></p>	<p><b>Compliant</b></p>	
<p><b>V-B-003 Library Services</b> Written Reading materials shall be available to offenders on a reasonable basis.</p> <p><b>Visual Inspection: activity schedule, facility logs</b></p>	<p><b>Compliant</b></p>	
<p><b>V-B-004 Religious Programs</b> Written policy, procedure and practice define and provide reasonable offender opportunity for religious practice.</p> <p><b>Visual Inspection: documentation of offender religious activities, activity schedule</b></p>	<p><b>Compliant -Religious services are provided to the offenders.</b></p>	
<p><b>V-B-005 Exercise and Recreation Access</b> 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&amp;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.</p> <p><b>Visual Inspection: activity schedule, facility logs</b></p>	<p><b>Compliant</b></p>	
<p><b>V-B-006 Transitional Work Program/Standard Operating Procedures</b> Transitional Work programs shall be operated in accordance with the Standard Operating Procedures for Offender Work Release Programs established by the DPS&amp;C</p> <p><b>Visual Inspection: DPS&amp;C monitoring report</b></p>	<p><b>Compliant</b></p>	
<p><b>V-B-007 Participation in Transitional Work Programs</b> Participation in transitional work programs by state offenders shall comply with R.S. 15:711 and DPS&amp;C Department Regulation No. B-02-001 "Assignment and Transfer of Offenders." Specific approval by the Secretary of DPS&amp;C is required prior to program assignment of state offenders. Refer to Standard Operating Procedures for Offender Transitional Work Programs.</p> <p><b>Visual Inspection: approval for participation by the Secretary of DPS&amp;C</b></p>	<p><b>Compliant</b></p>	
<p><b>V-B-008 Offender Work Program</b> 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).</p>	<p><b>Compliant</b></p>	



Visual Inspection: offender voluntary participation, sheriff's approval of work program request, facility logs		
Findings		Response
<b>V-B-009 Approval for Transitional Work Programs</b> 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.	Compliant	
<b>Visual Inspection: approval of Chief of Operations</b>		
<b>V-B-010 Proposed Expansions</b> 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.	Compliant -No Proposed Expansions at this time	
<b>Visual Inspection:</b>		
<b>V-B-011 Mail and Correspondence</b> 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.	Compliant -Good policy in place for offender mail and correspondence. Mail is inspected for contraband and legal mail is opened in the presence of the offender.	
<b>Visual Inspection: documentation that offenders are notified when mail is withheld, documentation of justification for reading or rejecting mail</b>		
<b>V-B-012 Packages and Publications</b> Written policy, procedure and practice govern offender access to publications and packages from outside sources.	Compliant -Publications must be ordered and received directly from the publisher. Items are inspected for content and if rejected a notice is sent to the offender in writing.	
<b>Visual Inspection: documentation that offenders are notified when mail is withheld, documentation of justification for reading or rejecting mail</b>		
<b>C. REENTRY</b>		
<b>References: Dept. Regs. B-01-001/IS-B-6, B-01-002/BOP3, B-01-004/IS-B-7, B-06-001/HC-40/IS-D-HCP31</b>	Findings	Response
<b>V-C-001 Substance Abuse Programs</b> The facility encourages offender participation in substance abuse programs when available.	Compliant	
<b>Visual Inspection: facility log, activity schedule</b>		



<p><b>V-C-002 Reentry Programs</b> The DPS&amp;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&amp;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&amp;C offenders, which include at a minimum, if applicable: 1. Any valid forms of identification; 2. Prescriptions and Medicaid card; 3. Community service referrals.</p>	<p><b>Compliant -Facility currently participates in the Standardized Pre-Release Curriculum. Offenders are provided two forms of identification and referral to community services.</b></p>	
<p><b>Visual Inspection: documentation of employment opportunity, documentation of two forms of identification, residential plan</b></p>	<p><b>Compliant -LARNAs are completed in a timely manner. Completed questionnaires on file</b></p>	
<p><b>V-C-003 Pre-Parole Preparation</b> 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&amp;C HQ at LOCALlarna@corrections.state.la.us or by fax to 225-342-0929 within the first two weeks of the month proceeding the scheduled hearing.</p>	<p><b>Compliant</b></p>	
<p><b>Visual Inspection: offender record, completed questionnaire</b></p> <p><b>V-C-004 Parole Board Procedures</b> 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. <b>Visual Inspection: offender record, trip log, documentation showing facility Warden or designee presence at parole board</b></p>		

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
<p><b>VI-A-001 Access to Courts/Access to Legal Materials</b> 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&amp;C.</p> <p><b>Visual Inspection: facility log</b></p>	<p><b>Compliant -Facility logs show that offenders have access to legal materials as needed. Logs on file to reflect us of law library.</b></p>	
<p><b>VI-A-002 Access to Counsel</b> 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.</p>	<p><b>Compliant</b></p>	



<b>Visual Inspection: facility log, record of attorney interviews</b>		
<b>VI-A-003 Protection from Abuse</b> Written policy, procedure, and practice protect offenders from personal abuse, corporal punishment, personal injury, disease, property damage, or harassment.	<b>Compliant-Written policy and procedures are in place to ensure offenders are free from protection from abuse.</b>	
<b>Visual Inspection: facility log, incident reports, staff training records</b>		

**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
<b>VI-B-001 Discrimination</b> 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.  <b>Visual Inspection: facility records, grievances, activity logs</b>	<b>Compliant -Written policy and procedures on file. Completed grievance on file.</b>	
<b>VI-B-002 Grievance Process</b> 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 responses.  <b>Visual Inspection: grievances</b>	<b>Compliant</b>	

**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
<b>VII-A-001 Training and Staff Development</b> 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: 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.	<b>Compliant -Policy in place regarding training. Employees must successfully complete training prior to employment and annually thereafter. Good documentation in file.</b>	
<b>Visual Inspection: lesson plans, staff training records</b>		



<p><b>VII-A-002 Weapons Training</b> 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><b>Visual Inspection: personnel records, training records</b></p>	<p><b>Compliant</b></p>	
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<b>B. FACILITY ADMINISTRATION</b>		
<b>References: ACA CJS 1-4D-02, 1-7D-01, 1-7D-03, Dept. Reg. C-05-001/AM-I-4</b>	<b>Findings</b>	<b>Response</b>
<p><b>VII-B-001 Authority</b> There is a statute or constitutional provision authorizing the establishment of the local jail facility or its parent agency.</p> <p><b>Visual Inspection:</b></p>	<p><b>Compliant</b></p>	
<p><b>VII-B-002 Legal Assistance for Staff</b> 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.</p> <p><b>Visual Inspection: personnel or training records</b></p>	<p><b>Compliant</b></p>	
<p><b>VII-B-003 Independent Financial Audit</b> 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.</p> <p><b>Visual Inspection: annual audit</b></p>	<p><b>Compliant</b></p>	
<p><b>VII-B-004 Facility Insurance</b> Written policy, procedure and practice provide for comprehensive facility insurance coverage.</p> <p><b>Visual Inspection: insurance policy</b></p>	<p><b>Compliant</b></p>	
<p><b>VII-B-005 Offender Funds</b> 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.</p> <p><b>Visual Inspection: offender records</b></p>	<p><b>Compliant -Offender funds are controlled by approved accounting procedure. A print out of offender account on file</b></p>	
<p><b>VII-B-006 Organization</b> 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.</p> <p><b>Visual Inspection: annual reviews, dissemination to staff</b></p>	<p><b>Compliant -Policy and procedures are in place for all areas of the facility. Administration reviews and updates annually.</b></p>	



<p><b>VII-B-007 Annual Compliance Statement</b> Written policy, procedure and practice demonstrate that the facility shall submit an annual statement confirming continued compliance with the BJJ to the appropriate DPS&amp;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.</p> <p><b>Visual Inspection: annual statement</b></p>	<p><b>Compliant</b></p>	
<p><b>VII-B-008 Monthly Reporting</b> Written policy, procedure and practice ensure that any facility with DPS&amp;C offenders report activities to the Chief of Operations on a monthly basis in accordance with Dept. Reg. C-05-001/AM-I-4. These reports shall be submitted on automated reporting forms provided by the DPS&amp;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&amp;C Regional Team Leader, no later than the 20th day of the month for the previous month's activities.</p> <p><b>Visual Inspection: monthly report</b></p>	<p><b>Compliant</b></p>	
<p><b>VII-B-009 Staff Meetings</b> 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.</p> <p><b>Visual Inspection: staff meeting minutes/notes</b></p>	<p><b>Compliant -Monthly staff meeting minutes are on file to show compliance.</b></p>	

<b>C. REASONABLE ACCOMMODATION</b>		
<b>References: ACA CJS 1-7E-01</b>	<b>Findings</b>	<b>Response</b>
<p><b>VII-C-001 Facility Equipment/Reasonable Accommodation</b> 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.</p> <p><b>Visual Inspection:</b></p>	<p><b>Compliant -The facility is handicapped-accessible by all staff and visitors.</b></p>	

<b>INSPECTION REPORTS</b>		
<b>DEPARTMENT</b>	<b>Deficiencies</b>	<b>Corrective Action Taken</b>

<p><b>Fire Marshall</b> Date of Current Report: 3/24/2022 Maximum Capacity: 186</p>	<p><b>Capacity , Facility shall limit its population to 186</b></p>	
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<p><b>DHH - Health</b> Date of Current Report: 12/29/21 Maximum Capacity: 186</p>	<p><b>None</b></p>	
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<p><b>DHH - Retail Food</b> Date of Current Report: 12/29/21</p>	<p><b>Food not stored six inches off floor</b></p>	<p><b>New shelves put in place</b></p>
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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-21-025446-1

**Deficient/Cautionary Codes cited.**

Location Information			
<b>Inspection Type</b>	Compliance Building Inspection	<b>Inspection Date</b>	3/24/2022 4:48:28 PM
<b>Structure ID</b>	13174	<b>No. of Buildings</b>	1
<b>Capacity</b>	186	<b>Facility Code</b>	J123
<b>Year Built</b>	1983	<b>Construction Type</b>	Type IB / Type II (222)
<b>Building/Trade Name</b>		<b>Address</b>	
SAINT MARTIN PARISH LAW ENFORCEMENT		400 SAINT MARTIN STREET, SAINT MARTINVILLE, LA 70582	

Owner Information			
<b>Owner Type</b>	<b>Name</b>	<b>Contact Phone</b>	<b>Contact Email</b>
Municipal Project	SAINT MARTIN PARISH LAW ENFORCEMENT	(337) 394-2565	RPICARD@STMARTINSHERIFF.ORG
<b>Address</b>			
PO BOX 247, SAINT MARTINVILLE, LA 70582			

Tenant Information			
<b>Name</b>	<b>Suite Number</b>	<b>Floor Number</b>	<b>Square Footage</b>

Occupancy Details	
<b>Occupancy Type</b>	<b>Details</b>
Institutional	INSTITUTIONAL BUILDING TYPE:

Deficient and Cautionary Items		
<b>Description</b>	<b>Code Status</b>	<b>Correction Date</b>
55:v.1701-1703- Prisons shall have capacity set by DOC. Currently: capacity is 186. Facility shall limit its population to 186	CAUTIONARY	

Comments
NO APPARENT DEFICIENCIES NOTED AT TIME OF INSPECTION. CURRENT CAPACITY: 197

Inspector Information		
<b>Name:</b> John Chenevert	<b>Badge Number:</b> 616	<b>Inspector Signature:</b>

Person to whom requirements were explained		
<b>Name:</b>	<b>Title:</b>	<b>Signature:</b>

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 50-03-224	Permit Name St. Martin Parish Correctional Center-224		
Name of Establishment St. Martin Parish Correctional Center-224		Owner Name	
Address 400 St. Martin ST St. Martinville, LA 70582		Date 12/29/2021	Time 09:55 AM

**LAC TITLE 51 PART XVIII**

**Comments:**

Per on-site measures due to current COVID surge, full facility access was limited. Inspection report and institution report emailed to csenegal@stmartinsheriff.org.

Number Licensed For		Number in Attendance 187		License Anniversary 12/31/2021	
Sanitarian Name/Print Zachary Gravette	Phone # 337-394-6134	Sanitarian Signature 		R.S. # 3175	
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 		
Name/Title Camellia Senegal - Administrative Assistant					

STATE OF LOUISIANA DEPARTMENT OF HEALTH OFFICE OF PUBLIC HEALTH  INSTITUTION REPORT					
Agency License No. N/A	Anniversary Month DECEMBER				
Name of Establishment ST. MARTIN PARISH CORRECTIONAL CENTER-224	Mailing Address				
Address 400 ST. MARTIN ST					
City, state, Zip Code ST. MARTINVILLE LA 70582					
Type of Facility JAILS 187					
Parish St. Martin	Date Inspected 12/29/2021				
The above establishment has been inspected by a representative of this section, and: <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> License is Recommended;</li> <li><input type="checkbox"/> License is <b>Not</b> Recommended;</li> <li><input type="checkbox"/> License is Pending Reinspection;</li> </ul>					
from the standpoint of sanitation	ZACHARY GRAVETTE <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">3</td> <td style="width: 20px; text-align: center;">1</td> <td style="width: 20px; text-align: center;">7</td> <td style="width: 20px; text-align: center;">5</td> </tr> </table>	3	1	7	5
3	1	7	5		
LHS 48 (R 7/99) <span style="float: right;">D 1014</span>					



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

**Retail Food  
Notice of Violations**

Routine Renewal

Permit Number 50-0001233-1	Permit Name SAINT MARTIN PARISH LAW ENF CENTER cafeteria		
Name of Establishment SAINT MARTIN PARISH LAW ENF CENTER		Owner Name SAINT MARTIN PARISH LAW ENF CENTER	
Address 400 SAINT MARTIN ST SAINT MARTINVILLE, LA 70582		Date 12 29 2021	Time 09:55 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 - 1501.4 - Food is not stored six (6) inches off the floor. Onions removed from floor of walk-in cooler [COS]

**Comments:**

Inspection report emailed to jroberts@smartinsheriff.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 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 Zachary Gravette	Phone # 337-394-6134	Sanitarian Signature 	R.S. # 3175
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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

Name Title  
Camellia Senegal - Administrative Assistant

Signature of Recipient

**CERTIFIED TREATMENT AND REHABILITATION PROGRAM  
CERTIFICATION OF CONTINUED COMPLIANCE**

Facility: *St. Martin Parish Correctional Center*

Date: *6-16-2022*

Name of Program:

Date of Program Implementation: *10-6-2021*

Primary Area of Service Provided:

- Education
- Job Skill Training
- Values Development and Faith Based Initiatives
- Treatment Programs
- Miscellaneous

Program has been certified by DPS&C?  Yes  No

Program application process is consistent with DPS&C existing assessment and classification system?  
 Yes  No

Has program curriculum changed during preceding 12 months?  Yes  No

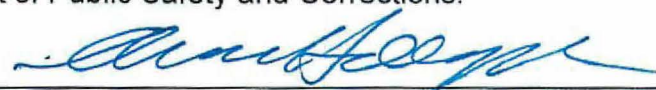
Is there an objective method used to assess completion?  Yes  No

Detailed records are maintained on the following:

- |   |   |                             |
|---|---|-----------------------------|
| All offenders who apply.                        | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Number of offenders accepted.                   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Number and type of services provided.           | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Offender's completion/termination from program. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

Is there a formal graduation ceremony for those who complete the program?  Yes  No

The CTRP referenced above continues to meet necessary criteria to maintain its certification by the Department of Public Safety and Corrections.



Monitoring Team Member or BJJ Team Member/Leader

Date

*6/16/22*