

Department of Public Safety & Corrections  
State of Louisiana

JOHN BEL EDWARDS  
GOVERNOR



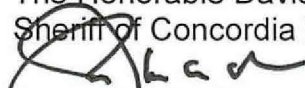
JAMES M. LE BLANC  
SECRETARY

A handwritten signature in blue ink, appearing to be "JML", enclosed in a blue oval.

September 8, 2022

**MEMORANDUM**

**TO:** The Honorable David Hedrick  
Sheriff of Concordia Parish

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

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

Please see the attached monitoring report regarding the Basic Jail Guidelines (BJG) annual inspection that was conducted at Concordia Parish Jail on June 29, 2022. The facility continues to provide a secure, safe, and stable environment for DOC offenders in their custody. DPS&C would like to encourage full compliance with BJJ II-A-018 "Offender Drug Testing". Also, once Concordia Parish Jail's Emergency Plan has been approved by the Fire Marshal please submit a copy to DCP&S.

At this time we will continue with annual monitoring visits with a waiver.

Thank you for your support of the BJJ process.

JML/mwk

Attachment

c: Mike Ranatza, Executive Director, Louisiana Sheriffs' Association  
William Barnes, Warden, Concordia Parish Jail  
Seth Smith, Chief of Operations  
Marcus Myers, Warden RLCC  
Chad Firmin, BJJ Team Leader



# BJG MONITORING REPORT

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

Rev. 03/22/2022 mw

**Facility Name:** Concordia Parish Jail  
**BJG Team Leader & Monitors:** Major Chad Firmin RLCC Team Leader  
**Facility Warden & Email Address:** Warden William Barnes wbarnes@concordiasheriff.org  
**Facility Staff:**  
**BJG Inspection Date:** June 29, 2022  
**Previous BJJ Inspection Date:** May 20, 2021  
**Operational Capacity:** 48  
**Count on Day of Visit:** 31

**Concerns or Issues from the previous BJJ Monitoring Inspection:** None

	# MALE	# FEMALE	TOTAL
Number of DOC Offenders	4	0	4
Number of Local Offenders	27	0	27
Number of Out of State Offenders	0	0	0
Number of Federal Offenders	0	0	0
Number of ICE Detainees	0	0	0
<b>TOTAL</b>	<b>31</b>	<b>0</b>	<b>31</b>

**Number of DOC Offenders that are:**

Single Bunked 3  
Double Bunked 1  
Triple Bunked 0  
**Total** 4

**Number of DOC Offenders that are in Restricted Housing:**

Single Bunked 0  
Double Bunked 0  
Triple Bunked 0  
**Total** 0

**ASSAULTS:** (Please list monthly since the previous BJJ monitoring visit.)

Month/Year	Off/Off	Off/Off w/sig inj	Offender/Staff	Off/Staff w/sig inj
June 21	0	0	0	0
July 21	0	0	0	0
August 21	0	0	0	0
September 21	0	0	0	0
October 21	0	0	0	0
November 21	0	0	0	0
December 21	0	0	0	0
January 22	0	0	0	0
February 22	0	0	0	0
March 22	0	0	0	0
April 22	0	0	0	0
May 22	0	0	0	0

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

Month/Year	Illicit Substance	Alcohol	Weapon	Cell Phone	Other
June 21	0	0	0	0	0
July 21	0	0	0	0	0
August 21	0	0	0	0	0
September 21	0	0	0	0	0
October 21	0	0	0	0	0
November 21	0	0	0	0	0
December 21	0	0	0	0	0
January 22	0	0	0	0	0
February 22	0	0	0	0	0
March 22	0	0	0	0	0
April 22	0	0	0	0	0
May 22	0	0	0	0	0

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

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

**Culinary/Dining:** The jail does not have a dining hall or kitchen. The food is prepared at Concordia Correctional Center and delivered to the jail. All 3 meals are delivered daily.

**Bathrooms:** The bathrooms are clean and in working condition. Adequate hot water available for employee and offender use. All offenders have access to bathroom and shower areas without having assistance from security.

**Yard Areas:** The yard area is clean and consist of a fenced in concrete area. Offenders can go in the fenced in area daily for recreation purposes.

**Maintenance:** Maintenance is conducted by the Police Jury and is not located on the jail grounds. There is a maintenance area located behind the jail with minimum tools. The tools in the shop are in a locked room, on inventory and signed in and out.

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

- I-A-001**      **Safety/Sanitation/Inspections:** Compliant - Safety and sanitation inspections are conducted throughout the jail. DHH inspection done 6-06-22 and FM inspection done 2-16-22.
- I-C-001**      **Emergency Plan:** Compliant - The jail has an emergency plan/policy to handle emergency situations that may arise. The emergency plans are being revised and then will be submitted to the Fire Marshal for approval. Once approved a copy will be submitted to Headquarters
- II-A-007**      **Counts:** Compliant - Counts being conducted according to the jail policy.
- How many formal counts are conducted each shift? Minimum of 2 counts per shift
  - How many counts are conducted each day? At least 4 counts each day
  - **Stick outs counts** are counts that are conducted in areas other than housing units, such as food services and other areas of normally authorized locations. When conducting and submitting the counts, employees are to actually see the offender before turning in these counts.
    - How does the facility accomplish this? The officer working will count offenders leaving for work or trips and call count to control.
    - Does this process insure accountability and safe/secure operation of the facility?  
Yes
- II-A-008**      **Offender Population Management System:** Compliant - Files are kept on each offender that is housed at the jail with necessary information.
- II-A-010**      **Admissions:** Compliant - Offenders and their property are searched upon intake at the jail.
- II-A-012**      **Classification System:** Compliant - Classification system in place to assign offenders at the jail.
- Does this facility have any trustees that work outside the secure perimeter? (Yes or No) Yes
- If yes,
- What is their classification process to determine who is eligible for trustee status?  
The Warden at the correctional facility will review offender records, criminal history, nature of the crime, length of sentence serving to determine which offender is eligible for trustee status prior to sending to the parish jail.
  - Does their classification process meet DPS&C, Corrections Services' criteria? Yes

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

Month/Year	# DOC Tested	Total DOC Pop	% Tested	# Positive
June 21	4	4	100	0
July 21	4	4	100	0
August 21	4	4	100	0
September 21	5	5	100	0
October 21	4	4	100	0
November 21	5	5	100	0
December 21	5	5	100	0
January 22	0	4	0	0
February 22	5	5	100	0
March 22	5	5	100	0
April 22	5	5	100	0
May22	6	6	100	0

- II-A-019 Offender Transfers:** Compliant - Transfers are being done according to policy. Offender transfers are submitted to DPS&C for approval.
- II-A-020 Frequency of Cell Checks:** Compliant - The officer make rounds at least every hour. Living areas also have cameras where an officer can observe on a monitor.
- II-B-002-1 Use of Restraints for Pregnant Offenders:** Compliant - The jail has a policy in place but does not house pregnant females.
- II-C-001 Procedures for Searches:** Compliant - Searches are being done of offenders and their Property and surrounding areas.
- II-D-001 Key, Tool, and Utensil Control:** Compliant - Key control is being utilize for the use and handling of keys. The officer signs the keys out as needed. Tools in the maintenance shop are on inventory. There is no kitchen so no utensils on inventory.
- III-A-001 Rules and Discipline:** Compliant
- Does the facility's offender orientation include the application process for applying for restoration of good time? Yes
  - What is their restoration of good time application process for the offender population? The offender will fill out the restoration of good time application and submit to the Warden. Once reviewed and verified then the form will be submitted for DPS&C by the offender.
  - Does their restoration of good time application process meet DPS&C, Corrections Services' criteria? Yes
- IV-C-001 Access to Care/Clinical Services** (Does the facility charge a co-payment? If so, approved by DPS&C?): Compliant - The jail does charge co-pays to offenders for medical that is approved by DPS&C.
- IV-C-006-1 Pregnancy Management:** Compliant - The jail has a policy in place but does not house pregnant females.
- IV-C-008 Annual TB Testing:** Compliant - TB testing is being done annually.

- IV-C-012 Access to Sick Call:** Compliant - Offenders can request sick call five days a week. The offender will be seen by a nurse from the correctional facility for sick call.
- IV-C-013 Infirmary Care:** Compliant - There is no infirmary at the jail. A nurse will see the offender then if needed more advanced care the offender is taken to a local medical facility.
- IV-C-013-1 Medical Releases** (Medical Parole, Medical Treatment Furlough, and/or Compassionate Release): Compliant - There has been no medical releases from the jail for 2022 as of the audit date.
- IV-C-014 Suicide Prevention and Intervention:** Compliant - Suicide policy in place and staff receive training. The jail follows the suicide policy from the correctional facility.
- IV-C-016 Notification:** Compliant - No offender has been admitted to ICU or trauma center as of this date of the audit for family to be notified. Emergency contact information is on file in offender record.
- IV-D-004 Confidentiality of Health Information:** Compliant - All medical records and information is kept confidential.
- IV-E-001 Alleged and Substantiated Sexual Assaults:** Compliant
- Is this facility required to be PREA compliant due to contract language? (Yes or No) No
  - Is this facility PREA compliant? (Yes or No) No
    - If yes, date compliance received:
      - If this facility is required to be PREA compliant due to contract language, and has not done so, what is their plan of action for compliance?
- V-A-003 Programs and Services:** Compliant
- List all Certified Treatment Programs (Attach Form IS-B-8-b)  
None
  - List all other Offender Programs  
Church services offered
- V-A-003-1 Educational Programming:** -Compliant - No educational programs offered.
- GED Program**
- |                           |   |
|---------------------------|---|
| Number of GED Slots       | 0 |
| Number of Participants    | 0 |
| YTD Number of Completions | 0 |
- V-B-001 Releasing Offenders:** Compliant - Offenders sign for their property along with ID's and any Medications along with community services. Receipts on file of offenders signing for property upon release.
- V-B-010 Proposed Expansions:** Compliant - No proposed expansion at this time.

- V-C-001 Substance Abuse Programs:** Compliant - There are no substance abuse programs offered at the jail.
- V-C-002 Reentry Programs** (Are offenders releasing with two valid forms of identification?): Compliant  
Offenders are releasing with at least 2 forms of ID and a list of community services available.
- V-C-004 Parole Board Procedures:** Compliant - Parole Hearing are done by zoom at the jail. Facility staff is present for hearing and present information to the board when requested.
- VI-B-002 Grievance Process:** Compliant
- Does grievance process include at least two levels of review? Yes
  - Who is the designee at each level of review? Warden and a committee
  - What is the specified time period for response at each level? 3 to 5 days
- VII-A-002 Weapons Training:** Compliant - Weapons training is done annually.
- VII-B-008 Monthly Reporting:** Compliant - Monthly reports are submitted in a timely manner.

**OTHER:** N/A

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

Spoke to some employees during the audit. Staff morale is good and employees are knowledgeable of their job duties. Sheriff Hedrick came and made rounds in the jail during the audit and thanked DPS&C for everything we do in assisting in the BJJ process.

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

Offender morale was good along with the quality of life. There were no concerns or problems voiced by any offenders during the walk through. 1 DOC offender was off work and in the living area during the walk through. The other 3 DOC offenders were in the shop behind the jail.

**RECOMMENDATION:**

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



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-21-042894-1

**Deficient/Cautionary Codes cited.**

Location Information			
<b>Inspection Type</b>	Compliance Building Inspection	<b>Inspection Date</b>	2/16/2022 11:01:07 AM
<b>Structure ID</b>	6754	<b>No. of Buildings</b>	1
<b>Capacity</b>	48	<b>Year Built</b>	1976
<b>Building/Trade Name</b>	CONCORDIA PARISH JAIL		
<b>Address</b>	4001 CARTER STREET, VIDALIA, LA 71373		

Owner Information			
<b>Owner Type</b>	<b>Name</b>	<b>Contact Phone</b>	<b>Contact Email</b>
Municipal Project	CHIRLEY JOHNSON	(318) 336-5231	WBARNES@CONCORDIASHERIFF.ORG
<b>Address</b>			
HIGHWAY 84 WEST, VIDALIA, LA 71373			

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: GROUP I-3 (DETENTION/CORRECTION); DETENTION/CORRECTION FACILITY TYPE: CONDITION 4

Deficient and Cautionary Items		
<b>Description</b>	<b>Code Status</b>	<b>Correction Date</b>
NFPA 101 (1976) 10-4.3.3.1 The owner shall have the fire alarm system in proper working order and tagged by a LA licensed technician. Currently, the fire alarm is showing in trouble.	DEFICIENT	3/3/2022

Comments
CITED DEFICIENCIES NOTED ON REPORT. THE FIRE ALARM IS SHOWING IN TROUBLE. CURRENT INMATE COUNT 40.

Inspector Information		
<b>Name:</b> Chance Downs	<b>Badge Number:</b> 724	<b>Inspector Signature:</b>

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

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

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





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GOVERNOR

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### Inspection Report

Report # CB-21-042894-1

**Deficient/Cautionary Codes cited.**



H. "Butch" Browning  
FIRE MARSHAL

### L.R.S. 40:1577 APPEAL FROM ORDER

When an order is made by one of the deputies or representatives of the Fire Marshal, the owner or occupant of the building or premises may, within three days, appeal to the Fire Marshal. The Fire Marshal shall, within five days, review the order and advise the owner or occupant of his decision thereon. The owner or occupant may, within five days after the making of affirming of any such order of the Fire Marshal, file an application with the Board of Review.

### RULES FOR APPEALING TO THE FIRE MARSHAL BOARD OF REVIEW

- I. Any application to the Board of Review shall contain the following basic information set off in organized fashion with captions indicating that the paragraph in question contains the following basic information.
  1. The name of the applicant.
  2. A brief description of the facts.
  3. A copy of the order of the Fire Marshal which is being appealed.
  4. A reference to the section of the law or code being reviewed.
  5. A brief description of why the applicant feels the requirements of the Fire Marshal is not within the Fire Marshal's authority, or brief description of why the interpretation of the Fire Marshal is incorrect or what specific relief is required by the applicant.
  6. A list of the individuals who will be appearing before the Board, and a brief description of the testimony or information they will be providing the Board.
  7. A list of all the documents which will be introduced or provided to the Board along with a brief description of the documents, and if possible, a copy of said documents.
  8. A list of each exhibit except for documents, and a brief description of the exhibit.
- II. Whenever possible, a notice of the meeting, date and place, and the agenda will be recorded in the Louisiana Register, however, whenever that is not possible, a copy of the meeting notice including the date, time and place, and agenda of the meeting of the Board will be published in the official notices of the official state journal; furthermore, a press release containing the same information will be mailed to the official journals of the cities of Shreveport, Monroe, Lafayette, Lake Charles, Alexandria, New Orleans, and Baton Rouge and any city or town in which the meeting of the Board is to be held if it is not one of the aforementioned major cities; and the same information shall be mailed to each individual who has notified the Fire Marshal of his desire to receive a notice of such appeal.
- III. A copy of the determination of the Board as prepared by the Chairman will be mailed to each individual who requests a copy of that specific determination as well as to the applicant.
- IV. The time delays for filing an appeal shall be those specified in R.S.40:1577 and 40:1578 1 D.



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

**Detention or Incarceration  
Notice of Violations**

Routine/Renewal

Permit Number 15-01-224	Permit Name Concordia Parish Jail-224		
Name of Establishment Concordia Parish Jail-224		Owner Name	
Address 4001 Carter ST Vidalia, LA 71373		Date 06/06/2022	Time 12:15 PM

**LAC TITLE 51 PART XVIII**

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

Category	Code Reference	Description of Violations
Approved Bathing Facilities	101	24 - There is chipped tile in the shower area. [Repeat]

**Comments:**

Verbal acknowledgement of report provided by WILLIAM BARNES, WARDEN(name and title).  
Copy of report emailed to wbarnes@concordiasheriff.org (email address).

Number Licensed For	Number in Attendance	License Anniversary
	40	06/30/2022
Sanitarian Name/Print Caleb Smith	Phone # 318-757-8632	Sanitarian Signature 
		R.S. # 3033

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

Correct Critical Violations by

Correct Non-Critical Violations by

Signature of Recipient

Name/Title  
WILLIAM BARNES, WARDEN

STATE OF LOUISIANA DEPARTMENT OF HEALTH OFFICE OF PUBLIC HEALTH  INSTITUTION REPORT					
Agency License No. N/A	Anniversary Month JUNE				
Name of Establishment CONCORDIA PARISH JAIL-224	Mailing Address				
Address 4001 CARTER ST					
City, state, Zip Code VIDALIA LA 71373					
Type of Facility JAILS 40					
Parish Concordia	Date Inspected 06/06/2022				
The above establishment has been inspected by a representative of this section, and: <ul style="list-style-type: none"> <li>License is Recommended;</li> <li>License is <b>Not</b> Recommended;</li> <li>License is Pending Reinspection;</li> </ul> from the standpoint of sanitation					
CALEB SMITH	<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;">0</td> <td style="width: 20px; text-align: center;">3</td> <td style="width: 20px; text-align: center;">3</td> </tr> </table>	3	0	3	3
3	0	3	3		
LHS 48 (R 7/99) <span style="float: right;">D 1014</span>					