

Department of Public Safety & Corrections
State of Louisiana

JOHN BEL EDWARDS
GOVERNOR



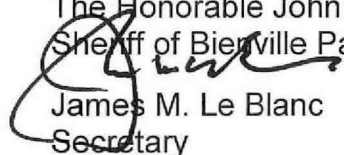
JAMES M. LE BLANC
SECRETARY

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

December 3, 2022

MEMORANDUM

TO: The Honorable John E. Ballance
Sheriff of Bienville 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 Bienville Parish Jail on October 27, 2022. The facility continues to provide a secure, safe, and stable environment for DOC offenders in their custody. At this time DPS&C will continue with annual monitoring visits.

Thank you for your support of the BJG process.

JML/mwk

Attachment

c: Mike Ranatza, Executive Director, Louisiana Sheriffs' Association
LaTricia Green, Warden, Bienville Parish Jail
Seth Smith, Chief of Operations
Jerry Goodwin, Warden, DWCC
James Arnold, BJG Team Leader



BJG MONITORING REPORT

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

Rev. 08/01/2022 mwk

Facility Name: Bienville Parish Jail
BJG Team Leader & Monitors: Colonel James Arnold, BJB Team Leader
Facility Warden & Email Address: Warden LaTricia Green, lgreen@bienvillesheriff.org
Facility Staff: Warden LaTricia Green
BJG Inspection Date: October 27, 2022
Previous BJB Inspection Date: June 22, 2021
Operational Capacity: 55
Count on Day of Visit: 29

Concerns or Issues from the previous BJB Monitoring Inspection:

	# MALE	# FEMALE	TOTAL
Number of DOC Offenders	9	0	9
Number of Local Offenders	20	0	20
Number of Out of State Offenders	0	0	0
Number of Federal Offenders	0	0	0
Number of ICE Detainees	0	0	0
TOTAL	29	0	29

Number of DOC Offenders that are:

Single Bunked 9
 Double Bunked 0
 Triple Bunked 0
Total 9

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
October 2021	0	0	0	0
November 2021	0	0	0	0
December 2021	0	0	0	0
January 2022	0	0	0	0
February 2022	1	1	0	0
March 2022	0	0	0	0
April 2022	2	1	0	0
May 2022	0	0	0	0
June 2022	0	0	0	0
July 2022	0	0	0	0
August 2022	0	0	0	0
September 2022	0	0	0	0

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

Month/Year	Illicit Substance	Alcohol	Weapon	Cell Phone	Other
October 2021	0	0	0	0	0
November 2021	0	0	0	0	0
December 2021	0	0	0	0	0
January 2022	0	0	0	0	0
February 2022	0	0	0	0	0
March 2022	0	0	0	0	0
April 2022	0	0	0	0	0
May 2022	0	0	0	0	0
June 2022	0	0	0	0	0
July 2022	0	0	0	0	0
August 2022	0	0	0	0	0
September 2022	0	0	0	0	0

GENERAL APPEARANCE, CLEANLINESS, AND COMMENTS OF THE FACILITY:

Living Area:

- **Dorms** - Dorms were clean and offender property was neatly stored.
- **Cell Block** - Cells were clean and all offender property was stored neatly.

Culinary/Dining: Culinary/dining area were clean. Inventories were correct and all utensils were accounted for. Licensed dietician Hollis Lyles (exp. 6/30/23) approved the cycle menu that was in use. Offenders are served in the common area of the dorms or in their individual cells.

Bathrooms: Lavatory/Showers have temperature controlled hot/cold water and temperatures are checked. Bathrooms were clean and odor free.

Yard Areas: Yard area was clean no clutter nor trash present. Logs show where offenders are allowed to exercise.

Maintenance: Overall maintenance at the facility is good. Maintenance request and repairs records are kept in file. A worker from the police jury performs all facility maintenance within the jail.

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

- I-A-001** **Safety/Sanitation/Inspections (MANDATORY):** Compliant
Documentation reflects that daily, weekly and monthly inspections are regularly performed at the jail. Current DHH Retail Food and DHH Incarceration on 5/5/22. Current FM (2/21/22) inspections are in file. See reports for deficiencies.
- I-C-001** **Emergency Plan (MANDATORY):** Compliant
Facility has an emergency plan in place and has been sent to the Sec. DPS&C for approval. Employees were able to describe in detail evacuation procedures and notification process.
- I-C-003** **Fire Safety/Code Conformance (MANDATORY):** Compliant. Last FM 2/21/22 was on 2/21/22 no deficiencies noted.
- II-A-006** **Staff Log (MANDATORY):** Compliant.
Staff logs of pertinent information (ie, shift activity, daily events, security staff/supervisor rounds, etc) were reviewed and found in good order. Logs are in file.
- II-A-007** **Counts (MANDATORY):** Compliant
Facility conducts 2 formal counts per shift for a total of 4 major counts a day. Additional counts are conducted during inclement weather and as necessary.
- How many formal counts are conducted each shift? 2
 - How many counts are conducted each day? 4
 - **Stick outs counts**
 - How does the facility accomplish this? The facility conducts a physical head count.
 - Does this process ensure accountability and safe/secure operation of the facility? YES
- II-A-008** **Offender Population Management System:** Compliant
If an offender is transferred to another local or DPS&C facility all records are transferred with offender.
- II-A-010** **Admissions:** Compliant
Current policy and procedure are in place. Admission forms are thorough and completed.
- II-A-012** **Classification System:** Compliant.
Classification system in place meets all requirements. Any potential issues are addressed upon initial classification to aid in ensuring proper custody level and placement within the facility.
- 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?
Same criteria as DPS&C.
 - Does their classification process meet DPS&C, Corrections Services' criteria? YES
- II-A-016** **Photo Identification (MANDATORY):** Compliant
Offenders have photo ID issued to them upon intake.

II-A-018 Offender Drug Testing (MANDATORY): (List monthly since the previous BJJ monitoring visit.)

Month/Year	# DOC Tested	Total DOC Pop	% Tested	# Positive
October 2021	2	9	22%	0
November 2021	2	9	22%	0
December 2021	2	8	25%	0
January 2022	2	5	40%	2 meth
February 2022	2	8	25%	1 meth, 1 Thc
March 2022	2	9	22%	1 Thc 1 Meth
April 2022	3	11	27%	1 pos. cocaine, 1 Meth
May 2022	2	11	18%	0
June 2022	2	9	22%	0
July 2022	2	9	22%	0
August 2022	2	9	22%	0
September 2022	2	9	22%	0

II-A-019 Offender Transfers: Compliant
Proper notification is made when offenders are transferred to another facility within guidelines. Documentation is maintained.

II-A-020 Cell Checks (MANDATORY): Compliant
Policy and procedures are in place and were on file. Rounds are to be done every 30 mins.

II-B-002-1 Use of Restraints for Pregnant Offenders: Compliant.
Facility does not house female offenders.

II-C-001 Procedures for Searches: Compliant
Procedures in place and logs maintained on searches and detection of contraband.

II-D-001 Key, Tool, and Utensil Control (MANDATORY): Compliant
Facility does not maintain tools within the jail. Inventories for utensils were correct and all were accounted for. Good key control and emergency keys are secured in the dispatch office down stairs.

III-A-001 Rules and Discipline (MANDATORY): Compliant. All offenders receives a facility and DPS&C rule book and signatures of receipts are keep on file.

- 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? All restoration of good time is forwarded to the facility Warden then forwarded to DWCC.
- Does their restoration of good time application process meet DPS&C, Corrections Services' criteria? Yes

IV-A-003 Food/Dietary Allowances (MANDATORY): Compliant
Cycle menus are utilized by this facility. All cycle menus are reviewed and approved by a registered dietitian Hollis Lyles license exp. 6/30/23. A tray/plate and utensil is provided for each hot meal.

IV-A-006 Food Services Management (MANDATORY): Compliant
Offenders are provided 2 hot meals per day. Ample time is permitted for meal consumption and time lapse between meals is in compliance within the guidelines.

IV-B-001 Plumbing Fixtures – Toilets & Washbasins (MANDATORY): Compliant
All offenders have access to toilets/washbasins with temperatures controlled hot/cold water at all times.

- IV-B-002 Plumbing Fixtures – Showers (MANDATORY):** Compliant
All offenders are able to shower every day. Water temperatures logs indicate full compliance with the guidelines.
- IV-B-005 Personal Hygiene (MANDATORY):** Compliant
Indigent offenders are provided with personal hygiene items if they're not able to purchase them.
- IV-C-001 Access to Care/Clinical Services (MANDATORY)** (Does the facility charge a co-payment? If so, approved by DPS&C?): Compliant. Health care is provided at this facility with no medical co-pay. Offenders are advised of all clinical services provided and how to obtain these services.
- IV-C-003 Provision of Treatment (MANDATORY):** Compliant. Nurse Practitioner Ashley Thomas (lic # APO4826 EXP. 1/31/23) sees all offenders for sick call at the jail and services are provided or referred as needed. Dr. Don Smith sees offenders for any mental health concerns and dental is provided by Horseshoe Dental of Minden La. Also uses Dr. Patrick Grayson 13301R. APO4826 1/31/23
- IV-C-005 24 Hour Care (MANDATORY):** Compliant.
If further medical attention is needed offenders are transported to Bienville Medical Center or Dr. Grayson family clinic. Ambulatory services are provided by Pafford Ambulance.
- IV-C-006-1 Pregnancy Management (MANDATORY):** Compliant
There are no DOC female offenders housed at this facility.
- IV-C-008 Annual TB Testing:** Compliant
TB Testing is conducted on all offenders annually at no cost to the offender. Documentation is on file to show compliance.
- IV-C-009 Chronic Care Program (MANDATORY):** Compliant
Only offenders who are stable through use of medication are housed at this facility. All other offenders are transferred to a DOC facility upon approval from DOC.
- IV-C-012 Access to Sick Call (MANDATORY):** Compliant
Sick call is accessible to all offenders daily.
- IV-C-013 Infirmiry Care:** Compliant
Facility does not house offenders that require infirmiry care. Emergency care is provided by Bienville Medical Center. Pafford Ambulance Service provides ambulatory transport. Offenders who require infirmiry care are transferred to a DOC facility.
- IV-C-013-1 Medical Releases** (Medical Parole, Medical Treatment Furlough, and/or Compassionate Release): Compliant. Facility does not have an in house infirmiry therefore any offender to which this guideline applies are transferred to a DOC facility.
- IV-C-014 Suicide Prevention and Intervention (MANDATORY):** Compliant
Facility has a functional suicide prevention and intervention policy in place that has been signed by Dr. Don Smith.
- IV-C-015 Offender Deaths (MANDATORY):** Compliant
No offender deaths this rating period.
- IV-C-016 Notification:** Compliant
Policy and procedures are in place related to notification of family and visitation with an offender admitted to an ICU or Trauma Center according to DPS&C guidelines.
- IV-D-001 Healthcare Quarterly Meetings (MANDATORY):** Compliant
Quarterly meeting are conducted and documentation is on file.
- IV-D-004 Confidentiality of Health Information/Individual Health Record:** Compliant.
Completed and signed consent forms are in place in all offender files.

IV-006-1 Emergency Assessment for Intoxication or Suspected Intoxication (MANDATORY): Compliant. Policy and procedures are in place and on file.

IV-D-007 Internal Review/Quality Assurance (MANDATORY): Compliant. Facility has a policy in place that has been approved by a Health Care Authority. Documentation is on file.

IV-E-001 Alleged and Substantiated Sexual Assaults: Compliant
Facility has a written PREA policy in place that mirrors the DPS&C policy. Sheriff Department investigates all PREA allegations. No substantiated PREA allegations this rating period.

- Is this facility required to be PREA compliant due to contract language? (Yes or No) N/A
- Is this facility PREA compliant? (Yes or No) N/A
 - 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-004 Religious Programs: Compliant
Volunteers are utilized for the religious services.

V-A-005 Exercise & Recreation Access (MANDATORY): Compliant
Offenders are allowed access to recreation 3x weekly with weather permitting.

V-B-001 Programs and Services: Compliant
Offender wishing to participate in treatment programming are transferred to a facility that offers programming.

- List all Certified Treatment Programs (Attach Form IS-B-8-b)
N/A
- List all other Offender Programs
N/A

V-B-002 Educational Programming: N/A

GED Program

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

V-B-003 Substance Abuse Programs: N/A

V-C-001 Releasing Offenders: Compliant.
A discharge packet was reviewed and found to be compliant with this guideline. Offenders receive all needed medication, community resource information and property upon release.

V-C-002 Regional Reentry Programs (Are offenders releasing with two valid forms of identification?):
Compliant. Offenders are released with 2 forms of ID'S.

V-C-004 Parole Board Procedures: Compliant
Policy and procedures are in place related to the presence of the Warden or his/her designees being present at Parole Board hearing. Documentation of any such occurrence is maintained.

VI-B-002 Grievance Process (MANDATORY): Compliant

- Does grievance process include at least two levels of review? YES
- Who is the designee at each level of review? 1st Level Warden, 2nd level Chief Deputy.
- What is the specified time period for response at each level? 1st level 3 days, 2nd level 5 days.

VII-A-002 Weapons Training: Compliant

All deputies authorized to use firearms are POST certified and receives appropriate training regarding the use, handling and retention of weapons. Qualifications are required annually and documentation is maintained in file.

VII-B-010 Monthly Reporting: Compliant

Facility submits monthly reports as well as weekly and annual compliance statements on a timely basis.

VII-B-012 Proposed Expansions: Compliant

No plans for expansions at this time.

OTHER:

STAFF COMMENTS/MORALE/GENERAL OBSERVATIONS:

The morale at this facility was deem to be very good and all employees seems to enjoy their job. Years of service for employees at this facility per Warden Green range from 5 years to 15 years. Staff were very knowledgeable of their assigned duties and policies of the facility. The level of dedication and professionalism were exceptional.

OFFENDER COMMENTS/MORALE/QUALITY OF LIFE: I spoke with some offenders during my inspection and they were quiet and well mannered. All of the offenders stated that Warden Green and her staff are always respectful and professional when interacting with them. All offender comments were positive in nature. Offenders stated that the food was very good. Had no negative comments from any offenders.

RECOMMENDATION: Based on my walk through inspection of the facility and review of the BJJ files it is recommended that Bienville Parish Jail continues with annual monitoring.



John Bel Edwards
GOVERNOR

Office of State Fire Marshal

8181 Independence Blvd. Baton Rouge, LA 70806
(225) 925-4911 (800) 256-6452 Fax (225) 925-4241



H. "Butch" Browning
FIRE MARSHAL

Inspection Report

Report # CB-21-014835-1

No Deficient/Cautionary Codes cited.

Location Information			
Inspection Type	Compliance Building Inspection	Inspection Date	2/21/2022 7:47:20 PM
Structure ID	18818	No. of Buildings	1
Capacity	55	Facility Code	J159
		Year Built	1960
		Construction Type	Type IIB / (000)
Building/Trade Name		Address	
BIENVILLE PARISH JAIL		328 SOUTH BEECH STREET, ACADEIA, LA 71001	
Owner Information			
Owner Type	Name	Contact Phone	Contact Email
Municipal Project	BIENVILLE PARISH POLICE JURY	(318) 377-1540	LGREEN@BIENVILLESHERIFF.ORG
Address			
PO BOX 328, ACADEIA, LA 71001			
Tenant Information			
Name	Suite Number	Floor Number	Square Footage
Occupancy Details			
Occupancy Type	Details		
Institutional	INSTITUTIONAL BUILDING TYPE: GROUP I-3 (DETENTION/CORRECTION); DETENTION/CORRECTION FACILITY TYPE: CONDITION 5		
Comments			
<p>BI-ANNUAL INSPECTION COMPLETED ON THIS DATE OF A DETENTION FACILITY CONDITION USE 5. FIRE ALARM SYSTEM CERTIFIED 06/08/2021 HOOD SUPPRESSION SYSTEM CERTIFIED ON 12/13/2021 - NEXT REQUIRED INSPECTION 06/13/2022 (EVERY 6 MONTHS). FIRE EXTINGUISHERS CERTIFIED 05/07/2021. ALL MANUAL LOCKS APPEAR TO BE IN NORMAL WORKING CONDITIONS. FIRE DRILL CONDUCTED EVERY 3 MONTHS. NO APPARENT DEFICIENCIES AT TIME OF INSPECTION. ACCEPTABLE FOR STATE LICENSE OCCUPANCY AND USE. INMATE COUNT: 26</p>			
Inspector Information			
Name: Brandon Lamkin	Badge Number: 726	Inspector Signature:	
Person to whom requirements were explained			
Name: Roy Cook	Title: Correctional Officer	Signature:	

For questions regarding the contents of this report, please call:

(225) 587 5856



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

**Retail Food
Notice of Violations**

Routine/Renewal

Permit Number 07-0001015-1	Permit Name BIENVILLE PARISH JAIL		
Name of Establishment BIENVILLE PARISH JAIL	Owner Name BIENVILLE PARISH JAIL		
Address 100 COURTHOUSE DR ARCADIA, LA 71001	Date 05/05/2022	Time 11:30 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. [COS]

Comments:

FSC: WALTER DRISKILL #58939 EX: MARCH 9, 2024
 VERBAL ACKNOWLEDGEMENT OF REPORT PROVIDED BY: LATRICIA GREEN, WARDEN
 COPY OF REPORT EMAILED TO: LGREEN@BIENVILLESHERIFF.ORG

NOTICE RS 40:31.38 (ACT 66)

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

Sanitarian Name/Print	Phone #	Sanitarian Signature	R.S. #
Jarahji Wilson	318-676-5260	<i>Jarahji W.</i>	3237

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 LATRICIA GREEN, WARDEN	Signature of Recipient
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STATE OF LOUISIANA
DEPARTMENT OF HEALTH
OFFICE OF PUBLIC HEALTH

INSTITUTION REPORT

Agency License No.	Anniversary Month JULY
Name of Establishment BIENVILLE PARISH JAIL-224	Mailing Address
Address 100 COURTHOUSE DR	
City, state, Zip Code ARCADIA LA 71001	
Type of Facility JAILS 55 28	
Parish Bienville	Date Inspected 05/05/2022

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

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

from the standpoint of sanitation

JARAHJI WILSON

3 2 3 7



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

**Detention or Incarceration
Notice of Violations**

Routine/Renewal

Permit Number 07-01-224	Permit Name Bienville Parish Jail-224	
Name of Establishment Bienville Parish Jail-224	Owner Name BIENVILLE PARISH JAIL	
Address 100 Courthouse DR Arcadia, LA 71001	Date 05/05/2022	Time 11:15 AM

LAC TITLE 51 PART XVIII

NON-CRITICAL ITEMS: These items should be corrected by the next regular inspection or according to the compliance schedule (see below) established by this office.		
Category	Code Reference	Description of Violations
Building Requirement	101	7 - There is peeling paint on the walls in the shower.
Toilet Facilities	101	19 - The toilets are not properly constructed. LOOSE TOLIET SCREWS

Comments:

VERBAL ACKNOWLEDGEMENT OF REPORT PROVIDED BY: LATRICIA GREEN, WARDEN
COPY OF REPORT EMAILED TO: LGREEN@BIENVILLESHERIFF.ORG

Number Licensed For 55	Number in Attendance 28	License Anniversary 07/31/2021	
Sanitarian Name/Print Jarajji Wilson	Phone # 318-676-5260	Sanitarian Signature <i>Jarajji W.</i>	R.S. # 3237
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 LATRICIA GREEN, WARDEN		Signature of Recipient	

STATE OF LOUISIANA
DEPARTMENT OF HEALTH
OFFICE OF PUBLIC HEALTH

INSTITUTION REPORT

Agency License No.	Anniversary Month JULY
Name of Establishment BIENVILLE PARISH JAIL-224	Mailing Address
Address 100 COURTHOUSE DR	
City, state, Zip Code ARCADIA LA 71001	
Type of Facility JAILS 55 28	
Parish Bienville	Date Inspected 05/05/2022

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

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

from the standpoint of sanitation

JARAHJI WILSON

3	2	3	7
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BIENVILLE PARISH SHERIFF'S OFFICE

JOHN E. BALLANCE
SHERIFF AND EX-OFFICIO TAX COLLECTOR

P. O. Box 328 • 100 COURTHOUSE DR.
ARCADIA, LOUISIANA 71001
PHONE (318) 263-2215 • FAX (318) 263-7418

To Whom It May Concern,

I Warden LaTricia Green has corrected the Detention or Incarceration Notice of Violations that was done on 5/5/2022 @11:15am. LAC Title 51 Part XXVIII was a non-critical item for the Bienville Parish Jail. The items below were corrected with the necessary correction. Violation #1 (Building Requirement. There is peeling paint on the walls in the shower. Violation #2 The toilet's are not properly constructed. Loose Toilet screws were noted. These violations were corrected the same day.

A handwritten signature in cursive script that reads "Warden LaTricia Green".

Warden LaTricia Green