

Department of Public Safety & Corrections  
State of Louisiana

JOHN BEL EDWARDS  
GOVERNOR



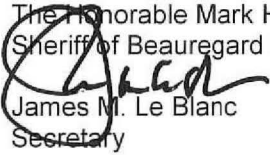
JAMES M. LE BLANC  
SECRETARY

Handwritten signature of James M. Le Blanc in blue ink.

January 20, 2023

**MEMORANDUM**

**TO:** The Honorable Mark Herford  
Sheriff of Beauregard 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) inspection that was conducted at Southwest Correctional on October 26, 2022. During the inspection of the facility the BJG Team made the following recommendations:

- Dorm areas – Continue to make repairs to ceilings and walls, faucets, showerheads, toilets, urinals, and sinks. Clean shower areas and continue to label all chemicals and maintain inventories.
- Welding Shop - Establish accountability method for welding materials issued/returned.
- Kitchen - Continue practice of dating and labeling all stored products, use infrared thermometer for cold storage and foods.

Deficiencies found throughout the facility were either corrected at the time of inspection or are in process of being corrected.

At this time DPS&C is certifying Southwest Correctional in compliance with the "Basic Jail Guidelines" with semi-annual monitoring to ensure continued improvements, maintenance, and compliance.

Thank you for your support of the BJG process.

JML/mwk

Attachment

- c: Mike Ranatza, Executive Director, Louisiana Sheriff's Association  
Johnny Smith, Warden, Southwest Correctional  
Seth Smith, Chief of Operations  
Marcus Myers, Warden, RLCC  
Dusty Bickham, Warden, DCI  
Selten Manuel Stinson, BJG 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

**Southwest Correctional**  
*in acknowledgement of*  
**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 25<sup>th</sup> day of January  
in the year of our Lord 2023



Attest:   
Secretary



# BJG RECERTIFICATION REPORT

Rev. 03/22/2022 mw

**Facility Name:** BPSO-Southwest Transitional Work Program  
**BJG Team Leader & Monitors:** BJB Team Leader Major Selten Manuel, BJB Team Member Captain Craig Pearce  
**Facility Warden & Email Address:** Warden Johnny Smith, ([warden1phelps@outlook.com](mailto:warden1phelps@outlook.com))  
**Facility Staff:** Warden Joshua Kauffman, Deputy Warden Mike Constance, Skyler Broxson  
**BJG Inspection Date:** October 26<sup>th</sup>, 2022  
**Previous BJB Inspection Date:**  
**Operational Capacity:** 942  
**Count on Day of Visit:** 702

**\*\*Please see attached Excel Spreadsheet for each area reviewed for BJB compliance\*\***

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

	# MALE	# FEMALE	TOTAL
Number of DOC Offenders	666	0	666
Number of Local Offenders	0	0	0
Number of Out of State Offenders	36	0	36
Number of Federal Offenders	0	0	0
Number of ICE Detainees	0	0	0
<b>TOTAL</b>	<b>702</b>	<b>0</b>	<b>702</b>

**Number of DOC Offenders that are:**

Single Bunked	177
Double Bunked	489
Triple Bunked	0
<b>Total</b>	<b>666</b>

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

Single Bunked	0
Double Bunked	0
Triple Bunked	0
<b>Total</b>	<b>0</b>

**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
November 2021	0	0	0	0
December 2021	0	0	1	0
January 2022	0	0	0	0
February 2022	0	0	2	0
March 2022	0	0	0	0
April 2022	0	0	0	0
May 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
November 2021	16-marijuana, white powdery substance	0	0	15	38-synthetic marijuana, tattoo kits, chargers, hypodermic needles
December 2021	20-marijuana, sub Oxone strips, synthetic marijuana	0	0	18	30-tattoo kit, chargers,
January 2022	15-crystal like substance, synthetic marijuana	0	3-shanks	28	25-chargers, sim cards, pornographic photos, syringes, tattoo gun
February 2022	17-synthetic marijuana, white crystal substance	0	3-shanks	21	23-phone chargers, needles, blue powder substance, tattoo kit
March 2022	25-synthetic marijuana, marijuana, white crystal substance,	0	4-shanks	19	31—phone chargers, hypodermic needles,
April 2022	10-synthetic marijuana, sub Oxone strips, white powdery substance	0	0	13	27-chargers, tattoo kits, needles
May 2022	5-synthetic marijuana	0	0	19	26-chargers, pills, coated paper
July 2022	3-synthetic marijuana, meth	0	0	34	37-chargers, tattoo paraphernalia,

August 2022	2-synthetic THC, cocaine	0	1-homemade knife	47	59 chargers, cash, unidentified pills
September 2022	7-mojo papers, synthetic marijuana	0	1-homemade shank	25	50-cash, chargers

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

**Living Area:** Some areas are in need of repairs and maintenance, but generally clean and free from odor in most areas.

- **Dorms** – Generally clean and free from odor. Care and repairs of damaged walls, ceilings and fixture are currently ongoing.
- **Cell Block** – Spliced electrical extension cord on fan and on floor. Manual release for cells exposed on all tiers. Some of the beds need to be bolted to the floor throughout the cellblock. Overall smells clean.

**Culinary/Dining:** Freezer 1-dates needed on hash browns, bologna needs to be labeled, need an infrared thermometer for freezer and foods. Knives are secured and inventoried, Chemicals are inventoried.

**Bathrooms:** Some are in need of repair and cleaning. Faucets, showerheads, toilets, and light covers in need of repairs.

**Yard Areas:** Offenders are provided adequate areas for recreation

**Maintenance:** Key box has keys not on inventory, batteries not on inventory. These issues were resolved at time of observation.

**Welding Shop:** Welders outside had more rods than I was told, welding rods need to be secured. This will be taken care of today as stated to me. No accountability for welding rods being issued.

**COUNTS:**

- How many formal counts are conducted each shift?  
3 day shift – 5 night shift
- How many counts are conducted each day?  
8 counts in a 24 hour period
- **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? Sally Port logs exit and re-entry of offenders on work crews. Employment coordinator, Megan Edwards, maintains a log of offenders on work crews.
  - 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?  
An offender’s charges, time served without conduct issues, time remaining of sentence, and escape history considered when determining trustee status. If offender has any escape attempt history, they are ineligible for trustee status.
- Does their classification process meet DPS&C, Corrections Services’ criteria? Yes

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

Month/Year	# DOC Tested	Total DOC Pop	% Tested	# Positive
November 2021	142	514	27.6%	8
December 2021	72	445	16.2%	8
January 2022	49	428	11.4%	6
February 2022	59	394	14.9%	12
March 2022	165	398	41.5%	15
April 2022	72	412	17.5%	7
May 2022	44	420	10.4%	5
July 2022	56	415	13.5%	1
August 2022	141	400	35.3%	7
September 2022	179	350	51.1%	6

**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?  
A form can be obtained from administration, filled out, and submitted to warden for signature. It is then, forwarded to be reviewed and either approved or rejected.
- 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? None at this time.

**OFFENDER PROGRAMS:**

**GED Program**

Number of GED Slots	<u>20</u>
Number of Participants	<u>16</u>
YTD Number of Completions	<u>5</u>

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

**LIST ALL OTHER OFFENDER PROGRAMS:** Alcoholic Anonymous

**GRIEVANCE PROCESS:**

- Does grievance process include two levels of review? **Yes**
- Who are the designees at each level? Major Ed Propst – Warden Johnny Smith
- What is the specified time period for response at each level? 1 week

**PREA COMPLIANCE:**

- Is this facility required to be PREA compliant due to contract language? **YES**
- 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? **This facility is in the process of becoming PREA compliant. A follow up will be conducted after the beginning of next year (2023).**

**Mandatory Areas of Review for BJJ Compliance**

**I-A-001 Safety/Sanitation/Inspections (MANDATORY):** Compliant - An inspection schedule is established and conducted/logged by staff/officers. Fire Marshal Report is current dated 07/01/2022. DHH Inspection Report is current dated 02/10/2022. Water temperatures are checked and maintained by maintenance. Monthly inspections are conducted by the maintenance supervisor.

**I-C-001 Emergency Plan (MANDATORY):** Compliant - All staff members are properly trained on the emergency plan approved by DPS&C and is reviewed and revised on an annual basis.

**I-C-003 Fire Safety/Code Conformance (MANDATORY):** Compliant - Facility is in compliance with the requirements of the state fire marshal and State Fire Marshal inspection report is current dated 07/01/2022.

**II-A-007 Counts (MANDATORY):** Compliant - Count System in place and logs are properly maintained on all forward counts and also stick out counts.

**II-A-016 Photo Identification (MANDATORY):** Compliant - Offenders are provided identification upon intake into the facility.

**II-A-018 Offender Drug Testing (MANDATORY):** Compliant - Drug testing is conducted and reported on the monthly activity report submitted to the BJJ Leader. Minimum requirements are met.

**III-A-001 Rules and Discipline (MANDATORY):** Compliant - Offenders are given a rule book consisting of facility rules and regulations upon intake at orientation. Offenders sign acknowledgement of receipt of policy/procedure.

**IV-A-003 Food/Dietary Allowances (MANDATORY):** Compliant - facility menus meet recommendations and required documentation is maintained. Menus are evaluated quarterly. Dietary allowances are reviewed annually. Changes are made as needed upon review.

**IV-A-006 Food Service Management (MANDATORY):** Compliant - Written policy/procedure is established and adhered to. Record of meals served and times served are maintained in facility logs.

**IV-B-001 Plumbing Fixtures - Toilets and Washbasins (MANDATORY):** Compliant - accessible facilities are available to offenders and maintenance records are maintained. Some restroom fixtures are currently in process of repair or sanitation.

**IV-B-002 Plumbing Fixtures - Showers (MANDATORY):** Compliant - accessible facilities are available to offenders and maintenance records are maintained. Some restroom fixtures are in process of repair or sanitation.

**IV-B-005 Personal Hygiene (MANDATORY):** Compliant - policy/procedure established for procurement of hygiene products by offenders, and logs are maintained documenting items available and provided to offenders.

**IV-C-001 Access to Care/Clinical Services (MANDATORY):** Compliant - Offenders receive information regarding access to health care services and co-pay information upon orientation. Approval is obtained from DPS&C for current co-pays.

**IV-C-002 Adequate Equipment and Supplies (MANDATORY):** Compliant - emergency equipment, first aid supplies are accessible and in working order.

**IV-C-005 24 Hour Care (MANDATORY):** Compliant - Policy/procedure is established and a designated emergency facility is available.

**IV-C-009 Chronic Care Program (MANDATORY):** Compliant - Facility is in compliance with policy/procedure for caring for offenders with chronic conditions.

**IV-C-012 Access to Sick Call (MANDATORY):** Compliant - Facility is in compliance with approved policy/procedure/practice of initiating and conducting sick calls. Sick calls are available to offenders provided by personnel licensed in their specific profession.



**IV-C-014 Suicide Prevention and Intervention (MANDATORY):** Compliant - Health records are maintained on offenders and documentation of staff training and observation of suicide watches are logged. Written policy/ procedure adhered to and staff is trained annually.

**IV-C-015 Offender Deaths (MANDATORY):** Compliant - Staff is trained on established written policy/procedure/practice of notification and reporting requirements regarding offender deaths. Documentation is submitted and maintained accordingly.

**IV-D-007 Internal Review/Quality Assurance (MANDATORY):** Compliant - Facility adheres to policy/procedure for evaluation of major risk management events.

**V-A-005 Exercise and Recreation Access (MANDATORY):** Compliant - Offenders have adequate access to recreation areas, weather permitting

**VI-B-002 Grievance Process (MANDATORY):** Compliant - Policy/Procedure is established and adhered to. Offenders have reasonable access to grievance remedy procedure with 2 levels of review.

**OTHER:**

**STAFF COMMENTS/MORALE/GENERAL OBSERVATIONS:** Staff morale appears to be in good standing. Employees have made tremendous efforts to continue improvements and maintenance of the facility.

**OFFENDER COMMENTS/MORALE/QUALITY OF LIFE:** Offender quality of life appears to be satisfactory. They work hard to maintain their dorms and living areas. Some offenders requested additional access to religious services, and others requested additional ice distribution during the warmer months.

**RECOMMENDATION:**

Dorm areas – Continue to make repairs to ceilings and walls, faucets, showerheads, toilets, urinals, and sinks. Clean shower areas and urinals that need to be cleaned, continue to label all chemicals and maintain inventories on them.

Welding Shop - Establish accountability method for welding materials issued/returned

Kitchen- Continue practice of dating and labeling all stored products, use infrared thermometer for cold storage and foods.

Deficiencies found throughout the facility were either corrected at the time of inspection or are in process of being corrected.

**At this time, it is my recommendation Beauregard Parish Sheriff's Office-Southwest Transitional Work Program be certified under the condition of semi-annual inspections conducted to ensure continued improvement, maintenance, and compliance.**



Facility: BPSO - Southwest Transitional Work Program		Date Conducted: October 26, 2022	
Monitors: BJB Team Leader Major Selten Manuel, BJB Team Member Captain Craig Pearce			
<b>BASIC JAIL GUIDELINES (BJG)</b>			
<b>PART I - SAFETY</b>			
<b>A. PROTECTION FROM INJURY AND ILLNESS</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>Findings</b>	<b>Response</b>	
<b>I-A-001 Safety/Sanitation/Inspections (MANDATORY)</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 - An inspection schedule is established and conducted/logged by staff/officers. Fire Marshal Report is current dated 07/01/2022. DHH Inspection Report is current dated 02/10/2022.</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>Compliant</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-Pest control plan is on file and implemented on a regular basis.</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 deficiencies</b>	<b>Compliant - Housekeeping policy/procedures are established.</b>	<b>Although staffing issues can occasionally cause delays in completion of sanitation, the facility is in process of hiring qualified staff as they apply and are properly screened.</b>	



	Findings	Response
<p><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></p>	<p><b>Compliant</b></p>	
<p><b>B. VEHICLE SAFETY</b></p>		
<p><b>References: Dept. Reg. OP-A-3</b></p>		
<p><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&amp;C Department Regulation No. OP-A-3 "Escorted Absences." All funeral trips for DOC offenders shall be conducted via video visitation. Any exceptions require prior approval from the Chief of Operations. <b>Visual Inspection: documentation of staff training, documentation of medical, funeral, etc. (outside trips)</b></p>	<p><b>Compliant-Staff is trained on transport of offenders and documentation is maintained.</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. PS-D-3, OP-A-5, OP-B-3, AM-I-4</b></p>		
<p><b>I-C-001 Emergency Plan (MANDATORY)</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. AM-I-4, "Activity Reports, UORs," Category A, B and C. <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>Compliant-All staff members are properly trained on the emergency plan approved by DPS&amp;C.</b></p>	

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	Findings	Response
<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>	Compliant	
<p><b>I-C-003 Fire Safety/Code Conformance (MANDATORY)</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>	Compliant-Facility is in compliance with the requirements of the state fire marshal and State Fire Marshal inspection report is current dated 7/1/2022.	
<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>	Compliant	
<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>	Compliant-Staff is properly trained and documentation is maintained.	
<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>	Compliant - Documentation maintained and operational capacity is reflected in the current State Fire Marshal Report dated 7/1/2022.	



	Findings	Response
<b>PART II - SECURITY</b>		
<b>A. PROTECTION FROM HARM</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. AM-F-47, IS-B-1, OP-C-3		
<b>II-A-001 Control</b> There is 24-hour monitoring and coordinating of the facility's security, life safety, and communications systems. <b>Visual Inspection: facility records/logs, maintenance records, records of staff deployment</b>	Compliant-although some departments are understaffed, the facility is managing proper control	In process of hiring qualified staff as they apply and are properly screened.
<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. <b>Visual Inspection: documentation of receipt of job description by staff, documentation of annual review and updating, photos of perimeter controls</b>	Compliant-Sallyport gate is in need of repairs. Perimeter lightning needs to be repaired/replaced as several lights are not in working order	In process of scheduling installation of functional perimeter lighting and have sallyport gate repaired ASAP.
<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 BJJ. <b>Visual Inspection: records of staff deployment, facility logs, documentation of annual review of staffing analysis and plan</b>	Compliant-Some departments are understaffed	In process of hiring qualified staff as they apply and are properly screened.
<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. <b>Visual Inspection: records of staff deployment, facility logs</b>	N/A	
<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. <b>Visual Inspection: written policy and procedure</b>	Compliant-Policy/procedure in place and staff properly trained.	



	Findings	Response
<p><b>II-A-006 Staff Log (MANDATORY)</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:</p> <ol style="list-style-type: none"> <li>1. Personnel on duty;</li> <li>2. Offender population;</li> <li>3. Admission and release of offenders;</li> <li>4. Shift activities;</li> <li>5. Entry/exit of all visitors including legal/medical;</li> <li>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-C-001 for reporting requirements to DPS&amp;C.</li> </ol> <p><b>Visual Inspection: copies of log book, records of staff deployment</b></p>	<p><b>Compliant-Staff is properly trained and logs/documentation are maintained.</b></p>	<p><b>Additional training and monitoring of staff to ensure improve maintenance of logs/documentation</b></p>
<p><b>II-A-007 Counts (MANDATORY)</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.</p> <p><b>Visual Inspection: completed forms, facility records/logs.</b></p>	<p><b>Compliant-Count system in place and logs are properly maintained.</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 re-entry transition document envelopes shall be transferred with the offender at such time the offender is transferred to another local or DPS&amp;C facility.</p> <ul style="list-style-type: none"> <li>• Master prison form;</li> <li>• Bill of Information and Court Minutes OR Uniform Commitment Order;</li> <li>• One photograph;</li> <li>• Reports of disciplinary actions, grievances, incidents or crimes committed while in custody;</li> <li>• Records of program participation, work assignments, and classification actions;</li> <li>• Any government issued identification (i.e., driver's license, social security card or birth certificate/birth card or any other valid identification);</li> <li>• Offender health record (see BJJ IV-D-004).</li> <li>• Cash receipts and property receipts</li> </ul>	<p><b>Compliant-Proper documentation is maintained on all offenders</b></p>	

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	Findings	Response
<p>In addition to the maintenance of the above information, the following shall be collected after sentencing and forwarded to the appropriate DPS&amp;C Pre-Class Coordinator, along with any additional sentencing information, within three working days either by fax to 225-342-3759 or email to DOC- HQ_supplemental@la.gov.</p> <ol style="list-style-type: none"> <li>1. Master prison form;</li> <li>2. DPS&amp;C Credit for DOC Commitment (Jail Credit letter);</li> <li>3. AFIS suspect Rap Sheet with Photo (to include offender's SID # and ATN # for the disposition of the Hard Labor disposition);</li> <li>4. Bill of Information and Court Minutes or Uniform Commitment Order (UCO) for each conviction (for probation violators both the original sentencing minutes and the revocation UCO or minutes are required); and</li> <li>5. DPS&amp;C Acknowledgements and Signature Statement form.</li> </ol> <p><b>Visual Inspection: completed forms, reports, offender record</b></p>		
<p><b>II-A-009 Intake - 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 and/or mental health services.</p> <p><b>Visual Inspection: Completed Admission forms, facility logs.</b></p>	<p>Compliant-Offenders are examined by medical/mental health staff upon intake. Records of exams are maintained.</p>	
<p><b>II-A-010 Admissions</b> Admission processes for a newly admitted offender include, but are not limited to:</p> <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 in accordance with BJJ IV-C-006;</li> <li>•Providing information about access to health services, copay requirements and submitting grievances.</li> </ul> <p><b>Visual Inspection: intake and admission forms, screening forms, inventory form, receipt form</b></p>	<p>Compliant-Offenders are searched upon admission and any property/possessions are taken and inventoried. Medical/mental health screens performed, and photos and fingerprints are recorded.</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.</p>	<p>Compliant</p>	



	Findings	Response
<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>		
<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, behavioral issues, and other unique needs or issues as they arise. 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>	Compliant-A detailed written policy is in place for this procedure.	
<b>Visual Inspection: offender housing records, offender classification records</b>		
<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: <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> OAS shall be notified of offenders who are under the age of 18 that are sentenced to the DPS&C as an adult for transfer to the appropriate institution.	N/A	
<b>Visual Inspection: admission and housing, offender records, classification records</b>		
<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.	N/A	
<b>Visual Inspection: offender housing records, offender classification records, diagram of facility showing male/female housing areas</b>		
<b>II-A-016 Photo Identification (MANDATORY)</b> The facility shall provide each DPS&C offender with photo identification, which the offender shall carry/wear on their person at all times.	Compliant-Offenders are provided identification	
<b>Visual Inspection: Offender identification card/wristband.</b>		
<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.	Compliant	
<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>		
<b>II-A-018 Offender Drug Testing (MANDATORY)</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&C offender population shall be drug tested on a monthly basis.	Compliant-Policy/procedure in effect	





	Findings	Response
<b>Visual Inspection: Facility log, documentation of alcohol/drug testing of offenders.</b>		
<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 LocalJailTranfers@la.gov. Offenders should not be transferred to other than DPS&amp;C facilities within 60 days of release, unless for disciplinary reasons. 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>Visual Inspection: facility logs, documentation of transfers of DPS&amp;C offenders to other than DPS&amp;C facilities</b></p>	<b>Compliant-Offenders are transported according to policies and procedures established.</b>	
<p><b>II-A-020 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>Visual Inspection: Facility logs, documentation of frequency of cell checks.</b></p>	<b>Compliant-Count system established</b>	



	Findings	Response
<b>B. USE OF PHYSICAL FORCE</b>		
<b>References: ACA CJS 1-2B-01, 1-2B-02, 1-2B-03, 1-2B-05, 1-2B-06, 1-4D-12, Dept. Regs. HCP33, HCP40, OP-A-19, OP-A-16, OP-A-3</b>		
<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>Visual Inspection: facility records, logs, incident reports, training records</b></p>	<p><b>Compliant-Policy/procedure is in place and staff is properly trained.</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>Visual Inspection: facility records, logs</b></p>	<p><b>Compliant-Staff is properly trained on approved policy/procedure.</b></p>	

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	Findings	Response
<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                      The Warden or designee shall ensure the following protocols regarding the use of restraints on pregnant offenders are adhered to:                      1. Restraints During the Second and Third Trimester                      a. The type of restraint applied and the application of the restraint shall be done in the least restrictive manner necessary;                      b. An electronic restraint belt shall never be used;                      c. The offender shall never be handcuffed behind the back;                      d. The offender shall never be restrained using leg irons; and                      e. The offender shall never be placed in a face down position.                      2. Restraints During Active Labor and Delivery                      a. Restraints shall not be utilized on a pregnant offender during active labor and delivery unless a health care practitioner orders restraints for an offender who, due to a psychiatric or medical disorder, is a danger to herself, her child, her unborn child, or other persons.                      b. If restraints are utilized during active labor and delivery, the type of restraint applied and the application of the restraint shall be done in the least restrictive manner necessary.                      c. The Unit Medical Director shall provide guidance on the use of restraints on pregnant offenders prior                      3.                      Restraints During Pregnancy-Related Medical Distress, Transportation, and the Period Following Delivery                      a. Restraints shall not be used on a pregnant offender                      1) During any pregnancy-related medical distress,</p>	<p>N/A</p>	



	Findings	Response
<p>2) While she is being transported to a medical facility or LCIW for delivery or any pregnancy-related medical distress, or 3) During the period following delivery before the offender has been discharged from the medical delivery, unless there are compelling grounds to believe that the offender presents either of the following:</p> <p>i. An immediate and serious threat of physical harm to herself, staff, or others; or ii. A substantial flight risk and the offender cannot be reasonably contained by other means.</p> <p>b. If restraints are utilized during transportation or the period following delivery, the offender shall not be restrained using waist restraints under any circumstances.</p> <p>4. Removal of Restraints: If a health care professional treating the pregnant offender requests, based on his or her professional medical judgment, that restraints not be used, the correctional personnel accompanying the pregnant offender shall immediately remove all restraints.</p> <p>5. Documentation of Restraints on Pregnant Offenders</p> <p>a. Should restraints be used on a pregnant offender, within ten days of the use of restraints a written record shall be made to include the following:</p> <p>1) The type of restraint used; 2) The circumstances that necessitated the use of restraints; and 3) The length of time the restraints were used.</p> <p>b. This written record shall be retained in the offender's master record for a minimum of five years, but shall not constitute a medical record.</p> <p>c. This written record shall be made available as a public records request with the offender's identifying information redacted, unless the offender gives prior written consent for the public release of the record.</p> <p><b>Visual Inspection: facility records, logs</b></p>		
<p><b>II-B-003 Use of Firearms</b></p> <p>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- facility maintains an inventory and all items are accounted for.</b></p>	



	Findings	Response
<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> <li>•Emergency distribution of security equipment</li> </ul> <p><b>Visual Inspection: completed reports, facility records and logs</b></p>	<p><b>Compliant</b></p>	
<p><b>C. CONTRABAND/SEARCHES</b></p>		
<p><b>References: ACA CJS 1-2C-01, 1-2C-04, Dept. Reg. OP-A-8</b></p>		
<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>Visual Inspection: observation, facility records and logs, offender and staff interviews</b></p>	<p><b>Compliant-Staff is properly trained on policy/procedure regarding offender searches. Offender searches are performed in compliance with policy/procedure.</b></p>	
<p><b>D. ACCESS TO KEYS, TOOLS, UTENSILS</b></p>		
<p><b>References: ACA CJS 1-2D-01</b></p>		
<p><b>II-D-001 Key, Tool, and Utensil Control (MANDATORY)</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.</p> <p><b>Visual Inspection: documentation of perpetual inventories</b></p>	<p><b>Compliant-Written policy established providing accountability of tools, keys, culinary, and medical equipment. Consistency needs improvement regarding maintenance of inventories/log systems</b></p>	<p><b>Provide additional training and monitoring of staff to ensure maintenance of logs/documentation.</b></p>



	Findings	Response
<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. OP-C-1</b>		
<p><b>III-A-001 Rules and Discipline (MANDATORY)</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&amp;C "Disciplinary Rules and Procedures for Adult Offenders", to the offender population. The offender must sign and date a statement acknowledging receipt of this information.                      •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&amp;C for a disciplinary hearing to ensure due process in accordance with La. R.S. 15:571.4.</p> <p><b>Visual Inspection: offender records, disciplinary records, receipt of disciplinary rules, documentation of orientation</b></p>	<p><b>Compliant-Offenders are given a rule book consisting of facility rules and regulations upon intake at orientation.</b></p>	



	Findings	Response
<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. IS-C-1</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>	Compliant-DHH inspection report is current dated 2/10/2022.	
<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>	Compliant	
<b>IV-A-003 Food/Dietary Allowances (MANDATORY)</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. <b>Visual Inspection: annual reviews, nutritionist or dietician qualifications, documentation of at least annual review and quarterly menu evaluations</b>	Compliant-facility menus meet recommendations and required documentation is maintained.	
<b>IV-A-004 Records of Meals Served</b> Written policy, procedure, and practice require that accurate records are maintained of all meals served. <b>Visual Inspection: facility logs</b>	Compliant	
<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. <b>Visual Inspection: facility logs</b>	Compliant-Approved policy is documented and adhered to.	



	Findings	Response
<p><b>IV-A-006 Food Service Management (MANDATORY)</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>Visual Inspection: records of meals served and times served, facility logs</b></p>	<p>Compliant-Written policy/procedure is established and adhered to.</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>Visual Inspection: health records, diet records or forms, documentation of warden's approval of religious diet</b></p>	<p>Complaint</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>Visual Inspection: inspection reports, completed forms, documentation of daily monitoring for health and cleanliness</b></p>	<p>Compliant-DHH inspection report is current dated 02/10/2022. Staff/offenders trained properly for food service handling, prep, and storage.</p>	
<p><b>B. HYGIENE</b></p>		
<p><b>References: ACA CJS 1-4B-01, 1-4B-02, 1-4B-03, 1-4B-04, Dept. Reg. IS-C-3</b></p>		
<p><b>IV-B-001 Plumbing Fixtures - Toilets and Washbasins (MANDATORY)</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>Compliant-accessible facilities are available to offenders and maintenance records are maintained. Some restroom fixtures are in need of repair or sanitation.</p>	
<p><b>IV-B-002 Plumbing Fixtures - Showers (MANDATORY)</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>Compliant-accessible facilities are available to offenders and maintenance records are maintained. Some restroom fixtures are in need of repair or sanitation.</p>	





	Findings	Response
<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>	Compliant	
<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>	Compliant	
<p><b>IV-B-005 Personal Hygiene (MANDATORY)</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>	Compliant-policy/procedure established for procurement of hygiene products by offenders	



	Findings	Response
<b>C. CONTINUUM OF HEALTH CARE SERVICES</b>		
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. IS-D-2, HP13, HCP14, HCP20, HCP41, HCP42, HCP46, HCP33, HCP22, HCP34, HCP16, HCP7, HCP30, AM-C-4, OP-C-9, AM-I-4		
<p><b>IV-C-001 Access to Care/Clinical Services (MANDATORY)</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. The health authority is the health administrator or agency responsible for the provision of health care services at an institution; the responsible physician may be the health authority. When the health authority is other than a physician, final clinical judgments rest with a single, designated, responsible physician.</p> <ul style="list-style-type: none"> <li>Written policy, procedure, and practice provide for the delivery of health care services, including medical, mental health, 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 DPS&amp;C.</li> <li>In accordance with La. 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 Department Regulation 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 receive information on accessing health care services and co-pay information upon orientation. Approval is obtained from DPS&amp;C for current co-pays.</b></p>	
<p><b>IV-C-002 Adequate Equipment and Supplies (MANDATORY)</b> Adequate equipment and supplies for medical services are provided as determined by the health care authority and are in working order. This includes but is not limited to the following; automatic external defibrillators (AEDs) available and in working order, a stock of first aid supplies for the treatment of minor injuries, ambu bag, and a cut down tool.</p> <p><b>Visual Inspection: Photos</b></p>	<p><b>Compliant</b></p>	

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	Findings	Response
<p><b>IV-C-003 Provision of Treatment (MANDATORY)</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 emergency treatment of an offender.)</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>Complaint-An approved policy/procedure is established, providers are licensed, and records are maintained.</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>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>Compliant</b></p>	
<p><b>IV-C-005 24 Hour Care (MANDATORY)</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- Policy/procedure is established and a designated emergency facility is available.</b></p>	



	Findings	Response
<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:               <ol style="list-style-type: none"> <li>a. Appearance and behavior;</li> <li>b. Body deformities and other physical abnormalities;</li> <li>c. Ease of movement;</li> <li>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;</li> <li>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.]</li> </ol> </li> <li>9. Current health insurance.</li> </ol> <p><b>Visual Inspection: health records, completed screening form, transfer logs</b></p>	<p><b>Compliant- Staff follows policy/procedure in place, records and logs are maintained</b></p>	
<p><b>IV-C-006-1 Pregnancy Management (MANDATORY)</b> Written policy, procedure and practice require that all pregnant offenders have access to obstetrical services by a qualified provider, including prenatal, peripartum, and postpartum care. The local jail facility shall notify the Department's Medical Director when a DPS&amp;C offender is pregnant to ensure proper placement in a DPS&amp;C facility including transfer if 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>N/A</p>	



	Findings	Response
<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, HIV testing, and HCV testing within 14 days of arrival at the facility. If there is documented evidence of TB, HIV, or HCV 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>Visual Inspection: health records, clinic visit logs, documentation of waste pic up and/or cleaning logs</b></p>	<p><b>Compliant</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>Visual Inspection: health records</b></p>	<p><b>Compliant-TB tests are conducted at intake and annually for offenders</b></p>	
<p><b>IV-C-009 Chronic Care Program (MANDATORY)</b>                      At a minimum, offenders with the chronic conditions, diabetes, hypertension, congestive heart failure, asthma, HIV, seizures, conditions requiring Coumadin therapy, or mental illness receive periodic evaluations by a qualified health care provider in accordance with individual chronic care plans. For offenders whose chronic disease cannot be reasonably managed by the local jail facility, a Medical/Mental Health Transfer Request for DOC Offenders at Local Facilities Form JO-1-b shall be completed and email to DOC Headquarters Medical Department at HQ-Medical-MentalHealthtransfers@la.gov. The intake screening form and any other supporting documentation shall also be included when requesting transfers.</p> <p><b>Visual Inspection: health records</b></p>	<p><b>Compliant-Facility is in compliance with policy/procedure for caring for offenders with chronic conditions.</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-Policy/procedure is established regarding administering prescribed medication to offenders.</b></p>	

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	Findings	Response
<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>	Compliant	
<p><b>IV-C-012 Access to Sick Call (MANDATORY)</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>	Compliant	
<p><b>IV-C-013 Infirmary Care</b> If infirmary care is provided onsite, it complies with applicable state regulations and local licensing requirements. Provisions include 24-hour emergency on-call consultation with a physician, dentist and behavioral health professional. Written policy, procedure and practice provide that any offender who is identified as requiring a medical, dental, or behavioral 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 DPS&amp;C offender whose condition is problematic.</p> <p><b>Visual Inspection: admission or inpatient records, staffing schedule, completed form C-05-004-B</b></p>	Compliant	
<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 Department Regulation to the DPS&amp;C's Chief Nursing Officer via email to HQ-Medical-MentalHealthTransfers@la.gov or by fax to 225-342-1329.</p> <p><b>Visual Inspection: health records, documentation of approval of DPS&amp;C's Chief Nursing Officer</b></p>	Compliant	

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	Findings	Response
<p><b>IV-C-014 Suicide Prevention and Intervention (MANDATORY)</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. All suicide attempts and completions will be reported to the Mental Health Director of DPS&amp;C at mentalhealth@doc.la.gov or (225)202-809. 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 annually in the implementation of the program. Such procedures also shall include the reporting requirements as outlined in BJJ 1-C-001.</p> <p><b>Visual Inspection: health records, documentation of staff training, documentation of observation of suicide watches.</b></p>	Compliant	
<p><b>IV-C-015 Offender Deaths (MANDATORY)</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 AM-I-4-x (via email to _DOC-HQ_Cat_A_Notifications@la.gov or via fax to (225) 342 3349).</p> <p><b>Visual Inspection: notification, reporting requirements, report to DPS&amp;C</b></p>	Compliant	
<p><b>IV-C-016 Notification</b>                      A visit with an immediate family member shall be granted when an offender is admitted to an intensive care unit (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 Department Regulation OP-C-9;</p> <ul style="list-style-type: none"> <li>• If the offender's admission to the ICU or trauma center occurs between 8:00 p.m. and 4:00 a.m., the Warden or designee shall provide the required written notification within 24 hours of the time the serious bodily injury occurred.</li> <li>• 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.</li> <li>• Based on extenuating circumstances, the Warden or designee may extend the definition of an offender's immediate family member.</li> </ul> <p><b>Visual Inspection: notification records</b></p>	Compliant	

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	Findings	Response
<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. HCP44, HCP9, HCP10, AM-D-5</b>		
<b>IV-D-001 Health Care Quarterly Meetings (MANDATORY)</b> The health authority meets with the facility administrator at least quarterly. <b>Visual Inspection: documentation of meetings</b>	Compliant- meetings are held and documentation is maintained	
<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>Visual Inspection: written policy and procedure</b>	Compliant	
<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>Visual Inspection: job descriptions</b>	Compliant	
<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>Visual Inspection: health records, completed consent forms, completed refusal forms</b>	Compliant-An approved policy/procedure is established, providers are licensed, and records are maintained.	
<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>Visual Inspection: health records, completed consent forms, completed refusal forms</b>	Compliant	
<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>Visual Inspection: verification of training, records and certificates</b>	Compliant	





	Findings	Response
<p><b>IV-D-006-1 Emergency Assessment for Intoxication or Suspected Intoxication (MANDATORY)</b>                      Written policy, procedure, and practice require that presumptively intoxicated offenders are assessed immediately by medical personnel in order to provide lifesaving intervention and make a determination of need for offsite medical attention. Written policy, procedure, and practice provide for access to Naloxone for officers and medical staff, as well as training for its administration.</p> <p><b>Visual Inspection: verification of training, records and certificates</b></p>	Compliant	
<p><b>IV-D-007 Internal Review/Quality Assurance (MANDATORY)</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.</p> <p><b>Visual Inspection: evaluation of major risk management events</b></p>	Compliant	



	Findings	Response
<b>E. SEXUAL ASSAULT</b>		
<b>References: ACA CJS 1-4D-13, 1-4D-15, 1-4D-16, Dept. Regs. PS-D-3, OP-A-15</b>		
<p><b>IV-E-001 Alleged and Substantiated Sexual Assaults</b>                      Written policy, procedure, and practice provide for the prevention, detection, response, reporting and investigating of alleged and substantiated sexual assaults. Prison Rape Elimination Act (PREA) information provided to offenders about sexual abuse/assault includes:</p> <ul style="list-style-type: none"> <li>• Prevention/intervention;</li> <li>• Self-protection;</li> <li>• Multiple channels of reporting sexual assault and sexual misconduct;</li> <li>• Protection from retaliation;</li> <li>• Treatment and counseling; and</li> <li>• DPS&amp;C zero tolerance for sexual assault and sexual misconduct</li> </ul> <p>When the occurrence/allegation of sexual assault or threat involves a DPS&amp;C offender, the facility shall report the incident to DPS&amp;C immediately, as outlined in BJJ I-C-001. An investigation is conducted and documented whenever a sexual assault or threat is reported. Investigative reports shall be submitted to the appropriate DPS&amp;C Regional BJJ Team Leader on Form OP-A-15-e "Standardized Case Report Form." The Regional BJJ Team Leader shall forward any investigation report to the DPS&amp;C PREA Investigation Colonel at Joel.Odom@la.gov. Victims of sexual assault are referred under appropriate security provisions to a community facility for treatment and gathering of evidence.</p> <p><b>Visual Inspection: documentation of reports to DPS&amp;C, investigative reports</b></p>	<p><b>Compliant - Policy &amp; procedure in place. Facility is in process of becoming compliant. A follow up will be conducted at beginning of next year (2023).</b></p>	



	Findings	Response
<b>PART V - OFFENDER PROGRAMS AND ACTIVITY</b>		
<b>A. OFFENDER OPPORTUNITIES FOR IMPROVEMENT</b>		
<b>References: ACA CJS 1-5A-01, Dept. Reg. PS-F-1</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>	Compliant	
<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>	Compliant	
<b>V-A-003 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 Department Regulation OP-C-9. <b>Visual Inspection: activity schedules, facility logs</b>	Compliant-Policy/Procedures established and adhered to by staff and officers.	
<b>V-A-004 Religious Programs</b> Written policy, procedure, and practice define and provide reasonable offender opportunity for religious practice. <b>Visual Inspection: activity schedules, facility logs</b>	Compliant	
<b>V-A-005 Exercise and Recreation Access (MANDATORY)</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 DPS&C offenders. If a DPS&C offender requires special management or has security supervision needs which preclude the opportunity for outdoor exercise at a facility, then he or she shall be transferred to the DPS&C. If a facility based on location, or other legitimate concern, does not make provision for outdoor exercise, then compensating dedicated exercise facilities of adequate size to provide three exercise opportunities per week shall be available. <b>Visual Inspection: activity schedules, facility logs</b>	Compliant-Offenders have access to recreation areas, weather permitting	

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	Findings	Response
<b>B. PROGRAMS AND SERVICES</b>		
<b>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 PS-D-3, IS-B-1, HCP7, PS-E-1, PS-C-1, AM-C-2, PS-I-1, OP-C-9, OP-C-7</b>		
<p><b>V-B-001 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 the 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. Student Education Records shall be maintained at the facility. The student record includes but is not limited to the WorkReady U Intake form (which includes Demographics, Self- Disclosure Information, Release Statement, Family Educational Rights and Privacy Act- FERPA, Grievance Procedure, Class Rules, test scores, certificates, diplomas, etc.;</li> <li>5. Copies of certificates of program completion, skills certifications, etc.;</li> <li>6. Signed copy of CTRP credit forms;</li> <li>7. Documentation for staff oversight if program is not administered and/or overseen by DPS&amp;C staff; and/or</li> <li>8. Signed Reentry Preparation Refusal form if offender refused program.</li> </ol>	<p><b>Compliant-Policy/procedures regarding offender programs/sevices provied to offenders is are established and adhered to by administration and staff. Records are maintained and documentation reflects compliance.</b></p>	
<p><b>Visual Inspection: activity schedules, facility records and logs, offender records</b></p>		



	Findings	Response
<p><b>V-B-002 Educational Programming</b>                      The DPS&amp;C and the facility encourage educational programming which includes:                      Adult Basic Education and/or Literacy; Industry Based Certification Training;                      Pell-eligible Post-Secondary Training;                      Peer Tutor/Mentor Implementation.                      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 for review and approval. If the DPS&amp;C implements the educational program in cooperation with the facility, compliance measures must be followed to abide by the terms of the funding sources, as well as state and federal regulations.                      A determination of ATLO needs will be determined with the facility during implantation of education programs. During this time the party responsible for cost of ATLO lab, devices, etc. will be determined.                      In some cases, technology is utilized for Education and Reentry purposes (ATLO Software). This will be determined during the needs assessment of the facility. The cost of ATLO lab and services will be determined.</p> <p><b>Visual Inspection: activity schedule, facility logs</b></p>	<p><b>Compliant</b></p>	
<p><b>V-B-003 Substance Abuse Programs</b>                      The facility encourages offender participation in substance abuse programs when available. The continuum of substance abuse programming includes:</p> <ol style="list-style-type: none"> <li>1. Substance Abuse Education/Relapse Prevention;</li> <li>2. 12 Step Recovery Meetings (i.e., Alcoholics Anonymous/Narcotics Anonymous);</li> <li>3. Living in Balance: Moving from a Life of Addiction to a Life of Recovery.</li> </ol> <p>Provisions for offender referrals and transfers to DPS&amp;C approved intensive residential substance abuse programs are made prior to placement in a transitional work program or release from custody.</p> <p><b>Visual Inspection: activity schedule, facility logs</b></p>	<p><b>Compliant</b></p>	
<p><b>V-B-004 Library Services</b>                      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-Offenders have access to reading materials</b></p>	

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	Findings	Response
<p><b>V-B-005 Mail and Correspondence</b>                      Offenders may send and receive mail. Indigent offenders shall have access to postage necessary to send two personal letters per week, postage necessary to send out approved legal mail. 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. Such policy shall include the following provisions:</p> <ol style="list-style-type: none"> <li>1. Both incoming and outgoing offender mail (except privileged mail) may be opened and inspected for contraband. Mail may be read or rejected only when the facility administrator or his designee determines through relevant information that the correspondence contains material that interferes with legitimate penological objectives (including but not limited to deterrence of crime, rehabilitation of offenders, or maintenance of internal/external security of a facility);</li> <li>2. Privileged correspondence is defined as mail to or from:                             <ol style="list-style-type: none"> <li>a. Identifiable courts;</li> <li>b. Identifiable prosecuting attorneys;</li> <li>c. Identifiable Probation and Parole Officers, Parole and Board of Pardons;</li> <li>d. State and local chief executive officers;</li> <li>e. Identifiable attorneys;</li> <li>f. Secretary, Deputy Secretary, Chief of Operations, Undersecretary, Assistant Secretary and other officials and administrators of the grievance system of the DPS&amp;C;</li> <li>g. Local, state, or federal law enforcement agencies and officials.</li> </ol> </li> <li>3. Incoming privileged correspondence shall not be opened or inspected except in the presence of the offender to verify that the correspondence does not contain material that is not entitled to privilege;</li> <li>4. Outgoing privileged mail may be posted sealed;</li> </ol> <p>5. Incoming and outgoing privileged mail may be opened and inspected outside the offender's presence in the following circumstances:</p> <ol style="list-style-type: none"> <li>a. Letters that are unusual in appearance or appear different from mail normally received or sent by the individual or public entity;</li> <li>b. Letters that are of a size or shape not customarily received or sent by the individual or public entity;</li> <li>c. Letters that have a city and/or state postmark that is different from the return address;</li> <li>d. Letters that are leaking, stained, or emitting a strange or unusual odor or have a powdery residue; and/or</li> <li>e. When reasonable suspicion of illicit activity has resulted in a formal investigation and such inspection has been authorized by the Secretary or designee.</li> </ol> <p><b>Visual Inspection: activity schedule, facility logs</b></p>	<p><b>Compliant-Policy/procedures are established. Offenders are notified if mail is rejected.</b></p>	
<p><b>V-B-006 Packages and Publications</b>                      Written policy, procedure, and practice govern offender access to publication and packages from outside source.</p> <p><b>Visual Inspection:</b></p>		



	Findings	Response
<b>V-B-007 Canteen/Commissary Spending Limits</b> The offender commissary spending limit shall be \$200. <b>Visual Inspection: facility logs/store sheet</b>		



	Findings	Response
<b>C. REENTRY</b>		
<b>References: Dept. Regs. IS-B-6, BOP3, IS-B-7, HCP31</b>		
<p><b>V-C-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 government issued identification card (i.e., driver's license) that may have been collected from the offender during the intake process. Provide offender with/and have him/her sign for any DPS&amp;C Transition Document Envelopes (TDE) and all its contents if present at the facility. Otherwise, inform offender their TDE (if they have one) will be mailed to their release address on record.</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 chronic medical or behavioral health illness), along with a prescription for thirty (30) days 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. All efforts shall be made to schedule any medical/mental health appointments prior to release. Appropriate health information is shared with the new providers in accordance with consent requirements. This information shall be documented in the offender's medical record.</li> <li>• Offenders identified as needing transportation, should be afforded a bus ticket from the facility to the residence plan address listed on the release paperwork.</li> <li>• For offenders with out of state residence plans, screen and complete an ICOT 4-6 months prior to release and submit to local P&amp;P district. If offender has no address, shelter placement shall be done by Local Jail Transitional Specialist or staff.</li> <li>• Provision of adequate street clothing for indigent offenders. Offenders shall not release in any prison issued attire, including but not limited to jumpsuits, striped scrubs, or stenciled clothing.</li> </ul> <p><b>Visual Inspection: facility log, activity schedule</b></p>	<p><b>Compliant-Personal property is returned to all released offenders. Offenders are released with a prescription for a 5-day supply of medication along with instructions on how to obtain medication once they are released. Offenders are released with two valid forms of ID.</b></p>	





	Findings	Response
<p><b>V-C-002 Regional Reentry Programs</b> Facilities shall remain in compliance with any separate contract with the facility through which the DPS&amp;C reimburses for reentry programming which includes:</p> <ol style="list-style-type: none"> <li>1. Employment opportunities through referral and transfer to transitional work programs, or when inappropriate, for transitional work program placement, enrollment in the Reentry Workforce Portal, and outside service providers to connect discharging offenders with employment opportunities upon release;</li> <li>2. At least two forms of valid identification upon release, preferably a Louisiana State ID and Social Security Card;</li> <li>3. The development of a residential plan prior to release;</li> <li>4. Referral to community based service providers upon release.</li> <li>5. Ensuring that all DPS&amp;C offenders complete 100 hours of pre- release training at a regional reentry center prior to transfer to a transitional work program or release from custody.</li> </ol> <p>Regional Reentry Programs shall maintain reentry transition document envelopes for all DPS&amp;C offenders housed in local jails in their region, which include at a minimum, if applicable:</p> <ol style="list-style-type: none"> <li>1. Any valid forms of identification;</li> <li>2. Prescriptions and Medicaid card;</li> <li>3. Community service referrals; and</li> <li>4. CRANNUAL printed report.</li> </ol> <p>Regional Reentry Programs shall coordinate with local jails and Probation &amp; Parole Districts in their region to insure offenders receive their Transition Document Envelopes (TDE) either prior to release or upon release. Regional Reentry programs shall mail TDE's to the release address on record for offenders who release full term and cannot be provided the TDE before release.</p> <p><b>Visual Inspection: documentation of employment opportunity, documentation of two forms of identification, residential plan</b></p>	<p><b>Compliant-Facility participates in the Standardized Pre-Release Curriculum. Offenders are provided two forms of ID and given a reference guide to community resources.</b></p>	
<p><b>V-C-003 Pre-Parole Preparation</b> The facility shall complete Form IS-B-7-c "Pre-Parole TIGER Questionnaire for Local Jail Facilities" and submit via e-mail to DPS&amp;C Headquarters at mleger@la.gov or by fax to (225) 342-3095 within the first two weeks of the month preceding the scheduled hearing.</p> <p><b>Visual Inspection: offender record, completed questionnaire</b></p>	<p><b>Compliant</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.</p> <p><b>Visual Inspection: offender record, trip log, documentation showing facility Warden or designee presence at parole board</b></p>	<p><b>Compliant</b></p>	



	Findings	Response
<b>D. TRANSITIONAL WORK PROGRAMS</b>		
<b>References: Dept. Regs. PS-D-3, ISB-1</b>		
<b>V-D-001 Transitional Work Program/Standard Operation Procedures</b> Transitional Work Programs shall be operated in accordance with the Standard Operating Procedures for Offender Transitional Work Programs established by DPS&C. <b>Visual Inspection: DPS&amp;C Monitoring Report</b>	Compliant	
<b>V-D-002 Participation in Transitional Work Program</b> Participation in Transitional Work Programs by DPS&C offenders shall comply with La. R.S. 15:711 and DPS&C Department Regulation IS-B-1 "Assignment and Transfer of Offenders." Specific approval by the Secretary of DPS&C is required prior to program assignment of DPS&C offenders. Refer to Standard Operating Procedures for Offender Transitional Work Programs. <b>Visual Inspection: approval for participation by the Secretary of DPS&amp;C</b>	Compliant	
<b>V-D-003 Offender Work Programs</b> Participation in Offender Work Programs by DPS&C offenders shall comply with the provisions of La. R.S. 15:708 (parish jails) or La. R.S. 15:832 (police maintenance). <b>Visual Inspection: offender voluntary participation, sheriff's approval of work program request, facility logs</b>	Compliant	
<b>V-D-004 Approval for Transitional Work Programs</b> Any sheriff interested in operation of a Transitional Work Program facility shall obtain prior approval from the Chief of Operations. Refer to Standard Operating Procedures for Offender Transitional Work Programs. <b>Visual Inspection: approval of Chief of Operations</b>	Compliant	



	Findings	Response
<b>PART VI - JUSTICE</b>		
<b>A. OFFENDER'S RIGHTS</b>		
<b>References: ACA CJS 1-6A-01, 1-6A-02, 1-6A-03, 1-6A-06, Dept. Reg. OP-C-10</b>		
<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&C.  <b>Visual Inspection: facility log</b>	<b>Compliant-Offenders have access to legal reference materials and legal assistance</b>	
<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.  <b>Visual Inspection: facility log, record of attorney interviews</b>	<b>Compliant-Offenders have access to visitation from legal counsel and attorneys. Phone contact with legal counsel is approved as needed.</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>Visual Inspection: facility log, incident reports, staff training records</b>	<b>Compliant-Policy/procedures are established to ensure offenders are protected from abuse.</b>	
<b>B. FAIR TREATMENT OF OFFENDERS</b>		
<b>References: ACA CJS 1-2A-16, 1-4C-01, 1-6B-01, 1-6B-02, Dept. Reg. OP-C-13</b>		
<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</b>	
<b>VI-B-002 Grievance Process (MANDATORY)</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 remedies.  <b>Visual Inspection: grievances</b>	<b>Compliant-Policy/Procedure is established and adhered to.</b>	



	Findings	Response
<b>PART VII - ADMINISTRATION AND MANAGEMENT</b>		
<b>A. RECRUITMENT, RETENTION, AND PROMOTION</b>		
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. AM-F-22, OP-A-19		
<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>Visual Inspection: lesson plans, staff training records</b>	Compliant-Training programs include orientation for all employees prior to assuming their job duties. Documentation reflects staff receives annual training to maintain staff knowledge and abilities.	
<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. <b>Visual Inspection: personnel records, training records</b>	Compliant-Training records reflect compliance of all personnel authorized to use less-than-lethal weapons to reflect competency.	
<b>B. FACILITY ADMINISTRATION</b>		
References: ACA CJS 1-4D-02, 1-7D-01, 1-7D-03, Dept. Reg. AM-I-4		
<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. <b>Visual Inspection:</b>	Compliant	
<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. <b>Visual Inspection: personnel or training records</b>	Compliant	

Humphrey - LSA Emails  
0003304.44



	Findings	Response
<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, not to exceed three years.</p> <p><b>Visual Inspection: annual audit</b></p>	Compliant	
<p><b>VII-B-004 Facility Insurance</b> Written policy, procedure, and practice provide for institutional insurance coverage, including at a minimum: worker's compensation, civil liability for employees, liability for official vehicles, and either a commercial crime/employee theft insurance policy, or public employee blanket bond.</p> <p><b>Visual Inspection: insurance policy</b></p>	Compliant-Documentation of insurance coverage maintained	
<p><b>VII-B-005 Mgmt. of Offender Personal Funds</b> Written policies and procedures shall govern the management of offender personal funds held in trust by the facility. The policies and procedures shall include:</p> <ul style="list-style-type: none"> <li>• Specific guidelines and controls for collecting, safeguarding, and disbursing offender personal funds;</li> <li>• Require offenders be provided receipts for all financial transactions;</li> <li>• Comply with general accounting procedures and state law; and</li> <li>• Establish a system of checks and balances.</li> </ul> <p>Any interest earned on monies other than operating funds accrues to the benefit of the offenders.</p> <p><b>Visual Inspection: offender records</b></p>	Compliant	
<p><b>VII-B-006 Disposition of an Offender's Account upon Death</b> The facility shall complete its fiduciary duty to ensure all of the deceased offender's funds due to the estate are properly accounted for, safeguarded, and disbursed. Upon the death of an offender, facility staff shall do the following:</p> <ol style="list-style-type: none"> <li>1. Complete the Disposition of Offender Funds upon Death (DPS&amp;C Form AM-C-2-b) to determine the amount owed to the decedent's estate and to determine what a claimant shall submit to receive the amount owed to the estate.</li> <li>2. Check the offender's Master Record and Visiting Lists to determine if there is a living spouse or other living heirs listed in the offender's personal information.</li> <li>3. If so, facility staff shall attempt to notify the spouse or heirs of the amount owed to the estate, after all debts have been cleared, and the documentation required to receive the funds.             <ol style="list-style-type: none"> <li>a. If the amount owed to the estate is less than or equal to \$2,500, provide the claimant a copy of the Claimant's Request for Offender Funds Upon the Offender's Death and Due to the Offender's Estate (Form AM-C-2-a). The claimant must submit the completed and notarized form to receive the amount owed to the estate.</li> <li>b. If the amount owed to the estate is greater than \$2,500, inform the claimant he/she must obtain a Judgment of Possession or Louisiana Small Succession Affidavit to receive the amount owed to the estate.</li> </ol> </li> </ol>	Compliant	

Humphrey - LSA Emails  
0003304.45



	Findings	Response
<p>4. Pay all remaining debts of the decedent.                      5. Release the funds to the claimant upon receipt of the required form/judgment/affidavit.                      6. Forward subsequent monies received on behalf of the decedent to the claimant on file. Supporting documentation of funds received and forwarded should be maintained in the offender's file.                      7. Maintain the decedent's funds within the facility's bank account designated for offender personal funds until the decedent's individual account balance has been depleted.                      8. Upon the death of an ex-offender after release, but before all funds have been distributed to him, facility staff shall do the following:                      a. Follow the above steps required for disposition of funds upon death.                      b. Obtain a certified death certificate from the claimant.                      c. Attach the certified death certificate to form AM-C-2-b.                      Unclaimed funds of deceased offenders are not considered abandoned property as provided in La. R.S. 15:866.2. If attempts to notify a spouse or heirs have been unsuccessful for a period of five years, the money in the offender's account should be submitted along with an unclaimed property report to the Department of Revenue and Taxation in compliance with La. R.S. 9:151 through 9:156.</p> <p><b>Visual Inspection: offender records</b></p>		
<p><b>VII-B-007 Offender Records Security</b>                      Written data security policy, procedure, and practice govern the collection, storage, retrieval, access, use, secure placement and preservation of records, and transmission of sensitive or confidential data contained in paper, physical, or electronic format. Access to any information system by an offender in the custody or supervision of the Department is strictly prohibited. All personnel having access to the information systems are responsible for ensuring the security of the computer equipment and preventing unauthorized access.</p> <p><b>Visual Inspection: offender records</b></p>	<p><b>Compliant-Documentation of insurance coverage maintained</b></p>	
<p><b>VII-B-008 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 review, dissemination to staff</b></p>	<p><b>Compliant</b></p>	

Humphrey - LSA Emails  
0003304.46



	Findings	Response
<p><b>VII-B-009 Annual Compliance Statement</b> Written policy, procedure and practice demonstrate that the facility shall submit an annual statement confirming continued compliance with the BJC to the appropriate DPS&amp;C Regional Team Leader. This statement, submitted by January 31st each year, is in writing and shall include:</p> <ol style="list-style-type: none"> <li>1. A copy of the current Fire Marshal Report;</li> <li>2. A copy of the current Health Inspection Report;</li> <li>3. Any proposed or projected expansions;</li> <li>4. Any rehabilitative programs that are available;</li> <li>5. Summary of any re-entry initiatives/programs implemented by the facility.</li> </ol> <p><b>Visual Inspection: annual statement</b></p>	Compliant	
<p><b>VII-B-010 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>	Compliant- Monthly reports are submitted in a timely manner	
<p><b>VII-B-011 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>	Compliant	
<p><b>VII-B-012 Proposed Expansion</b> Any planned or proposed expansions for transitional work program or jail facilities that house DPS&amp;C offenders shall be submitted to the Secretary of the DPS&amp;C and the Executive Director of the LSA for consideration and approval.</p> <p><b>Visual Inspection:</b></p>	Compliant	
<p><b>C. REASONABLE ACCOMMODATION</b></p> <p><b>References: ACA CJS 1-7E-01</b></p>		
<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>	Compliant	



	Findings	Response
INSPECTION REPORTS		
DEPARTMENT	Deficiencies	Corrective Action Taken
<b>Fire Marshall</b> Date of Current Report: 07/01/2022 Maximum Capacity:	Fire alarm systems in need of maintenance in some areas of the facility	Repairs made by Acadian Total Security
<b>DHH - Health</b> Date of Current Report: 02/10/2022 Maximum Capacity:	Non-critical - windows not properly screened, outer openings not properly protected against entry for insects/rodents.	Repairs made by maintenance
<b>DHH - Retail Food</b> Date of Current Report: 6/27/2022		



Department of Public Safety & Corrections  
State of Louisiana  
DIXON CORRECTIONAL INSTITUTE-PCC BRANCH



JOHN BEL EDWARDS  
GOVERNOR

JAMES M. LE BLANC  
SECRETARY

DATE: November 14, 2022

TO: Megan Wintz

FROM: Major Selten Manuel

RE: BPSO-SWTWP-2022 BJJ Inspection/Recertification

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Attached you will find the report resulting from the 2022 BJJ Recertification Inspection of the BPSO-Southwest Transitional Work Program conducted on October 26<sup>th</sup>, 2022.

The attached report reflects the efforts and progress made by Louisiana Work Force to operate and maintain the facility in accordance with the Louisiana Basic Jail Guidelines.

At this time, it is my recommendation to certify BPSO-Southwest Transitional Work Program under the condition of semi-annual inspections to ensure continued improvement, maintenance, and compliance.

Sincerely,

Major Selten Manuel  
Southwest Region BJJ Team Leader



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



Daniel H. Wallis  
FIRE MARSHAL

### Inspection Report

Report # CB-19-015516-3

#### Deficient/Cautious Codes cited.

<p>NFPA 101:9.6.1.3: Fire alarm systems required by this Code shall be installed, tested, and maintained in accordance with the applicable requirements of NFPA 70, National Electrical Code, and NFPA 72, National Fire Alarm and Signaling Code, unless it is an approved existing installation, which shall be permitted to be continued in use.</p> <p>NFPA 101:9.6.1.4: To ensure operational integrity, the fire alarm system shall have an approved maintenance and testing program complying with the applicable requirements of NFPA 70, National Electrical Code, and NFPA 72, National Fire Alarm and Signaling Code.</p> <p>Currently, the following areas within this facility are showing trouble signals, are past due for their annual inspection, or both:</p> <p>(1) Cellblock: &gt;Panel is tagged yellow and showing trouble; quoted to replace panel.</p> <p>(2) H1 / H2: &gt;The fire alarm panel is showing a trouble signal and is tagged yellow.</p> <p>(3) H5 / H6: &gt;The fire alarm panel is showing a trouble signal.</p> <p>(4) HC1: &gt;The fire alarm panel is tagged yellow.</p> <p>(5) H7 / H8: &gt;Quote: received to replace panel, panel tagged yellow and showing trouble signal</p> <p>(6) Kitchen: &gt;The fire alarm panel is tagged yellow and showing a trouble signal</p>	DEFICIENT	7/1/2022
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#### Comments

A CORRECTION DATE OF JULY 1ST, 2022 HAS BEEN SCHEDULED FOR A RE-INSPECTION OF THE CITED DEFICIENCIES.

#### Inspector Information

Name: Caleb Butts	Badge Number: 734	Inspector Signature: <i>Caleb M Butts</i>
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#### Person to whom requirements were explained

Name: Skyler Broxson	Title: Maintenance Supervisor	Signature: <i>Skyler Broxson</i>
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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.



Proposal Number: 53801-1-0  
Date: May 13, 2022

Site:  
14925 Hwy 27  
DeQuincy, Louisiana 70633

Billing:

Contact:  
Skylar Broxson  
(337) 396-2997  
skylarbroxson1993@gmail.com  
(

### Scope Of Work

- Replace two analog fire control panels with Firelite MS5UD panels
- Connect all devices to panel in proper zones
- Install back up batteries
- Program and test
- \*Spare smoke sensors and pull stations included

### Financial Summary

Estimate		
QTY	Description	Location
2	5 ZONE FIRE CNTRL/ COMM 24V	
4	12 Volt 7 AH Battery	
4	Fire Marshal Application	
4	2 Wire Smoke Detector	
2	PULL STATION DUAL W/ KEY LOCK	

Financial Summary	
Total Proposal Amount:	\$5,602.00
Deposit Due in Advance:	\$1,120.40
Balance Due Upon Completion:	\$4,481.60
Note: The above price does not include sales tax.	

# Acadian Total Security

P.O. Box 93444  
Lafayette, LA 70509  
(855) 459-4564

<i>Invoice</i>	
Invoice Number 946199	Date 7/20/2022
Customer Number 26273	Due Date 7/20/2022

To: Prison Enterprises  
Attn: Accounts Payable  
PO Box 44314  
Baton Rouge, LA 70804

Remit To: Acadian Total Security  
P.O. Box 93444  
Lafayette, LA 70509  
Pay Online At:  
<https://www.MySecurityPayment.com>

Amount Enclosed: \_\_\_\_\_

**Net Due: \$5,601.98**

*Detach And Return Top Portion With Your Payment*

Customer Name	Customer Number	PO Number	Invoice Date	Due Date
Prison Enterprises	26273	0	7/20/2022	7/20/2022

Quantity	Description	Rate	Amount
0.00	Phelps Correctional, 14295 N LA-27, Dequincy, LA Install Charges	0.00	5,601.98
	Tax		0.00
	Payments/Credits Applied		0.00
	<b>Invoice Balance Due:</b>		<b>\$5,601.98</b>

Date	Invoice #	Description	Amount	Balance Due
7/20/2022	946199	Installation Services (53801-1)	\$5,601.98	\$5,601.98



STATE OF LOUISIANA  
DEPARTMENT OF HEALTH  
OFFICE OF PUBLIC HEALTH

Detention or Incarceration  
Notice of Violations

Follow-up

Permit Number 06-03-224	Permit Name Beauregard Parish Sheriff Office Transitional Work Program-224		
Name of Establishment Beauregard Parish Sheriff Office Transitional Work Program-224		Owner Name	
Address 14925 Highway 27 N DeQuincy, LA 70663	Date 02/10/2022	Time 10:00 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
Insect and Rodent Protection	101	8 - All outer openings are not properly protected against the entrance of insects/rodents. [Repeat]
Insect and Rodent Protection	101	9 - Windows are not properly screened. [Repeat]

Comments:

No signature due to COVID. Verbal acknowledgement provided by Warden Kauffman.  
Email: warden1phelps@outlook.com

New Dorm 1 not in use due to storm damage  
Chapel not in use due to storm damage  
North fence and west fence not secure due to significant storm damage  
Skyler Broxson and Warden Josh Kauffman escorted

Cell Block:  
Outside openings  
Missing screens

UR  
#13 cell door not functioning. Closed for repairs to toilet and is not in use at this time.

New Dorm 3  
Openings to outside

Alpha dorm not currently housing inmates

H1  
Missing screens on windows

H3  
Windows broken

H4  
Broke windows  
Screens not in good repair

H5  
Missing screens on windows

file:///C:/Users/KHyatt/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/B... 2/10/2022

STATE OF LOUISIANA  
DEPARTMENT OF HEALTH  
OFFICE OF PUBLIC HEALTH

INSTITUTION REPORT

Agency License No. N/A	Anniversary Month JUNE
Name of Establishment BEAUREGARD PARISH SHERIFF OFFICE TRANSITIONAL WORK PROGRAM-224	Mailing Address
Address 14925 HIGHWAY 27 N	
City, state, Zip Code DEQUINCY LA 70663	
Type of Facility JAILS 685	
Parish Beauregard	Date Inspected 06/27/2022
<p>The above establishment has been inspected by a representative of this section, and:</p> <p><input checked="" type="checkbox"/> License is Recommended;  <input type="checkbox"/> License is Not Recommended;  <input type="checkbox"/> License is Pending Reinspection;</p> <p>from the standpoint of sanitation</p> <p style="text-align: right;">KAYLI HYATT</p>	
<div style="display: flex; justify-content: space-between;"> <span>LHS 48 (R 7/99)</span> <span>D 1014</span> </div>	

STATE OF LOUISIANA

LHS-166 (R 3/22)

Louisiana Department of Health / Office of Public Health

628 N. 4TH STREET • 3RD FLOOR • BATON ROUGE, LOUISIANA 70802

ANNUAL

Print Date 07/22/2022

Expires on 06/30/2023

2022 PERMIT TO OPERATE 2023

PERMIT NUMBER:

06-0091527-2

Type of Operation: Retail Food Description: Permanent Grocery/Market

This is to certify that the below named owner and establishment name and location has duly registered with the Louisiana Department of Health in accordance with the Sanitary Code of Louisiana, and is hereby given permission to operate.

Permit to Operate is not transferable: New Owner and/or New Location requires a new permit.

Permit to Operate remains the property of the Louisiana Department of Health, Office of Public Health, and may be revoked or suspended for failure to comply with provisions of the State Sanitary Code or other applicable laws and/or regulations.

ISSUED TO/NOT TRANSFERABLE

LOUISIANA WORKFORCE LLC  
PO BOX 500  
NEW ROADS LA 70760

BEAUREGARD SHERIFF'S TRANSITIONAL WORK PROGRAM  
CANTEEN  
14925 HIGHWAY 27 N  
DEQUINCY LA 70633

JOSEPH KANTER, M.D.  
STATE HEALTH OFFICER

STATE OF LOUISIANA

LHS-168 (R 3/22)

Louisiana Department of Health / Office of Public Health

628 N. 4TH STREET • 3RD FLOOR • BATON ROUGE, LOUISIANA 70802

ANNUAL

Print Date 07/22/2022

Expires on 06/30/2023

Type of Operation: Retail Food

2022 PERMIT TO OPERATE 2023

Description: Permanent Food Service Establishment

PERMIT NUMBER:

06-0091527-3

This is to certify that the below named owner and establishment name and location has duly registered with the Louisiana Department of Health in accordance with the Sanitary Code of Louisiana, and is hereby given permission to operate.

Permit to Operate is not transferable: New Owner and/or New Location requires a new permit.

Permit to Operate remains the property of the Louisiana Department of Health, Office of Public Health, and may be revoked or suspended for failure to comply with provisions of the State Sanitary Code or other applicable laws and/or regulations.

ISSUED TO/NOT TRANSFERABLE

LOUISIANA WORKFORCE LLC  
PO BOX 500  
NEW ROADS LA 70760

BEAUREGARD SHERIFF'S TRANSITIONAL WORK PROGRAM  
KITCHEN  
14925 HIGHWAY 27 N  
DEQUINCY LA 70633

JOSEPH KANTER, M.D.  
STATE HEALTH OFFICER



To: Kayli Hyatt  
Dept. of Health

March 7, 2022

FROM: Mike Constance  
Beauregard Parish TWP  
Assistant Warden

REF: Corrective action health inspection of 02/10/2022

As of this date the below listed items have been corrected:

- Dorm H-1 – Screens replaced on windows
- Dorm H- 3 – Broken window replaced
- Dorm H-4 – Windows replaced and screens repaired
- Dorm H-5 - Repaired shower wall, floor and replaced shower head.  
Replaced missing window screens.
- Dorm H-6 - Repaired shower, faucets, hole in wall and replaced screens and windows.  
Ice chest issues were corrected on site.
- Dorm H-7 - Sink shelf and shower walls have been corrected. Cleaning issues addressed.
- Dorm H-8 - Windows have been replaced, showers repaired, walls repaired/  
Cleaning issues have been addressed.
- New Dorm 2 – Shower and plumbing issues have been repaired. Walls repaired.  
Cleaning issues have been addressed.
- Cellblock – Screens have been repaired, openings filled.
- New Dorm 1 has been repaired.
- Chapel will not be in use until the State makes repairs.
- Perimeter fences have been secured with temporary repairs until contractors correct.
- Honor Cottages 2 & 3 – Showers, faucets and urinals have been repaired.

Sincerely,

Mike Constance  
Assistant Warden  
Beauregard Parish TWP