

Department of Public Safety & Corrections  
State of Louisiana

JOHN BEL EDWARDS  
GOVERNOR



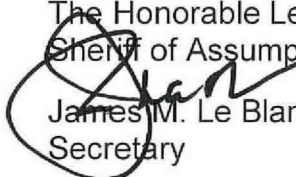
JAMES M. LE BLANC  
SECRETARY

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

May 4, 2023

**MEMORANDUM**

**TO:** The Honorable Leland Falcon  
Sheriff of Assumption Parish

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

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

Please see the attached monitoring report regarding the Basic Jail Guidelines (BJG) annual inspection that was conducted at Assumption Parish Jail on April 19, 2023. The facility continues to provide a secure, safe, and stable environment for DOC offenders in their custody. However, DPS&C would like to encourage full compliance with BJG II-A-018 "Offender Drug Testing." At this time we will continue with annual monitoring visits.

Thank you for your support of the BJG process.

JML/mw

Attachment

c: Mike Ranatza, Executive Director, Louisiana Sheriffs' Association  
Shawanda Lemon, Warden, Assumption Parish Jail  
Seth Smith, Chief of Operations  
Donnie Bordelon, Warden EHCC  
Aaron Hooper, BJG Team Leader



# BJG MONITORING REPORT

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

Rev. 08/01/2022 mwk

**Facility Name:** Assumption Parish Jail  
**BJG Team Leader & Monitors:** Aaron Hooper, BJB Team Leader  
**Facility Warden & Email Address:** Warden Shawanda Lemon *Slemon@assumptionsheriff.com*  
**Facility Staff:** Asst. Warden Conrad Lewis  
**BJG Inspection Date:** April 19, 2023  
**Previous BJB Inspection Date:** April 20, 2022  
**Operational Capacity:** 125  
**Count on Day of Visit:** 112

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

**II-A-018 Offender Drug Testing** – Three months the required 5% of the DOC population was not done.

	# MALE	# FEMALE	TOTAL
Number of DOC Offenders	40	0	40
Number of Local Offenders	70	2	72
Number of Out of State Offenders	0	0	0
Number of Federal Offenders	0	0	0
Number of ICE Detainees	0	0	0
<b>TOTAL</b>	<b>110</b>	<b>2</b>	<b>112</b>

**Number of DOC Offenders that are:**

Single Bunked           0            
 Double Bunked          40           
 Triple Bunked           0           
**Total**           40         

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

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

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

Month/Year	Off/Off	Off/Off w/sig inj	Offender/Staff	Off/Staff w/sig inj
April 2022	0	0	0	0
May 2022	1	0	0	0
June 2022	7	0	0	0
July 2022	3	0	0	0
August 2022	1	1	1	1
September 2022	1	0	1	0
October 2022	6	0	0	0
November 2022	0	0	1	0
December 2022	0	0	0	0
January 2023	1	0	0	0
February 2023	2	0	0	0
March 2023	3	1	0	0

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

Month/Year	Illicit Substance	Alcohol	Weapon	Cell Phone	Other
April 2022	0	0	0	0	9
May 2022	0	0	0	0	18
June 2022	0	0	2	0	20
July 2022	0	0	1	0	35
August 2022	0	0	0	0	15
September 2022	0	0	0	0	16
October 2022	2	0	0	1	30
November 2022	1	0	0	1	13
December 2022	0	0	0	4	21
January 2023	0	0	2	0	8
February 2023	0	0	2	3	49
March 2023	0	0	0	0	17

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

**Living Area:**

Overall the living areas were found to be clean and organized

- **Dorms** - Dorm areas were in order and spaced out. Offenders' property was stored in lockers next to the beds.
- **Cell Block** – Cell block areas clean and odor free.

**Culinary/Dining:**

The tools and sharp objects were controlled on an inventoried locked shadow board. Cooler and freezer were found in good order with temperature log checks documented. Sample trays were labeled and kept from the last 72 hours. Dry storage had items labeled and stored 6" off the ground.

**Bathrooms:**

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

**Yard Areas:**

Documentation provided showed that recreation was occurring on a regular basis - three times per week, weather permitting.

**Maintenance:**

Facility has on staff maintenance personal daily. Tool inventory kept up daily. MSDS forms are well maintained and correct.

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

- I-A-001      Safety/Sanitation/Inspections:** Compliant - The facility is conducting weekly inspections. FM and DHH inspections are done on time. All deficient items on FM and DHH reports were corrected by this inspection.
- I-C-001      Emergency Plan:** Compliant - An emergency plan is in place. Employees are trained and knowledgeable of the plans. Emergency plan exit maps are posted around the facility.
- I-C-003      Fire Safety/Code Conformance (MANDATORY):** Compliant  
Policy and procedure are in place.
- II-A-006      Staff Log (MANDATORY):** Compliant  
Logs are placed in all areas of the facility and contain required information. Facility forms are completed for notification of incidents to the administration
- II-A-007      Counts (MANDATORY):** Compliant
- How many formal counts are conducted each shift? There are three formal counts. One at morning shift change, one at noon and one evening shift change.
  - How many counts are conducted each day? Six
  - **Stick outs counts** are counts that are conducted in areas other than housing units, such as food services and other areas of normally authorized locations. When conducting and submitting the counts, employees are to actually see the offender before turning in these counts.
    - How does the facility accomplish this? Stick out counts are called in to the main control on the offenders that or working on outside work crews every 4 hours.
    - Does this process insure accountability and safe/secure operation of the facility? Yes
- II-A-008      Offender Population Management System:** Compliant  
All information is documented and maintained on each offender and is transferred with the offender if transferred out of the facility.
- II-A-010      Admissions:** Compliant  
Policy and procedure are in place and all admission forms are thorough and completed.
- II-A-012      Classification System-** Compliant
- Does this 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?  
Review of arrest history, review of prior job and custody charges. The classification process is suggested by administration and signed off by Warden
  - Does their classification process meet DPS&C, Corrections Services' criteria? Yes

**II-A-016 Photo Identification (MANDATORY):** Compliant  
Upon admission, all offenders receive an institutional ID cards.

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

Month/Year	# DOC Tested	Total DOC Pop	% Tested	# Positive
April 2022	3	34	8%	1
May 2022	0	35	0%	0
June2022	7	32	22%	0
July 2022	17	40	42%	0
August 2022	1	36	3%	1
September2022	4	36	11%	3
October 2022	12	39	31%	1
November 2022	6	45	13%	2
December 2022	6	46	13%	2
January 2023	1	42	2%	1
February 2023	8	36	22%	0
March 2023	9	44	20%	4

**II-A-019 Offender Transfers:** Compliant - Policy and procedure are in place.

**II-A-020 Frequency of Cell Checks:** Compliant - Policy and procedure are in place.

**II-B-002-1 Use of Restraints for Pregnant Offenders:** Compliant - Policy and procedure are in place.

**II-C-001 Procedures for Searches:** Compliant - The facility conducts visual body searches on all offenders upon intake and when offenders return to the facility. Pat searches are conducted on all visitors. The facility keeps detailed shakedown logs. Procedures are in place and logs are maintained on all searches.

**II-D-001 Key, Tool, and Utensil Control:** Compliant - The facility's tools, key and utensil control were found to be in good order. Inventories and documentation are kept up daily.

**III-A-001 Rules and Discipline:** Compliant

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

**IV-A-003 Food/Dietary Allowances (MANDATORY):** Compliant

**IV-A-006 Food Services Management (MANDATORY):** Compliant  
A copy of a cycle menu was observed to have at least two hot meals served daily. Sample trays located in cooler with last 72 hours

**IV-B-001 Plumbing Fixtures – Toilets & Washbasins (MANDATORY):** Compliant  
Offenders have access to appropriate toilets and washbasins.

**IV-B-002 Plumbing Fixtures – Showers (MANDATORY):** Compliant  
The water temperatures were observed to be appropriate.



- IV-B-005 Personal Hygiene (MANDATORY):** Compliant  
Offenders are provided adequate supplies necessary for maintaining personal hygiene.
- IV-C-001 Access to Care/Clinical Services:** (Does the facility charge a co-payment? If so, approved by DPS&C?) Compliant-Offenders receive a facility handbook upon admissions that contains all necessary information on assessing health care and the co-pay requirements. There is a \$5 co-pay. The co-pays are approved by DPS&C.
- IV-C-003 Provision of Treatment (MANDATORY):** Compliant  
Policies in place.
- IV-C-005 24 Hour Care (MANDATORY):** Compliant  
Offenders have access to 24 hour care.
- IV-C-006-1 Pregnancy Management:** Compliant  
The facility's policy is compliant with DOC Regulation
- IV-C-008 Annual TB Testing:** Compliant  
The facility conducted TB testing on all offenders at no cost to the offender. This is done upon intake and annually-
- IV-C-009 Chronic Care Program (MANDATORY):** Compliant  
Policy and procedure are in place.
- IV-C-012 Access to Sick Call:** Compliant  
Sick call forms are available on all kiosk machines in all dorms. Once completed they are emailed straight to the medical department. Health care staff is the only ones who retrieve them. The requests are triaged and scheduled for visits.
- IV-C-013 Infirmiry Care:** Compliant  
The facility has a 24/7 medical care service. There is a nurse at the facility Monday-Friday from 6am-6pm and also on call 24/7. If medical staff determines the health issues to be an emergency, offenders are transported to the local hospital.
- IV-C-013-1 Medical Releases:** (Medical Parole, Medical Treatment Furlough, Compassionate Release)  
Compliant - Policies in place.
- IV-C-014 Suicide Prevention and Intervention:** Compliant-Mental health staff evaluates each offender and determines the treatment. The staff receives annual suicide prevention training.
- IV-C-015 Offender Deaths (MANDATORY):** Compliant -Facility has a policy in place for actions to be taken in the event of an offender's death.
- IV-C-016 Notification:** Compliant  
Policies in place to notify family members if the offender is on ICU.
- IV-D-001 Healthcare Quarterly Meetings (MANDATORY):** Compliant  
Correct Health meets at least quarterly.
- IV-D-004 Confidentiality of Health Information:** Compliant - Access to offender medical information/files are controlled and restricted to those who have legal authority. Medical records are stored in a secured restricted area and are transported with the offender upon transfer to another local facility or to DPS&C.

- IV-006-1**      **Emergency Assessment for Intoxication or Suspected Intoxication (MANDATORY):**  
Compliant - Polices in place
  
- IV-D-007**      **Internal Review/Quality Assurance (MANDATORY):** Compliant  
Policy is in place for internal reviews upon conclusion of a serious event
  
- IV-E-001**      **Alleged and Substantiated Sexual Assaults:** Compliant
  - Is this facility required to be PREA compliant due to contract language? No
  
  - Is this facility PREA compliant? No
    - If yes, date compliance received:
      - If this facility is required to be PREA compliant due to contract language, and has not done so, what is their plan of action for compliance? N/A
  
- V-A-004**      **Religious Programs:** Compliant
  
- V-A-005**      **Exercise & Recreation Access (MANDATORY):** Compliant  
There is a recreation area between the dorms offenders go at least 3 times a week weather permitting.
  
- V-B-001**      **Programs and Services:**
  - List all Certified Treatment Programs (Attach Form IS-B-8-b)  
N/A
  - List all other Offender Programs  
AA  
Faith Based Programs
  
- V-B-002**      **Educational Programming:** Non-Compliant  
Facility has not replace their instructor so there is no programs at this time.
  
- GED Program**

Number of GED Slots	0
Number of Participants	0
YTD Number of Completions	0
  
- V-B-003**      **Substance Abuse Programs:** Compliant
  
- V-C-001**      **Releasing Offenders:** Compliant  
Offenders are released with property and identification that was collected upon intake. Offenders are also released with prescriptions.
  
- V-C-002**      **Regional Reentry Programs** (Are offenders releasing with two valid forms of identification?):  
Compliant - Offenders are releasing with two valid forms of identification
  
- V-C-004**      **Parole Board Procedures:** Compliant

**VI-B-002 Grievance Process:** Compliant

- Does grievance process include at least two levels of review? Yes
- Who is the designee at each level of review?
  - 1<sup>st</sup> level -Adm. Staff and Shift Supervisors
  - 2<sup>nd</sup> level –Assistant Warden & Nurse
  - 3<sup>rd</sup> level – Warden and /or Sheriff
- What is the specified time period for response at each level?
  - 1<sup>st</sup> level 15 days
  - 2<sup>nd</sup> level 25 days
  - 3<sup>rd</sup> level 40 days

**VII-A-002 Weapons Training:** Compliant

Deputies are POST certified and receive appropriate training regarding the use handling and retention weapons.

**VII-B-010 Monthly Reporting:** Compliant

Facility turns in all monthly reports in a timely manner. All reports are accurate and detailed.

**VII-B-012 Proposed Expansions:** Compliant - No proposed expansions at this time.

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

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

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

No complaints were made by any offender during the walk through. I talked to the offenders working in the Kitchen and Laundry also in the trustee dorm. None of the offenders had any complaints about working in the kitchen, laundry or being at the facility.

**RECOMMENDATION:**

**II-A-018 Offender Drug Testing** – Three months the required 5% of the DOC population was not done The months of May 2022, August 2022 and January 2023 did not have the required 5%

At this time, annual monitoring visits are recommended.





John Bel Edwards  
GOVERNOR

## Office of State Fire Marshal

8181 Independence Blvd. Baton Rouge, LA 70806  
(225) 925-4911 (800) 256-5452 Fax (225) 925-4241



Daniel H. Wallis  
FIRE MARSHAL

### Inspection Report

Report # CB-21-029918-1

No Deficient/Cautionary Codes cited.

Location Information					
Inspection Type	Compliance Building Inspection		Inspection Date	6/14/2022 3:19:45 PM	
Structure ID	6372	No. of Buildings	6	Facility Code	J6
Capacity	MAIN 125 OVERFLOW 80	Year Built	1984	Construction Type	Type IIB / (000)
Building/Trade Name		Address			
ASSUMPTION PARISH DETENTION		233 HIGHWAY 1008, NAPOLEONVILLE, LA 70390			
Owner Information					
Owner Type	Name	Contact Phone	Contact Email		
Municipal Project	ROLAND RODRIGUE	(225) 717-0046	RRODRIGUE@ASSUMPTIONSHE RIFF.COM		
Address					
233 HIGHWAY 1008, NAPOLEONVILLE, LA 70390					
Tenant Information					
Name	Suite Number	Floor Number	Square Footage		
Occupancy Details					
Occupancy Type	Details				
Institutional	INSTITUTIONAL BUILDING TYPE: GROUP I-3 (DETENTION/CORRECTION); DETENTION/CORRECTION FACILITY TYPE: CONDITION 5				
Comments					
THIS INSPECTION REQUEST WILL BE CLOSED FOR THE COMPLIANCE YEAR OF 2021 AND MOVED TO THE 2022 COMPLIANCE BUILDING INSPECTION REPORT, ANY AND ALL OUTSTANDING DEFICIENCIES SHALL BE MOVED TO THE CURRENT YEAR INSPECTION REPORT. SEE 2022 COMPLIANCE BUILDING INSPECTION REPORT FOR DEFICIENCIES.					
Inspector Information					
Name: Eric J Johnson	Badge Number: 467	Inspector Signature:			
Person to whom requirements were explained					
Name:	Title:	Signature:			

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

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.



John Bel Edwards  
GOVERNOR

## Office of State Fire Marshal

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(225) 926-4911 (800) 256-5452 Fax (225) 926-4241

### Inspection Report

Report # CB-21-029918-1

**No Deficient/Cautionary Codes cited.**

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



Daniel H. Wallis  
FIRE MARSHAL

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

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

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



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

**Detention or Incarceration  
Notice of Violations**

Follow-up

Permit Number 04-01-224	Permit Name Assumption Parish Detention Center-224		
Name of Establishment Assumption Parish Detention Center-224		Owner Name	
Address 233 Highway 1008 Napoleonville, LA 70390	Date 12/02/2022	Time 02:15 PM	

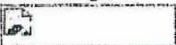
**LAC TITLE 51 PART XVIII**

**Comments:**

Violation corrected

Verbal acknowledgement of inspection report provided by James Madere - Maintenance Supervisor.

A copy of inspection report emailed to slemon@assumptionsherrif.com and jamesmadere@assumptionla.com.

Number Licensed For	Number in Attendance	License Anniversary
125	122	12/31/2022
Sanitarian Name/Print Kourtney Signater	Phone # 985-369-3565	Sanitarian Signature 
		R.S. # 3248

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

Correct Critical Violations by

Correct Non-Critical Violations by

Signature of Recipient

Name/Title  
James Madere - Maintenance Supervisor



STATE OF LOUISIANA DEPARTMENT OF HEALTH OFFICE OF PUBLIC HEALTH  INSTITUTION REPORT					
Agency License No. N/A	Anniversary Month DECEMBER				
Name of Establishment ASSUMPTION PARISH DETENTION CENTER-224	Mailing Address				
Address 233 HIGHWAY 1008					
City, state, Zip Code NAPOLEONVILLE LA 70390					
Type of Facility JAILS 125 122					
Parish Assumption	Date Inspected 12/02/2022				
The above establishment has been inspected by a representative of this section, and: <input checked="" type="checkbox"/> License is Recommended; <input type="checkbox"/> License is <b>Not</b> Recommended; <input type="checkbox"/> License is Pending Reinspection;					
from the standpoint of sanitation.	KOURTNEY SIGNATER <table border="1" style="float: right; margin-left: 20px;"> <tr> <td style="width: 20px; text-align: center;">3</td> <td style="width: 20px; text-align: center;">2</td> <td style="width: 20px; text-align: center;">4</td> <td style="width: 20px; text-align: center;">8</td> </tr> </table>	3	2	4	8
3	2	4	8		
LHS 48 (R 7/99) <span style="float: right;">D 1014</span>					

Louisiana Department of Health / Office of Public Health

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

ANNUAL

Print Date 01/23/2023

Expires on 06/30/2023

Type of Operation: Retail Food

2022 PERMIT TO OPERATE 2023

Description:

Permanent Food Service Establishment

PERMIT NUMBER:

04-0001012-1

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

ASSUMPTION PARISH SHERIFF'S OFFICE
PO BOX 69
NAPOLEONVILLE LA 70390

ASSUMPTION PARISH DETENTION CTR
Jail Cafeteria
233 HIGHWAY 1008
NAPOLEONVILLE LA 70390

JOSEPH KANTER, M.D.
STATE HEALTH OFFICER

Louisiana Department of Health / Office of Public Health

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

ANNUAL

Print Date 01/23/2023

Expires on 06/30/2023

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ASSUMPTION PARISH SHERIFF'S OFFICE
PO BOX 69
NAPOLEONVILLE LA 70390

ASSUMPTION PARISH DETENTION CTR
Jail Cafeteria
233 HIGHWAY 1008
NAPOLEONVILLE LA 70390

JOSEPH KANTER, M.D.
STATE HEALTH OFFICER

DUPLICATE

FOR YOUR INFORMATION Please post in a conspicuous place.

It is the responsibility of the permit holder to notify the appropriate Parish/Parish Manager of any changes regarding the above permitted establishment.

Please include the permit number of the establishment with any and all correspondence.