

Department of Public Safety & Corrections
State of Louisiana

JOHN BEL EDWARDS
GOVERNOR

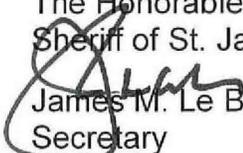


JAMES M. LE BLANC
SECRETARY

May 4, 2023

MEMORANDUM

TO: The Honorable Willy J. Martin Jr.
Sheriff of St. James 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 St. James Parish Detention Center on April 20, 2023. The facility continues to provide a secure, safe, and stable environment for DOC inmates in their custody. However, DPS&C would like to encourage St. James Parish Detention Center to provide education and substance abuse treatment opportunities to the inmate population. At this time we will continue with annual monitoring visits.

Thank you for your support of the BJJ process.

JML/mwk

Attachment

c: Mike Ranatza, Executive Director, Louisiana Sheriffs' Association
Anthony Joseph, Captain, St. James Parish Detention Center
Seth Smith, Chief of Operations
Donnie Bordelon, Warden, EHCC
Aaron Hooper, BJJ Team Leader



BJG MONITORING REPORT

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

Rev. 08/01/2022 mwk

Facility Name: St. James Parish Jail
BJG Team Leader & Monitors: Aaron Hooper, BJJ Team Leader
Facility Warden & Email Address: Capt. Anthony Joseph Anthony.joseph@stjamessheriff.com
Facility Staff: Asst. Warden Latanya Sterling & Asst. Warden Keith Guerin
BJG Inspection Date: April 20, 2023
Previous BJJ Inspection Date: April 26, 2022
Operational Capacity: 124
Count on Day of Visit: 74

Concerns or Issues from the previous BJJ Monitoring Inspection:

V-A-003 Programs and Services Non-Compliant
 V-A-003-1 Educational Programming Non-Compliant
 V-C-001 Substance Abuse Programs Non-Compliant

	# MALE	# FEMALE	TOTAL
Number of DOC Offenders	15	1	16
Number of Local Offenders	51	7	58
Number of Out of State Offenders	0	0	0
Number of Federal Offenders	0	0	0
Number of ICE Detainees	0	0	0
TOTAL	66	8	74

Number of DOC Offenders that are:

Single Bunked 7
 Double Bunked 9
 Triple Bunked 0
Total 16

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	1	0	1	0
May 2022	0	0	0	0
June2022	1	0	0	0
July 2022	0	0	0	0
August 2022	1	0	1	0
September2022	1	0	0	0
October 2022	2	0	1	0
November 2022	2	0	0	0
December 2022	1	0	0	0
January 2023	1	0	0	0
February 2023	2	0	0	0
March 2023	1	0	2	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	5
May 2022	0	0	1	0	9
June2022	0	0	0	0	0
July 2022	0	0	0	0	3
August 2022	0	0	0	0	3
September2022	1	0	0	0	10
October 2022	0	0	0	0	0
November 2022	0	0	0	0	0
December 2022	2	0	4	0	13
January 2023	0	1	0	0	0
February 2023	1	0	0	0	0
March 2023	0	1	6	0	0

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. Cabling is used when knives are checked out. 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:

Maintenance is done by the parish maintenance workers. A work order is called in to the office when maintenance at the facility is needed

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:** 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? Four
 - Stick outs 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. Work crews in the area bring offender in for noon count
 - 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**
- 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 Scott or his designee
 - 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 (MANDATORY): (List monthly since the previous BJJ monitoring visit.)

Month/Year	# DOC Tested	Total DOC Pop	% Tested	# Positive
April 2022	3	19	16%	0
May 2022	3	19	16%	0
June2022	3	15	20%	0
July 2022	3	12	25%	0
August 2022	3	14	21%	0
September2022	3	18	16%	0
October 2022	3	16	18%	0
November 2022	3	20	15%	0
December 2022	3	21	14%	0
January 2023	3	15	20%	0
February 2023	3	15	20%	0
March 2023	3	15	20%	0

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
- 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
The facility has a computer system set up in the day areas for offender to send in their sick call forms. If the offender needs to make sick call and is not in the area of the computer system, they notify security staff and a form is given to medical staff. The requests are triaged and scheduled daily visits.
- IV-C-013 Infirmary Care:** Compliant
The facility has a nurse daily on staff from 6am to 6pm. If there is an emergency after hours, a doctor and nurse are on call 24/7. Health care services is contracted through Correct Health and they provide a wide range of services. If medical staff determines the health issues to be emergency, offenders are transported to St. James Hospital.
- IV-C-013-1 Medical Releases:** (Medical Parole, Medical Treatment Furlough, Compassionate Release)
Compliant
- 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-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-D-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

- 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: Non-Compliant
The facility has no programs and services for the Offender population

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

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: Non-Compliant
No substance abuse programs offered to the offender population.

V-C-001 Releasing Offenders: Compliant - Offenders are released with property and identification that was collected upon intake. Offenders are released with two forms of identification.

V-C-002 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

- Does grievance process include at least two levels of review? No, only sometimes two
- Who is the designee at each level of review? Asst. Warden and sometimes the Warden
- What is the specified time period for response at each level? 20 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 in the trustee dorm. None of the offenders had any complaints about working in the kitchen or being at the facility

RECOMMENDATION:

This facility does not offer any educational or substance abuse programs to the offender population. Warden is having a difficult time finding volunteers to come give classes to the small amount of offenders. At this time, annual monitoring visits are recommended.

V-B-001 Programs and Services Non-Compliant
V-B-002 Educational Programming Non-Compliant
V-B-003 Substance Abuse Programs Non-Compliant



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-21-012496-2

No Deficient/Cautionary Codes cited.

Location Information			
Inspection Type	Compliance Building Inspection		Inspection Date 1/11/2023 10:39:42 AM
Structure ID	20067	No. of Buildings	1
Capacity	124	Year Built	1987
Building/Trade Name		Address	
SAINT JAMES DETENTION CENTER		5800 HIGHWAY 44, CONVENT, LA 70723	
Owner Information			
Owner Type	Name	Contact Phone	Contact Email
Municipal Project	SAINT JAMES DETENTION CENTER	(225) 562-2210	ANTHONY.JOSEPH@ST.JAMESSH ERIFF.COM
Address			
POST OFFICE BOX 106, CONVENT, LA 70723			
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 4		
Comments			
82 INMATES INSPECTION CONDUCTED NO APPARENT DEFICIENCIES AT TIME OF INSPECTION ACCEPTABLE FOR CERTIFICATION AND LICENSING			
Inspector Information			
Name: Justin James	Badge Number: 741	Inspector Signature	
Person to whom requirements were explained			
Name: Anthony Joseph	Title: Warden	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

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



Daniel H. Wolfe
FIRE MARSHAL

Inspection Report

Report # CB-21-012496-2

No Deficient/Cautiounary Codes cited.

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

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

RULES FOR APPEALING TO THE FIRE MARSHAL BOARD OF REVIEW

- I. Any application to the Board of Review shall contain the following basic information set off in organized fashion with captions indicating that the paragraph in question contains the following basic information
 1. The name of the applicant.
 2. A brief description of the facts.
 3. A copy of the order of the Fire Marshal which is being appealed.
 4. A reference to the section of the law or code being reviewed.
 5. A brief description of why the applicant feels the requirements of the Fire Marshal is not within the Fire Marsha's authority, or brief description of why the interpretation of the Fire Marshal is incorrect or what specific relief is required by the applicant.
 6. A list of the individuals who will be appearing before the Board, and a brief description of the testimony or information they will be providing the Board.
 7. A list of all the documents which will be introduced or provided to the Board along with a brief description of the documents, and if possible, a copy of said documents.
 8. A list of each exhibit except for documents, and a brief description of the exhibit

- II. Whenever possible, a notice of the meeting, date and place, and the agenda will be recorded in the Louisiana Register, however, whenever that is not possible, a copy of the meeting notice including the date, time and place, and agenda of the meeting of the Board will be published in the official notices of the official state journal; furthermore, a press release containing the same information will be mailed to the official journals of the cities of Shreveport, Monroe, Lafayette, Lake Charles, Alexandria, New Orleans, and Baton Rouge and any city or town in which the meeting of the Board is to be held if it is not one of the aforementioned major cities; and the same information shall be mailed to each individual who has notified the Fire Marshal of his desire to receive a notice of such appeal.

- III. A copy of the determination of the Board as prepared by the Chairman will be mailed to each individual who requests a copy of that specific determination as well as to the applicant.

- IV. The time delays for filing an appeal shall be those specified in R S 40 1577 and 40 1578 1 D.



STATE OF LOUISIANA
DEPARTMENT OF HEALTH
OFFICE OF PUBLIC HEALTH

Detention or Incarceration
Notice of Violations

Routine/Renewal

Permit Number 47-01-224	Permit Name St. James Parish Jail-224		
Name of Establishment St. James Parish Jail-224		Owner Name	
Address 5800 Highway 44 Convent, LA 70723		Date 12/13/2022	Time 11:20 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
Mattresses and Pillows	103	49 - The mattresses are cracked and in poor condition. 1. IN FEMALE DORM 3 2. IN NORTH RIGHT CELL 2 [Repeat]

Comments:

VERBAL ACKNOWLEDGEMENT OF REPORT PROVIDED BY LATANYA STERLING, ASSISTANT WARDEN

COPY OF REPORT EMAILED TO anthony.joseph@stjamessheriff.com

Number Licensed For	Number in Attendance	License Anniversary
	85	12/31/2022
Sanitarian Name/Print Jamey Bailey	Phone # (985)536-3535	Sanitarian Signature
		R.S. # 1334
The above mentioned violations were called to my attention and were explained to me in detail. I hereby agree to Correct Critical Violations by		Correct Non-Critical Violations by
Name/Title LATANYA STERLING-ASSISTANT WARDEN		Signature of Recipient



STATE OF LOUISIANA
DEPARTMENT OF HEALTH
OFFICE OF PUBLIC HEALTH

Retail Food
Notice of Violations

Routine/Renewal

Permit Number 47-0001102-1	Permit Name SAINT JAMES PARISH JAIL Jail Kitchen		
Name of Establishment SAINT JAMES PARISH JAIL	Owner Name SAINT JAMES PARISH COURTHOUSE		
Address 5800 HWY 44 CONVENT, LA 70723	Date 12/13/2022	Time 11:20 AM	

LAC TITLE 51 PART XXIII

Comments:

VERBAL ACKNOWLEDGEMENT OF REPORT PROVIDED BY LATANYA STERLING, ASSISTANT WARDEN

COPY OF REPORT EMAILED TO anthony.joseph@stjamessheriff.com

NOTICE RS 40:31.38 (ACT 66)

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

Sanitarian Name/Print Jamey Bailey	Phone # (985)536-3535	Sanitarian Signature 	R.S. # 1334
The above mentioned violations were called to my attention and were explained to me in detail. I hereby agree to			
Correct Critical Violations by		Correct Non-Critical Violations by	
Name/Title LATANYA STERLING-ASSISTANT WARDEN		Signature of Recipient 	

STATE OF LOUISIANA
DEPARTMENT OF HEALTH
OFFICE OF PUBLIC HEALTH

INSTITUTION REPORT

Agency License No. N/A	Anniversary Month DECEMBER				
Name of Establishment ST. JAMES PARISH JAIL-224	Mailing Address				
Address 5800 HIGHWAY 44					
City, state, Zip Code CONVENT LA 70723					
Type of Facility JAILS 85					
Parish St. James	Date Inspected 12/13/2022				
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 Not Recommended; <input type="checkbox"/> License is Pending Reinspection; from the standpoint of sanitation.					
JAMEY BAILEY	<table border="1"><tr><td>1</td><td>3</td><td>3</td><td>4</td></tr></table>	1	3	3	4
1	3	3	4		