

Department of Public Safety & Corrections
State of Louisiana

M

JOHN BEL EDWARDS
GOVERNOR



JAMES M. LE BLANC
SECRETARY

November 6, 2023

MEMORANDUM

TO: The Honorable Gregory C. "Greg" Champagne
Sheriff of St. Charles Parish

FROM: *JML*
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 Nelson Coleman Correctional Center on September 28, 2023. The facility continues to provide a secure, safe, and stable environment for DOC offenders in their custody.

Please note the report indicates during inmate interviews it was stated that they were concerned about classes not being offered to earn good time.

At this time DPS&C will continue with annual monitoring visits. Thank you for your support of the BJJ process.

JML/mk

Attachment

c: Mike Ranatza, Executive Director, Louisiana Sheriffs' Association
Alvin Robinson, Major, Nelson Coleman Correctional Center
Seth Smith, Chief of Operations
Kristen Thomas, Warden, LCIW
Carmisha Stinson, BJJ Team Leader



BJG MONITORING REPORT

Annual

Rev. 08/01/2022 mwk

Facility Name: Nelson Coleman Correctional Center
BJG Team Leader & Monitors: Cpt. Carmisha Stinson (BJG Leader), Major. Daven Jenkins, Lt. Shecawanayaki Matthews (BJG Members)
Facility Warden & Email Address: Major Alvin Robinson: arobinson@stcharlessheriff.org
Facility Staff: Major Alvin Robinson (Warden), Jessica Troxclair (Assistant Warden), Joylyn Edwards (Administrative Secretary)
BJG Inspection Date: September 28, 2023
Previous BJJ Inspection Date: September 23, 2022
Operational Capacity: 628
Count on Day of Visit: 203

Concerns or Issues from the previous BJJ Monitoring Inspection:

	# MALE	# FEMALE	TOTAL
Number of DOC Offenders	40	1	41
Number of Local Offenders	86	10	96
Number of Out of State Offenders	0	0	0
Number of Federal Offenders	66	0	66
Number of ICE Detainees	0	0	0
TOTAL	192	11	203

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 _____ **1**
Double Bunked _____ **0**
Triple Bunked _____ **0**
Total _____ **1**

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
September 2022	0	0	0	0
October 2022	1	0	0	0
November 2022	1	0	0	0
December 2022	1	0	0	0
January 2023	2	0	0	0
February 2023	1	0	0	0
March 2023	2	0	1	0
April 2023	6	0	1	0
May 2023	5	0	0	0
June 2023	9	0	1	0
July 2023	1	0	0	0
August 2023	1	0	0	0

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

Month/Year	Illicit Substance	Alcohol	Weapon	Cell Phone	Other
September 2022	0	0	0	0	0
October 2022	0	11	0	0	6
November 2022	0	0	0	0	0
December 2022	0	1	0	0	0
January 2023	0	0	0	0	1
February 2023	0	0	0	0	0
March 2023	0	0	0	0	14
April 2023	0	0	0	0	0
May 2023	1	0	1	0	0
June 2023	0	0	0	0	0
July 2023	0	0	0	0	0
August 2023	0	0	0	0	1
September 2023	0	0	0	0	0

GENERAL APPEARANCE, CLEANLINESS, AND COMMENTS OF THE FACILITY:

Living Area: During the walk through the living areas were found clean, in order, and odor free

Dorms: Dormitory areas were in order and clean and all offenders' property was properly stored in living area.

Cell Block: The area was clean and odor free.

Culinary/Dining: During the inspection, the kitchen was not preparing any meals at the time. The kitchen was very well organized and clean. The storage areas were very organized and clean. All items were labeled and dated. No food or boxes were stored on the floor. Sample trays were labeled and dated. The freezer and cooler logs were done daily and in range temps. Food menus and certificates were visible. All tools were locked up and were on a shadow board and were engraved.

Bathrooms: Bathrooms area were clean and odor free. All toilets, faucets, and showers were in good working condition with proper running cold and hot water.

Yard Areas: The recreation area is a large spacious area.

Maintenance: All maintenance is done in house at this facility. A walk through was performed in the area. The area was well organized. Tool logs were well-kept and in place. All tool boxes and shadow boxes were

locked. An inspection on the tool logbook was done and was accurate. MSDS forms and book were accurate.

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

- I-A-001 Safety/Sanitation/Inspections (MANDATORY): Compliant**
The facility is conducting weekly inspections. Fire Marshall and DHH inspections are done annually.
- I-C-001 Emergency Plan (MANDATORY): Compliant**
An emergency plan is in place. Employees are very knowledgeable and trained in the Emergency plan. Emergency exit signs were posted around the facility and well-lit.
- I-C-003 Fire Safety/Code Conformance (MANDATORY): Compliant**
Policies and procedures are in place
- II-A-006 Staff Log (MANDATORY): Compliant**
- II-A-007 Counts (MANDATORY): Compliant**
- How many formal counts are conducted each shift? Three
 - How many counts are conducted each day? Three
 - **Stick outs counts**
 - How does the facility accomplish this? No stick outs are being done.
 - Does this process ensure accountability and safe/secure operation of the facility?
Yes
- II-A-008 Offender Population Management System: Compliant**
The facility keeps all information documented and maintained on all offenders and the information is transferred out once the offender is transferred out
- II-A-010 Admissions: Compliant**
Policy and procedure in place with all forms being complete.
- 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?
Yes offender criminal history and NCIC are pulled and reviewed before the final sign-off and approval by the administration under set policies and guidelines.
 - Does their classification process meet DPS&C, Corrections Services' criteria? Yes
- II-A-016 Photo Identification (MANDATORY): Compliant**
Upon admission, all offenders received an institutional ID card

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

Month/Year	# DOC Tested	Total DOC Pop	% Tested	# Positive
September 2022	11	41	27%	0
October 2022	12	40	30%	0
November 2022	12	44	27%	0
December 2022	12	37	32%	0
January 2023	11	32	34%	0
February 2023	10	32	27%	0
March 2023	17	31	55%	0
April 2023	8	40	20%	0
May 2023	9	42	21%	0
June 2023	10	33	30%	0
July 2023	10	35	29%	0
August 2023	12	34	35%	0

II-A-019 Offender Transfers: Compliant
Paperwork is completed and approved before any offender transfers are completed

II-A-020 Cell Checks (MANDATORY): Compliant
The facility has procedures that state the officer shall make rounds every 15-20 minutes in the area. The officer also has documented log books that indicate all rounds noted

II-B-002-1 Use of Restraints for Pregnant Offenders: Compliant
The facility policy is compliant with DOC Regulation.

II-C-001 Procedures for Searches: Compliant
The facility conducts visual body searches on all offenders upon entering and exiting the facility. Staff has a documented log book that contains recorded shakedown. Policy and procedure are in place for all searches.

II-D-001 Key, Tool, and Utensil Control (MANDATORY): Compliant
The facility's keys, utensils, and tools were in order. All inventories and documentation are well kept. A locked shadow board was in place for culinary utensils that were used.

III-A-001 Rules and Discipline (MANDATORY): 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 given applications upon request and 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
Contracted with Correctional Food Services

IV-A-006 Food Services Management (MANDATORY): Compliant
A cycle menu was posted and in place with at least two hot meals served daily. Observed sample trays located in the cooler for at least 72 hours.

- IV-B-001 Plumbing Fixtures – Toilets & Washbasins (MANDATORY):** Compliant
All toilets and washbasins were in good working condition with available access
- IV-B-002 Plumbing Fixtures – Showers (MANDATORY):** Compliant
All showers were working properly with observable water temperature
- IV-B-005 Personal Hygiene (MANDATORY):** Compliant
All offenders are provided with basic necessities for maintaining personal hygiene.
- IV-C-001 Access to Care/Clinical Services (MANDATORY)** (Does the facility charge a co-payment? If so, approved by DPS&C?): Compliant
Offenders receive a facility handbook upon orientation into the facility on access to medical/health care.
- IV-C-003 Provision of Treatment (MANDATORY):** Compliant
Policy and procedure in place.
- IV-C-005 24 Hour Care (MANDATORY):** Compliant
Offenders have access to 24-hour care at the facility
- IV-C-006-1 Pregnancy Management (MANDATORY):** Compliant
Policy and procedure in place
- IV-C-008 Annual TB Testing:** Compliant
The facility has record TB testing at no cost and this is done upon intake and annually.
- IV-C-009 Chronic Care Program (MANDATORY):** Compliant
Policy and procedure in place
- IV-C-012 Access to Sick Call (MANDATORY):** Compliant
Offenders can request sick call during medication pass daily and is seen within 72 hours. The offenders can also request sick call through the offender tablet which is generated through a system. Medical providers are available daily.
- IV-C-013 Infirmary Care:** Compliant
The facility has 24/7 medical care services.
- IV-C-013-1 Medical Releases** (Medical Parole, Medical Treatment Furlough, and/or Compassionate Release):
Compliant: Policy in place
- IV-C-014 Suicide Prevention and Intervention (MANDATORY):** Compliant
The facility has mental health staff to evaluate offenders to manage their need and treatment. Staff is trained on suicide prevention training.
- IV-C-015 Offender Deaths (MANDATORY):** Compliant
The facility has a policy in place for steps to be taken in the event of an offender's death.
- IV-C-016 Notification:** Compliant
Policy and protocol to follow to notify the offender's family if the offender is in ICU.
- IV-D-001 Healthcare Quarterly Meetings (MANDATORY):** Compliant
Documented health care meetings at least quarterly.

- IV-D-004 Confidentiality of Health Information/Individual Health Record: Compliant**
Access to offender medical information and files are controlled and restricted to those who have legal authority. Medical records are stored in a secure restricted area and are forwarded with offenders upon transfer to another facility or to DPS&C.
- IV-006-1 Emergency Assessment for Intoxication or Suspected Intoxication (MANDATORY):**
Compliant: Policy in place.
- IV-D-007 Internal Review/Quality Assurance (MANDATORY):** Compliant
Policy is in place
- IV-E-001 Alleged and Substantiated Sexual Assaults: Compliant**
- Is this facility required to be PREA compliant due to contract language? Yes
 - Is this facility PREA compliant? Yes
 - If yes, date compliance received: 2/12/2023
 - 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
The facility has a policy in place for recreation. Offenders are offered recreation at least 3 times a week weather permitting.
- V-B-001 Programs and Services: Compliant**
- List all Certified Treatment Programs (Attach Form IS-B-8-b)
 - List all other Offender Programs
- V-B-002 Educational Programming: Compliant**
- 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**
- V-C-002 Regional Reentry Programs (Are offenders releasing with two valid forms of identification?):**
Compliant offenders are released with two forms of ID.
- V-C-004 Parole Board Procedures: Compliant**
Policy and procedure in place

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

- Does the grievance process include at least two levels of review? Yes
- Who is the designee at each level of review? Supervisor, Captain, Major
- What is the specified time period for response at each level? 30 days at each level

VII-A-002 Weapons Training: Compliant

Staff are POST certified and receive training on the use of handling and retention of weapons.

VII-B-010 Monthly Reporting: Compliant

VII-B-012 Proposed Expansions: None at this time

STAFF COMMENTS/MORALE/GENERAL OBSERVATIONS: Staff was very knowledgeable about their job. Staff was very respectful and professional. Nelson Coleman Correctional staff welcomed their guest with a warm presence and was very polite. This facility overall was clean and well maintained and the kitchen was phenomenally clean and well kept. The staff also communicated well with one another and the overall morale was great.

OFFENDER COMMENTS/MORALE/QUALITY OF LIFE: Offenders stated they were being treated fairly and the facility provides a great environment for the offenders. The offenders did state that they were concerned about classes not being offered by DOC for good time at this time. No other complaints were made to the monitoring team.

RECOMMENDATION: Continued annual monitoring visits are recommended at this time.



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-22-021002-1

No Deficient/Cautiory Codes cited.

Location Information					
Inspection Type	Compliance Building Inspection		Inspection Date	9/7/2023 3:28:29 PM	
Structure ID	118461	No. of Buildings	1	Facility Code	J435
Capacity	628	Year Built	2000	Construction Type	Type IIIA / (211)
Building/Trade Name			Address		
NELSON COLEMAN CORRECTIONAL			5061 HIGHWAY 3127, KILLONA, LA 70057		
Owner Information					
Owner Type	Name	Contact Phone	Contact Email		
	SAINT CHARLES PARISH LAW ENFORCEMENT		JEDWARDS@STCHARLESSHERIFF.ORG		
Address					
5061 HIGHWAY 3127, KILLONA, LA 70057					
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					
NO DEFICIENCIES NOTED AT TIME OF INSPECTION. IN COMPLIANCE					
NUMBER OF IMATES : 212					
Inspector Information					
Name: Dehaven M Rousseve	Badge Number: 771	Inspector Signature: <i>J. B. Edwards</i>			
Person to whom requirements were explained					
Name:	Title:	Signature:			

For questions regarding the contents of this report, please call: (504) 568 8506

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.

STATE OF LOUISIANA DEPARTMENT OF HEALTH OFFICE OF PUBLIC HEALTH INSTITUTION REPORT					
Agency License No. N/A	Anniversary Month APRIL				
Name of Establishment TEMPORARY DETENTION CENTER-224	Mailing Address				
Address 3200 PERDIDO ST					
City, state, Zip Code NEW ORLEANS LA 70119					
Type of Facility JAILS					
Parish Orleans	Date Inspected 06/09/2022				
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					
JESSE PERKINS <table border="1" style="float: right;"> <tr> <td>3</td> <td>1</td> <td>5</td> <td>5</td> </tr> </table>		3	1	5	5
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LHS 48 (R 7/99)	D 1014				



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

**Retail Food
Notice of Violations**

Routine/Renewal

Permit Number 45-0001545-1	Permit Name NELSON COLEMAN CORRECTIONAL CTR JAIL KITCHEN	
Name of Establishment NELSON COLEMAN CORRECTIONAL CTR	Owner Name ST CHARLES PARISH SHERIFF DEPT	
Address 5061 HIGHWAY 3127 KILLONA, LA 70066	Date 09/22/2023	Time 10:00 AM

LAC TITLE 51 PART XXIII

Comments:

Copy of report emailed to fchambers@stcharlessheriff.org

NOTICE RS 40:31.38 (ACT 66)

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

Sanitarian Name/Print Ykeshia Blount	Phone # 985-764-4376	Sanitarian Signature <i>Ykeshia Blount</i>	R.S. # 3225
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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
Captain

J. Swadlow