

Department of Public Safety & Corrections  
State of Louisiana

JOHN BEL EDWARDS  
GOVERNOR

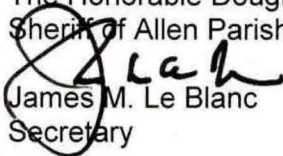


JAMES M. LE BLANC  
SECRETARY

November 30, 2023

**MEMORANDUM**

**TO:** The Honorable Douglas L. Hebert, III  
Sheriff of Allen 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 conducted at Allen Parish Jail on August 23, 2023.

In the report you will find the following recommendations from the BJB inspection team:

- Kitchen: Recommended to incorporate a sign-out log for all kitchen tools.
- Emergency Plan: The emergency Plan needs to be submitted to the State Fire Marshal for approval. Once approved, the plan needs to be submitted to DPS&C.

The facility continues to provide a secure, safe, and stable environment for DOC inmates in their custody. At this time DPS&C will continue with annual monitoring visits.

Thank you for your support of the BJB process.

JML/mk

Attachment

c: Mike Ranatza, Executive Director, Louisiana Sheriffs' Association  
Mike Manuel, Warden, Allen Parish Jail  
Seth Smith, Chief of Operations  
Marcus Myers, Warden  
Jennifer Morgan, BJB Team Leader



# BJG MONITORING REPORT

Annual

Rev. 08/01/2022 mwk

**Facility Name:** Allen Parish Jail  
**BJG Team Leader & Monitors:** Jennifer Morgan, Team Leader  
**Facility Warden & Email Address:** Mike Manuel – mmanuel@allenparishso.com  
**Facility Staff:** Lisa Rivers  
**BJG Inspection Date:** 08/23/2023  
**Previous BJJ Inspection Date:** 11/16/2022  
**Operational Capacity:** 196  
**Count on Day of Visit:** 114

**Concerns or Issues from the previous BJJ Monitoring Inspection:** kitchen tools not signed in and out; broken shower controls

|                                  | # MALE     | # FEMALE  | TOTAL      |
|----------------------------------|------------|-----------|------------|
| Number of DOC Offenders          | 4          | 0         | 4          |
| Number of Local Offenders        | 96         | 14        | 110        |
| 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>100</b> | <b>14</b> | <b>114</b> |

**Number of DOC Offenders that are:**

Single Bunked 0  
Double Bunked 4  
Triple Bunked 0  
**Total** 4

**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 |
|---------------|---------|-------------------|----------------|---------------------|
| November 2022 | 3       | 0                 | 0              | 0                   |
| December 2022 | 1       | 0                 | 0              | 0                   |
| January 2023  | 6       | 0                 | 0              | 0                   |
| February 2023 | 3       | 0                 | 0              | 0                   |
| March 2023    | 3       | 0                 | 0              | 0                   |
| April 2023    | 4       | 0                 | 0              | 0                   |
| May 2023      | 1       | 0                 | 0              | 0                   |
| June 2023     | 2       | 0                 | 0              | 0                   |
| July 2023     | 2       | 0                 | 0              | 0                   |

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

| Month/Year    | Illicit Substance | Alcohol | Weapon | Cell Phone | Other |
|---------------|-------------------|---------|--------|------------|-------|
| November 2022 | 0                 | 0       | 0      | 0          | 0     |
| December 2022 | 0                 | 0       | 0      | 0          | 0     |
| January 2023  | 0                 | 0       | 0      | 0          | 0     |
| February 2023 | 0                 | 0       | 0      | 0          | 0     |
| March 2023    | 0                 | 0       | 0      | 0          | 0     |
| April 2023    | 0                 | 0       | 0      | 0          | 0     |
| May 2023      | 0                 | 0       | 0      | 0          | 0     |
| June 2023     | 0                 | 0       | 0      | 0          | 0     |
| July 2023     | 0                 | 0       | 0      | 0          | 0     |

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

**Living Area:** Offenders are housed in a tier setting. DOC offenders are housed with parish offenders. The living areas appeared neat and clean at the time of inspection. The facility is not set up to separate DOC offenders from parish offenders.

**Dorms:** Offenders are housed in a tier setting. DOC offenders are housed with parish offenders. All dorms appeared neat and clean at the time of inspection.

**Cell Block:** There is a cellblock tier with double bunks in each cell. There were several local offenders in the cellblock. All cells were neat and clean at the time of inspection.

**Culinary/Dining:** The kitchen was clean at the time of inspection. Food was stored in dry storage, refrigerators, and freezers. Food cases and the individual items were dated as cases were opened. Food items are stored six inches off the ground. There was a master inventory of all kitchen tools. However, the tools are still not signed in or out by individual offenders. The kitchen tools are maintained in a standup drawer toolbox without a shadow board in the kitchen manager's office. She does an inventory of the tools upon opening and closing the kitchen. Recommended incorporating a sign-out log for all kitchen tools.

**Bathrooms:** Bathrooms are part of the living areas. The showers, wash basins, and toilets are at the end of the tier. Bathrooms were clean and neat in appearance at the time of inspection. There was some discoloration under the shower heads due to hard water. Also, a few of the knobs of the shower controls are still broken.

**Yard Areas:** Recreation yard is fenced in with a single strand of razor wire along the top of the fence. Cameras are also installed within the perimeter of the yard and monitored at the command post of the facility. The offenders are allowed one hour every morning and afternoon, weather permitting.

**Maintenance:** Maintenance is performed by the policy jury.

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

- I-A-001 Safety/Sanitation/Inspections (MANDATORY):**  
Inspections are done daily and weekly. The fire marshal report dated 06/09/2023 listed no deficiencies. The DHH Retail Food report dated 3/30/2023 listed the following deficiencies – Soap and/or paper towels are not provided for use at the hand wash lavatory and Walls/ceilings are not in good repair. Ceiling tiles stained. The DHH Detention or Incarceration report dated 3/3/22 listed the following deficiencies – No hot water at the hand lavatory cell 1; no hand lavatory provided in each cell; Toilets are in disrepair; Walls in disrepair (peeling paint); Walls not smooth are easily cleanable; Floors are not smooth and easily cleanable; Hand Lavatory in disrepair Dorm B; Drinking fountain in disrepair Dorm C. **Please see the attached corrective action letter.**
- I-C-001 Emergency Plan (MANDATORY): Compliant**  
There is an emergency plan in place. **Plan needs to be submitted to FM for approval and a copy sent to the Secretary.** The staff is trained annually on the Emergency Plan
- I-C-003 Fire Safety/Code Conformance (MANDATORY): Compliant**  
FM Report dated 03/30/2023 cites no deficiencies.
- II-A-006 Staff Log (MANDATORY): Compliant**  
Staff logs in file, shift activities, and incident reports completed on occurrences at facility.
- II-A-007 Counts (MANDATORY): Compliant**
- How many formal counts are conducted each shift? **Three**
  - How many counts are conducted each day? **Six**
  - **Stickouts counts**
    - How does the facility accomplish this?  
**Employees who are supervising the offenders call their stick-out count into the control center.**
    - Does this process ensure accountability and safe/secure operation of the facility?  
**Yes, all offenders are visually counted by the escorting officer.**
- II-A-008 Offender Population Management System: Compliant**  
There are photos, fingerprints, Bill of information in files.
- II-A-010 Admissions: Compliant**  
Offenders are searched and their property inventoried upon booking. They are photographed and fingerprinted. They also receive a health screening.
- II-A-012 Classification System: Compliant**  
Does this facility have any trustees that work outside the secure perimeter?  
**Yes, however no DOC offenders work outside the secure perimeter**  
If yes,
  - What is their classification process to determine who is eligible for trustee status?  
**Offenders are reviewed by staff for status change.**
  - Does their classification process meet DPS&C, Corrections Services' criteria? **Yes**
- II-A-016 Photo Identification (MANDATORY): Compliant**  
Offenders are issued photo IDs during the booking process.

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

| Month/Year    | # DOC Tested | Total DOC Pop | % Tested | # Positive |
|---------------|--------------|---------------|----------|------------|
| November 2022 | 2            | 7             | 29       | 0          |
| December 2022 | 2            | 7             | 29       | 0          |
| January 2023  | 2            | 6             | 33       | 0          |
| February 2023 | 2            | 8             | 25       | 0          |
| March 2023    | 2            | 9             | 22       | 0          |
| April 2023    | 2            | 7             | 29       | 0          |
| May 2023      | 2            | 9             | 22       | 0          |
| June 2023     | 2            | 11            | 18       | 0          |
| July 2023     | 2            | 9             | 22       | 0          |

**II-A-019 Offender Transfers: Compliant**

All offender transfers are properly requested through LA DPS&C.

**II-A-020 Cell Checks (MANDATORY): Compliant**

Cell checks are performed hourly.

**II-B-002-1 Use of Restraints for Pregnant Offenders: Compliant**

This facility does not house pregnant offenders, however, there is a policy in place regarding the Use of Restraints for Pregnant Offenders.

**II-C-001 Procedures for Searches: Compliant**

This facility conducts random searches of offenders and housing areas.

**II-D-001 Key, Tool, and Utensil Control (MANDATORY): Compliant**

Tools and utensils are inventoried but not signed in/out upon use. Facility uses a chit system instead of keys.

**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 to fill out the Application for Restoration of Good Time and submit it to the Administrator at the jail for review. It is then forwarded to OAS.**
- Does their restoration of good time application process meet DPS&C, Corrections Services' criteria? **Yes**

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

Menus have electronic signature of the kitchen supervisor.

**IV-A-006 Food Services Management (MANDATORY): Compliant**

Offenders are provided three meals per day, of which at least two are hot meals.

**IV-B-001 Plumbing Fixtures – Toilets & Washbasins (MANDATORY): Compliant**

There are toilets and washbasins in each cell and at the end of each tier with 24 hour access.

**IV-B-002 Plumbing Fixtures – Showers (MANDATORY): Compliant**

Cellblock offenders are escorted to shower daily. General Population offenders have 24 hour access to showers in tier.

**IV-B-005 Personal Hygiene (MANDATORY): Compliant**

Hygiene items are given at booking and upon request after that. They are also available for purchase through the canteen.

- IV-C-001 Access to Care/Clinical Services (MANDATORY)** (Does the facility charge a co-payment? If so, approved by DPS&C?): **Compliant**  
Facility charges a co-payment of \$10 for doctor visits, \$5 for nurse visits, \$3 for prescriptions and \$2-\$3 for OTC meds.
- IV-C-003 Provision of Treatment (MANDATORY): Compliant**  
Beauregard Medical Group and Scott Morgan (mental health provider) see offenders on site. SWLA Dental treats offender's dental needs off site.
- IV-C-005 24 Hour Care (MANDATORY): Compliant**  
Emergency medical care is provided by Beauregard Medical Group; Allen Parish and Oakdale Community Hospital.
- IV-C-006-1 Pregnancy Management (MANDATORY): Compliant**  
This facility does not house pregnant offenders, however they do have a policy in place in regards to pregnancy management.
- IV-C-008 Annual TB Testing: Compliant**  
Offenders are tested upon booking and annually thereafter.
- IV-C-009 Chronic Care Program (MANDATORY): Compliant**  
Policy in place in regards to treatment of offender's with chronic health conditions.
- IV-C-012 Access to Sick Call (MANDATORY): Compliant**  
Offenders requesting sick call are seen on Monday, Wednesday and Friday, unless it is an emergent situation. Those offenders are seen immediately.
- IV-C-013 Infirmary Care: Compliant**  
Offenders requiring Infirmary Care are sent to Allen Parish Hospital or Oakdale Community Hospital.
- IV-C-013-1 Medical Releases** (Medical Parole, Medical Treatment Furlough, and/or Compassionate Release): **Compliant**  
Facility has not had any medical releases.
- IV-C-014 Suicide Prevention and Intervention (MANDATORY): Compliant**  
Offenders on Suicide Watch are visually observed every 15 minutes. Policy has been signed by the Mental Health Provider.
- IV-C-015 Offender Deaths (MANDATORY): Compliant**  
Facility has had no offender deaths requiring notification or documentation.
- IV-C-016 Notification: Compliant**  
Facility has had no offender admitted to and ICU or Trauma Center due to a serious bodily injury or for being terminally ill.
- IV-D-001 Healthcare Quarterly Meetings (MANDATORY): Compliant**  
Healthcare meetings are held quarterly. .
- IV-D-004 Confidentiality of Health Information/Individual Health Record: Compliant**  
Offender medical records are electronic. The computer with access to these files is kept locked in the nurses station.

**IV-006-1 Emergency Assessment for Intoxication or Suspected Intoxication (MANDATORY): Compliant**  
Policy is in place to ensure that presumably intoxicated offenders are seen immediately by medical personnel. Staff is trained annually in the use of Naloxone.

**IV-D-007 Internal Review/Quality Assurance (MANDATORY): Compliant**  
The HCA has reviewed and signed all medical related policies.

**IV-E-001 Alleged and Substantiated Sexual Assaults: Compliant**

- Is this facility required to be PREA compliant due to contract language? (Yes or No)  
**Yes**
- Is this facility PREA compliant? (Yes or No)  
**Yes**
  - If yes, date compliance received: 10/7/22.
  - 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: (V-B-004): Compliant**  
Policy in place in regards to religious practices. Recommend adding schedule of religious services to file.

**V-A-005 Exercise & Recreation Access (MANDATORY): Compliant**  
Offenders are allowed to go on the rec yard twice daily, weather permitting.

**V-B-001 Programs and Services: N/A**

- List all Certified Treatment Programs (Attach Form IS-B-8-b) **None**
- List all other Offender Programs **None**

**V-B-002 Educational Programming: N/A**

**GED Program**

|                           |          |
|---------------------------|----------|
| Number of GED Slots       | <u>0</u> |
| Number of Participants    | <u>0</u> |
| YTD Number of Completions | <u>0</u> |

**V-B-003 Substance Abuse Programs: N/A**  
Offenders who request substance abuse are transferred to Concordia Parish Prison.

**V-C-001 Releasing Offenders: Compliant**  
Policy in place in regards to releasing offenders, however, there have been no DOC releases.

**V-C-002 Regional Reentry Programs (Are offenders releasing with two valid forms of identification?): Compliant**  
Policy in place in regards to offenders releasing with two forms of identification, however, there have been no DOC releases.

- V-C-004 Parole Board Procedures: Compliant**  
Policy in place as regards to offender appearing before the parole board, however, there have been no offenders to do so.
- VI-B-002 Grievance Process (MANDATORY): Compliant**
- Does grievance process include at least two levels of review?  
**Yes**
  - Who is the designee at each level of review?  
**1<sup>st</sup> level – officer; 2<sup>nd</sup> level – Asst. Warden; 3<sup>rd</sup> level - Warden**
  - What is the specified time period for response at each level?  
**24 hours**
- VII-A-002 Weapons Training: Compliant**  
Weapons training done upon hire and annually.
- VII-B-010 Monthly Reporting: Compliant**  
Monthly reports are submitted in a timely manner.
- VII-B-012 Proposed Expansions: Compliant**  
No proposed expansions at this time.

**OTHER:**

**STAFF COMMENTS/MORALE/GENERAL OBSERVATIONS:** All staff seemed content and were very knowledgeable in their job duties.

**OFFENDER COMMENTS/MORALE/QUALITY OF LIFE:** All offenders spoken to were content and voiced no complaints.

**RECOMMENDATION:**

At this time, I recommend continued Annual Monitoring





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-22-032660-2

**No Deficient/Cautionary Codes cited.**

| Location Information |                                |                  |                                |                     |                   |
|----------------------|--------------------------------|------------------|--------------------------------|---------------------|-------------------|
| Inspection Type      | Compliance Building Inspection |                  | Inspection Date                | 6/9/2023 3:00:02 PM |                   |
| Structure ID         | 212663                         | No. of Buildings | 3                              | Facility Code       | J33               |
| Capacity             | 196                            | Year Built       | 2015                           | Construction Type   | Type IIIA / (211) |
| Building/Trade Name  |                                |                  | Address                        |                     |                   |
| ALLEN PARISH JAIL    |                                |                  | 7340 HWY 26, OBERLIN, LA 70655 |                     |                   |

| Owner Information               |                    |                |                           |
|---------------------------------|--------------------|----------------|---------------------------|
| Owner Type                      | Name               | Contact Phone  | Contact Email             |
| Municipal Project               | WARDEN MIKE MANUEL | (337) 639-4353 | MMANUEL@ALLENPARISHSO.COM |
| Address                         |                    |                |                           |
| 7340 HWY. 26, OBERLIN, LA 70655 |                    |                |                           |

| Tenant Information |              |              |                |
|--------------------|--------------|--------------|----------------|
| Name               | Suite Number | Floor Number | Square Footage |
|                    |              |              |                |

| Occupancy Details |   |
|-------------------|---|
| Occupancy Type    | Details   |
| Institutional     | INSTITUTIONAL BUILDING TYPE: GROUP I-3 (DETENTION/CORRECTION);<br>DETENTION/CORRECTION FACILITY TYPE: CONDITION 4 |
| Storage           | TYPE OF STORAGE FACILITY: GROUP S-1 (MODERATE HAZARD)   |

| Comments  |
|---|
| UPON INSPECTION, ALL PREVIOUSLY CITED DEFICIENCIES CORRECTED. NO DEFICIENCIES APPARENT AT THE TIME OF INSPECTION. HEADCOUNT: 103. |

| Inspector Information |                   |                      |
|-----------------------|-------------------|----------------------|
| Name: Mikeal Dartez   | Badge Number: 740 | Inspector Signature: |

| Person to whom requirements were explained |                   |            |
|--|-------------------|------------|
| Name: Dustin Maddox                        | Title: Lieutenant | Signature: |

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.

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

**Retail Food  
Notice of Violations**

Routine/Renewal

|   |  |                  |
|---|--|------------------|
| Permit Number<br>02-0094069-1                               | Permit Name<br>Allen Parish Public Safety Complex      |                  |
| Name of Establishment<br>Allen Parish Public Safety Complex | Owner Name<br>LAW ENFORCEMENT DISTRICT OF ALLEN PARISH |                  |
| Address<br>7340 HIGHWAY 26 OBERLIN, LA 70655                | Date<br>03/30/2023                                     | Time<br>08:00 AM |

**LAC TITLE 51 PART XXIII**

NON-CRITICAL ITEMS: These items should be corrected by the next regular inspection or according to the compliance schedule (see below) established by this office.


| Category                               | Code Reference | Description of Violations  |
|--|----------------|--|
| TOILETS/HAND WASH FACILITIES           | 3109           | 94 - 3109.5 - Soap and/or paper towels are not provided for use at the hand wash lavatory.         |
| STRUCTURAL/DESIGN/MAINTENANCE/PLUMBING | 3703           | 106 - 3703.4 - Walls/ceilings or attached equipment are not in good repair. Ceiling tiles stained. |

**Comments:**

kplummer@allenparishso.com  
 mmanuel@allenparishso.com  
 No signature due to COVID19  
 Verbal acknowledgement of report provided by Kimberly Plummer/mgr


**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<br>Phillip Vidrine | Phone #<br>337-721-4060 | Sanitarian Signature<br> | R.S. #<br>3103 |
|--|-------------------------|---|----------------|

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<br>Kimberly Plummer/mgr | Signature of Recipient<br> |
|------------------------------------|---|



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

**Detention or Incarceration  
Notice of Violations**

Routine/Renewal

|   |   |  |                  |
|---|---|--|------------------|
| Permit Number<br>02-05-204                                      | Permit Name<br>Allen Parish Public Safety Complex-224 |  |                  |
| Name of Establishment<br>Allen Parish Public Safety Complex-224 |   | Owner Name<br>LAW ENFORCEMENT DISTRICT OF ALLEN PARISH |                  |
| Address<br>7340 Highway 26 Oberlin, LA 70655                    |   | Date<br>09/28/2023                                     | Time<br>10:35 AM |

**LAC TITLE 51 PART XVIII**

| <b>CRITICAL ITEMS:</b> These items MUST BE CORRECTED IMMEDIATELY (see compliance schedule below). Repeat violations may lead to enforcement actions or permit suspensions. |                |  |
|--|----------------|--|
| Category   | Code Reference | Description of Violations                                |
| Toilet Facilities  | 101            | 18 - *The toilets are in disrepair. Pod A and B [Repeat] |

| <b>NON-CRITICAL ITEMS:</b> These items should be corrected by the next regular inspection or according to the compliance schedule (see below) established by this office. |                |   |
|---|----------------|---|
| Category  | Code Reference | Description of Violations   |
| Building Requirement  | 101            | 6 - The ceilings are not in good repair. Pod C [Repeat]           |
| Insect and Rodent Protection  | 101            | 10 - Doors are not properly sealed. Pod A Recreation door         |
| Handwashing Lavatories  | 101            | 16 - The hand lavatory is in disrepair. in pod A B and E [Repeat] |

**Comments:**

|                                    |                             |                                   |
|------------------------------------|-----------------------------|-----------------------------------|
| Number Licensed For<br>172         | Number in Attendance<br>102 | License Anniversary<br>09/30/2022 |
| Sanitarian Name/Print<br>Ryan King | Phone #<br>337-475-3237     | Sanitarian Signature<br>          |
|                                    |                             | R.S. #<br>1492                    |

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  
Danielle Deshotel/Communications

Signature of Recipient

# Corrective Action Plan 2023

## FOOD SERVICE

STATE OF LOUISIANA  
DEPARTMENT OF HEALTH  
OFFICE OF PUBLIC HEALTH

*Code Reference 3109 -*

*94 - Soap and/or paper towels are not provided for use at the hand was lavatory*

***Corrective Action***

***Maintenance was notified of this issue and installed a hand soap and paper towel dispenser***

*Code Reference 3703 -*

*106 - Walls/ceilings or attached equipment are not in good repair. Ceiling tile stained*


***Corrective Action -***

***Maintenance was notified and replaced ceiling tile with new tile***

# MEMORANDUM

Date: October 11, 2023

To: Jennifer Morgan

From:  Michael Manuel, A.P.P.S.C. Warden



Allen Parish Sheriff's Office  
7340 Hwy 26 W  
P.O. Box 278  
Oberlin, La. 70655  
Phone #: 337.639.4353

**RE: CORRECTIVE ACTIONS FOR DHH REPORT**

The deficiencies noted on our inspection dated 9/28/2023 are being addressed.

1. The ceilings in C. dorm will be overhauled to pass inspection
2. The door seals in A dorm recreation will be replaced
3. The hand lavatories in A, B and C will be repaired.

These repairs will be complete within the next 2 month period.