

Department of Public Safety & Corrections  
State of Louisiana

JOHN BEL EDWARDS  
GOVERNOR



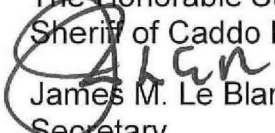
JAMES M. LE BLANC  
SECRETARY

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

December 4, 2023

**MEMORANDUM**

**TO:** The Honorable Stephen W. Prator  
Sheriff of Caddo 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 Caddo Correctional Center on October 19, 2023. 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 BJJ process.

JML/mk

Attachment

c: Mike Ranatza, Executive Director, Louisiana Sheriffs' Association  
Rick Farris, Commander, Caddo Correctional Center  
Seth Smith, Chief of Operations  
Michele Dausat, Warden, DWCC  
Roderick Malcolm, BJJ Team Leader



# BJG MONITORING REPORT

Annual

Rev. 08/01/2022 mwk

**Facility Name:** Caddo Correctional Center  
**BJG Team Leader & Monitors:** Colonel Roderick Malcolm, BJB Team Leader, (NW Region)  
 Asst. Warden Tyrone Mays, BJB Team Leader, (NE Region)  
**Facility Warden & Email Address:** Rick Farris, Commander Email: [rick.farris@caddosheriff.org](mailto:rick.farris@caddosheriff.org)  
**Facility Staff:** Nickie Mastrodomenico, Sgt.  
**BJG Inspection Date:** October 19, 2023  
**Previous BJB Inspection Date:** August 15, 2022  
**Operational Capacity:** 1500  
**Count on Day of Visit:** 1446

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

	# MALE	# FEMALE	TOTAL
Number of DOC Offenders	260	15	275
Number of Local Offenders	968	124	1092
Number of Out of State Offenders	8	2	10
Number of Federal Offenders	65	4	69
Number of ICE Detainees	0	0	0
<b>TOTAL</b>	<b>1301</b>	<b>145</b>	<b>1446</b>

**Number of DOC Offenders that are:**

Single Bunked \_\_\_\_\_ **10**  
 Double Bunked \_\_\_\_\_ **83**  
 Triple Bunked \_\_\_\_\_ **175**  
**Total** \_\_\_\_\_ **268**

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

Single Bunked \_\_\_\_\_ **7**  
 Double Bunked \_\_\_\_\_ **0**  
 Triple Bunked \_\_\_\_\_ **0**  
**Total** \_\_\_\_\_ **7**

**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
August 2022	2	0	0	0
September 2022	6	0	0	0
October 2022	5	0	0	0
November 2022	4	1	1	0
December 2022	7	0	2	0
January 2023	8	0	2	0
February 2023	5	0	3	0
March 2023	4	0	2	0
April 2023	4	0	4	0
May 2023	3	0	2	0
June 2023	3	0	2	0
July 2023	3	0	3	0
August 2023	1	0	0	0
September 2023	13	0	3	0

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

Month/Year	Illicit Substance	Alcohol	Weapon	Cell Phone	Other
August 2022	0	0	2	0	0
September 2022	0	1	1	0	0
October 2022	0	0	4	0	0
November 2022	0	0	1	0	0
December 2022	0	0	2	0	0
January 2023	0	0	4	0	0
February 2023	0	0	2	0	0
March 2023	0	0	6	0	0
April 2023	0	0	2	0	0
May 2023	0	0	4	0	0
June 2023	0	0	2	0	0
July 2023	0	0	1	0	0
August 2023	0	0	2	0	0
September 2023	0	0	1	0	7

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

**Living Area: —Compliant**

The living areas were found to be clean and orderly.

**Dorms: —Compliant**

The dorms were in good condition, odor free and clean. Personal property was neatly stored and there was no clutter.

**Cell Block: —Compliant**

The cells were clean and minimal property was noted. All of the inmates' personal property was neatly stored and cells were clutter free.

**Culinary/Dining: —Compliant**

The culinary/dining areas were clean. The inventories were correct and all utensils accounted for. An approved cycle menu in use. Inmates working in the kitchen are pre-screened by the medical department. The inmates are served in the common areas of the dorms or in their individual cells.

**Bathrooms: —Compliant**

The dormitory and cellblock bathrooms were clean and operational. Lavatory/showers have temperature controlled hot/cold water and the temperatures are checked regularly.

**Yard Areas: —Compliant**

There is ample yard space for inmates to exercise and they are well kept and free of debris. Logbook documentation reflects that inmates are afforded the opportunity to exercise regularly. Staff continually monitor inmates outside on the yard.

**Maintenance: —Complaint.**

Overall maintenance of the facility is good. They have a good preventive maintenance program in place. The tools in the maintenance department and mechanic shop were accounted for and accurately inventoried.

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

- I-A-001      Safety/Sanitation/Inspections (MANDATORY): Compliant**  
The shift supervisor perform general inspections daily. A complete comprehensive inspection is conducted each week. Current FM (05/10/2023), DHH (08/23/2023), and Retail Food (08/16/2023) reports are on file.
- I-C-001      Emergency Plan (MANDATORY): Compliant**  
The facility has a current emergency plan that has been submitted for approval by the DPS&C and the FM. All staff members have been properly trained on the emergency plan. Staff members that were questioned regarding emergency policy/procedure and contingency plans were knowledgeable. File documentation reflects training as stated above is accurate.
- I-C-003      Fire Safety/Code Conformance (MANDATORY):** This facility is in compliance with the Fire Marshal Requirements and current FM reports were in file.
- II-A-006      Staff Log (MANDATORY):** Staff logs of pertinent information (i.e., shift activity, daily events, deputy/supervisor rounds, etc.) were reviewed and found in order. Logs are maintained in the file in accordance with this guideline.
- II-A-007      Counts (MANDATORY): Compliant**  
All counts are properly conducted and documented. Seven (7) counts (3 per 12hr shift including 2 census counts) are conducted.  
***Stick outs 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? Visual head count is conducted by staff in the area were the inmate is assigned to work at.
  - Does this process insure accountability and safe/secure operation of the facility?  
Yes
- II-A-008      Offender Population Management System: Compliant**  
The facility does an excellent overall job with the management of their inmate population, and remains in compliance. Random review of inmate files indicates that proper forms containing all required information are in files. Excellent logs kept on all inmates.

- II-A-010 Admissions: Compliant**  
Current policy and procedure are in place. Admission forms are thorough and completed properly. Documentation is properly placed in inmate files
- II-A-012 Classification System: Compliant**  
Does this facility have any trustees that work outside the secure perimeter? (Yes or No) Yes  
If yes,
- What is their classification process to determine who is eligible for trustee status? They use the same criteria as DOC.
  - Does their classification process meet DPS&C, Corrections Services' criteria? Yes
- II-A-016 Photo Identification (MANDATORY):**  
All inmates receive a photo identification card upon reception. Documentation is in file.
- II-A-018 Offender Drug Testing (MANDATORY):** (List monthly since the previous BJC monitoring visit.)
- | Month/Year     | # DOC Tested | Total DOC Pop | % Tested | # Positive |
|----------------|--------------|---------------|----------|------------|
| August 2022    | 49           | 265           | 0.18%    | 1          |
| September 2022 | 52           | 263           | 0.20%    | 3          |
| October 2022   | 57           | 310           | 0.18%    | 0          |
| November 2022  | 35           | 347           | 0.10%    | 0          |
| December 2022  | 27           | 316           | 0.09%    | 0          |
| January 2023   | 21           | 266           | 0.08%    | 0          |
| February 2023  | 28           | 271           | 0.10%    | 0          |
| March 2023     | 25           | 288           | 0.09%    | 0          |
| April 2023     | 34           | 309           | 0.11%    | 0          |
| May 2023       | 44           | 311           | 0.14%    | 0          |
| June 2023      | 34           | 320           | 0.11%    | 0          |
| July 2023      | 15           | 292           | 0.05%    | 0          |
| August 2023    | 34           | 261           | 0.18%    | 1          |
| September 2023 | 46           | 285           | 0.20%    | 1          |
- II-A-019 Offender Transfers: Compliant.** All transfers are reported as required to OAS.
- II-A-020 Cell Checks (MANDATORY): Compliant.**  
Per policy, staff checks all cells at least every four (4) hours. Documentation is maintained.
- II-B-002-1 Use of Restraints for Pregnant Inmates: Compliant.**  
Written policy and procedures are in place. The use of restraints on pregnant inmates is done in strict accordance with written policy.
- II-C-001 Procedures for Searches: Compliant**  
Facility has more than a sufficient number of staff to conduct shakedowns on a continual basis. Visual body cavity searches are performed on all inmates who leave the facility upon returning. Monitor observed pat searches are performed continually throughout the day.
- II-D-001 Key, Tool, and Utensil Control (MANDATORY): Compliant**  
A review of inventories and checkout logs revealed no issues. Staff members questioned regarding accountability, policy & procedure, they were very knowledgeable. The Parish Commission has its own maintenance department in the facility & it maintains control of facility tools & inventories.
- III-A-001 Rules and Discipline (MANDATORY):**
- Does the facility's inmate's orientation include the application process for applying for restoration of good time? **Yes.**

- What is their restoration of good time application process for the inmate population? Inmate will submit a request for restoration of good time. Commander Rick Farris will review and approve. The Warden will forward it to DOC for processing.
- Does their restoration of good time application process meet DPS&C, Corrections Services' criteria? **Yes.**

- IV-A-003 Food/Dietary Allowances (MANDATORY):**  
Jennifer Jackson Lic # 2522; Exp. 06/30/2024 is the facility dietitian. Cycle menus are reviewed annually for basic nutrition. Food service supervisory staff monitor adherence to approved menus.
- IV-A-006 Food Services Management (MANDATORY):**  
Two of the three meals served are hot. The time frame between each meal is in accordance to policy.
- IV-B-001 Plumbing Fixtures – Toilets & Washbasins (MANDATORY):**  
All inmates have access to toilets and wash basins with temperature controlled hot/cold water at all times.
- IV-B-002 Plumbing Fixtures – Showers (MANDATORY):**  
All inmates are able to shower every day. Water temperature logs indicate full compliance with water temperature requirements. Inmates have access to showers 24 hours per day.
- IV-B-005 Personal Hygiene (MANDATORY):**  
Documentation reflects that indigent inmates are provided with personal hygiene items as needed at no cost to them.
- IV-C-001 Access to Care/Clinical Services (MANDATORY)** (Does the facility charge a co-payment? If so, approved by DPS&C?): **Compliant** - Inmates are charged the following medical co-payments: \$10.00 for medical & psychiatric services, \$5.00 RX  
These fees have been approved by the DPS&C. Chief of Operations, Seth Smith approved Medical Co-pay Waiver on 29 July 2022. Documentation is in file. All inmates have access to medical services regardless of their ability to pay. The health care authority is Dr. David Nelson License Exp. 05/31/2024 and the dentist is Dr. Jeremy Alexander License Exp. 12/31/2023.
- IV-C-003 Provision of Treatment (MANDATORY):**  
Appropriate licensed staff have current licenses and agreement letters are in file to provide medical, dental, and everyday services to the inmates' population.
- IV-C-005 24 Hour Care (MANDATORY):**  
Medical personnel are on call and available 24 hours per day. Written policy and procedures are in place. Current licenses are on file for medical staff. RN Kelli Stamper Hayes; 20271094 Exp. 01/31/2024. In the event of a medical emergency, inmates are transported to Ochsner LSU-Shreveport. Current letters of agreement are on file.
- IV-C-006-1 Pregnancy Management (MANDATORY): Non-Applicable.**  
Written policy and procedures are in place. All pregnant inmates have access to obstetrical services. The females are supervised by female staff.
- IV-C-008 Annual TB Testing: Compliant**  
TB testing is conducted on all inmates upon intake. Procedures are in place to provide for annual testing of all inmates. Inmates are not charged for this service.

- IV-C-009 Chronic Care Program (MANDATORY):**  
Only inmates who are stable through the use of maintenance medications are housed at this facility. All others are transferred to a DOC facility.
- IV-C-012 Access to Sick Call (MANDATORY): Compliant**  
Inmates can submit sick call requests on their tablets in living area seven (5) days per week. Medical staff will see them the same morning. Inmates declaring their requests for a medical emergency are seen immediately by medical staff. In the case of an emergency, inmates are transferred to Ochsner LSU – Shreveport
- IV-C-013 Infirmiry Care: Non-Applicable**  
This facility provides adequate medical attention for all inmates regardless of their ability to pay. Medical care is available on site 24 hours per day and there are established procedures in place should an inmate require immediate outside hospital care.
- IV-C-013-1 Medical Releases (Medical Parole, Medical Treatment Furlough, and/or Compassionate Release):**  
Compliant. Policies and procedures are in place related to medical releases according to DPS&C guidelines. There were no medical releases during this monitoring period.
- IV-C-014 Suicide Prevention and Intervention (MANDATORY): Compliant**  
Facility has a good suicide prevention & intervention program in place and it has been approved by a qualified MH professional (Dr. Lon Griffin). Thorough documentation reflects that inmates receive prompt care as well as ongoing management when being treated by medical.
- IV-C-015 Offender Deaths (MANDATORY):**  
Current policy in place. Staff are aware of reporting requirements. There were no DOC inmate deaths during this reporting period.
- IV-C-016 Notification:**  
Policies and procedures are in place related to notification of family and visitation with an inmate admitted to an ICU or trauma center according to DPS&C guidelines. Documentation of any such occurrence is maintained.
- IV-D-001 Healthcare Quarterly Meetings (MANDATORY):** Quarterly meetings are conducted and documentation is in file.
- IV-D-004 Confidentiality of Health Information/Individual Health Record: Compliant**  
Inmate medical records are maintained and remain in a locked area that is accessible only to staff having legal authority. Inmate medical files are forwarded to the receiving facility upon transfer of an inmate. Completed consent and refusal forms are in file.
- IV-D-006-1 Emergency Assessment for Intoxication or Suspected Intoxication (MANDATORY):**  
Policy and procedure are in place. Any inmate suspected of intoxication is immediately seen by medical staff to assess if symptoms are medically induced or drug induced. Both deputies and medical staff have the necessary training and documentation is in file.
- IV-D-007 Internal Review/Quality Assurance (MANDATORY):**  
Facility has a policy in place that has been signed & approved by a Health Care Authority.
- IV-E-001 Alleged and Substantiated Sexual Assaults:**  
Written policy and procedures are in place. Staff has received training on PREA. Inmates receive PREA training during their orientation to the facility. PREA investigations are

conducted according to DPS&C policy. There have not been any substantiated PREA allegations associated with DOC inmates during this rating period.

**V-A-004 Religious Programs:** Religious services are available to all of the population except inmates in lockdown status.

**V-A-005 Exercise & Recreation Access (MANDATORY):**  
Inmates have access to suitable exercise and recreation opportunities as scheduled. Logbooks indicate compliance with this BJG.

**V-B-001 Programs and Services:**  
**LIST ALL CERTIFIED TREATMENT PROGRAMS:** (Attach Form IS-B-8-b)

- Carpentry
- Fiber Optics
- Living in Balance (Substance Abuse)
- Standardized Pre-Release Curriculum 2010

**LIST ALL OTHER OFFENDER PROGRAMS:**

- Religious Services
- Changing for the World
  - Relapse Prevention
  - Criminal Lifestyle and Addictive Thinking
  - Living in Balance (Substance Abuse)
- TBRI (Parenting)
- U-turn (Relationships)

**V-B-002 Educational Programming:**  
**GED Program** Waiting on instructor from BPCC

Number of GED Slots	<u>34</u>
Number of Participants	<u>0</u>
YTD Number of Completions	<u>0</u>

**V-B-003 Substance Abuse Programs:** The facility offers numerous programs for inmate population.

**V-C-001 Releasing Inmate Compliant**  
Follow-up medical appointments are scheduled & inmates are notified of date and time to report. Upon discharge, a 24 hour supply of meds is sent with each inmate along with prescriptions for maintenance meds. Each inmate is discharged with two forms of ID & provided information on community recourses in the parish of release.

**V-C-002 Regional Reentry Programs** (Are inmates releasing with two valid forms of identification?):  
A discharge packet was reviewed and found to be compliant with this guideline. Inmates are released with two (2) forms of approved identification prior to discharge. Restoration information is provided to inmates releasing on full term.



**V-C-004 Parole Board Procedures:**  
Policies and procedures are in place. All Parole Board hearings are held via Zoom. The Warden or his/her designees are present at the hearings. Documentation of any such occurrence is maintained.

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

- Does grievance process include two levels of review? **Yes.**
- Who are the designees at each level?  
1<sup>st</sup> level Sergeant M. Anderson  
2<sup>nd</sup> level Commander R. Farris
- What is the specified time period for response at each level?  
*Fully processed within 90 days (unless extension granted). Grievance must be filed within 30 days of incident. First step must be accepted, returned, or rejected within 5 days. If accepted, First Step response with 15 days. Second Step within 5 days of receipt of Step One response. (The inmate will receive the Commander's decision within 25 days after receiving Step Two for review). For the Third Step, offender has 5 days after receiving the Step Two response. The inmate will be notified of Third Step within 40 days of the Sheriff or designee receiving Third Step.*

**VII-A-002 Weapons Training: Compliant**  
All deputies are POST certified, and receive appropriate training regarding the use, handling, and retention of weapons. Qualifications are required annually and documentation is maintained in file.

**VII-B-010 Monthly Reporting: Compliant** - This facility regularly submits complete and accurate monthly reports on time.

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

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

The morale at Caddo Correctional Center seemed to be high. The staff has a very good work ethic and the employees seem to work well with each other. All staff displayed a very professional attitude and seemed to be very dedicated to their jobs. Each staff member that I spoke with stated that they were very satisfied with their job and working conditions. Initial, as well as ongoing training of deputies is exceptional.

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

None of the inmates voiced any negative comments about their confinement, housing, or food. Many inmates were participating in one of the various programs in the housing units. The inmates are afforded good opportunities to better themselves through the educational and self-help programs.

**RECOMMENDATION:**

This facility consistently operates smoothly and efficiently, while remaining in compliance with the Basic Jail Guidelines. The level of dedication and professionalism of Commander Rick Farris and his staff members are exceptional. Based on the walk-through of the facility and the review of the guidelines, it is recommended that Caddo Correctional Center continues to be monitored annually.



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-22-046967-3

**No Deficient/Cautious Codes cited.**

Location Information					
Inspection Type	Compliance Building Inspection		Inspection Date	5/10/2023 12:33:33 PM	
Structure ID	45046	No. of Buildings	12	Facility Code	J265
Capacity	1500	Year Built	1994	Construction Type	Type IB / Type II (222)
Building/Trade Name			Address		
CADDO CORRECTIONAL CENTER			1101 FORUM DRIVE, SHREVEPORT, LA 71107		
Owner Information					
Owner Type	Name	Contact Phone	Contact Email		
Municipal Project	SGT. NICKIE MASTRODOMENICO	(318) 677-5254	NICKIE.MASTRODOMENIC@CADD OSHERIFF.ORG		
Address					
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					
- NO APPARENT DEFICIENCIES AT TIME OF INSPECTION. - ACCEPTABLE FOR STATE LICENSE, OCCUPANCY AND USE.					
Inspector Information					
Name: Christopher Aultman	Badge Number: 723	Inspector Signature:			
Person to whom requirements were explained					
Name: Sgt. Mastrodomenico	Title: Supervisor	Signature:			

For questions regarding the contents of this report, please call: (225) 587 5656

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

### Inspection Report

Report # CB-22-046967-3

**No Deficient/Cautiounary 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 09-01-224	Permit Name Caddo Correctional Center-224	
Name of Establishment Caddo Correctional Center-224	Owner Name CADDO PARISH COMMISSION	
Address 1101 FORUM DR SHREVEPORT, LA 71107	Date 08/23/2023	Time 09:30 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
Approved Bathing Facilities	101	24 - There is chipped tile in the shower area. Chipped tile in showers 7 and 8 [Repeat]

**Comments:**

Nickie.mastrodomenic@caddosheriff.org

Number Licensed For 1500	Number in Attendance 1419	License Anniversary 07/31/2024
Sanitarian Name/Print Zachary Johnson	Phone # 318-676-5260	Sanitarian Signature 
		R.S. # 3227

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  
Nickie Mastrodomenico/ Compliance Coordinator

Signature of Recipient



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

**Retail Food  
Notice of Violations**

Routine/Renewal

Permit Number 09-0002351-1	Permit Name CADDO CORRECTIONAL CENTER KITCHEN	
Name of Establishment CADDO CORRECTIONAL CENTER	Owner Name CADDO PARISH SHERIFF'S OFFICE	
Address 1101 FORUM DR SHREVEPORT, LA 71107	Date 08/16/2023	Time 12:35 PM

**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
STRUCTURAL/DESIGN/MAINTENANCE/PLUMBING	3703	106 - 3703.3 - Walls/ceilings or attached equipment are not clean.

**Comments:**

Copy of report emailed to [nickie.mastrodomenic@caddosheriff.org](mailto:nickie.mastrodomenic@caddosheriff.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	Phone #	Sanitarian Signature	R.S. #
Zachary Johnson	318-676-5260		3227

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	Signature of Recipient
Nickie Mastrodomenico/ Compliance Coordinator	

### Work Order Details

[GO BACK](#) [PRINT](#)

#### WORK ORDER DETAILS

##### Description of Problem

**COMMENTS BY ADMIN:**

Remove A/C vents, sandblast prime and paint. Went to Lowe's to get paint.

Work Order Number

381169668

Date Submitted

2023-08-24 14:59:13 TWT

Last Modified

Work Type

PMED

Division

DET | Kalamazoo

Status

Repairs Done

Priority

Normal

Contact Name

Cleve McCoy

Contact Email

Contact Phone Number

#### EMPLOYEES/HOURS

Employee Name	Regular Time	Comp Time	Over Time	Total Hours
Scottie Johnson	3.5	0	0	3.5
<b>TOTAL HOURS</b>	<b>3.5</b>	<b>0</b>	<b>0</b>	<b>3.5</b>

### Work Order Comments

#### WORK ORDER COMMENTS

##### Original Description/Comments

**COMMENTS BY ADMIN:**

Remove A/C vents, sandblast prime and paint. Went to Lowe's to get paint.

There are currently no available comments.

Louisiana State Board of Dentistry  
305 Canal Street, Suite 2080, New Orleans, Louisiana 70130



Law requires holder hereof to  
notify secretary of any change  
of residence or office address  
within 30 days.

This is to certify that the official LOUISIANA STATE BOARD LICENSE No. 6526

was issued to **DR. JEREMY SIMMS ALEXANDER**  
**SHREVEPORT, LA**

now residing in  
and who, in accordance

with R.S. 37:770, has paid a renewal fee which permits the lawful holder hereof to practice DENTISTRY in the state of Louisiana during the two-year period ending December 31, 2023.

The following personal anesthesia permit is issued under the authority of  
R.S. 37:760(A)(6), R.S. 37:793, and LAC 46:XXIII Dental Health  
Professions, Chapter 15 "Anesthesia/Analgesia Administration."

Mobile

Dental License  
Certificate of Renewal

THIS CERTIFICATE IS TO BE DISPLAYED IN A CONSPICUOUS PLACE FOR PUBLIC VIEWING



Louisiana State Board of Dentistry  
Renewal Certificate

**DR. JEREMY SIMMS ALEXANDER**  
LICENSE NO. 6526

This is to certify that the dentist named above is  
legally qualified to practice dentistry in the state  
of Louisiana until December 31, 2023.

TO THE LEFT IS A RENEWAL  
CERTIFICATE FOR YOUR WALLET.  
PLEASE DETACH AND DISCARD THIS  
PORTION.

Personal anesthesia permit:

Mobile

# Louisiana State Board of Medical Examiners

## License Verification

### Licensee Information

Name	Public Address
DAVID LEE NELSON	1501Kings Hwy, , Shreveport, LA 71130

### Credential Information

Credential Number	Practitioner Type	Current Status	Discipline Status	Issue Date	Expiration Date	Reinstatement Date
327933	COLLABORATIVE DRUG THERAPY MANAGEMENT	Active	None	07/06/2021	05/31/2024	
MD.021824	PHYSICIAN & SURGEON - MD	Active	None	07/01/1993	05/31/2024	
ACU.200004	PHYSICIAN ACUPUNCTURE	Active	None	07/14/2006	12/31/2023	
SP.200828	SUPERVISING PHYSICIAN	Active	None	06/16/2008		

### Specialties

Specialty 1	Specialty 2	Specialty 3	Specialty 4
Family Medicine	Family Medicine		

### Discipline History

If Discipline Status is Conditional, Limited, Probation, Reprimanded, Revoked, Suspended, Past Disciplinary Action or Voluntary Surrender of License, a Board issued order can be found on our Disciplinary Actions page

Credential Number	Discipline Status	Public Document
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### Supervisees

First Name	Last Name	License Number	Approved Date	Type
MICHAEL-ANN	DELCAMBRE	PA.A10570	10/13/2015	LT-SP Legend/Medical Devices and CDS 2/3/4/5
SOLEN	AUSTIN	PA.A10596	11/16/2016	LT-SP Legend/Medical Devices
SOLEN	AUSTIN	PA.A10596	12/04/2009	LT-SP
ANNA	HARRIS	PA.200098	10/02/2016	LT-SP Legend/Medical Devices and CDS 2/3/4/5
BRIAN	SPARKS	PA.200306	02/12/2010	LT-SP - Legend, Controlled Drugs & Medical Devices
KARRA	AYMOND	PA.200573	07/27/2016	LT-SP Legend/Medical Devices and CDS 2/3/4/5
Roderick	Kelly	PA.200815	06/19/2017	LT-SP Legend/Medical Devices and CDS 2/2N/3/4/5
HASCAL	BLALOCK	PA.200890	09/24/2018	LT-SP Legend/Medical Devices and CDS 2/3/4/5
KACEY	LOPEZ	300080	10/29/2018	LT-SP Legend/Medical Devices and CDS 2/3/4/5
GEORGIA	MONK	306988	09/14/2018	LT-SP Legend/Medical Devices and CDS 3/4/5
KATIE	RUSHING	307199	09/17/2018	LT-SP Legend/Medical Devices and CDS 3/4/5
NICOLETTE	CHADWELL	307201	12/19/2017	LT-SP Legend/Medical Devices
EMILY	VICE	310593	12/04/2018	LT-SP Legend/Medical Devices and CDS 2/2N/3/4/6
ASHLEIGH	GOODWIN	310468	12/05/2018	LT-SP Legend/Medical Devices
DAKOTA	BARLOW	320582	10/14/2019	LT-SP Legend/Medical Devices and CDS 5

**PRIMARY SOURCE VERIFICATION STATEMENT:** Verification service provides data extracted by the LSBME from its own database. The data in this web site is provided by and controlled entirely by the LSBME and therefore constitutes a primary source verification as authentic as a direct inquiry to the LSBME. The information provided through the verification service is all of the information pertinent and available in that field of information in the LSBME database.



Form B-04-003-B  
05 November 2010

**CERTIFIED TREATMENT AND REHABILITATION PROGRAM  
CERTIFICATION OF CONTINUED COMPLIANCE**

Facility: Caddo Correctional Center

Date: 19 October 2023

Name of Program: Carpentry

Date of Program Implementation: 2012

Primary Area of Service Provided:

- Education
- Job Skill Training
- Values Development and Faith Based Initiatives
- Treatment Programs
- Miscellaneous

Program has been certified by DPS&C  Yes  No

Program application process is consistent with DPS&C existing assessment and classification system?  Yes  No

Has Program Curriculum changed during preceding 12 months?  Yes  No

Is there an objective method used to assess completion?  Yes  No

Detailed records are maintained on the following:

- All offenders who apply.  Yes  No
- Number of offenders accepted.  Yes  No
- Number and type of services provided.  Yes  No
- Offender's completion/termination from program.  Yes  No

Is there a formal graduation ceremony for those who complete the program?  Yes  No

The CTRP referenced above continues to meet necessary criteria to maintain its certification by the Department of Public Safety and Corrections.

Roderick Malcolm, Colonel *Rn*  
Monitoring Team Member or BJG Team Member/Leader

Date: 10/19/2023

Form B-04-003-B  
05 November 2010

**CERTIFIED TREATMENT AND REHABILITATION PROGRAM  
CERTIFICATION OF CONTINUED COMPLIANCE**

Facility: Caddo Correctional Center

Date: 19 October 2023

Name of Program: Fiber Optics

Date of Program Implementation: 23 January 2023

Primary Area of Service Provided:

- Education
- Job Skill Training
- Values Development and Faith Based Initiatives
- Treatment Programs
- Miscellaneous

Program has been certified by DPS&C  Yes  No

Program application process is consistent with DPS&C existing assessment and classification System?  Yes  No

Has Program Curriculum changed during preceding 12 months?  Yes  No

Is there an objective method used to assess completion?  Yes  No

Detailed records are maintained on the following:

- All offenders who apply.  Yes  No
- Number of offenders accepted.  Yes  No
- Number and type of services provided.  Yes  No
- Offender's completion/termination from program.  Yes  No

Is there a formal graduation ceremony for those who complete the program?  Yes  No

The CTRP referenced above continues to meet necessary criteria to maintain its certification by the Department of Public Safety and Corrections.

Roderick Malcolm, Colonel *Rm*  
Monitoring Team Member or BJG Team Member/Leader

Date: 10/19/2023

Form B-04-003-B  
05 November 2010

**CERTIFIED TREATMENT AND REHABILITATION PROGRAM  
CERTIFICATION OF CONTINUED COMPLIANCE**

Facility: Caddo Correctional Center

Date: 19 October 2023

Name of Program: Living in Balance (Substance Abuse)

Date of Program Implementation: 2015

Primary Area of Service Provided:

- Education
- Job Skill Training
- Values Development and Faith Based Initiatives
- Treatment Programs
- Miscellaneous

Program has been certified by DPS&C  Yes  No

Program application process is consistent with DPS&C existing assessment and classification System?  Yes  No

Has Program Curriculum changed during preceding 12 months?  Yes  No

Is there an objective method used to assess completion?  Yes  No

Detailed records are maintained on the following:

- All offenders who apply.  Yes  No
- Number of offenders accepted.  Yes  No
- Number and type of services provided.  Yes  No
- Offender's completion/termination from program.  Yes  No

Is there a formal graduation ceremony for those who complete the program?  Yes  No

The CTRP referenced above continues to meet necessary criteria to maintain its certification by the Department of Public Safety and Corrections.

Roderick Malcolm, Colonel <sup>RM</sup>  
Monitoring Team Member or BJG Team Member/Leader

Date: 10/19/2023

Form B-04-003-B  
05 November 2010

**CERTIFIED TREATMENT AND REHABILITATION PROGRAM  
CERTIFICATION OF CONTINUED COMPLIANCE**

Facility: Caddo Correctional Center

Date: 19 October 2023

Name of Program: Standardized Pre-Release Curriculum - 2010

Date of Program Implementation: January 2010

Primary Area of Service Provided:

- Education
- Job Skill Training
- Values Development and Faith Based Initiatives
- Treatment Programs
- Miscellaneous

Program has been certified by DPS&C  Yes  No

Program application process is consistent with DPS&C existing assessment and classification system?  Yes  No

Has Program Curriculum changed during preceding 12 months?  Yes  No


Is there an objective method used to assess completion?  Yes  No

Detailed records are maintained on the following:

- All offenders who apply.  Yes  No
- Number of offenders accepted.  Yes  No
- Number and type of services provided.  Yes  No
- Offender's completion/termination from program.  Yes  No

Is there a formal graduation ceremony for those who complete the program?  Yes  No

The CTRP referenced above continues to meet necessary criteria to maintain its certification by the Department of Public Safety and Corrections.

Roderick Malcolm, Colonel   
Monitoring Team Member or BJG Team Member/Leader

Date: 10/19/2023

## Sexual Assault BJJ Pre Audit Questionnaire

IV-E-001-a 8/10/2023

### Facility Information

Name of Facility: Caddo Correctional Center

Physical Address: 1101 Forum Drive

City, Shreveport State, La Zip: 71107

Warden: Rick Farris

Current Population of Facility: 1456

Which population(s) does the facility hold?  Females  Males  Both Females and Males

Number of staff currently employed by the facility who may have contact with inmates: 246

Number of contracts with contractors who may have contact with inmates: 0

Number of volunteers who have contact with inmates: 59

In housing units, does the facility maintain sight and sound separation between youthful (18 and under) inmates and adult inmates? No

Does the facility have a video monitoring system, electronic surveillance system, or other monitoring technology? Yes

Does the facility have medical and mental health services onsite? If no, provide offsite facility designated for services? Yes

### Facility Requirements


Attach example of practice

BJG Guideline: Unit must have a written policy outlining a zero tolerance policy for sexual abuse, assault, and harassment, to include the following provisions:

- Procedure for screening new hires relative to a history of sexual abuse convictions.
- Procedure for screening prisoners for risk of sexual victimization/abusiveness.
- Training of staff, volunteers and prisoners in the policy.
- Requirement for reporting resource to be posted in congregate setting areas (i.e. housing units and food services).
- The process for privately reporting sexual abuse, assault, and/or harassment incidents.
- Regular unannounced rounds by supervisors to monitor for sexual assault included in policy.
- Sight and sound separation between prisoners under the age of 18 and prisoners over the age of 18 or alternatively continuous supervision of these populations when they are together.
- A practice for announcing cross gender rounds in housing areas.
- Prohibition of cross-gender strip searches.
- Provision of privacy in bathroom and shower areas with visual barriers, shower curtains, etc.
- Resources that will be provided for disabled (hearing impaired, visually impaired, cognitive impaired and physical impaired) individuals to receive information regarding the reporting mechanisms for sexual assault
- Facility response plan to allegation of sexually abuse/assault, either at the facility or at another facility. This shall include notification/inquiry made to the facility where the alleged abuse occurred.
- Designation of hospital for prisoner forensic exam upon claims of sexual assault.
- Provision of mental health services would be offered to a victim of sexual assault (either through appointment with local MH center, onsite practitioner, or volunteer).

BJG Guideline: Unit must report instances of sexual abuse, assault, and harassment, involving any DOC offender to DPS&C Headquarters within 24 hours of the claim being made.

# DETENTION BUREAU POLICY & PROCEDURES

	<b>Caddo Correctional Center</b>	Policy No.:	S-550R
		Procedures No.:	S-550.01 – S-550.53
		No. of Pages:	77
		Effective Date:	October 25, 2005
		Revision Date:	June 7, 2023
		Review Date:	June 7, 2023
<b>Chapter:</b>	<b>INMATE AND OFFENDER RIGHTS</b>		
<b>Subject:</b>	<b>Prison Rape Elimination Act (PREA)</b>		
<b>Supersedes:</b>	<b>S-550R</b>		
<b>Distribution:</b>	<b>Detention Bureau Personnel</b>		

## Policy:

The Caddo Parish Sheriff's Office (CPSO) will prevent, detect, and respond to sexual assaults/abuse by Staff Members, Volunteers, and Contractors, Individuals of other Public and Private Agencies, and Inmates/Offenders within each CPSO Detention Facility. This policy establishes a zero-tolerance standard for prison rape and sex-related offenses and attempts at the Caddo Correctional Center (CCC), and at the Re-Entry Facility. CPSO's Detention Bureau/Jail Commander will make the prevention of prison rape a top priority at each CPSO Detention Facility.

CPSO has adopted a zero-tolerance policy toward victimization and sexual abuse within its Facilities through the PREA Program. It is imperative that all Personnel take appropriate actions to properly document and investigate allegations of sexual assault, sexual misconduct, sexual harassment and sexual coercion.

Full investigations, appropriate reporting and compliance to the PREA program are crucial to the success of the PREA program and will be treated as a top priority by CPSO.

## General Information:

It is CPSO policy to provide a safe, humane and appropriately secure environment, free from threat of sexual assault, sexual abuse, sexual harassment, and sexual misconduct for all Staff Members, Volunteers and Inmates/Offenders by maintaining a program of prevention, detection, response, reporting, investigating and tracking of all alleged and substantiated sexual assaults and sexual abuse within each CPSO Facility. (§115.11(A))

2. CPSO will perform criminal background records check before enlisting the services of any Contractor who may have contract with Inmates/Offenders. (§115.17(d))
- F. Prior to hiring any applicant, CPSO Personnel will contact each Applicant's prior Institutional Employer for information on substantiated allegations of sexual abuse or any resignation during a pending investigation of an allegation of sexual abuse using the PREA Reference Check (Form S-550.42). (§115.17(c)(2))
  - G. Each Employee has a personal responsibility for disclosing to CPSO Personnel within 72 hours, any conduct of which they were accused, charged and/or convicted as defined in the definitions section of this policy.
    1. The PREA Requirements for Applicants and Employees Being Considered for Hire, Assignment to Special Duty and/or Promotion (Form S-550.41) will be utilized upon hire for this purpose.
  - H. Omissions by Applicants for hire, assignment to special duty or direct promotion regarding such conduct or providing false information about such conduct will be grounds for disciplinary action up to and including dismissal. (§115.17(g))
  - I. CPSO will ask all Applicants and Employees who may have contact with Inmates/Offenders directly about previous misconduct described in section S-550.02(A) in written applications or interviews for hiring or promotions and in any interviews or written self-evaluations conducted as part of reviews of current Employees. (§115.17(f))
    1. CPSO will also impose upon Employees a continuing affirmative duty to disclose any such misconduct.
  - J. Unless prohibited by law, CPSO will provide information regarding substantiated allegations of sexual abuse or sexual harassment involving current or former Employees upon receiving a request from an Institutional employer for whom such Employee has applied to work. (§115.17(h))

**S-550.03 Limits to Cross-Gender Viewing and Searches (§115.15)**

- A. Cross-gender strip searches or cross-gender visual body cavity searches (meaning a search of the anal or genital opening) will not be conducted except in exigent circumstances, unless performed by Health Services Staff. (§115.15)(a)
- B. CPSO will not permit cross-gender pat-down searches of female Inmates/Offenders, absent exigent circumstances. (§115.15)(b)

1. CPSO will not restrict female Inmates/Offenders access to regularly available programming or other out-of-cell opportunities in order to comply with this provision. (§115.15)(b)
- C. No search or physical exam may be conducted when the sole purpose of the search or physical exam is to determine the Inmate's/Offender's genital status. (See Section S-550.03 F.1 of this policy for additional information regarding identification of an Inmate's/Offender's genital status).
- D. Inmates/Offenders should be allowed to shower, perform bodily functions, and change clothing without non-medical Staff of the opposite gender viewing their breasts, buttocks or genitalia, except in exigent circumstances or when such viewing is incidental to routine cell checks. (§115.15)(d)
  1. Upon entering a Housing Unit, all cross-gender Staff Members will announce their presence. (§115.15)(d)
- E. All cross-gender strip searches, cross-gender visual body cavity searches, and cross-gender pat-down searches will be documented on a security report including a risk management. (§115.15)(c)
- F. CPSO will not search or physically examine a transgender or intersex Inmate/Offender for the sole purpose of determining the Inmate's/Offender's genital status. (§115.15)(e)
  1. If the inmate's genital status is unknown, it may be determined during conversations with the Inmate/Offender, by reviewing medical records, or, if necessary, by learning that information as part of a broader medical examination conducted in private by a medical practitioner. (§115.15)(e)
- G. CPSO will train Security Personnel in how to conduct cross-gender pat-down searches, and searches of transgender and intersex Inmates/Offenders, in a professional and respectful manner, and in the least intrusive manner possible, consistent with security need. (§115.15)(f)

#### **S-550.04 Training (§115.31)**

- A. All training on sexual abuse pursuant to the PREA Standards will be developed by CPSO's Training Director in conjunction with Investigations Personnel, PREA Coordinator, PREA Compliance Manager, Health Services Director, and Mental Health Director, and will include the following:
- B. Staff Member Training: All current Staff Members and new hire Employees will sign the Sexual Assault and Sexual Misconduct with Inmates/Offenders



Acknowledgement Form (see attached Form S-550.38) and the Malfeasance in Office Form (see attached Form S-550.37). (§115.31(d))

1. Both forms will be maintained in the Staff Members personnel file.
- C. All Staff Members who may have contact with Inmates/Offenders will receive instruction related to the prevention, detection, response, reporting and investigation of sexual abuse during orientation and annual training. (§115.31(a))
1. Orientation and annual training will include: (§115.31(a) and §115.35(a))
  2. CPSO's zero-tolerance policy for sexual abuse and sexual harassment. (§115.31(a)(1))
  3. How to fulfill the Staff Member's responsibilities pursuant to this Section and this regulation. (§115.31(a)(2))
  4. An Inmates/Offenders right to be free from sexual abuse and sexual harassment. (§115.31(a)(3))
  5. The right of Inmates/Offenders and Staff Members to be free from retaliation for reporting sexual abuse and sexual harassment. (§115.31(a)(4))
  6. The dynamics of sexual abuse and sexual harassment in confinement. (§115.31(a)(5))
  7. Common reactions to sexual abuse and sexual harassment. (§115.31(a)(6))
  8. How to detect and respond to signs of threatened and actual sexual abuse. (§115.31(a)(7))
  9. How to avoid inappropriate relationships with Inmates/Offenders. (§115.31(a)(8))
  10. How to communicate effectively and professionally with Inmates/Offenders, including LGBTI or gender nonconforming Inmates/Offenders. (§115.31(a)(9))
  11. How to comply with relevant laws related to mandatory reporting of sexual abuse to outside authorities. (§115.31(a)(10))

1. Investigators will follow a uniform evidence protocol that maximizes the potential for obtaining usable physical evidence for administrative proceedings and criminal prosecutions. (§115.21(a))
  - b. The protocol will be developmentally appropriate for Youth where applicable, and, as appropriate, will be adapted from or otherwise based on the most recent edition of the US Department of Justice's Office on violence against women publication, "A National Protocol for Sexual Assault Medical Forensic Examinations, Adults/Adolescents, or similarly comprehensive and authoritative protocols developed after 2011. (§115.21(b))
  
- H. CPSO will ensure that all full and part-time Health Services Personnel and Mental Health Personnel who work regularly at CCC and/or at TWP have been trained in: (§115.35)(a)
  1. How to detect and assess signs of sexual abuse and sexual harassment. (§115.35)(a)(1)
  2. How to preserve physical evidence of sexual abuse. (§115.35)(a)(2)
  3. How to respond effectively and professionally to victims of sexual abuse and sexual harassment. (§115.35)(a)(3)
  4. How and to whom to report allegations or suspicions of sexual abuse and sexual harassment. (§115.35)(a)(4)
  
- I. If Health Services Staff employed by CPSO conduct forensic examinations, such Health Services Staff will receive the appropriate training to conduct such examinations. (§115.35)(b)
  1. CPSO will maintain documentation that Health Services Staff and Mental Health Personnel have received the training referenced from either CPSO or another Agency. (§115.35)(c)
  2. Health Services Staff and Mental Health Personnel will also receive the training mandated for employees under §115.31 for Contractors and Volunteers under (§115.32), depending upon the Employees/Individuals status with CPSO. (§115.35)(d)
  
- J. Volunteer, Intern and Contractor Training: (§115.32)
  1. CPSO will ensure all Volunteers, Interns and Contractors who have contact with Inmates/Offenders have been trained on their responsibilities under CPSO's sexual abuse and sexual harassment

prevention, detection and response policies and procedures.  
(§115.32)(a)

2. All Volunteers, Interns and Contractors must sign the Sexual Assault and Sexual Misconduct with Inmates/Offenders Civilian Acknowledgement form (Form S-550.38) stating they understand that any violation will result in disbarment from CCC and may include the filing of criminal charges as warranted.
    - a. All Sexual Assault and Sexual Misconduct with Inmates/Offenders Civilian Acknowledgement Forms will be maintained in a file under the direct responsibility of the sponsoring Department Head or Designee.
  3. The level and type of training provided to Volunteers, Interns and Contractors will be based on the services they provide and level of contact they have with Inmates/Offenders, but all Volunteers who have contact with Inmates/Offenders will be notified of CPSO's zero tolerance policy regarding sexual abuse and sexual harassment and informed of the procedures to follow to report such incidents.  
(§115.32)(b)
  4. CPSO will maintain documentation confirming the training the Volunteers, Interns and Contractors received. (§115.32)(c)
  5. Corrective Action for Contractors, Interns and Volunteers: (§115.77)
    - a. Any Volunteer, Intern and Contractor who engages in sexual abuse will be prohibited from contact with Inmates/Offenders and will be reported to CPSO Investigators. (§115.77)(a)
    - b. CPSO will take appropriate remedial measures, and will consider whether to prohibit further contact with Inmates/Offenders, in the case of any other violation of CPSO sexual abuse or sexual harassment policies by a Volunteer, Intern, and/or Contractor. (§115.77)(b)
- K. Inmate/Offender Education: (§115.33)
1. During the booking process, Inmates/Offenders will receive information explaining CPSO's zero-tolerance policy regarding sexual abuse and sexual harassment, and how to report incidents or suspicions of sexual abuse or sexual harassment. (§115.33)(a)
  2. Within 30 days booking, CPSO will provide comprehensive education to Inmates/Offenders either in person or through video regarding their rights to be free from sexual abuse and sexual harassment and to be free from

retaliation for reporting such incidents, and regarding CPSO's policies and procedures for responding to such incidents. (§115.33)(b)

3. Current Inmates/Offenders who have not received such education shall be educated within one year of the effective date of the PREA standards, and will receive education upon transfer to a different Facility to the extent that the policies and procedures of the Inmate's/Offender's new Facility differ from those of the previous Facility. (§115.33)(C)
  4. CPSO will provide Inmate/Offender education in formats accessible to all Inmates/Offenders, including those who are limited English proficient, deaf, visually impaired, or otherwise disabled, as well as to inmates who have limited reading skills. (§115.33)(d)
    - a. Documentation will be maintained of Inmate/Offender participation in these education sessions. (§115.33)(e)
  5. In addition to providing such education, CPSO will ensure that key information is continuously and readily available or visible to inmates/Offenders through posters, Inmate/Offender handbooks, or other written formats. (§115.33)(f)
- L. Inmates/Offenders with Disabilities and Inmates/Offenders who are Limited English Proficient: (§115.16)
1. CPSO will take appropriate steps to ensure that Inmates/Offenders with disabilities (including, for example, Inmates/Offenders who are deaf or hard of hearing, those who are blind or have low vision, those who have intellectual, psychiatric, or speech disabilities), have an equal opportunity to participate in or benefit from all aspects of CPSO's efforts to prevent, detect and respond to sexual abuse and sexual harassment. (§115.16(a))
  2. CPSO will take reasonable steps to ensure meaningful access to all aspects of CPSO's efforts to prevent, detect and respond to sexual abuse and sexual harassment to Inmates/Offenders who are limited English proficient, including steps to provide interpreters who can interpret effectively, accurately, and impartially, both receptively and expressively, using any necessary specialized vocabulary. (§115.16(b))
  3. Inmate/Offender Interpreters may be used to explain the Policies and Procedures for reporting; however, CPSO will not rely on Inmate/Offender Interpreters, Inmate/Offender Readers or other types of Inmate/Offender Assistants except in limited circumstances where an extended delay in obtaining an effective Interpreter could compromise the Inmate's/Offender's safety, the performance of first-

- D. Training will be tailored to the gender of the Inmates/Offenders at each CPSO Facility. (§115.31(b))
1. The Staff Member will receive additional training if the Staff Member is reassigned from a Facility that houses only male Inmates/Offenders to a Facility that houses only female Inmates/Offenders, or vice versa. (§115.15(b))
- E. All current Employees who have not received training will be trained within one year of the effective date of this Policy and Procedure. (§115.31(c))
1. CPSO will provide Security Deputy's with refresher training annually to ensure Security Deputies are aware of CPSO's current sexual abuse and sexual harassment policies and procedures. (§115.31(c))
  2. Support Employees will receive refresher training annually as well to ensure all Support Employees are aware of CPSO's current sexual abuse and sexual harassment policies and procedures. (§115.31(c))
  3. All new Employees will receive this training as part of their pre-employment orientation.
- F. Specialized training will be provided for Staff Members that may respond to or may be involved in investigating incidents of sexual assault and sexual misconduct in confinement settings. This training may include, but not be limited to: (§115.34)(a)(b))
1. Crime scene management.
  2. Crisis intervention.
  3. Techniques for interviewing sexual abuse Victims.
  4. Proper use of Miranda and Garrity Warnings.
  5. Sexual abuse evidence collection in confinement settings.
  6. Criteria and evidence required to substantiate a case for administrative action or prosecution referral.
- G. CPSO will maintain documentation that CPSO Investigators have completed the required specialized training in conducting sexual abuse investigations. (§115.35)(c))

response duties (§115.64) or the investigation of the Inmate's/Offender's allegations. (§115.16(c))

**S-550.05 Screening for Risk of Victimization and Abusiveness (§115.41)**

- A. All new in-coming Inmates/Offenders will be screened during the Booking process for a history of predatory sexual behavior, sexual abuse and the likelihood/potential of sexual abuse/victimization, and upon transfer to another Facility for their risk of being sexually abused by other Inmates/Offenders or sexually abusive towards other Inmates/Offenders. (§115.41(a)(e))
1. The initial screening will occur ordinarily within 24 hours of intake, and requires that Classification reassess the Inmate's/Offender's risk of victimization of abusiveness within a set time period, not to exceed 30 days from the Inmate's/Offender's arrival at CCC, based upon any additional, relevant information received by Classification subsequent to the intake screening, and will be conducted using an objective screening process. (§115.41(b)(c)(f))
- B. The screening will consider, at a minimum, the following criteria to assess Inmates/Offenders for risk of sexual victimization: (§115.41(d))
1. Whether the Inmate/Offender has a mental, physical, or developmental disability. (§115.41(d)(1))
  2. The age of the Inmate/Offender. (§115.41(d)(2))
  3. The physical build of the Inmate/Offender. (§115.41(d)(3))
  4. Whether the Inmate/Offender has previously been incarcerated. (§115.41(d)(4))
  5. Whether the Inmate's/Offender's criminal history is exclusively nonviolent. (§115.41(d)(5))
  6. Whether the Inmate/Offender has prior convictions for sex offenses against an adult or child. (§115.41(d)(6))
  7. Whether the Inmate/Offender is or is perceived to be gay, lesbian, bisexual, transgender, intersex, or gender non-conforming. (§115.41(d)(7))
  8. Whether the Inmate/Offender has previously experienced sexual victimization. (§115.41(d)(8))
  9. The Inmate's/Offender's own perception of vulnerability. (§115.41(d)(9))

10. Whether the Inmate/Offender is detained solely for civil immigration purposes. (§115.41(d)(10))
- C. Booking Personnel will interview and evaluate all in-coming Inmates/Offenders for PREA Blue HRSV and/or PREA Red HRSP and/or PREA Green tendencies utilizing the results of the PREA Screening Checklist and Instructions for Utilizing the PREA Screening Checklist (Form S-550.39), available offender records and mental health screening.
1. The completed Checklist will be filed in the Inmate's/Offender's master record and in the mental health section of the Inmate's/Offender's medical record file.
  2. Inmates/Offenders will not be disciplined for refusing to answer or for not disclosing complete information in response to questions asked in the PREA Screening Checklist. (§115.41(h))
- D. Inmates/Offenders who enter CCC as Sex Offenders or Offenders identified as PREA Red HRSP by the PREA Screening Checklist will be advised of the Sex Offender treatment and programming available by Mental Health Professionals involved in the classification process.
- E. Inmates/Offenders who enter CCC and are identified as confirmed PREA Blue HRSV victims of sexual assault utilizing the checklist will be considered for Protective Custody placement.
1. Classification is encouraged to utilize precautions to separate potential Victims.
  2. Potential Victims who have a higher risk profile should be given extra consideration regarding their housing assignment.
- F. Booking Personnel will note the results of the checklist during the initial screening and will notify the Classification Department to consider which Housing Unit for housing, including possible single cell housing for those Inmates/Offenders confirmed/deemed HRSP and/or HRSV.
1. Appropriate controls on the dissemination within the Facility or responses to questions asked pursuant to this standard in order to ensure that sensitive information is not exploited to the Inmate's/Offender's detriment by Staff Members or other Inmates/Offenders. (§115.41(i))
- G. An Inmate's/Offender's risk level will be reassessed when warranted due to a referral, request, incident of sexual abuse, or receipt of additional information that bears on the Inmate's/Offender's risk of sexual victimization or abusiveness. (§115.41(g))

**S-550.06 Health Services and Mental Health Screenings/History of Sexual Abuse (§115.81)**

- A. If the PREA screening indicates that an Inmate/Offender has experienced prior sexual victimization, whether it occurred in an institutional setting or in the community, or that an Inmate/Offender perpetrated sexual abuse, whether it occurred in an institutional setting or in the community, CPSO will ensure the Inmate/Offender is offered a follow-up meeting with Health Services or Mental Health Personnel within 14 days of the intake screening. (§115.81(a)(b)(c))
1. Mental Health Practitioners will document in the Inmates/Offenders medical record that a follow-up specifically for sexual abuse issues has occurred.
- B. Any Information related to sexual victimization or abusiveness that occurred in an institutional setting will be limited to treatment Staff Members (and others as necessary) in order to develop: (§115.81(d))
1. Treatment plans.
  2. Security and management decisions, including:
    - a. Housing.
    - b. Bed/Bunk assignment.
    - c. Work assignment.
    - d. Education and Program assignments.
    - e. Or as otherwise required by Federal, State or local Law.
- C. Health Services and Mental Health Personnel will obtain informed consent from Inmates/Offenders before reporting information regarding prior sexual victimization that did not occur in an institutional setting, unless the Inmate/Offender is under the age of 18. (§115.81(e))

**S-550.07 Use of Screening Information upon Initial Booking (§115.42)**

- A. Decisions concerning housing assignments, including possible single cell, jobs and group activities for PREA Blue HRSV and PREA Red HRSP Inmates/Offenders will be the responsibility of the Classification Department and will be based on the PREA Screening Checklist, file record review, prior Facility behavior and current behavior. (§115.42(a))



1. The justification will be forwarded to the PREA Compliance Manager for retention purposes. (§115.13(b))
- G. In addition to and along with other rounds as specified in institutional policy, CPSO will ensure policy, post orders, and practice require both intermediate-level or higher-level supervisors conduct and document unannounced rounds for the purpose of identifying and deterring Staff Sexual abuse and sexual harassment. (§115.13(d))
1. These rounds will occur during both night and day shifts. (§115.13(d))
  2. CPSO will have a policy to prohibit Staff Members from alerting other Staff Members that these supervisory rounds are occurring, unless such announcement is related to the legitimate operational functions of the Facility. (§115.13(d))
- H. An administrative or criminal investigation will be completed for all allegations of sexual abuse and sexual harassment. (§115.22(a))
- I. Allegations of sexual abuse or sexual harassment will be referred to CPSO's criminal investigations division, unless the allegation does not involve potentially criminal behavior. (§115.22(b))
1. Referrals will be documented in the case file of the alleged sexual abuse or sexual harassment allegation. (§115.22(b))
- J. CPSO will develop and maintain a written institutional plan to coordinate actions taken in response to an incident of sexual abuse among First Responders, Health Services Staff, Mental Health Staff, and Investigators, and Facility Leadership. (§115.65)
- K. CPSO will develop a PREA staffing plan and annual updates will be submitted to the CPSO PREA Coordinator.
1. The staffing plan will access, determine and document whether adjustments are needed:
    - a. To the staffing plan established pursuant to section S-550.01(E). (§115.13(c)(1))
    - b. Deployment of video monitoring systems. (§115.13(c)(2))
    - c. Other monitoring technologies. (§115.13(c)(3))
    - d. The resources CPSO has available to commit to ensure adherence to the staffing plan. (§115.13(c)(3))

1. Absent exigent circumstances; CPSO will not deny Youthful Offenders daily large-muscle exercise and any legally required special education services to comply with this provision. (§115.14(c))
  - a. Youthful Offenders will have access to other programs and work opportunities to the extent possible. (§115.14(c))

**S-550.09 Use of Screening Information at Permanent Housing Assignment**  
(§115.42)

- A. The completed checklist for all Inmates/Offenders permanent housing assignment will be filed and will remain in the Inmate's/Offender's Record and in the Mental Health section of the Inmate's/Offender's medical record file. The checklist will not be considered a public record.
- B. Once an Inmate/Offender is confirmed or deemed as a PREA Blue HRSV and/or PREA Red HRSP at any time during incarceration, the Inmate/Offender will be evaluated by Classification to determine the appropriate housing and programs and the Inmate/Offender will be referred to a Mental Health Professional.
  1. The Mental Health Professional will meet with the Inmate/Offender will meet with Inmate/Offender upon receipt of the referral and to offer services, and encourage programming.
- C. Placement and programming assignments for transgender or intersex Inmates/Offenders will be reassessed and documented at least twice each year by Classification, utilizing the Transgender/Intersex Reassessment Form (Form S-550-49) to review any threats to safety experienced by the Inmate/Offender. (§115.42(d))
- D. It is prohibited to place a lesbian, gay, bisexual, transgender, and intersex and gender non-conforming Inmate/Offender (LGBTI) in a dedicated Unit solely on the basis of LGBTI identification unless such placement is pursuant to a legal requirement for the purpose of protecting such an Inmate/Offender. (§115.42(g))
- E. Transgender and intersex Inmates/Offenders will be given the opportunity to shower separately from other Inmates/Offenders, and each Housing Unit will maintain documentation of the efforts to offer separate showers utilizing a Shower Preference Statement (Form S-550.48) (§115.42(f))
- F. The Mental Health Director will ensure CCC employs or has access to the services of a licensed Mental Health Professional that has a scope of practice, training and/or experience in trauma counseling.

potential HRSV has demonstrated successful adjustment to incarceration without any evident predatory or victim behaviors for no less than one year.

1. If the Inmate's/Offender's discharge date occurs prior to the annual re-evaluation, a screening will need to be completed prior to discharge.

**S-550.10 Reporting Within the Department (§115.61)**

A. An allegation of sexual abuse will be reported to the PREA Coordinator immediately following the initial notification to a supervisor.

1. Such allegations will be treated with discretion and confidentiality.
2. CPSO will take immediate action to protect an Inmate/Offender who may be subject to a substantial risk of imminent sexual abuse. (§115.62)

B. All allegations of sexual assault, sexual misconduct or sexual harassment by either Staff Members or Inmates/Offenders may be reported to any Staff Member. (§115.61(a))

1. The Staff Member who receives such reports; whether verbally, in writing, anonymously, and from third parties will immediately notify their Supervisor who will ensure an incident report is completed. (§115.51(c))
  - a. Specific methods for Staff Members to privately report sexual assault or sexual misconduct of Inmates/Offenders to any Staff Member will be made available. (§115.51(d))

2. All PREA related incident reports will be forwarded to a Watch Sergeant who will notify SIU.

3. Staff Members will also report any claims of retaliation against Inmates/Offenders and Staff Members for reporting abuse, as well as any Staff Member neglect or violation of responsibility that may have contributed to an incident or retaliation.

C. PREA investigations will result in a formal SIU Investigations Report being written including a Risk Management.

1. PREA investigation case reports will be forwarded to the PREA Coordinator for review, approval/disapproval and disposition.

2. After review and approval, PREA investigation case reports will be forwarded to the Detention Bureau's Jail Commander for final review, and approval/disapproval.
- D. Inmates/Offenders may use the Administrative Remedy Procedure (ARP) as a means to report an alleged sexual assault or sexual misconduct. (§115.52)
1. CPSO will ensure an Inmate/Offender who alleges sexual abuse may submit an ARP without submitting the ARP to a Staff Member who is the subject of the complaint. (§115.52(c)(1))
    - a. The ARP will not be referred to the Staff Member who is the subject of the complaint. (§115.52(c)(2))
    - b. A final decision on the merits of any portion of a grievance alleging sexual abuse will be decided upon within 90 days of the initial filing of the grievance. (§115.52(d)(1))
    - c. Computation of the 90-day time period shall not include time consumed by Inmates/Offenders in preparing any administrative appeal. (§115.52(d)(2))
    - d. CPSO may claim an extension of time to respond, of up to 70 days, if the normal time period for response is insufficient to make an appropriate decision. (§115.52(d)(3))
      1. CPSO will notify the Inmate/Offender in writing of any such extension and provide a date by which a decision will be made. (§115.52(d)(3))
    - e. At any level of the administrative process, including the final level, if the Inmate/Offender does not receive a response within the time allotted for reply, including any properly noticed extension, the Inmate/Offender may consider the absence of a response to be a denial at that level. (§115.52(d)(4))
    - f. Third parties, including fellow Inmates/Offenders, Staff Members, Family Members, Attorneys, and outside Advocates, will be permitted to assist Inmates/Offenders in filing requests for administrative remedies relating to allegations of sexual abuse, and will also be permitted to file such requests on behalf of Inmates/Offenders. (§115.52(e)(1))
      1. If a third-party file such a request on behalf of an Inmate/Offender, the facility may require as a condition of processing the request that the alleged Victim agree to

have the request filed on his or her behalf, and may also require the alleged Victim to personally pursue any subsequent steps in the administrative remedy process. (§115.52(e)(2))

2. If the Inmate/Offender declines to have the request processed on his or her behalf, CPSO will document the Inmate's/Offender's decision. (§115.52(e)(2))
2. There is no time limit imposed regarding when an Inmate/Offender may submit a grievance regarding an allegation of sexual abuse. (§115.52(b)(1))
  - a. CPSO may apply otherwise-applicable time limits to any portion of a grievance that does not allege an incident of sexual abuse. (§115.52(b)(2))
3. CPSO will not require an Inmate/Offender to use any informal grievance process, or to otherwise attempt to resolve with Staff Members, an alleged incident of sexual abuse. (§115.52(b)(3))
4. Nothing in this section will restrict CPSO's ability to defend against an Inmate's/Offender's lawsuit on the ground that the applicable statute of limitations has expired. (§115.52(b)(4))
- E. Procedures will be established for the filing of an emergency grievance alleging that an Inmate/Offender is subject to a substantial risk of imminent sexual abuse. (§115.52(f)(1))
  1. After receiving an emergency grievance alleging an Inmate/Offender is subject to a substantial risk of imminent sexual abuse, CPSO will immediately forward the grievance (or any portion thereof that alleges the substantial risk of imminent sexual abuse) to a level of review at which immediate corrective action may be taken, will provide an initial response within 48 hours, and will issue a final decision within 5 calendar days. (§115.52(f)(2))
  2. The initial response and final decision will document CPSO's determination whether the Inmate/Offender is in substantial risk of imminent sexual abuse and the action taken in response to the emergency grievance. (§115.52(f)(2))
- F. In every case where the alleged aggressor is a Staff Member, there will be no contact between the alleged aggressor and the alleged Offender/Victim without the approval of the Detention Bureau Jail Commander or Designee.

1. Termination of employment by the alleged Aggressor (Staff Member) will not be a basis for terminating an alleged sexual assault investigation or sexual misconduct allegation. (§115.71(j))
2. When applicable, CPSO nor any other governmental entity responsible for collective bargaining, on CPSO's behalf will enter into or renew any collective bargaining agreement or other agreement that limits CPSO's ability to remove alleged Staff Member sexual abusers from contact with any Inmates/Offenders pending the outcome of an investigation or of a determination of whether and to what extent discipline is warranted. (§115.66(a))
  - a. Nothing in this standard will restrict the entering into or renewals of agreements that govern: (§115.66(b))
    1. The conduct of the disciplinary process as long as such agreements are not inconsistent with the provisions of: §115.72 and §115.67 (§115.66(b)(1))
    2. Whether a no-contact assignment that is imposed pending the outcome of an investigation will be expunged from or retained in the Staff Member's personnel file following a determination that the allegation of sexual abuse is not substantiated. (§115.66(b)(2))

G. Third-party Reporting: (§115.54)

1. CPSO will establish and maintain a method to receive third-party reports of sexual abuse and sexual harassment, and will distribute public information on how to report sexual abuse and sexual harassment on behalf of an Inmate/Offender. (§115.54)
- H. An Inmate/Offender can be disciplined for filing a grievance related to alleged sexual abuse only when it can be proved the Inmate/Offender filed the grievance in bad faith. (§115.52(g))

**S-550.11 Staff Member Reporting Duties (§115.61)**

- A. CPSO will require all Staff Members to report immediately and according to agency policy any knowledge, suspicion, or information regarding an incident of sexual abuse or sexual harassment that occurred in any CPSO Facility, retaliation against Inmates/Offenders or Staff Members who reported such an incident; and any Staff Member neglect or violation of responsibilities that may have contributed to an incident or retaliation. (§115.61(a))

- B. The Staff Member receiving the report and/or the appropriate Supervisor will advise the Victim not to shower or otherwise hygienically clean or if the assault was oral, not to eat, drink, or brush the teeth or otherwise take any action that could damage or destroy physical evidence pending completion of the gathering of that evidence and/or the initial investigation.
- C. If the alleged assault has occurred within the previous 72 hours and evidence is obtainable or other circumstances dictate, arrangements will immediately be made to have the alleged Victim escorted under appropriate security provisions to the Health Services Unit for assessment.
1. Testing for pregnancy, sexually transmitted diseases (HIV, gonorrhea, hepatitis etc.) and other diseases as determined by the attending physician and counseling will be made available to the alleged victim when appropriate.
  2. CPSO will require all Staff Members to report any retaliation against Inmates/Offenders or Staff Members who report such an incident; and any Staff Member neglect or violation of responsibilities that may have contributed to an incident or retaliation.
  3. Apart from reporting to Supervisors, Staff Members will not reveal any information related to a sexual abuse report to anyone other than to the extent necessary, as specified in agency policy, to make treatment, investigation, and other security and management decisions. (§115.61(b))
  4. Unless otherwise precluded by Federal, State, or local law, Health Services Personnel and Mental Health Practitioners will be required to report sexual abuse pursuant to paragraph one (1) of this section and to inform Inmates/Offenders of the Practitioner's duty to report, and the limitations of confidentiality, at the initiation of services. (§115.61(c))
  5. If the alleged victim is under the age of 18 or considered a vulnerable adult under a State or local vulnerable person's statute, CPSO will report the allegation to the designated State or local services Agency under applicable mandatory reporting laws. (§115.61(d))
  6. SIU will be notified of all allegations of sexual abuse and sexual harassment, including third-party and anonymous reports. (§115.61(e))

**S-550.12 Inmate/Offender Reporting (§115.51)**

- A. CPSO will provide multiple internal methods to privately report sexual abuse and sexual harassment, retaliation by other Inmates/Offenders or Staff

Members, for reporting sexual abuse and sexual harassment, and Staff Member neglect or violation of responsibilities that may have contributed to such incidents. (§115.51(a))

B. CPSO will provide at least one (1) method for Inmates/Offenders to report abuse or harassment to a public or private entity or office that is not part of CPSO, and that is able to receive and immediately forward Inmate/Offender reports of sexual abuse and sexual harassment to CPSO, while allowing the Inmate/Offender to remain anonymous upon request. (§115.51(b))

1. Inmates/Offenders detained solely for civil immigration purposes, will be provided information on how to contact relevant Consular Officials and relevant Officials at the Department of Homeland Security. (§115.51(b))

2. Staff Members will accept reports made verbally, in writing, anonymously, and from third parties and will promptly document any verbal reports. (§115.51(c))

3. CPSO will provide a method for Staff Members to privately report sexual abuse and sexual harassment of Inmates/Offenders. (§115.51(d))

C. Inmates/Offenders will be provided with access to outside Victim Advocates for emotional support services related to sexual abuse by giving Inmates/Offenders mailing addresses and telephone numbers, including toll-free hotline numbers where available, of local, State, or national victim advocacy or rape crisis organizations, and, for persons detained solely for civil immigration purposes, immigrant services agencies. (§115.53(a))

1. CPSO will enable reasonable communication between Inmates/Offenders and these organizations and Agencies, in as confidential a manner as possible. (§115.53(a))

2. Inmates/Offenders will be informed prior to giving them access, of the extent to which such communications will be monitored and the extent to which reports of abuse will be forwarded to authorities in accordance with mandatory reporting laws. (§115.53(b))

**S-550.13 Protection against Retaliation (§115.67)**

A. CPSO will protect all Inmates/Offenders and Staff Members who report sexual abuse or sexual harassment or cooperate with sexual abuse or sexual harassment investigations from retaliation by other Inmates/Offenders or Staff Members, and will designate which Staff



Member or Department that is charged with monitoring retaliation.  
(§115.67(a))

- B. CPSO will employ multiple protection measures, such as housing changes or transfers for Inmate/Offender Victims or Abusers, removal of alleged Staff Members or Inmate/Offender Abusers from contact with Victims, and emotional support services for Inmates/Offenders or Staff Members who fear retaliation for reporting sexual abuse or sexual harassment or for cooperating with investigations. (§115.67(b))
- C. For at least 90 days following a report of sexual abuse, CPSO will monitor the conduct and treatment of Inmates/Offenders or Staff Members who reported the sexual abuse and Inmates/Offenders who were reported to have suffered sexual abuse to determine if there are changes that may suggest possible retaliation by Inmates/Offenders or Staff Members and will act promptly to remedy any such retaliation. (§115.67(c))
  - 1. CPSO will continue such monitoring beyond 90 days if the initial monitoring indicates a continuing need.
  - 2. Monitoring will include periodic checks. (§115.67(d))
  - 3. This will be documented on the PREA Agency Protection against Retaliation for Inmates/Offenders/Staff Form (Form S-550.51).
  - 4. If any other individual cooperates with an investigation expresses a fear of retaliation, CPSO will take appropriate measures to protect that individual against retaliation. (§115.67(e))
  - 5. In the event an Inmate/Offender who is being monitored for retaliation is transferred, Classification will follow up with the receiving Facility to ensure continuity of retaliation monitoring.
  - 6. The obligation to monitor will terminate if CPSO determines the allegation is unfounded. (§115.67(f))
- D. Items CPSO will monitor include any Inmate/Offender disciplinary reports, housing, or program changes, or negative performance reviews or reassignments of Staff Members. (§115.67(c))
- E. The Staff Member receiving the report and/or the appropriate Supervisor will advise the Victim not to shower or otherwise hygienically clean or if the assault was oral, not to eat, drink, or brush the teeth or otherwise take any action that could damage or destroy physical evidence pending completion of the gathering of that evidence and/or the initial investigation.

- F. If the alleged assault has occurred within the previous 72 hours and evidence is obtainable or other circumstances dictate, arrangements will immediately be made to have the alleged Victim escorted under appropriate security provisions to the Medical Unit for assessment.
1. Testing for pregnancy, sexually transmitted diseases (HIV, gonorrhea, hepatitis etc.) and other diseases as determined by the Health Authority Personnel and counseling will be made available to the alleged Victim when appropriate.
- G. CPSO will offer all Victims of sexual abuse access to forensic medical examinations, whether on-site or at an outside Facility, without financial cost to the Victim, when evidentiary or medically appropriate. (§115.21(c))
1. Such examinations will be performed by Sexual Assault Forensic Examiners (SAFE's) or Sexual Assault Nurse Examiners (SANE's) where possible. (§115.21(c))
    - a. If SAFE's or SANE's cannot be made available, the examination can be performed by other qualified Medical Practitioners. (§115.21(c))
  2. CPSO will document its efforts to provide SAFE's and SANE's. (§115.21(c))
- H. The Victim Advocate will be notified immediately (but no later than the next business day), that an alleged sexual abuse has occurred. (§115.21(d))
1. The Victim Advocate will consult with the assigned Investigator and offer assistance to the alleged Victim as is appropriate. (§115.53(a))
  2. As requested by the Victim and with the alleged Victim's written consent utilizing the Consent for Victim Advocate (Form S-550.43), the Victim Advocate may participate in supporting Victims throughout the forensic medical examination process (ensuring compliance in confidentiality laws) and investigatory interviews and will provide emotional support, crisis intervention, information and referrals. (§115.21(e))
  3. The Victim Advocate may not obstruct or interfere with the course of the investigation in any manner.
  4. All conversations between the Victim Advocate and the alleged victim will remain confidential except when:

- a. Disclosure of the confidential information is necessary to protect the victim or another (Staff Member or Inmate/Offender) from potential harm.
  - b. The identity of the otherwise unknown alleged sexual predator is revealed.
- 5. The victim Advocate will not prepare or submit a report on conversations or functions performed while in the role of Victim while in the role of Victim Advocate.
- I. If the alleged victim is a Youthful Offender (or considered a vulnerable adult), the reporting requirements outlined in this Section will be followed. (*§115.61(d) and §115.21(b)*)
  - 1. Mandatory reporters of sexual abuse of a Youthful Offender include Health Practitioners, Mental Health/Social Service Practitioners, Clergy, Teachers and Law Enforcement Officers.
    - a. Failure to report sexual abuse of a Youthful Offender or a vulnerable adult by a mandatory reporter may result in disciplinary action taken by CPSO and the individual's professional licensing board.

**S-550.14 Reporting to Other Confinement Facilities (*§115.63*)**

- A. Upon receiving an allegation that an Inmate/Offender was sexually abused while confined at another Facility, the person at CCC that received the allegation will notify in writing the Jail Commander or Designee where the alleged abuse occurred. (*§115.63(a)*)
  - 1. An incident report will be written to document the incident and to make note the allegation has been reported to the Jail Commander or Designee. (*§115.63(c)*)
  - 2. Notification will be provided as soon as possible, but no later than 72 hours after receiving the allegation and documentation will be placed in the Inmate's/Offender's Record. (*§115.63(b)*)
  - 3. The Jail Commander or Designee will ensure the allegation is investigated in accordance with PREA standards. (*§115.63(d)*)

**S-550.15 Investigations (*§115.71*)**

- A. When sexual abuse is alleged, CPSO will use Investigators who have received special training in investigating incidents of sexual assault and sexual misconduct. (*§115.71(b)*)

2. Document in incident reports that includes a description of the physical and testimonial evidence, the reasoning behind credibility assessments, and investigative facts and findings. (§115.71(f)(2))
- L. Criminal investigations will be documented in a written report that contains a thorough description of physical, testimonial, and documentary evidence and attaches copies of all documentary evidence where feasible. (§115.71(g))
    1. Substantiated allegations of conduct that appears to be criminal will be referred for prosecution. (§115.71(h))
  - M. Alleged Aggressors who are Inmates/Offenders will be held in Administrative Segregation pending investigation and will remain there until the investigation is complete, unless other circumstances require the transfer of the alleged Inmate/Offender Aggressor.
    1. The Inmate/Offender accused of the predatory behavior will be evaluated by Mental Health Staff prior to the disciplinary hearing of the violation.
  - N. CPSO will retain all written reports for as long as the alleged abuser is incarcerated or employed with CPSO, plus five (5) years. (§115.71(i))
  - O. CPSO will attempt to conduct a mental health evaluation of all known Inmate/Offender on Inmate/Offender abusers within 60 days of learning of such abuse history and after treatment when deemed appropriate by mental health practitioners.
    1. This will be documented utilizing the Mental Health Evaluation for Substantiated Cases of Sexual Assault Form (Form S-550.39)

**S-550.17 Investigations of Sexual Abuse Occurring More Than 72 Hours after the Incident**

- A. Alleged Victim(s) and alleged Aggressor(s) will be immediately separated and assigned to an appropriate Housing Unit.
- B. Medical and mental health screening will be offered to all Victims.
- C. A determination will be made based upon the amount of time that has passed since the alleged incident occurred and the possibility of evidence still existing, as to whether the alleged Aggressor, if known to be an Inmate/Offender, should be placed in a dry cell to preserve forensic evidence.



**CADDO PARISH SHERIFF'S OFFICE  
CADDO CORRECTIONAL CENTER  
1101 FORUM DRIVE  
SHREVEPORT, LA. 71107  
PHONE (318) 677-5254**

**Sexual Assault and Sexual Misconduct with  
Inmates/Offenders**

**Volunteer/Intern/Contractor Acknowledgement Form**

Any sexual activity or relations or attempted sexual activity or relations between a Volunteer, Intern or Contractor and an Inmate/Offender are expressly forbidden.

Any violation will result in disbarment from the Caddo Correctional Center and the Transitional Work Program Facility and may include the filing of criminal charges as warranted.

I have read and understand the above statements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date



**CADDO PARISH SHERIFF'S OFFICE**  
**CADDO CORRECTIONAL CENTER**  
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**SHREVEPORT, LA. 71107**  
**PHONE (318) 677-5254**

**PREA Screening Checklist**

**I. Identifying Data**

Inmate/Offender Name (Print): \_\_\_\_\_ S.O. or DOC Number \_\_\_\_\_

Reason for Screening: \_\_\_\_\_ New Admission \_\_\_\_\_ Regular Review \_\_\_\_\_ Special Screening

**II. Possible Victim Factors**

	Yes/No	Source
1. Former Victim of prison rape or sexual assault – past 10 years	_____	_____
2. Youthful age (under 18)	_____	_____
3. Elderly (65 or older)	_____	_____
4. Small physical stature (5'6" or less and/or less than 140 lbs. – males only)	_____	_____
5. Developmental disability/Mental Health (LOC 1, 1F, 2, 2F)	_____	_____
6. First incarceration or prior incarcerations less than 30 days	_____	_____
7. Homosexual/bi-sexual/LGBTI & Gender non-conforming	_____	_____
8. History of any sexual abuse – past 5 years	_____	_____
9. History of Correctional Facility consensual sex – past 5 years (adult/juvenile)	_____	_____
10. History of Protective Custody – past 5 years (adult/juvenile)	_____	_____

(NOTE: the above variables require documented evidence)

**Victim Designation Process:** If "Yes" to item 1, enter "Known Victim" code. If "Yes" to two or more items other than item 1, enter Inmate/Offender as "Potential Victim"; otherwise designate Inmate/Offender as "Non-Victim".

**Scored Designation:** \_\_\_\_\_ Known Victim \_\_\_\_\_ Potential Victim \_\_\_\_\_ Non-Victim

**Victim Over-Ride:** \_\_\_\_\_ No \_\_\_\_\_ Yes (Cannot over-ride a known Victim, ONLY a potential Victim and Non-Victim)

If "Yes", indicate change: \_\_\_\_\_ "Potential Victim" to "Non-Victim" \_\_\_\_\_ "Non-Victim" to "Potential Victim"

Basis (why changed): \_\_\_\_\_

**III. Possible Predatory Factors**

	Yes/No	Source
1. History of institutional predatory sexual behavior – past 10 years	_____	_____
2. Any history of sexual abuse, sexual assault, physical abuse or domestic violence toward others – past 10 years (circle the behaviors noted)	_____	_____
3. Current gang affiliation or security threat group	_____	_____
4. History of strong-arming/assaults while incarcerated – past 5 years	_____	_____
5. History of Correctional Center Facility consensual sex – past 5 years	_____	_____

**Predator Designation Process:**

If "Yes" to item 1, enter "Known Predator" code. If "Yes" to two or more items other than item 1, designate Inmate/Offender as "Potential Predator", otherwise – designate Inmate/Offender as "Non-Predator".

**Scored Designation:** \_\_\_\_\_ Known Predator \_\_\_\_\_ Potential Predator \_\_\_\_\_ Non-Predator

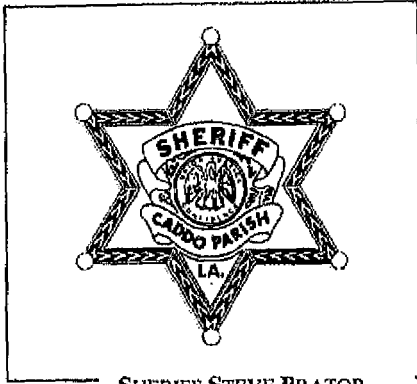
**Predator Over-Ride:** \_\_\_\_\_ No \_\_\_\_\_ Yes (Cannot over-ride a known Predator, ONLY a potential Predator and Non-Predator)

If "Yes" indicate change: \_\_\_\_\_ "Potential Predator" to "Non-Predator" \_\_\_\_\_ "Non-Predator" to "Potential Predator"

Basis – (Why Changed): \_\_\_\_\_

Completed By: \_\_\_\_\_ Facility: Caddo Correctional Center Date Completed: \_\_\_\_\_

Form: S-550.39 (revised 7/2014)



**CADDO PARISH SHERIFF'S OFFICE**  
**CADDO CORRECTIONAL CENTER**  
**1101 FORUM DRIVE**  
**SHREVEPORT, LA. 71107**  
**PHONE (318) 677-5254**

**PREA Reference Check**

This form must be completed on any applicant that has previous work history in a Penal Facility, Transitional Work Program, Juvenile Detention Center, Pretrial Detention Center, Long Term Medical Center, Nursing Home or Mental Institution.

TO: \_\_\_\_\_ Date: \_\_\_\_\_

FROM: Caddo Parish Sheriff's Office

RE: Applicant's Name: (Print) \_\_\_\_\_

The Prison Rape Elimination Act (Part 115.17 of Title 28 of the Code of Federal Regulations) legally requires that the questions contained within this form be asked and, unless prohibited by law, answered by certain previous Employers as defined above.

Employer, please answer the following questions regarding the above listed applicant. The applicant indicated prior work experience with you and has applied for a position with the Caddo Parish Sheriff's Office.

1. Was the Employee found to have engaged in any form of sexual abuse while employed? **NO / YES** (if yes, please explain) \_\_\_\_\_  
\_\_\_\_\_
2. Did the Employee have any substantiated allegations of sexual abuse or resign during a pending investigation of an allegation of sexual abuse? **NO / YES** (if yes, please explain) \_\_\_\_\_  
\_\_\_\_\_
3. Did the Employee have any sexual harassment charges filed against him/her? **NO / YES** (if so, please explain) \_\_\_\_\_  
\_\_\_\_\_

**Person completing the reference check:**

Name (Print): \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Please fax the completed form to:  
Attention: \_\_\_\_\_ Fax No.: \_\_\_\_\_

**To be completed by the Personnel Department:**

Date sent to Employer: \_\_\_\_\_ Date returned to HR: \_\_\_\_\_  Not returned  
Form: S-550.42 (revised 08/2017)



SHERIFF STEVE PRATOR

CADDO PARISH SHERIFF'S OFFICE  
CADDO CORRECTIONAL CENTER  
1101 FORUM DRIVE  
SHREVEPORT, LA. 71107  
PHONE (318) 677-5254

**Consent for Victim Advocate**

Inmate/Offender Name: \_\_\_\_\_ SO#: \_\_\_\_\_

I am familiar with the Prison Rape Elimination Act (PREA) and with the Caddo Parish Sheriff's Office (CPSO) policy S-550R implementing PREA in each CPSO operated facility. Upon request, I may be provided with a Victim Advocate for emotional support services as my sexual assault or sexual abuse is being investigated. The Victim Advocate may attend my medical examination, if I so desire, and may accompany me during the investigation process as warranted. All my conversation with the Victim Advocate will remain confidential except as necessary for the investigation.

Therefore, I elect the following:

- To have a Victim Advocate appointed to me.
- To refuse the assistance of a Victim Advocate.

\_\_\_\_\_  
Inmate/Offender Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Witness Signature (Staff Only)

\_\_\_\_\_  
Date





SHERIFF STEVE PRATOR

**CADDO PARISH SHERIFF'S OFFICE**  
**CADDO CORRECTIONAL CENTER**  
**1101 FORUM DRIVE**  
**SHREVEPORT, LA. 71107**  
**PHONE (318) 677-5254**

## Shower Preference Statement

Per PREA Standard §115.42(F)

I \_\_\_\_\_, do perceive myself to be a transgender Inmate/Offender. I have been given the opportunity to shower separately from other Inmates/Offenders. I have been informed of the procedures for reporting any concerns I may have relative to PREA.

- I have declined to shower separately from other Inmates/Offenders.
- I choose to shower separately from other Inmates/Offenders and understand the time will be determined by Security Staff.

\_\_\_\_\_  
Inmate/Offender Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Witness

\_\_\_\_\_  
Date



SHERIFF STEVE PRATOR

**CADDO PARISH SHERIFF'S OFFICE  
CADDO CORRECTIONAL CENTER  
1101 FORUM DRIVE  
SHREVEPORT, LA. 71107  
PHONE (318) 677-5254**

**Sexual Assault and Sexual Misconduct with  
Inmates/Offenders Acknowledgement Form**

Any sexual assault or sexual misconduct or attempted sexual assault or sexual misconduct between an Employee of the Caddo Parish Sheriff's Office (CPSO) and an Inmate/Offender is expressly forbidden. Any violation of this policy will result in disciplinary action up to and including termination and the filing of criminal charges as warranted. The following rules may be impacted and may be used for disciplinary reasons:

All CPSO Employees are governed by the Code of Conduct and Appearance (Administration SOP #26.001R). Since CPSO Employees are in a position of public trust, they are not to engage in any activities, either privately or officially, where a conflict of interest may exist. Furthermore, all Employees have sworn to uphold the Policy and Procedures contained in the Administration Manual and the Detention Manual and the laws of the State of Louisiana. The pertinent portions of Malfesance-Aggravated, contained in the Administration Manual and Detention Manual expressly prohibit the following behavior:

1. Employees shall not have sexual relations with another Employee while on duty.
2. All Employees must follow the intent of Administration SOP #26.004 "Harassment" in prohibiting sexual harassment conduct towards other Employees.

The pertinent portions of unauthorized activities with Inmates/Offenders contained in the Detention Manual expressly prohibit the following behavior:

1. Staff Sexual Misconduct with Inmates/Offenders – includes any behavior or act of a sexual nature directed toward an Inmate/Offender by an Employee, Volunteer, Contractor, Official Visitor or other Agency representative (excluding Inmate/Offender Family, Friends or other Visitors). Sexual relationships of a romantic nature between Staff Members and Inmates/Offenders are included in this definition.

In addition to the possibility of being charged with rape and/or sexual battery, any Staff Member who is found to have had sexual relations with an Inmate/Offender may be charged with Criminal Malfesance. La. R.S. 14:134.1, the code states:

1. It shall be unlawful and constitute malfesance in office, for any Person who is a Law Enforcement Officer, Officer of the DPS&C, or Employee of any Prison, Jail or Correctional Institution, or Persons employed by entities operating the Transitional Work Program (Work Release) of the DPS&C to engage in sexual intercourse or any other sexual conduct with a Person who is under their supervision and who is confined in a Prison, Jail, Transitional Work Program (Work Release), Correctional Institution or who is under the supervision of the Division of Probation and Parole.
2. Whoever violates a provision of this section shall be fined not more than ten thousand dollars (\$10,000), or imprisoned at hard labor for not more than ten (10) years, or both.

I have read and understand this policy entitled Sexual Assault and Sexual Misconduct with Offenders.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**THIS SIGNED FORM WILL BE PLACED IN AND MAINTAINED IN THE  
EMPLOYEE'S PERSONNEL RECORD.**



SHERIFF STEVE PRATOR

CADDO PARISH SHERIFF'S OFFICE  
CADDO CORRECTIONAL CENTER  
1101 FORUM DRIVE  
SHREVEPORT, LA. 71107  
PHONE (318) 677-5254

**Louisiana R.S: 14.134 – Malfeasance in Office**

**Official Misconduct and Corrupt Practices**

**La. R.S. 14.134 – Malfeasance in Office**

Malfeasance in Office is committed when any Public Officer or Public Employee shall:

1. Intentionally refuse or fail to perform any duty lawfully required of him/her, as such Officer or Employee; or
2. Intentionally perform any such duty in an unlawful manner; or
3. Knowingly permit any other Public Officer or Public Employee under his authority to intentionally refuse or fail to perform any duty lawfully required of him/her, or to perform any such duty in an unlawful manner.

Any duty lawfully required of a Public Officer or Public Employee when delegated by him to a Public Officer or Public Employee shall be deemed to be a lawful duty of such Public Officer or Employee. The delegation of such lawful duty shall not relieve the Public Officer or Employee of his lawful duty.

Whoever commits the crime of malfeasance in office shall be imprisoned for not more than five (5) years with or without hard labor or shall be fined not more than five thousand dollars or both.

**La. R.S. 14.134.1 – Malfeasance in office; sexual conduct prohibited with persons sentenced to the custody and supervision of the DPS&C**

1. It shall be unlawful and constitute malfeasance in office, for any person who is a Law Enforcement Officer, Officer of the DPS&C, or Employee of any Prison, Jail or Correctional Institution, or persons employed by entities operating the Transitional Work Program (Work Release) of the DPS&C to engage in sexual intercourse or any other sexual conduct with a person who is under their supervision and who is confined in a Prison, Jail, Transitional Work Program (Work Release), Correctional Institution or who is under the supervision of the Division of Probation and Parole.

Whoever violates a provision of this Section shall be fined not more than ten thousand dollars or imprisoned at hard labor for not more than ten (10) years, or both.

**La. R.S. 14.134.2 Malfeasance in Office; tampering with evidence**

It shall be unlawful and constitute malfeasance in office for a peace officer to tamper with evidence.

1. For the purposes of this Section, "a peace officer" shall be defined as a commissioned State, Parish, or Municipal Police Officer, a Sheriff or a Deputy Sheriff.
2. For purposes of this Section, "tampering with evidence" is the intentional alteration, movement, removal, or addition of any object or substance when the peace officer:
  - a. knows or has good reason to believe that such object or substance will be the subject of any investigation by state, local, or federal law enforcement officers, and
  - b. acts with the intent of distorting the results of such an investigation.

Whoever violates this Section shall be fined not more than ten thousand dollars or be imprisoned with or without hard labor for not more than three (3) years or both.

I have read and I understand the Louisiana State Criminal Code Malfeasance Law – La. R.S. 14.134.

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Form: S-560.37 (revised 07/2014)



SHERIFF STEVE PRATOR

**CADDO PARISH SHERIFF'S OFFICE  
CADDO CORRECTIONAL CENTER  
1101 FORUM DRIVE  
SHREVEPORT, LA. 71107  
PHONE (318) 677-5254**

**Authorization to Contact  
Previous Employers**

I hereby authorize the Personnel Department of the Caddo Parish Sheriff's Office, to contact any of my prior Employers, whether listed on my employment application or not, to ascertain information required by the Prison Rape Elimination Act, Part 115 of Title 28 of the Code of Federal Regulations. I further understand that prior to any offer of employment by the Caddo Parish Sheriff's Office that such information must be obtained.

I understand that if I do not authorize such contact, I will not be eligible for employment with the Caddo Parish Sheriff's Office.

I further understand that this authorization will remain valid for the duration of my employment with the Caddo Parish Sheriff's Office.

\_\_\_\_\_  
Applicant's Name (Print)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date



SHERIFF STEVE PRATOR

CADDO PARISH SHERIFF'S OFFICE  
CADDO CORRECTIONAL CENTER  
1101 FORUM DRIVE  
SHREVEPORT, LA. 71107  
PHONE (318) 677-5254

**PREA Requirements for Applicants and Employees  
Being Considered for Hire, Assigned to Special Duty  
and/or Promotion**

Applicant/Employee Name (Print): \_\_\_\_\_

Date: \_\_\_\_\_ Department #: \_\_\_\_\_ Job Title: \_\_\_\_\_

Please answer the following questions in accordance with the Prison Rape Elimination Act, Part 115 of Title 28 of the Code of Federal Regulations:

1. Have you engaged in sexual abuse in a Community Confinement Facility, Jail, Lockup or Prison as defined in CPSO Policy and Procedure S-550R – "Prison Rape Elimination Act?  
No / Yes (if yes, please explain) \_\_\_\_\_
2. Have you been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the Victim did not consent or was unable to consent or refuse? No / Yes (if yes, please explain) \_\_\_\_\_
3. Have you ever been disciplined or personally sued due to allegations of engaging in the activity described in number 2 above? No / Yes (if yes, please explain) \_\_\_\_\_
4. Have you ever had a substantiated allegation of sexual abuse or any sexual harassment charge filed against you? No / Yes (if yes, please explain) \_\_\_\_\_

**NOTE:** Each Employee has a personal responsibility for disclosing to CPSO Personnel within 72 hours, any such conduct of which you are accused or charged and/or convicted. Such disclosure is not an admission of guilt. Omissions regarding such conduct or providing false information about such conduct shall be grounds for disciplinary action up to and including dismissal.

I certify that I have read, understand and truthfully answered the above questions. I also understand my responsibility to notify CPSO Personnel of any such accusations, charges or convictions levied against me for such conduct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



SHERIFF STEVE PRATOR

CADDO PARISH SHERIFF'S OFFICE  
CADDO CORRECTIONAL CENTER  
1101 FORUM DRIVE  
SHREVEPORT, LA. 71107  
PHONE (318) 677-5254

### Louisiana R.S: 14.134 – Malfeasance in Office

#### Official Misconduct and Corrupt Practices

##### La. R.S. 14.134 – Malfeasance in Office

Malfeasance in Office is committed when any Public Officer or Public Employee shall:

1. Intentionally refuse or fail to perform any duty lawfully required of him/her, as such Officer or Employee; or
2. Intentionally perform any such duty in an unlawful manner; or
3. Knowingly permit any other Public Officer or Public Employee under his authority to intentionally refuse or fail to perform any duty lawfully required of him/her, or to perform any such duty in an unlawful manner.

Any duty lawfully required of a Public Officer or Public Employee when delegated by him to a Public Officer or Public Employee shall be deemed to be a lawful duty of such Public Officer or Employee. The delegation of such lawful duty shall not relieve the Public Officer or Employee of his lawful duty.

Whoever commits the crime of malfeasance in office shall be imprisoned for not more than five (5) years with or without hard labor or shall be fined not more than five thousand dollars or both.

##### La. R.S. 14.134.1 – Malfeasance in office; sexual conduct prohibited with persons sentenced to the custody and supervision of the DPS&C

1. It shall be unlawful and constitute malfeasance in office, for any person who is a Law Enforcement Officer, Officer of the DPS&C, or Employee of any Prison, Jail or Correctional Institution, or persons employed by entities operating the Transitional Work Program (Work Release) of the DPS&C to engage in sexual intercourse or any other sexual conduct with a person who is under their supervision and who is confined in a Prison, Jail, Transitional Work Program (Work Release), Correctional Institution or who is under the supervision of the Division of Probation and Parole.

Whoever violates a provision of this Section shall be fined not more than ten thousand dollars or imprisoned at hard labor for not more than ten (10) years, or both.

##### La. R.S. 14.134.2 Malfeasance in Office; tampering with evidence

It shall be unlawful and constitute malfeasance in office for a peace officer to tamper with evidence.

1. For the purposes of this Section, "a peace officer" shall be defined as a commissioned State, Parish, or Municipal Police Officer, a Sheriff or a Deputy Sheriff.
2. For purposes of this Section, "tampering with evidence" is the intentional alteration, movement, removal, or addition of any object or substance when the peace officer:
  - a. knows or has good reason to believe that such object or substance will be the subject of any investigation by state, local, or federal law enforcement officers, and
  - b. acts with the intent of distorting the results of such an investigation.

Whoever violates this Section shall be fined not more than ten thousand dollars or be imprisoned with or without hard labor for not more than three (3) years or both.

I have read and I understand the Louisiana State Criminal Code Malfeasance Law – La. R.S. 14.134.

Signature J. White Printed Name Jay Kaylen White Date 10/13/23

Form: S-550.37 (revised 07/2014)



**CADDO PARISH SHERIFF'S OFFICE**  
CADDO CORRECTIONAL CENTER  
1101 FORUM DRIVE  
SHREVEPORT, LA. 71107  
PHONE (318) 677-5254

### **Sexual Assault and Sexual Misconduct with Inmates/Offenders Acknowledgement Form**

Any sexual assault or sexual misconduct or attempted sexual assault or sexual misconduct between an Employee of the Caddo Parish Sheriff's Office (CPSO) and an Inmate/Offender is expressly forbidden. Any violation of this policy will result in disciplinary action up to and including termination and the filing of criminal charges as warranted. The following rules may be impacted and may be used for disciplinary reasons:

All CPSO Employees are governed by the Code of Conduct and Appearance (Administration SOP #26.001R). Since CPSO Employees are in a position of public trust, they are not to engage in any activities, either privately or officially, where a conflict of interest may exist. Furthermore, all Employees have sworn to uphold the Policy and Procedures contained in the Administration Manual and the Detention Manual and the laws of the State of Louisiana. The pertinent portions of Malffeasance-Aggravated, contained in the Administration Manual and Detention Manual expressly prohibit the following behavior:

1. Employees shall not have sexual relations with another Employee while on duty.
2. All Employees must follow the intent of Administration SOP #26.004 "Harassment" in prohibiting sexual harassment conduct towards other Employees.

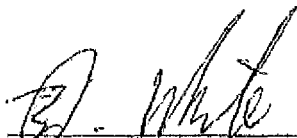
The pertinent portions of unauthorized activities with Inmates/Offenders contained in the Detention Manual expressly prohibit the following behavior:


1. Staff Sexual Misconduct with Inmates/Offenders - includes any behavior or act of a sexual nature directed toward an Inmate/Offender by an Employee, Volunteer, Contractor, Official Visitor or other Agency representative (excluding Inmate/Offender Family, Friends or other Visitors). Sexual relationships of a romantic nature between Staff Members and Inmates/Offenders are included in this definition.

In addition to the possibility of being charged with rape and/or sexual battery, any Staff Member who is found to have had sexual relations with an Inmate/Offender may be charged with Criminal Malffeasance. La. R.S. 14:134.1, the code states:

1. It shall be unlawful and constitute malffeasance in office, for any Person who is a Law Enforcement Officer, Officer of the DPS&C, or Employee of any Prison, Jail or Correctional Institution, or Persons employed by entities operating the Transitional Work Program (Work Release) of the DPS&C to engage in sexual intercourse or any other sexual conduct with a Person who is under their supervision and who is confined in a Prison, Jail, Transitional Work Program (Work Release), Correctional Institution or who is under the supervision of the Division of Probation and Parole.
2. Whoever violates a provision of this section shall be fined not more than ten thousand dollars (\$10,000), or imprisoned at hard labor for not more than ten (10) years, or both.

I have read and understand this policy entitled Sexual Assault and Sexual Misconduct with Offenders.

  
\_\_\_\_\_  
Employee's Signature

 10/13/23  
\_\_\_\_\_  
Printed Name Date

**THIS SIGNED FORM WILL BE PLACED IN AND MAINTAINED IN THE EMPLOYEE'S  
PERSONNEL RECORD.**



SGT. NICKIE MASTRODOMENICO  
COMPLIANCE COORDINATOR  
ADMINISTRATION SERGEANT  
CADDO CORRECTIONAL CENTER  
1101 FORUM DRIVE  
SHREVEPORT, LA. 71107

PHONE: 318-677-5254 EXT. 5103  
FAX: 318-677-5297

E-MAIL:  
NICKIEMASTRODOMENICO@CADDOSHERIFF.ORG

## Detention Policy Manual Acceptance Form

Date: 10/13/23

I, Ja'Kaglin White acknowledge the Detention Policies and Procedures manual is located on the Public Server – Detention P&P, which can be accessed by a PC throughout CCC. I will also be responsible for checking the Public Server for any Policy and Procedure updates and I will be held accountable for all changes to Policies and Procedures.

In addition, I also acknowledge I have the knowledge and/or understanding of how to access the Policy and Procedure files on a computer. I further understand all Detention Bureau Staff Members are responsible for knowing and adhering to all CPSO Detention Bureau Policies and Procedures.

[Signature]  
Deputy Signature

305  
Comm. #

\*Note – This form will be added to the Employee's personnel file maintained at CCC.





SHERIFF STEVE PRATOR

CADDO PARISH SHERIFF'S OFFICE  
PERSONNEL DIVISION  
505 TRAVIS STREET, ROOM 700  
SHREVEPORT, LA. 71107  
PHONE: (318) 681-0812

### Authorization to Contact Previous Employers

I hereby authorize the Personnel Department of the Caddo Parish Sheriff's Office, to contact any of my prior Employers, whether listed on my employment application or not, to ascertain information required by the Prison Rape Elimination Act, Part 115 of Title 28 of the Code of Federal Regulations. I further understand that prior to any offer of employment by the Caddo Parish Sheriff's Office that such information must be obtained.

I understand that if I do not authorize such contact, I will not be eligible for employment with the Caddo Parish Sheriff's Office.

I further understand that this authorization will remain valid for the duration of my employment with the Caddo Parish Sheriff's Office.

Shaneicia Smith  
\_\_\_\_\_  
Applicant's Name (Print)

S. Smith  
\_\_\_\_\_  
Applicant's Signature

10/14/23  
\_\_\_\_\_  
Date

Wittia [unclear] 10/16/23  
\_\_\_\_\_  
Witness

10-16-23  
\_\_\_\_\_  
Date



SHERIFF STEVE PRATOR

CADDO PARISH SHERIFF'S OFFICE  
PERSONNEL DIVISION  
505 TRAVIS STREET, ROOM 700  
SHREVEPORT, LA. 71107  
PHONE: (318) 681-0812

**PREA Requirements for Applicants and Employees Being Considered for Hire, Assigned to Special Duty and/or Promotion**

Applicant/Employee Name (Print): Shaneicia Smotki  
Date: 10/14/23 Department #: 51 Job Title: Security Deputy

Please answer the following questions in accordance with the Prison Rape Elimination Act, Part 115 of Title 28 of the Code of Federal Regulations:

- Have you engaged in sexual abuse in a Community Confinement Facility, Jail, Lockup or Prison as defined in CPSO Policy and Procedure S-550R – "Prison Rape Elimination Act"?  
 No  Yes (if yes, please explain)  
\_\_\_\_\_
- Have you been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the Victim did not consent or was unable to consent or refuse?  
 No  Yes (if yes, please explain)  
\_\_\_\_\_
- Have you ever been disciplined or personally sued due to allegations of engaging in the activity described in number 2 above?  
 No  Yes (if yes, please explain)  
\_\_\_\_\_
- Have you ever had a substantiated allegation of sexual abuse or any sexual harassment charge filed against you?  
 No  Yes (if yes, please explain)  
\_\_\_\_\_

**NOTE:** Each Employee has a personal responsibility for disclosing to CPSO Personnel within 72 hours, any such conduct of which you are accused or charged and/or convicted. Such disclosure is not an admission of guilt. Omissions regarding such conduct or providing false information about such conduct shall be grounds for disciplinary action up to and including dismissal.

I certify that I have read, understand and truthfully answered the above questions. I also understand my responsibility to notify CPSO Personnel of any such accusations, charges or convictions levied against me for such conduct.

Signature: S. Smotki Date: 10/14/23

Form: S-550.41 (revised 08/2017)

## 2023 Detention In-Service Training Schedule

1 <sup>ST</sup> HALF (Online)	COURSES	INSTRUCTOR	LOCATION	CREDIT HOURS
Legal	Use of Force Policy	Academy Staff	Online	1 Credit
	Racial Profiling Policy	Academy Staff	Online	1 Credit
	PREA	Academy Staff	Online	2 Credit
Medical	Bloodborne Pathogens	Academy Staff	Online	1 Credit
	Suicide Prevention	Academy Staff	Online	1 Credit
	Basic Trauma Care	Academy Staff	Online	1 Credit
Def. Tactics	MDTS	Academy Staff	Online	1 Credit
	MEB	Academy Staff	Online	1 Credit
	SKD	Academy Staff	Online	2 Credit
	GAGE	Academy Staff	Online	2 Credit
	TASER	Academy Staff	Online	1 Credit
	OCAT	Academy Staff	Online	2 Credit
Electives	Use of Restraints	Academy Staff	Online	1 Credit
	Social Media Policy	Academy Staff	Online	1 Credit
	Inmate Rules and Regulations	Academy Staff	Online	1 Credit
	Emergency Situations	Academy Staff	Online	1 Credit
	Contraband	Academy Staff	Online	1 Credit
	Interpersonal Communication	Academy Staff	Online	1 Credit
	Weapon Cleaning and Maintenance	Academy Staff	Online	1 Credit
	Code of Conduct	Academy Staff	Online	1 Credit
	Situational Awareness	Academy Staff	Online	1 Credit
	Sovereign Citizen	Academy Staff	Online	1 Credit
	Drug Recognition	Academy Staff	Online	2 Credit
	Mental Illness	Academy Staff	Online	1 Credit
	Critical Incident Stress Management	Academy Staff	Online	1 Credit
	<b>Total Hours: 30</b>			

2 <sup>ND</sup> HALF (Practical)	COURSES	INSTRUCTOR	LOCATION	TIME
	Firearms/Taser Training	Academy Staff	Academy	0700-1100
	Lunch	N/A	N/A	1100-1130
	Active Shooter Training	Academy Staff	Academy	1130-1330
	All Ages CPR/AED/ Adult 1st Aid	Academy Staff	Academy	1330-1430
	MDTS/MEB/OCAT Practical	Academy Staff	Academy	1430-1730
<b>Total Hours: 12</b>				

**\*\*\*\*All On-Line Courses MUST be completed prior to attending in-service practical\*\*\*\***

Session #	1 <sup>st</sup> Half Begin Date (Online Courses Open)	1 <sup>st</sup> Half End Date (Online Courses End)	2 <sup>nd</sup> Half Date(s) (Hands-on Training begins)
1	January 1, 2022	March 6, 2023	March 7, 2023
2	January 1, 2022	March 20, 2023	March 21, 2023
3	January 1, 2022	May 22, 2023	May 23, 2023
4	January 1, 2022	June 26, 2023	June 27, 2023
5	January 1, 2022	July 26, 2023	July 27, 2023
6	January 1, 2022	August 14, 2023	August 15, 2023
7	January 1, 2022	August 28, 2023	August 29, 2023
8	January 1, 2022	September 4, 2023	September 5, 2023
9	January 1, 2022	September 18, 2023	September 19, 2023
10	January 1, 2022	October 2, 2023	October 3, 2023
11	January 1, 2022	October 16, 2023	October 17, 2023

**Failure to attend all parts of this training can result in disciplinary action and loss of POST Certification.**

- Other courses mandated by POST will be announced & conducted department-wide during the year.
- All On-Line Courses **MUST** be completed prior to attending Practical In-Service.

## CADDO PARISH SHERIFF'S OFFICE Attendance Form

PLEASE PRINT ALL INFORMATION -- Instructor(s) must complete all gray-highlighted areas.

Date: 03.20.2023	Instructor Name & Comm. #: Sgt. Nickie Mastredomenolo	Instructor Name & Comm. #:	Instructor Name & Comm. #:
---------------------	--	----------------------------	----------------------------

Course information [to be completed by the instructor(s)] -- complete all gray areas for proper data entry:

Course Title: PREA Training -- Min./Val.	Source/Vendor: CPSO	# Credit Hours: 1	Date completed: 03.20.2024	Date certificate expires: 03.20.2024
---	------------------------	----------------------	-------------------------------	---

Course Code (Assigned by Training Division):

#	Comm. #:	Rank:	First Name (Print):	Last Name (Print):	Score:	Circle one:	Tng. Div. Use:
01			Alex	Boone		Pass / Fail	
02			Detroit	Harris		Pass / Fail	
03			Martin	Young		Pass / Fail	
04			STEVE	MORTIMER		Pass / Fail	
05			Anaelica	ALONSO		Pass / Fail	
06			Ayanda	HUMICK		Pass / Fail	
07			Thomas	Lioi		Pass / Fail	
08			Sody	MANUEL		Pass / Fail	
09			Charles	Stalnaker		Pass / Fail	
10			Laura Kusschi	Kusschi		Pass / Fail	
11			Darlene	Tasby		Pass / Fail	
12						Pass / Fail	
13						Pass / Fail	
14						Pass / Fail	
15						Pass / Fail	
16						Pass / Fail	
17						Pass / Fail	
18						Pass / Fail	
19						Pass / Fail	
20						Pass / Fail	
21						Pass / Fail	

**PREA SCREENING CHECKLIST**

**I. Identifying Data**

Inmate/Offender

Hurst, Melanie A

SO Number:

141643

Reason for Screening



New Admission



Regular Review



Special Referral

**II. Possible Victim Factors (A - Automatic; B-2 points each; C-1 point each)**

#	Factor	Yes/No	Source
A1	Victim of prison rape or sexual assault?	N	Self Reported
B1	Physical disability, developmental disability?	N	
C1	Mental disability (LOC1, 1F, 2, 2F)?	N	
C2	History of past sexual abuse?	N	
C3	First time incarcerated?	N	
C4	Are you, or do others perceive you to be lesbian, gay, bisexual, transgender, intersex or gender non-conforming?	N	
C5	Do you consider yourself vulnerable to sexual assault?	N	
C6	Youthful age - under 18?	N	
C7	Elderly - age 65 or older	N	
C8	Small/slight physical stature (See instructions)?	N	
C9	Detained solely for civil immigration purposes?	N	
C10	Has an exclusively non-violent criminal history?	N	
C11	Has a previous conviction of a sex offense against an adult or child?	N	

Automatic



Total Points

2

**II. Possible Predatory Factors (A - Automatic; B-1 point each)**

#	Factor	Yes/No	Source
A1	History of predatory sexual behavior or sexual intimidation in institutional setting?	N	Self Reported
B1	Current conviction for sex offense against an adult or child?	N	
B2	Prior conviction for sex offense against an adult or child?	N	
B3	Current conviction for non sexual violent offense against an adult or child?	N	
B4	Prior conviction for non sexual violent offense against an adult or child?	N	
B5	History of institutional violence(see instructions)	N	

Automatic



Total Points

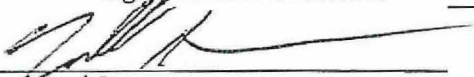
0

**IV. Scored Designation:**

- HRSV (BLUE) Automatic, or 4 or more pts.
- HRSP (RED) Automatic, or 4 or more pts.
- No significant risk indicated (GREEN)

Override Comments: \_\_\_\_\_

Signature for override: \_\_\_\_\_



Caddo Correctional Center

5/20/2023

Completed By

Facility

Date Completed

Original Inmate's/Offender's Medical Record

Copy: Inmate's/Offender's Record



Sheriff Steve Prator

CADDO PARISH SHERIFF'S OFFICE  
CADDO CORRECTIONAL CENTER  
1101 FORUM DRIVE  
SHREVEPORT, LA 71107  
PHONE (318) 677-5254

**INMATE PREA VIDEO:**

**"PREA - WHAT YOU NEED TO KNOW"**

I, Inmate/Offender Hurst, Melanie A S.O.# 141645

Watched the PREA video titled "PREA" -What you Need to Know" on

5/20, 20 23 while being incarcerated at the Caddo Correctional Center.

**Inmate on Staff Members and Inmate on Inmate Attempted Sexual Misconduct:**

- An incident in which attempted contact occurred without the person's consent or of a person who is unable to consent or refuse or through coercion.
- Attempted contact between the penis and the vagina and the anus, including penetration, however slight. It does not include kicking, grabbing or punching genitals, when the intent is to harm or debilitate rather than to sexually exploit.
- Attempted contact between the mouth and the penis, vagina or anus.
- Attempted penetration of the genitalia and/or anal opening of another person by a hand, finger or other body part or object.

⇒ Melanie H Hurst  
Inmate/Offender Signature

141645  
S.O.#

Willi Lee  
Deputy Signature

2405  
Comm#

2015  
Time Watched

Revised: 06/201

Sheriff and Ex-officio Tax Collector  
505 Travis Street Room 700 Shreveport, Louisiana 71101  
(318) 681-0687 Web Site: www.caddosheriff.org

#130001



Sheriff Steve Prator

SPD

CADDO PARISH SHERIFF'S OFFICE  
CADDO CORRECTIONAL CENTER  
1101 FORUM DRIVE  
SHREVEPORT, LA 71107  
PHONE (318) 677-5254

BOOKING ASSESSMENT FORM

Name: Hurst, Melanie A CSO# 141645

1. Have you traveled outside of the U.S. within the last 21 days?  
If yes, where & how long?  YES  NO

2. Have you been in contact with anyone who has travelled outside the U.S. within the last 21 days?  YES  NO

3. Have you been in direct contact with anyone that has displayed symptoms associated with the Corona virus such as severe headache, vomiting, diarrhea, muscle pain, abdominal pain, or unexplained hemorrhage within the past 2 days?  YES  NO

4. Do you have any enemies in this facility?  YES  NO  
Who? \_\_\_\_\_

5. Do you have any injuries or medical problems that we need to know about?  YES  NO  
What? Diabetes, High cholesterol, Asthma Temperature 98.0

6. Do you have any homosexual tendencies?  YES  NO

7. Are you taking any medication at this time?  YES  NO  
What kind of medication do you take? \_\_\_\_\_

Medication inventoried by (Deputy?) \_\_\_\_\_  
Nurse notified about medication: \_\_\_\_\_

8. Have you ever tried to commit suicide?  YES  NO  
When? 20 yrs How? overdose  
Do you feel suicidal now?  YES  NO

⇒ Melanie A Hurst  
INMATE SIGNATURE

5/20/2023  
DATE

[Signature]  
DEPUTY SIGNATURE

rev. 03/21/2022

Louisiana Department of  
Public Safety and Corrections

**CORONAVIRUS (COVID-19) SCREENING CHECKLIST**

(Version 3)

Supersedes checklist issued 3.16.2020

*Hurst, Melanie A*

*141645*  
*5/20/2023*

VERBALLY ASK INDIVIDUAL SEEKING TO ENTER FACILITY THE BELOW QUESTIONS AND RECORD ANSWERS VIA BELOW CHECK BOX.

1.  Yes  No In the last 14 days, have you been around anyone that is known to have tested positive for Coronavirus (COVID-19)
2.  Yes  No Do you currently have a fever?
3.  Yes  No Do you currently have a new onset of shortness of breath?
4.  Yes  No Do you currently have a cough?
5.  Yes  No In the last 14 days, have you travelled into or from Orleans and/or Jefferson parish?

**NEXT STEPS:**

- If the individual answered no to all of the above, he/she is cleared for purposes of this screening.
- If the individual answered "yes" to either question(s) 1 or 2 (or to both); he/she shall be denied entrance to the facility.
- If the individual answered "yes" to one or more of question 3,4 or 5 the individual's temperature shall be taken:
  - If the individual has a temperature of 100.00 Degrees Fahrenheit or higher, he/she shall be denied entrance to the facility.
  - If the individual does not have a temperature of 100 degrees or higher, but exhibits or self-reports symptoms of shortness of breath or coughing, he/she is cleared for purposes of this screening, but may also be required to wear a mask throughout the duration of the stay on the premises as determined by an appropriate health care practitioner.

**Denials:**

1. Any person denied entrance to the facility pursuant to this checklist shall be verbally directed to seek medical advice regarding risk of exposure to the virus from an outside qualified emergency health care provider.
2. If the person the denied pursuant to this screening is an employee of the LADOC, immediately notify facility Warden (if prison) or HR (if HQ) or District Manager (if P&P).



CADDO PARISH SHERIFF'S OFFICE  
Correctional Center  
HOUSING UNIT DAILY LOG SHEET

START	END	DEPUTY	EVENT	COUNT
0541	0551	C-----D	shift change/Tourcheck/48 tablets 1 remote	96
0547	0549	487	Fire drill check	96
0554	0600	487	Tablet passout	96
0609	0616	487	Snakebites (1, 2, 3)	96
0625	0625	487, 591	- 2 THD (Williams, Washington)	94
0631	0630	591, 487	Tour check	94
0641	0710	591, 487	Meal pass	94
0650	0650	591, 487	10 minute warning cell inspection	94
0655	0655	591, 487	5 minute warning cell inspection	94
0700	0712	591, 487	cell inspection	94
0701	0705	591, 487	X gender in unit	94
0704	0744	591, 487	Rec cell (2-14) doors on access	94
0704	0712	591, 487	Tour check	94
0730	0730	591, 487	- 1 THD (Matthews)	93
0738	0738	407	Lt check X gender	74
0745	0826	591, 487	Rec (15, 24) doors on access	93
0855	0812	591, 487	Tour check	93
0808	0808	591, 487	THD (Matthews)	94
0810	0810	591, 487	COVID testing (Hill)	94
0820	0850	591, 487	- 4 men + 1 Richardson, Miller, Flynn	90
0830	0830	591, 487	- 3 vial Bell, Crawford, Williams	87
0838	0908	591, 487	Rec (34-40)	87
0904	0915	570	Soft check	77
0904	0915	570	X gender in unit	77
0911	0925	591	Sick call	87
0918	0958	591, 487	Rec (25-38)	87
0922	0932	591, 487	Tour check	87
0923	0923	591, 487	H Green	88
0930	0930	591, 487	- 6 prog (Foy, Barnett, Greene, Frost, Walker)	82
0938	0938	591, 487	Comm # 13	82
0959	1000	591, 487	Meal count <sup>82</sup> sandwiches <sup>4</sup> diet <sup>82</sup> chips	82

STD. 0416-05

DATE: 01/31/2023

SHIFT: D-TEAM

UNIT: GOLF

DEPUTIES:

J. O'Neal-Taylor - 487  
S. Smith - 591

(OVER)

Pg. 1

LanguageLine Personal Interpreter Invoices



Charges for May 2023

Account	Commander Rick Farris
Email	nickie.watson@caddosheriff.org

Date	Called From	Language	Interpreter	Minutes	Charge
05/04/2023 05:56 AM PDT	3186775254	SPANISH	388037	5	\$19.75

Total	\$19.75
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**Caddo Parish Sheriff's Office  
Caddo Correctional Center  
Daily Shift Assignment B-Team**

**Saturday**  
October 07, 2023

Watch Commander	Lt. Z. Thomas 404		
Watch Sergeants	Sgt. J. Williams 481	Sgt. T. Brewer 447	
Master Control	C. Wiley 623	S. Thomas (OT) 18-21	
Visitation	J. Bryant 682		G
Alpha	C. Daniels 590	L. Hassen 620	B, MHM-1
Bravo	D. Malone 527		
Charlie	D. Sheen 542 1800-0600	T. Bullock 664	D
Delta	S. Antwine 429		
Echo	J. Anderson 485		
Foxtrot	A. Stephens 472	S. Jackson 583 (OT) @2	E
Golf	S. Scott 614 @1930	S. Smith for Scott	
Hotel	T. Brown 521	A. Anthony 687	MHF
Infirmary	B. Horton 534 1800-0600	G. Lawrence 439 1800-2200	
Counseling			
Seg1	N. Cantor 484	G. Johnson 640	
Seg2	J. Oneal-Taylor 487 1800-22	C. Willis 514 1800-2200	
	J. Thomas (OT) @2130		
Men's Mental Health	W. Henderson 466	J. Porter 680	
Female Mental Health	S. Gladney 533		
ERT	B. Riley 460	J. Clark 685	T. Moore (OT) 18-00

Off

<u>Supervisors</u>	Sgt. L. Turner 477	
<u>ERT</u>		
<u>Sick</u>	L. Gaines 522	C. Edwards 566
<u>Vacation</u>	T. Jennings 588	L. Pringle 631
<u>Other</u>	I. Pierre 611	
<u>Academy</u>		

## **0600-1800 HOTEL HOUSING UNIT POST ORDERS**

**0445-0500** Check mail box and shift roster.

(\*) Report to Key Window, check-out keys and get any needed supplies (printer paper, gloves, etc.).

**0530-0545** Be seated and ready for briefing/shift meeting.

**0545-0600** Report directly to assigned Unit.

(\*) Conduct Housing Unit/Area Inmate headcount and formal tour check and forward the count to the Records Dept. Intercom 5168.

(\*) Visually inspect Housing Unit for proper equipment and cleanliness.

(\*) Receive relevant information from off-going deputy(s).

(\*) Deactivate SMS by scanning access card and assume responsibility of the Housing Unit.

**0630-1040** Begin morning recreation periods

**One Tier One Hour Intake Recreation -**

**Youthful Offender Cells** - Begin with mental health watches, If applicable 0600-0830

Tier One Gen. Pop - 0830-0930

Tier Two Gen Pop - 0940-1040

(\*) Conduct minimum of three (3) cell shakedowns.

(\*) Conduct Cell Inspection any time an inmate is outside of their cell.

(\*) Ensure all doors are secure when an inmate comes out of the cell.

**0830-1030** Commissary

Tuesdays & Fridays - Hotel

**0930-** Lunch Buggies 10-8 (Meal Buggies should be secured inside of the unit)

1045 – Begin announcements for Head count roll call

- Assign and notify daily Inmate Workers

1045 – 1100 – Conduct Head count roll call and formal tour check using the SMS

**1100-Meal begins.**

- Send insulin inmates to medical; As soon as the inmates return, they must be fed
- inspect the cart(s), inventory the contents, log the number of trays on the log sheet,
- direct Inmate Workers to make meal preparations.

(\* Conduct Inmate meal in the dayroom.

(\* Lockdown all Inmates after meal procedures except for Inmate Workers.

(\* Supervise cleaning by Inmate Workers after meal procedures.

1100-1300 Take Lunch Break / Relieve Assigned Units.

1200 Medication pass.

1300- 1500 Youthful Offender One hour recreation

(\* Conduct (3) cell shakedowns (if not completed already).

(\* Conduct Cell Inspection any time an inmate is OUTSIDE of their cell.

(\* Ensure all doors are secure when an inmate comes out of the cell.

1515-1530 Conduct an Inmate headcount/roll call and formal tour check using the SMS

1530-1700 Assign and notify daily Inmate Workers. Upon arrival of food cart(s), inspect the cart(s), inventory the contents, log the number of food items/trays on the log sheet, and direct Inmate Workers to make meal preparations.

(\* Conduct Inmate meal procedures.

(\* Lockdown all Inmates after meal procedures except for Inmate Workers.

(\* Supervise cleaning by Inmate Workers after meal procedures.

(\* Return Station K buggies no later than 1700 hours.

**1650-1700** Give warnings for the 1700 hour headcount/roll call.

**1700** Conduct an Inmate headcount/roll call and formal tour check using the SMS

(\* Ensure all paperwork is filled out correctly for the shift (log sheets, shakedown logs, lockdown logs).

(\* Print a current Inmate Housing Unit/Area Headcount Report, Alpha Roster, High Risk report and Daily Log Sheet.

**1730-1745** When Master Control announces the count is 10-8, activate the SMS with your access card.

(\* Assist on-coming Deputy conducting shift change headcount.

(\* Exchange relevant information with the on-coming Deputy(s).

(\* Relinquish necessary equipment to on-coming Deputy(s), if applicable.

(\* Exit Housing Unit upon notification by Master Control the count is clear.

(\* Turn in keys at Key Window.

## **1800-0600 HOTEL HOUSING UNIT POST ORDERS**

**1645-1700** Check mail box and shift roster.

(\* Report to Key Window, check-out keys and get any needed supplies (printer paper, gloves, etc.).

**1730-1745** Be seated and ready for briefing/shift meeting.

**1745-1800** Report directly to assigned Unit.

(\* Conduct Housing Unit/Area Inmate headcount and formal tour check

(\* Visually inspect Housing Unit for proper equipment and cleanliness.

(\* Receive relevant information from off-going deputy(s).

(\* Deactivate SMS by scanning access card and assume responsibility of the Housing Unit.

**1800-2000** Medication pass

**1830-2000** Begin evening recreation period

Tier One – 1830-1910

Tier Two – 1920-2000

### **2000-2245 Youthful Offender Cells Rec**

**2245-2300** Conduct Head count roll call and formal tour check using the SMS

**2300-0000** Continue Youthful Offender Rec, if applicable. Begin 30 minute BMU, Level Two Recreation

**0000-0300** Continue BMU, Level 2 recreation period, 30 minutes each if applicable.

**10-8 Meal** – When meal buggies arrive – Hot meals must be plugged in, ALL buggies must be secured until meal time

**0300- Meal Begins**

Assign and notify daily Inmate Workers.

Upon arrival of food cart(s), inspect the cart(s), inventory the contents, log the number of trays on the log sheet, and direct Inmate Workers to make meal preparations.

- Send insulin inmates to medical; As soon as the inmates return, they must be fed

(\* Conduct Inmate meal procedures in the dayroom (Gen Pop inmates only)

(\* Lockdown all Inmates after meal procedures except for Inmate Workers.

(\* Supervise cleaning by Inmate Workers after meal procedures.

**0445-0500** Give Warnings and conduct a proper head count roll call

**0515-0530**

(\* Ensure all paperwork is filled out correctly for the shift (log sheets, shakedown logs, lockdown logs)

(\* Print a current Inmate Housing Unit/Area Headcount Report, Alpha Roster, High Risk report and Daily Log Sheet.

**0530-0545** When Master Control announces the count is 10-8, activate the SMS with your access card.

(\* Assist on-coming Deputy conducting shift change headcount.

(\* Exchange relevant information with the on-coming Deputy(s).

(\* Relinquish necessary equipment to on-coming Deputy(s), if applicable.

(\* Exit Housing Unit upon notification by Master Control the count is clear.

(\* Turn in keys at Key Window.



MIKE SPENCE  
CLERK OF COURT

DIANNE DOUGHTY  
CRIMINAL ADMINISTRATOR

501 Texas, Room 103  
Shreveport, LA 71101-5405

395961 STATE OF LOUISIANA VS ARDISON, ANTHONY  
09/29/2023 1) ARMED ROBBERY  
MOTION TO INVOKE FIREARM SENTENCING PROVISIONS WAS FILED.

395961 STATE OF LOUISIANA VS ARDISON, ANTHONY  
09/28/2023 1) ARMED ROBBERY  
THE ACCUSED, BEING PRESENT WITH COUNSEL, ELIZABETH GIBSON , THE COURT ORDERED THE DEFENDANT TO REMAIN AT THE CADDO CORRECTIONAL CENTER. CASE WAS CONTINUED TO OCTOBER 25, 2023 FOR FURTHER PROCEEDINGS. CASE WAS SET FOR TRIAL ON JANUARY 08, 2024. (JUDGE DONALD E. HATHAWAY, JR) V. BEGGS

395961 STATE OF LOUISIANA VS ARDISON, ANTHONY  
09/05/2023 1) ARMED ROBBERY  
THE ACCUSED, BEING PRESENT WITH COUNSEL, ELIZABETH GIBSON , CASE WAS TAKEN UP FOR PRELIMINARY EXAMINATION. EVIDENCE WAS ADDUCED, CLOSED AND SUBMITTED. THE COURT RULED THE STATE HAS SHOWN PROBABLE CAUSE. THE COURT ORDERED THE BOND SET IN THE AMOUNT OF \$500,000.00 AND ORDERED THE DEFENDANT HELD AT CADDO CORRECTIONAL CENTER. CASE WAS SET FOR ARGUMENTS AND HEARINGS ON SEPTEMBER 28, 2023. (JUDGE DONALD E. HATHAWAY, JR) C. WALLACE

395961 STATE OF LOUISIANA VS ARDISON, ANTHONY  
08/17/2023 1) ARMED ROBBERY  
STATE'S SEALED RESPONSE TO THE DEFENDANT'S MOTION WAS FILED.

395961 STATE OF LOUISIANA VS ARDISON, ANTHONY  
08/17/2023 1) ARMED ROBBERY  
STATE'S SUPPLEMENTAL RESPONSE TO DISCOVERY WAS FILED.

395961 STATE OF LOUISIANA VS ARDISON, ANTHONY  
08/17/2023 1) ARMED ROBBERY  
RESPONSE TO DISCOVERY & MOTION FOR DISCOVERY WAS FILED.

395961 STATE OF LOUISIANA VS ARDISON, ANTHONY  
08/17/2023 1) ARMED ROBBERY  
THE ACCUSED, BEING PRESENT WITH COUNSEL, ELIZABETH GIBSON THE COURT ORDERED THE DEFENDANT HELD AT CADDO CORRECTIONAL CENTER. CASE WAS SET FOR PRELIMINARY EXAMINATION ON SEPTEMBER 05, 2023 AT 1:30 O'CLOCK. (JUDGE DONALD E. HATHAWAY, JR) C. WALLACE

395961 STATE OF LOUISIANA VS ARDISON, ANTHONY  
07/24/2023 1) ARMED ROBBERY  
MOTION FOR DISCOVERY AND INSPECTION WAS FILED.

395961 STATE OF LOUISIANA VS ARDISON, ANTHONY  
07/18/2023 1) ARMED ROBBERY  
THE ACCUSED, BEING PRESENT WITH COUNSEL, ELIZABETH GIBSON, THE ACCUSED WAIVED ARRAIGNMENT AND PLED NOT GUILTY TO THE CHARGE. THE COURT INFORMED

THE ACCUSED HE MAY WAIVE TRIAL BY JURY AND ELECT TO BE TRIED BY A JUDGE.  
THE COURT ORDERED THE DEFENDANT HELD AT CADDO CORRECTIONAL CENTER.  
CASE WAS SET FOR ARGUMENTS AND HEARINGS ON AUGUST 17, 2023. (JUDGE  
DONALD E. HATHAWAY, JR) C. WALLACE

395961                    **STATE OF LOUISIANA VS ARDISON, ANTHONY**  
06/22/2023            1) **ARMED ROBBERY**  
                                 MOTION TO APPOINT COUNSEL WAS FILED.

395961                    **STATE OF LOUISIANA VS ARDISON, ANTHONY**  
06/22/2023            1) **ARMED ROBBERY**  
                                 THE ACCUSED, BEING PRESENT WITH COUNSEL, STEPHEN FOLK CRUTHIRDS , STATED  
                                 TO THE COURT HE DID NOT HAVE A LAWYER, COULD NOT AFFORD A LAWYER AND THE  
                                 COURT APPOINTED THE INDIGENT DEFENDER'S OFFICE TO REPRESENT THE ACCUSED.  
                                 CASE WAS SET FOR PRELIMINARY EXAMINATION ON JULY 18, 2023. (JUDGE CHRIS  
                                 VICTORY) V. BEGGS

395961                    **STATE OF LOUISIANA VS ARDISON, ANTHONY**  
06/20/2023            1) **ARMED ROBBERY**  
                                 BILL OF INFORMATION WAS FILED.

395961                    **STATE OF LOUISIANA VS ARDISON, ANTHONY**  
06/20/2023            1) **ARMED ROBBERY**  
                                 MOTION TO DIVEST JUVENILE COURT OF JURISDICTION WAS FILED.



# Prison Rape Elimination Act

**CPSO HAS A**  
**ZERO-TOLERANCE**  
**STANDARD FOR**  
**SEXUAL MISCONDUCT**  
**BETWEEN**  
**STAFF MEMBERS and INMATES**  
**and BETWEEN**  
**INMATES with INMATES.**



# **BREAK THE SILENCE OF ABUSE**

## **REPORT SEXUAL ABUSE**

If a friend or someone you know has been a victim of sexual abuse or sexual harassment while incarcerated, at CCC, contact any staff member immediately.

**OR**

**Call the Sexual Assault & Crisis Center 24  
hour Hotline  
(318) 227-7900**

All allegations of sexual abuse will be investigated and addressed in a confidential manner.

**The Caddo Parish Sheriff's Office has a zero  
tolerance policy on sexual abuse & sexual  
harassment.**