

Department of Public Safety & Corrections
State of Louisiana

JOHN BEL EDWARDS
GOVERNOR



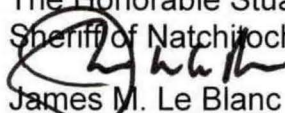
JAMES M. LE BLANC
SECRETARY

A handwritten signature in black ink, appearing to be "JML", located to the right of the date.

December 4, 2023

MEMORANDUM

TO: The Honorable Stuart Wright
Sheriff of Natchitoches 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 Natchitoches Parish Detention Center on October 17, 2023. The facility continues to provide a secure, safe, and stable environment for DOC inmates in their custody. However, DPS&C would like to encourage full compliance with BJJ II-A-018 "Offender Drug Testing." 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
Roger Henson, Major, Natchitoches Parish Detention Center
Seth Smith, Chief of Operations
Michele Dauzat, Warden, DWCC
Roderick Malcolm, BJJ Team Leader



BJG MONITORING REPORT

Annual

Rev. 08/01/2022 mwk

Facility Name: Natchitoches Parish Detention 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: Major Roger Henson, Email: rhenson@npsheriff.net
Facility Staff: Ms. Tonya Reliford, Safety/BJG Officer
BJG Inspection Date: October 17, 2023
Previous BJB Inspection Date: August 18, 2022
Operational Capacity: 516
Count on Day of Visit: 204

Concerns or Issues from the previous BJB Monitoring Inspection:

	# MALE	# FEMALE	TOTAL
Number of DOC Offenders	71	0	71
Number of Local Offenders	103	16	119
Number of Out of State Offenders	0	0	0
Number of Federal Offenders	13	1	14
Number of ICE Detainees	0	0	0
TOTAL	187	17	204

Number of DOC Offenders that are:

Single Bunked _____ **4**
Double Bunked _____ **67**
Triple Bunked _____ **0**
Total _____ **71**

Number of DOC Offenders that are in Restricted Housing:

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

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
October 2022	6	0	0	0
November 2022	1	0	0	0
December 2022	1	0	0	0
January 2023	1	0	0	0
February 2023	3	0	0	0
March 2023	1	0	0	0
April 2023	0	0	0	0
May 2023	2	0	0	0
June 2023	2	0	0	0
July 2023	2	0	0	0
August 2023	2	0	0	0
September 2023	2	0	0	0

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

Month/Year	Illicit Substance	Alcohol	Weapon	Cell Phone	Other
October 2022	1	0	0	0	0
November 2022	0	0	0	0	4
December 2022	0	0	0	0	1
January 2023	0	0	0	0	0
February 2023	0	0	0	0	0
March 2023	0	0	0	0	0
April 2023	0	0	0	0	0
May 2023	0	0	0	0	3
June 2023	0	0	0	0	0
July 2023	0	0	0	0	0
August 2023	0	0	0	0	0
September 2023	0	0	0	0	1

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 and clean; however, some of the shower areas have missing tiles but were thoroughly clean. Personal property was neatly stored. Bulletin boards in each dorm contained information regarding policies and procedures.

Cell Block: —Compliant

The cells were clean and minimal property was noted. The inmates voiced no negative comments regarding the facility or their place of confinement.

Culinary/Dining: —Compliant

The culinary/dining areas were clean. The inventories were correct and there were accountability for the utensils. A licensed dietician (Katherine A. Crowley) approved the 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.

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.

Repairs are performed by the parish maintenance dept. & they use their own tools. Overall maintenance of the facility is good. They have a good preventive maintenance program in place. Facility does maintain tools on premises. 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 performs general inspections daily. A complete comprehensive inspection is conducted each week. Current FM (01/03/2023), DHH (09/28/2023), and Retail Food (09/28/2023) reports are on file.
- I-C-001 Emergency Plan (MANDATORY): Compliant**
A detailed emergency plan is in place. All staff members have been properly trained. Staff members who were questioned regarding emergency policy/procedure and contingency plans were knowledgeable. All staff training is documented in file. Emergency plan was submitted to DPS&C.
- 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**
Facility conducts a total of nine (9) counts daily; four (4) counts are conducted on the day shift and five (5) counts on the night shift. Additional counts are conducted during inclement weather & as necessary.
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 where the inmate is assigned to work.
 - Does this process ensure accountability and safe/secure operation of the facility?
Yes
- II-A-008 Offender Population Management System: Compliant**
Documentation in the files reviewed reflects compliance with respect to inmate management. If an inmate is transferred to another local facility or DPS&C Facility, all records are transferred with them.

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
 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 bracelet 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
October 2022	8	117	0.07%	1
November 2022	7	88	0.08%	0
December 2022	5	77	0.06%	0
January 2023	5	77	0.06%	0
February 2023	6	80	0.08%	1
March 2023	5	44	0.11%	0
April 2023	3	83	0.04%	0
May 2023	3	70	0.04%	0
June 2023	4	81	0.05%	0
July 2023	4	72	0.06%	0
August 2023	5	75	0.07%	0
September 2023	5	75	0.07%	0

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
 Procedures in place & logs maintained on searches & detection of contraband. Visual body cavity searches are conducted upon intake & anytime an inmate returns to the facility from outside travel/trip. Detailed shakedown & daily search logs are on file.

II-D-001 Key, Tool, and Utensil Control (MANDATORY): Compliant
 Facility does maintain tools on premises. Repairs are performed by the parish maintenance dept. & they use their own tools. A thorough review of inventories & checkout logs revealed no related issues. Key & utensil control is excellent. Staff questioned regarding policy & procedures are well versed. Facility maintains an excellent accountability system on all keys & utensils.

- 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. Major Henson 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):**
All cycle menus are reviewed and approved by Registered Dietitian Katherine A. Crowley. License through 05/31/2025. A tray/plate is provided for each hot meal.
- IV-A-006 Food Services Management (MANDATORY):**
Inmates are provided (2) hot meals per day. Ample time is permitted for each meal consumption and time elapsed between meals is in compliance with this guideline.
- 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 compliance with water temperature requirements.
- 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****
Co-payments are currently established as follows: \$5.00 for sick call, \$3.00 for Dental, Rx co-pay is \$3.00. OTC medications are \$3.00 per week. Request for Mental Health services co-pay is \$10.00. These fees have been approved by DPS&C. Inmates are provided adequate medical attention regardless of their ability to pay established medical co-payments. Inmates sign a receipt for notification of co-pay.
- IV-C-003 Provision of Treatment (MANDATORY):**
Appropriate licensed staff have current license 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 & available 24 hours per day. Written policy & procedures are in place. Current licenses are on file for medical staff. In the event of a medical emergency, inmates are transported to Ochsner/LSU- Shreveport or Natchitoches Regional Medical Center. 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 with no cost to the inmates, on all inmates upon reception and annually as required. File documentation reflects compliance with this guideline.

- IV-C-009 Chronic Care Program (MANDATORY):**
Only inmates who are stable through 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 five (5) days per week via Kiosk and medical staff will see them the same day. Inmates declaring a medical emergency are seen immediately by medical staff. During weekends and after hours, the facility has a nurse on call to address any non-life threatening medical emergencies. Dr. Otis Barnum License Exp. 04/30/2024 and/or Nurse Practitioner Meg Barnum License Exp. 01/31/2024 sees inmates on Tuesday and Thursday. In the case of an emergency, inmates are transferred to Ochsner/LSU-Shreveport or Natchitoches Regional Medical Center.
- IV-C-013 Infirmiry Care: Non-Applicable**
Inmates are transferred to DPS&C if the care cannot be provided at the facility. Should an Inmates require immediate hospital care, they are transported to Ochsner/LSU- Shreveport or Natchitoches Regional Medical Center.
- IV-C-013-1 Medical Releases (Medical Parole, Medical Treatment Furlough, and/or Compassionate Release):**
Compliant. There have been no medical releases approved for this monitoring period.
- IV-C-014 Suicide Prevention and Intervention (MANDATORY): Compliant**
Facility has a good suicide prevention & intervention program in place, it is approved by Dr. Otis Barnum. Thorough documentation reflects that inmates receive prompt care as well as ongoing management when being treated. File documentation reflects that all staff members have been properly trained.
- 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. No inmate reported at this time.
- 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 procedures are in place related to 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 necessary training and documentation is in file. Major Henson is in the process of receiving authorization from the Sheriff to utilize Narcan.
- 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:
 Clergy volunteer Kenneth Hudson provides religious services to the inmate population on Tuesday and Thursday.

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

V-B-001 Programs and Services:
 This facility only offers the GED/HiSet program at this time.

**V-B-002 Educational Programming:
 GED Program**

Number of GED Slots	<u>25</u>
Number of Participants	<u>4</u>
YTD Number of Completions	<u>4</u>

V-B-003 Substance Abuse Programs:
 If necessary, this facility will transfer inmates who want to participate in substance abuse programs.

V-C-001 Releasing Inmate Compliant
 Inmates receive all needed medications, community resource information, and property upon release. Release packets are maintained in file.

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. Documentation is on file.

V-C-004 Parole Board Procedures:
 Policies and procedures are in place related to the presence of the Warden and his/her designees at the Parole Board 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?
Lt. Yancy Spillman is the designee for the first level of review, Captain Greg Eldridge for the second level of review, and then to Major Henson.
- What is the specified time period for response at each level?
The response time period for the first level of review is ten (10) days, second level is thirty (30) days, and the third is sixty (60) days.

- 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:

Staff members that I spoke with throughout the facility were both professional and dedicated to their job. The staff morale was high and no one expressed any concerns. Major of Corrections Roger Henson and the staff of Natchitoches Parish Detention Center have clearly made a commitment to provide a correctional environment that promotes professionalism and accountability for their employees and inmates alike; a fact which was obvious during this inspection.

OFFENDER COMMENTS/MORALE/QUALITY OF LIFE:

I spoke with several inmates during my walkthrough inspection and they were polite and well mannered. None of them expressed any negative comments about their conditions of confinement. Overall, inmate comments were positive in nature and the inmate morale was very good. At this time; this facility only offers the HiSet program for the CTRP classes but does not offer any self-help classes.

RECOMMENDATION:

This facility consistently operates smoothly and efficiently and the level of dedication and professionalism of the staff members are exceptional. Major of Corrections Roger Henson and staff are committed to maintaining compliance with BJJ guidelines and providing a safe, secure, and stable environment for the inmates in their custody. Based on the walk-through of the facility and the review of the guidelines, it is recommended that Natchitoches Parish Detention 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-21-047871-3

Deficient/Cautionary Codes cited.

Location Information					
Inspection Type	Compliance Building Inspection		Inspection Date	1/3/2023 11:28:22 AM	
Structure ID	133452	No. of Buildings	11	Facility Code	J358
Capacity	MAIN - 565 TRUSTEE - 26	Year Built	1994	Construction Type	Type IB / Type II (222)
Building/Trade Name		Address			
NATCHITOCHES DETENTION CENTER		299 EDWINA DRIVE, NATCHITOCHES, LA 71457			
Owner Information					
Owner Type	Name	Contact Phone	Contact Email		
Municipal Project	NATCHITOCHES PARISH LAW ENFORCEMENT	(318) 357-9300	TRELIFORD@NPSHERIFF.NET		
Address					
PO BOX 266, NATCHITOCHES, LA 71457					
Tenant Information					
Name	Suite Number	Floor Number	Square Footage		
Occupancy Details					
Occupancy Type	Details				
Institutional	INSTITUTIONAL BUILDING TYPE: GROUP I-3 (DETENTION/CORRECTION); DETENTION/CORRECTION FACILITY TYPE: CONDITION 5				
Business					
Factory/Industrial	TYPE OF FACTORY/INDUSTRIAL BUILDING: GROUP F-1 (MODERATE HAZARD)				
Deficient and Cautionary Items			Status		
1	NFPA 101 (1994) 14-2.11.2 Doors shall be permitted to be locked in accordance with the applicable use condition. Currently, the rear doors in dorms F, C, and G are unable to be unlocked from the inside.		DEFICIENT (Correction Date: 2/3/2023)		
2	NFPA 101 (1994) 14-3.2.1 The owner shall provide a 2 hour fire wall in mechanical/boiler rooms. Currently, in the pipe chase/boiler room between L1 and L2 the 2 hour fire wall has multiple open penetrations throughout.		DEFICIENT (Correction Date: 2/3/2023)		
Comments					
CONTACT WAS MADE WITH MAJOR HINSON WHO ADVISED THE PERSON IN CHARGE OF THE REPAIRS RECENTLY QUIT BUT THAT THE REPAIRS WOULD BE MADE SOON. FACP SHOWED TO BE CORRECTED.					
Inspector Information					
Name: Samuel Propst	Badge Number: 730	Inspector Signature:			
Person to whom requirements were explained					
Name: Major Hinson	Title: Staff	Signature:			

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

(318) 767 6099



NATCHITOCHEES PARISH SHERIFF'S OFFICE
R. Stuart Wright, Sheriff & Ex-Officio Tax Collector

CORRECTIONS BUREAU

Roger Henson, Major of Corrections

Samuel Propst
Office of State Fire Marshal
Baton Rouge, LA 70806

January 3, 2023

RE: Plan of Action

Mr. Propst

In reference to your inspection report dated 01/03/2023, please be advised of the following action taken:

Violation –

1. NFPA 101 (1994) 14-2.11.2 Doors shall be permitted to be locked in accordance with the applicable use condition. Currently, the rear doors in dorms F, C, and G are unable to be unlocked from the inside.

In Progress: We are in the process of securing a company to make the necessary repairs.

2. NFPA 101 (1994) 14-3.2.1 The owner shall provide a 2 hour fire wall in mechanical/ boiler rooms. Currently, in the pipe chase/boiler room between L1 and L2 the 2 hour fire wall has multiple open penetrations throughout.

In Progress: A work order is in place to repair all penetrations throughout the pipe chase/boiler room between L1 and L2.

A handwritten signature in black ink, appearing to read "R. Henson".

Roger Henson, Major of Corrections Bureau



STATE OF LOUISIANA
DEPARTMENT OF HEALTH
OFFICE OF PUBLIC HEALTH

Retail Food
Notice of Violations

Routine/Renewal

Permit Number 35-0001338-1	Permit Name NATCHITOCHE PARISH DETENTION CENTE KITCHEN	
Name of Establishment NATCHITOCHE PARISH DETENTION CENTE	Owner Name NATCHITOCHE PARISH DETENTION CENTE	
Address 299 EDWINA DR NATCHITOCHE, LA 71457	Date 09/28/2023	Time 10:35 AM

LAC TITLE 51 PART XXIII

CRITICAL ITEMS: These items MUST BE CORRECTED IMMEDIATELY (see compliance schedule below). Repeat violations may lead to enforcement actions or permit suspensions.

Category	Code Reference	Description of Violations
FOOD CONTACT EQUIPMENT/UTENSILS, CONSTRUCTION AND SANITIZATION	2513	29 - 2513 - In a mechanical warewashing operation, the water temperature of the final rinse is less than 180°F. 1. COS- Will use three comp sink to sanitize [COS]

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
FOOD PROTECTION	1501	54 - 1501.1 - Food is not stored in a clean, covered container. 1. Items in storage building [COS][Repeat]
TOILETS/HAND WASH FACILITIES	3111	95 - 3111.4 - The toilet room door is not tight fitting and self-closing.
GARBAGE/REFUSE DISPOSAL	3303	98 - 3303.3 - Outside waste receptacles were not kept closed. [COS]
STRUCTURAL/DESIGN/MAINTENANCE/PLUMBING	3701	105 - 3701.6 - Floor is not maintained in good repair. 1. Broken floor tiles where needed [Repeat]
STRUCTURAL/DESIGN/MAINTENANCE/PLUMBING	3703	106 - 3703.4 - Walls/ceilings or attached equipment are not in good repair. 1. Missing ceiling tiles next to stove 2. Wall in storage building [Repeat]
STRUCTURAL/DESIGN/MAINTENANCE/PLUMBING	3703	106 - 3703.3 - Walls/ceilings or attached equipment are not clean. 1. Light shields where needed [Repeat]

Comments:

Copy of report emailed to treliford@npsheriff.net

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 Lisa Willis	Phone # 318-357-2266	Sanitarian Signature 	R.S. # 3102
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The above mentioned violations were called to my attention and were explained to me in detail. I hereby agree to

Correct Critical Violations by

Correct Non-Critical Violations by

Name/Title
Tonya Reliford-PIC

Signature of Recipient





STATE OF LOUISIANA
DEPARTMENT OF HEALTH
OFFICE OF PUBLIC HEALTH

**Detention or Incarceration
Notice of Violations**

Routine/Renewal

Permit Number 35-01-224	Permit Name Natchitoches Parish Detention Center-224	
Name of Establishment Natchitoches Parish Detention Center-224	Owner Name NATCHITOCHE PARISH LAW ENFORCEMENT DISTRICT	
Address 299 Edwina ST Natchitoches, LA 71457	Date 09/28/2023	Time 11:10 AM

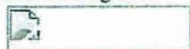
LAC TITLE 51 PART XVIII

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
Building Requirement	101	3 - The walls are in disrepair. 1. Broken glass walls Dorm B and Dorm E [Repeat]
Building Requirement	101	5 - The floors are not smooth and easily cleanable. 1. Broken floor tiles in shower in Trustee and L4
Insect and Rodent Protection	101	10 - Doors are not properly sealed. 1. Weather strip door in L2
Handwashing Lavatories	101	16 - The hand lavatory is in disrepair. 1. Hand sink faucet in the following areas and where needed: -L4 and L2
Mattresses and Pillows	103	51 - Several mattresses are torn and in disrepair. 1. Dorm B: 6 2. Dorm E: 9 3. Dorm A: 13 4. Trustee: 2 5. L3: 1 6. L4: 1 7. L2: 1 COS: Pulled all torn bedding in dorms [COS]

Comments:

Copy of report emailed to treliford@npsheriff.net

Number Licensed For	Number in Attendance	License Anniversary	
564	214	10/31/2022	
Sanitarian Name/Print Lisa Willis	Phone # 318-357-2266	Sanitarian Signature 	R.S. # 3102

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
Tonya Reliford-PIC

Signature of Recipient



STATE OF LOUISIANA
DEPARTMENT OF HEALTH
OFFICE OF PUBLIC HEALTH

INSTITUTION REPORT

Agency License No. N/A	Anniversary Month OCTOBER				
Name of Establishment NATCHITOCHES PARISH DETENTION CENTER-224	Mailing Address				
Address 299 EDWINA ST					
City, state, Zip Code NATCHITOCHES LA 71457					
Type of Facility JAILS 564 214					
Parish Natchitoches	Date Inspected 09/28/2023				
The above establishment has been inspected by a representative of this section, and: <input type="checkbox"/> License is Recommended; <input type="checkbox"/> License is Not Recommended; <input checked="" type="checkbox"/> License is Pending Reinspection; from the standpoint of sanitation.					
LISA WILLIS	<table border="1"><tr><td>3</td><td>1</td><td>0</td><td>2</td></tr></table>	3	1	0	2
3	1	0	2		

LHS 48 (R 7/99) D 1014



NATCHITOCHES PARISH SHERIFF'S OFFICE
R. Stuart Wright, Sheriff & Ex-Officio Tax Collector

CORRECTIONS BUREAU
Roger Henson, Major of Corrections

Lisa Willis
Louisiana Department of Health and Hospitals
Natchitoches, LA 71457

September 28, 2023

RE: Plan of Action Retail Food Inspection

Ms. Willis

In reference to your inspection report dated 09/28/23, please be advised of the following action taken:

Critical Item:

1. Violation –

Food contact equipment / utensils, construction and sanitization. 2513. 29 – 2513 – In a mechanical warewashing operation, the water temperature of the final rise is less than 180°F. 1. COS – Will use three comp sink to sanitize.

In Progress: Dishes are being washed by using the three comp sink to sanitize. Parts are on order to repair the dishwasher.

Non-Critical Items:

1. Violation –

Food Protection. 1501. 54 – 1501.1 – Food is not stored in a clean, covered container[COS][Repeat].

Corrective action taken: Food has been removed from the opened bags and stored in a clean, covered container.

2. Violation –

Toilets/Hand Wash Facilities. 3111. 95 – 3111.4 – the toilet room door is not tight fitting and self-closing.

In Progress: Repair to the door is in progress. Parts to repair the door are on order.

3. Violation –

Garbage/Refuse Disposal. 3303. 98 – 3303.3 – Outside waste receptacles were not kept closed [COS]

Corrective action taken: Fence to the waste receptacles are being kept closed at all times.

299 Edwina Drive • Natchitoches, Louisiana 71457 • (318) 357-9300 • Fax (318) 357-9400



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4. Violation –

Structural/Design/Maintenance/Plumbing. 3701. 105 -3701.6 – Floor is not maintained in good repair.

1. Broken floor tiles where needed [Repeat]

In Progress: Quotes to purchase new material and replace damaged tiles have been submitted.

5. Violation –

Structural/Design/Maintenance/Plumbing. 3703. 106 – 3703.4 – Walls/ ceilings or attached equipment are not in good repair. 1. Missing ceiling tiles next to stove. 2. Wall in storage building [Repeat]

Corrective action taken: Ceiling tile next to stove has been replaced.

In Progress: Material to repair storage building wall has been ordered.

6. Violation –

Structural/ design/ maintenance/ plumbing. 3703. 106 – 3703.3 Walls/ceilings or attached equipment are not clean. 1. Light shields where needed [Repeat]

Corrective action taken: Walls and ceilings have been cleaned.

In progress: Light shields have been ordered and will be replaced upon arrival.

Greg Eldridge, Captain of Security

Form B-04-003-B
05 November 2010

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

Facility: Natchitoches Parish Detention Center

Date: 17 October 2023

Name of Program: G.E.D. /HiSet

Date of Program Implementation: January 2006

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

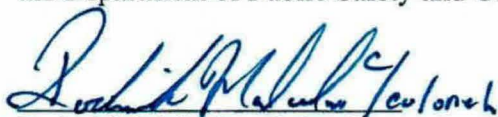
Is there an objective method used to assess completion? Yes No

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
NW Region BJJ Team Member

17 October 2023

Date: _____

Sexual Assault BJJ Pre Audit Questionnaire

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

Facility Information	
Name of Facility:	Natchitoches Parish Detention Center
Physical Address:	299 Edwina Drive
City, Natchitoches State, La. Zip:	71457
Warden:	Major Roger Henson
Current Population of Facility:	212
Which population(s) does the facility hold?	<input type="checkbox"/> Females <input type="checkbox"/> Males <input checked="" type="checkbox"/> Both Females and Males
Number of staff currently employed by the facility who may have contact with inmates:	43
Number of contracts with contractors who may have contact with inmates:	5
Number of volunteers who have contact with inmates:	20
In housing units, does the facility maintain sight and sound separation between youthful (18 and under) inmates and adult inmates?	N/A
Does the facility have a video monitoring system, electronic surveillance system, or other monitoring technology?	Yes, video monitoring system
Does the facility have medical and mental health services onsite? If no, provide offsite facility designated for services?	Medical only, Doctor Wheat offsite physician for mental health
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:	
<ul style="list-style-type: none"> • 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.	

10/04/2023

Natchitoches Parish Sheriff

11:17:00

PREA-Victim Assessment

Booking Number: 23-1313

Confined

Name Number: 396

Assessment Date: Monday, 08/14/2023 08:23 PM

Who:

M May

Risk Class:

Final Score: 0

Risk Assessment Questions:

Question: Former victim of prison rape or sexual assault - past ten years?

Answer: No

Notes:

Question: Youthful age -under 18?

Answer: No

Notes:

Question: Elderly - 65 or older?

Answer: No

Notes:

Question: Small physical stature - 5'6" or less and less than 140lbs (males only).

Answer: No

Notes:

Question: Developmental disability/mental health?

Answer: No

Notes:

Question: First incarceration or prior incarceration less than 30 days.

Answer: No

Notes:

Question: Homosexual/Bi-sexual/LGBTI & Gender Nonconforming.

Answer: No

Notes:

Question: History of any sexual abuse - past 5 years.

Answer: No

Notes:

Question: History of correctional facility consensual sex - past 5 years. (adults/juveniles)

Answer: No

Notes:

Question: History of protective custody - past 5 yrs (adult/juvenile)

Answer: No

Notes:

Question: Is offender detained solely for civil immigration purposes or criminal history is exclusively non-violent?

Answer: No

Notes:

Question: History of prior incarcerations?

Answer: No

Notes:

- B. The approved Plan is filed in the office of NPDC's Guidelines/Safety Officer.
- C. The approved plan is reviewed by the Louisiana DPS & Corrections BJJ Audit Team.

ALLEGED & SUBSTANTIATED SEXUAL ASSAULTS

410 Policy

It is the policy of the NPDC to provide a safe, humane and appropriately secure environment, free from threat of sexual assault, sexual abuse and sexual misconduct for all Offenders by maintaining written policy, procedure and practice for the prevention, detection, response, reporting and investigating of alleged and substantiated sexual assaults and abuse within all NPDC Facilities.

Information provided to Offenders about sexual abuse/assault includes:

- A. Prevention/Intervention;
- B. Self-protection;
- C. Reporting Sexual abuse/assault;
- D. Treatment and counseling.

An investigation is conducted and documented whenever a sexual assault or threat is reported. Investigative reports shall be submitted to the Louisiana DPS & C on Form C-01-002-E.

Victims of sexual assault are referred under appropriate security provisions to a community facility for treatment and gathering of evidence.

(Ref. Louisiana DPS & Corrections BJJ IV-E-001, ACA CJS 1-4D-13, 1-4D-15).

410.1 Applicability

NPDC Personnel, other Law Enforcement Agency Personnel, Volunteers and Contractors/Vendors who provide a service within the secure areas of NPDC including the TWP Facility. This includes any area where Offenders will be housed and/or during transports of Offenders.

410.2 Definitions

Abusive Sexual Contact – Contact without a person's consent or when a person was unable to consent or refuse. Intentional touching; either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh or buttocks of the Victim when the touching is for sexual gratification. It does not include kicking, grabbing or punching genitals when the intent is to harm or debilitate rather than to sexually exploit.

Aggressor – An Officer, Civilian or Offender committing an incident that involves sexual contact that is forced on or against another Officer, Civilian or Offender.

Assault – A physical confrontation at a high level with intent to cause harm or coercion. For PREA screening purposes, a simple fight due to a disagreement while engaged in activities such as a basketball game would not be an assault.

Biological Evidence – The contents of a sexual assault examination kit or any item that contains blood, semen, hair, saliva, skin tissue, fingerprints, or other identifiable human biological material that may reasonably be used to incriminate or exculpate any person in a criminal investigation, whether that material is catalogued separately on a slide or swab, in a test tube, or some other similar method, or is present on clothing, ligatures, bedding, other household materials, drinking cups, cigarettes or any other item of evidence.

Civilian – Individuals who are not paid directly by NPDC. This may include Vendors, Visitors, Volunteers, Interns, Delivery Drivers, Service Personnel repairing equipment, Construction Workers employed by Contractors and Consultants and/or Researchers who collect data and conduct interviews for Government Agencies or other Agencies and who have been approved by the Chief to be on the grounds of the Facility.

Direct Supervision – Officers are in the same room with and within reasonable hearing distance of the Offender.

Exigent Circumstances – Any set of temporary and unforeseen circumstances that require immediate action in order to combat a threat to the security or institutional order of the Facility.

Gender Non-conforming – A person whose appearance or manner does not conform to traditional societal gender expectations.

Intersex – A person who's sexual or reproductive anatomy or chromosomal pattern does not seem to fit typical definitions of male or female. Intersex medical conditions are sometimes referred to as disorders of sex development.

Investigation Outcome Categories:

Substantiated Allegation – An allegation that was investigated and, the investigation determined the incident occurred.

Unfounded Allegation – An allegation that was investigated and, the investigation determined the incident not to have occurred.

Unsubstantiated Allegation – An allegation that was investigated and, the investigation produced insufficient evidence to make a final determination as to whether or not the incident occurred.

Pending Allegation – An allegation that was investigated and the outcome of the investigation cannot be decided or settled due to awaiting DNA evidence.

LGBTI – An acronym for Lesbian, Gay, Bisexual, Transgender, Intersex and Gender Non-conforming Offender.

Pat Down Search – Is the running of the hands over the clothed body of an Offender/Arrestee by an Officer to determine whether the individual possesses contraband.

Potential Predator – Any Offender within the custody of the NPDC and “yes” is checked for two or more items on the PREA Screening Checklist (Form S-550.28), other than section II, Item #1 (Possible Victim Factors).

Potential Victim – Any Offender within the custody of NPDC and “yes” is checked for two or more items on the PREA Screening Checklist (Form S-550.28), other than Section III, Item #1 (Possible Predatory Factors).

PREA Screening Checklist – An assessment tool utilized to assess an Offender's probability of being a High Risk Sexual Predator (HRSP) or High Risk Sexual Victim (HRSV).

High Risk Sexual Predator (HRSP) – Based on the PREA Screening Checklist any Offender within the custody of NPDC who has been identified or confirmed as an individual with the propensity to sexually assault others.

High Risk Sexual Victim (HRSV) – Based on the PREA Screening Checklist, any Offender within the custody of the NPDC who has been identified as an individual who has been confirmed as a sexual victim or appears to be at high risk for sexual predation.

PREA Coordinator – A senior level position that reports directly to the agency head. The PREA Coordinator's responsibilities include developing, implementing, and overseeing the agency's plan to comply with the PREA standards and he/she is also responsible for ensuring the completion of the assessment checklists of the PREA standards.

PREA Investigator Officer - Officers who have received special training in investigating incidents of sexual assault and sexual misconduct. This training may include, but not be limited to: sexual abuse investigations, crime scene management, elimination of contamination, evidence collection protocol and crisis intervention.

Sexual Abuse:

A. Sexual abuse of an Offender by another Offender includes any of the following acts if the Victim does not consent, is coerced into such act by overt or implied threats of violence or is unable to consent or refuse:

1. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight.
2. Contact between the mouth and the penis, vulva, or anus.
3. Penetration of the anal or genital opening of another person.
4. Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of any person, excluding incidents in which the intent of the sexual contact is solely to harm or debilitate rather than to sexually exploit.

B. Sexual abuse of an Offender by an Officer, Contractor or Volunteer, and includes any of the following acts, with or without the consent of the Offender:

1. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
2. Contact between the mouth and penis, vulva, or anus;
3. Contact between the mouth and any body part where the Officer, Contractor or Volunteer has the intent to abuse, arouse or gratify sexual desire;
4. Penetration of the anal or genital opening, however slight, by a hand, finger, object or other instrument that is unrelated to official duties or where the Officer, Contractor or Volunteer has the intent to abuse, arouse, or gratify sexual desire.
5. Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh or the buttocks that is unrelated to official duties or where the Officer, Contractor or Volunteer has the intent to abuse, arouse or gratify sexual desire;
6. Any attempt, threat, or request by an Officer, Contractor or Volunteer to engage in the activities described in sections B. 1 – 5 of this section;
7. Any display by an Officer, Contractor or Volunteer of their uncovered genitalia, buttocks, or breast in the presence of an Offender;
8. Voyeurism by an Officer, Contractor or Volunteer.

C. Voyeurism by an Officer, Contractor or Volunteer:

1. An invasion of an Offender's privacy by Officers for reasons unrelated to official duties such as:
 - a) Peering at an Offender who is using a toilet in their cell to perform bodily functions;
 - b) Requiring an Offender to expose their buttocks, genitals or breasts;
 - c) Taking images of all or part of an Offender's naked body or of an Offender performing bodily functions, and distributing or publishing them.

Sexual Harassment Includes:

- A. Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one Offender toward another.
- B. Repeated verbal comments or gestures of a sexual nature to an Offender, by an Officer, Contractor or Volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing or obscene language or gestures.

Sexual Assault Forensic Examiners (SAFEs) and Sexual Assault Nurse Examiners (SANEs) – Specially trained and certified Examiners who have specialized training and experience so that they are more sensitive to Victim needs and are highly skilled in the collection of evidence, resulting in more successful prosecutions.

Transgender – A person whose gender identity (i.e., internal sense of feeling male or female) is different from the person's assigned sex at birth.

410.3 Training, Education and Screening

Training on sexual abuse pursuant to the PREA Standards will be developed by the NPSO Training Director in conjunction with the NPDC Training Staff, and the NPDC PREA Coordinator.

A. Officer Training

1. All NPDC Officers, including new hires, will sign the Sexual Assault and Sexual Misconduct with Offenders Acknowledgement Form and the Malfeasance in Office Form.
2. Both forms will be maintained in the Officer's personnel file.
3. All Officers, including new hires, will receive instruction related to the prevention, detection, response, reporting and investigation of sexual abuse.
4. NPDC will provide Officers with refresher training annually.
5. New hires will receive this training as part of their pre-employment orientation.

B. Specialized Training

1. Specialized training is provided for Officers who may respond to or be involved in incidents of sexual assault and sexual misconduct (PREA Investigator Officers). This training may include, but is not limited to:
 - a) Crime scene management;
 - b) Elimination of contamination;
 - c) Evidence collection protocol;
 - d) Crisis intervention.

C. Volunteer Training:

1. Volunteers who have contact with Offenders at NPDC receive orientation and training regarding their responsibilities under NPDC's sexual abuse and sexual harassment prevention, detection and response policies and procedures.
2. Volunteers must sign the Sexual Assault and Sexual Misconduct with Offenders Civilian Acknowledgement form (Form S-550.33) stating they understand that any violation will result in disbarment from NPDC and may include the filling of criminal charges as warranted.
3. The level and type of training provided to Volunteers will be based on the services they provide and level of contact they have with Offenders, but all Volunteers who have contact with Offenders will be notified of NPDC's zero tolerance policy regarding sexual abuse and sexual harassment and informed of the procedures to follow to report such incidents.

D. Offender Education

1. All new in-coming Offenders will receive information regarding sexual assault and sexual misconduct via the Inmate Handbook during the booking process.
2. All new Offenders shall receive information concerning sexual assault and sexual misconduct during their new Offender Orientation class. Information shall include:
 - a) Prevention;
 - b) Self-protection;
 - c) Reporting sexual assault and sexual misconduct;
 - d) Protection from retaliation, treatment and counseling;
 - e) Notice of Facility zero tolerance policy.
3. Offenders not fluent in English or of a low literacy level shall receive assistance from Education Department Staff

410.4 Screening for Risk of Victimization and Abusiveness

- A. All new in-coming Offenders will be screened during their Intake Health Screening process for a history of predatory sexual behavior, sexual abuse and the likelihood/potential of sexual abuse/victimization.
- B. Health Services Staff will interview and evaluate all in-coming Offenders for HRSP and/or HRSV tendencies utilizing the results of the PREA Screening Checklist and instructions for utilizing the PREA Screening Checklist (Form S-550.34).
- C. A copy of the completed checklist will be filed in the Offender's Master Prison Record and in the mental health section of the Offender's medical record.
 1. Offenders who answer "yes" to #1 in Section III of the PREA Screening Checklist will be considered to be known predators. An Offender who answers "yes" to two or more items other than #1 of the Checklist will be considered a potential predator.
 2. Offenders who answer "yes" to #1 in Section II of the PREA Screening Checklist will be considered a "confirmed victim of sexual assault." An Offender who answers "yes" to two or more items other than item #1 of the Checklist will be considered a potential victim.
- D. Offenders who enter NPDC and are identified as confirmed victims of sexual assault utilizing the checklist will be considered for protective custody placement.

1. Potential victims with a higher risk profile should be given extra consideration regarding their housing assignment.
- E. Health Services Staff will notify the Classification Committee to consider which Housing Unit for housing, including possible single cell housing for those Offenders confirmed/deemed HRSP and/or HRSV.

410.5 Use of Information Obtained Upon Intake Screening

- A. Decisions concerning housing assignments, jobs and group activities for HRSP and HRSV Offenders will be the responsibility of the Classification Committee and will be based on the PREA Screening Checklist, file record review, prior Facility behavior and current Facility behavior.
- B. If mental health evaluation is indicated, a referral will be made to Mental Health Services.
- C. In deciding whether to assign a Transgender or Intersex Offender to a Housing Unit for male or female Offenders, and in making other housing and programming assignments, NPDC will consider on a case-by-case basis, whether placement would ensure the Offender's health and safety, and whether the placement would present management or security problems.
- D. After an Offender who has been identified as a potential HRSP and/or a potential HRSV has demonstrated successful adjustment to incarceration without any evident predatory or victim behaviors for a reasonable period of time, no less than six months, the Classification Committee may change the HRSP and/or HRSV status.

410.6 Post Intake Screening Identification & Responsibility

- A. The Classification Committee will be notified by any Officer who identifies an Offender as an HRSP and/or HRSV after the initial Intake Screening/Classification.
- B. The Classification Committee will ensure this information is entered into the Offender's master record and in the mental health section of the Offender's medical record.
- C. The Classification Committee will ensure that Shift Supervision and Security Officers are provided with information identifying which Offenders within each Housing Unit are designated as HRSP and HRSV in order to achieve the effective management of these Offender populations.
- D. Offenders placed in involuntary Administrative Segregation or Protective Custody as a way of separation from likely abusers, will have access to programs, privileges, education, and work opportunities to the extent possible.
 1. NPDC will assign such Offenders to involuntary Administrative Segregation or Protective Custody only until an alternative means of separation from likely abusers can be arranged.
 2. NPDC will review each Offender placed on involuntary Administrative Segregation or Protective Custody status every thirty (30) days to determine whether there is a continuing need for separation from General Population Offenders.

410.7 Required Reporting

A. It is required that all allegations of any of the following categories of sexual assault, sexual misconduct, and sexual coercion be reported to the PREA Coordinator immediately following notification of a Supervisor.

1. Sexual contact between Staff, Civilians and Offenders;
2. Staff-on-Offender sexual misconduct;
3. Staff-on-Offender sexual harassment;
4. Civilian-on-Offender misconduct;
5. Civilian-on-Offender sexual harassment;
6. Offender-on-Staff and Offender-on-Offender nonconsensual sexual acts;
7. Offender-on-Offender abusive contact;
8. Offender-on-Staff and Offender-on-Offender attempted sexual misconduct;

B. Such allegations will be treated with discretion and confidentiality.

C. The PREA Coordinator shall notify a PREA Investigator Officer who shall initiate an investigation. All such allegations shall be investigated.

D. NPDC will take immediate action to protect an Offender who may be subject to substantial risk of imminent sexual abuse.

410.8 PREA Investigation Reporting

A. All PREA investigations will result in a formal NPDC Incident Report.

B. The Incident Report along with a recommended determination shall be forwarded to the PREA Coordinator for approval/disapproval.

C. The PREA Coordinator shall forward all PREA investigation cases to the Warden for final determination, and approval/disapproval.

1. Possible determinations shall be:
 - a) Substantiated Allegation;
 - b) Unfounded Allegation;
 - c) Unsubstantiated Allegation;
 - d) Pending Allegation.

410.9 Following a Determination

A. After a determination has been made, Form SEC-91 shall be completed and forwarded to the Chief for final review.

1. Substantiated allegations of sexual violence shall also require completion of Form SSV-1A.

B. All case records associated with claims of sexual abuse, including incident reports, investigative reports, Offender information, case disposition, medical and counseling evaluation findings, and recommendations for post release treatment and/or counseling are retained in designated files in the Chief's Administrative Office.

C. All investigative reports shall be submitted to the Facility's DPS&C Regional Representative, Tommy Miller, Lieutenant Colonel, David Wade Correctional Center, 670 Bell Hill Road, Home, LA 71040, 318-927-0400, ext. 372, tmiller@corrections.state.la.us.

410.10 PREA Investigations

Natchitoches Parish Sheriff's Office
Corrections Division
STANDARD OPERATING PROCEDURES (sop)

A. Investigations of Sexual Assault or Sexual Misconduct occurring within 72 hours of the incident:

1. The PREA Coordinator will be notified and an investigation will be initiated.
2. The crime scene will be secured if feasible and if forensic evidence is likely to exist.
3. The only persons to enter a secured crime scene are:
 - a) Assigned Investigator
 - b) Health Service Staff
 - c) PREA Coordinator
 - d) Chief and/or Warden
4. The crime scene will remain secured until released by the Investigator;
5. Investigators will:
 - a) Gather and preserve direct and circumstantial evidence, including any available physical and DNA evidence and any available electronic monitoring data;
 - b) Interview alleged Victims, suspected Perpetrators, and Witnesses;
 - c) Review prior complaints and reports of sexual abuse involving the suspected Perpetrator.
6. All biological evidence collected in cases involving homicide and rape will be held in secure custody indefinitely. (LA R.S. 15:621)
7. The alleged Victim will be promptly escorted under appropriate security provisions to the Health Service Department for assessment.
 - a) When asked to undress for examination or prior to transport from the Medical Services Department to the Hospital Emergency Room, the Victim will be instructed to undress over a sterile medical drape in order to collect any potential forensic evidence that may fall from their person.
 - b) The sterile medical drape, along with the Victim's clothing, will be collected as evidence and placed in a paper bag with an appropriate chain of evidence form attached.
 - c) Appropriate substitute clothing will be provided to the Victim.
8. When the alleged Victim is an Offender and is released from the Health Services Department or Hospital Emergency Room, the alleged Victim will be segregated from the alleged Aggressor.
9. The credibility of an alleged Victim, Suspect or Witness will be assessed on an individual basis and will not be determined by the person's status as an Offender or Officer.
10. Alleged Aggressors who are 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 Offender Aggressor.
11. NPDC will retain all written reports for as long as the alleged abuser is incarcerated or employed with NPDC.

B. Investigations of Sexual Abuse Occurring more than 72 hours after the incident:

1. The alleged Victim and alleged Aggressor will be immediately separated and assigned to an appropriate Housing Unit.
2. Medical screening will be offered to all Victims.
 - a) The Health Services Staff will make any referrals to the Mental Health Unit.
3. A determination will be made based upon the amount of time that has passed since the alleged incident and other factors, as to whether there is a possibility of evidence still existing at the crime scene.
 - a) If it is determined that evidence may still exist, the alleged crime scene will be secured and any potential evidence will remain in place for the investigation.
 - b) If the alleged crime scene cannot be secured, it will be photographed and/or videotaped and proper evidence protocols followed.
5. Investigators will:
 - a) Gather and preserve direct and circumstantial evidence, including any available physical and DNA evidence and any available electronic monitoring data.
 - b) Interview alleged Victims, suspected Perpetrators, and Witnesses.
 - c) Review prior complaints and reports of sexual abuse involving the suspected Perpetrator.

C. Following an investigation, NPDC will inform the Offender as to the whether the allegation was determined to be substantiated, unsubstantiated or unfounded.

1. Substantiated allegations of conduct that appear to be criminal will be referred for prosecution.

410.11 Officer and Agency Responsibility

- A. NPDC will require all Officers to report immediately and according to NPDC policy any knowledge, suspicion, or information regarding an incident of sexual abuse or sexual harassment that occurred in any NPDC Facility.
- B. NPDC will require all Officers to report any retaliation against Offenders or Officers who report such an incident; and any Officer's neglect or violation of responsibilities that may have contributed to an incident or retaliation.
- C. Apart from reporting to the appropriate authority, Officers 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.
- D. All allegations of sexual abuse and sexual harassment, including third-party and anonymous reports, will be reported to the designated authority.

410.12 Offender Reporting

- A. All allegations of sexual assault or sexual misconduct may be reported to any Officer. The Officer who receives such reports whether verbally or in writing, shall

immediately notify their supervisor who shall ensure that the PREA Coordinator is informed.

B. An Offender may also use the Administrative Remedy Procedure (ARP) as a means to report an alleged sexual assault or sexual misconduct. There is no time limit imposed regarding when an Offender may submit a grievance regarding an allegation of sexual abuse.

C. NPDC will not require an Offender to use any informal grievance process, or to otherwise attempt to resolve with Officers an alleged incident of sexual abuse.

D. The Officer receiving the report and/or the appropriate supervisor shall 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.

E. If the alleged assault has occurred within the previous 72 hours and evidence is obtainable or other circumstances dictate, arrangements shall immediately be made to have the alleged Victim escorted under appropriate security provisions to the infirmary for assessment.

F. The NPDC shall 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. Such examinations shall be performed by Sexual Assault Forensic Examiners (SAFEs) or Sexual Assault Nurse Examiners (SANEs) where possible. If SAFEs or SANEs cannot be made available, the examination can be performed by other qualified medical practitioners. The Department shall document its efforts to provide SAFEs and SANEs

410.13 Protection against Retaliation

A. NPDC will protect all Offenders and Officers who report sexual abuse or sexual harassment or cooperate with sexual abuse or sexual harassment investigations from retaliation by other Offenders or Officers.

B. NPDC will employ measures such as housing changes or transfers of Offender Victims or Abusers, removal of alleged Officers or Offender Abusers from contact with Victims, and emotional support services for Offenders or Officers who fear retaliation for reporting sexual abuse or sexual harassment or for cooperating with investigations.

C. NPDC will monitor Offender disciplinary reports, housing or program changes, or negative performance reviews or reassignments of Officers for at least ninety (90) days following a report of sexual abuse.

1. NPDC will continue such monitoring beyond ninety (90) days if the initial monitoring indicates a continuing need.