

Department of Public Safety & Corrections  
State of Louisiana

JOHN BEL EDWARDS  
GOVERNOR

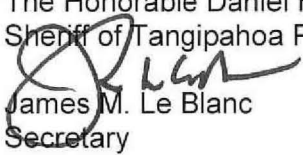


JAMES M. LE BLANC  
SECRETARY

December 4, 2023

**MEMORANDUM**

**TO:** The Honorable Daniel H. Edwards  
Sheriff of Tangipahoa 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) inspection that was conducted at Tangipahoa Parish Jail on May 9, 2023, and then a follow-up visit on August 11, 2023. The monitoring visit did reflect some positive findings. However, there were a few areas of concern.

BJG IV-C-003 "Provision of Treatment" was found to be non-compliant. No contract on file, no designated health care authority, and no Medical Doctor.

On the day of the inspection, the BJJ Team leader noted the following:

- The walls had graffiti all over them; however, it was noticeable that they had been cleaned to rid them of dirt and mildew as best they could.
- Inmates had their clothes hanging up on homemade clotheslines. When asked if they had access to launder their clothes and linens, they explained that they did, but preferred to clean their clothes and linens. It was explained that it is more sanitary for their clothes and linens to be processed through the washing machine and dryer.
- The only inmate complaints were that they still were not receiving visits with their families nor did they have access to programs and education. The Team Leader spoke with staff and they have a plan of action in place to quickly reinstate qualified inmates to be able to visit their families.

After a review of the BJJ files, there is a plan of action for the following Guidelines to be reviewed by the BJJ Team Leader at the next inspection. A plan of action is listed in the attached Excel spreadsheet.

I-C-001      Emergency Plan  
II-A-019     Offender Transfers

III-A-001	Rules and Discipline
IV-B-004	Hygiene/Bedding Issue
IV-B-005	Personal Hygiene
IV-C-002	Adequate Equipment and Supplies
IV-C-014	Suicide Prevention and Intervention
IV-C-015	Offender Deaths
IV-D-001	Health Care Quarterly Meetings
IV-D-006-1	Emergency Assessment for Intoxication or Suspected Intoxication
V-A-003	Visiting
V-B-001	Programs and Services
V-B-002	Educational Programming
V-B-003	Substance Abuse Programs

To ensure compliance with the above-referenced guidelines, BJJ Team Leader Lt Col., Elisabeth Roblin will return within three months of the date of this letter to conduct a complete walk-through visit and within 6 months for file review.

Thank you for your support of the BJJ process.

JML/mwk

Attachment

c: Mike Ranatza, Executive Director, Louisiana Sheriffs' Association  
Heath Martin, Warden, Tangipahoa Parish Jail  
Seth Smith, Chief of Operations  
Timothy Hooper, Warden, LSP  
Elisabeth Roblin, BJJ Team Leader



# BJG MONITORING REPORT

Semi-Annual

Rev. 08/01/2022 mwk

**Facility Name:** Tangipahoa Parish Jail  
**BJG Team Leader & Monitors:** Libby Roblin, Team Leader and Aimee Zaunbrecher, Monitor  
**Facility Warden & Email Address:** Heath Martin / martinh@tpso.org  
**Facility Staff:** Anthony Giovingo, Terry Lane, Lei Higginbotham  
**BJG Inspection Date:** August 11, 2023  
**Previous BJJ Inspection Date:** May, 9 2023 (Walkthrough) and December 7, 2022 (Monitoring Visit)  
**Operational Capacity:** 607 (Jail – 522, TWP – 85)  
**Count on Day of Visit:** 531

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

I-C-001 – Emergency Plan  
II-A-020 – Cell Checks  
II-D-001 – Key, Tool and Utensil Control

	# MALE	# FEMALE	TOTAL
Number of DOC Offenders	182	3	185
Number of Local Offenders	317	29	346
Number of Out of State Offenders	0	0	0
Number of Federal Offenders	0	0	0
Number of ICE Detainees	0	0	0
<b>TOTAL</b>	<b>499</b>	<b>32</b>	<b>531</b>

**Number of DOC Offenders that are:**

Single Bunked 0  
Double Bunked 170  
Triple Bunked 0  
**Total** 170

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

Single Bunked 0  
Double Bunked 15  
Triple Bunked 0  
**Total** 15

**ASSAULTS:** (Please list monthly since the previous BJG monitoring visit.)

Month/Year	Off/Off	Off/Off w/sig inj	Offender/Staff	Off/Staff w/sig inj
December 2022	3	3	3	0
January 2023	3	0	7	0
February 2023	2	0	0	0
March 2023	2	2	1	1
April 2023	2	2	0	1
May 2023	0	0	0	0
June 2023	5	1	0	0
July 2023	2	0	0	0

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

Month/Year	Illicit Substance	Alcohol	Weapon	Cell Phone	Other
December 2022	1	0	4	3	0
January 2023	2	0	13	2	4
February 2023	104	0	0	1	2
March 2023	2	0	19	0	31
April 2023	21	0	2	0	5
May 2023	7	0	3	0	0
June 2023	26	0	14	0	3
July 2023	104	0	0	1	2

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

**Living Area:** Evacuation routes were in place. Fire extinguishers and first aid kits were good and readily accessible.

- **Dorms/Cellblock** – On the day of the visit areas were free of clutter. The inmates' belongings were stored in a more organized manner. The walls had graffiti all over them; however, it was noticeable that they had been cleaned to rid them of dirt and mildew as best they could. Inmates had their clothes hanging up on homemade clothes lines. When asked if they had access to launder their clothes and linens, they explained that they did, but preferred to clean their own clothes and linens. It was explained that it is more sanitary for their clothes and linens to be processed through the washing machine and dryer.

**Culinary/Dining:** On the day of the visit the kitchen was immaculate. All areas were clean, organized, and free of odor. Hot and cold water was available, as well as, washbasins for staff and inmates to wash their hands. All utensils, knives, and keys were securely stored, being inventoried properly and issued in and out. The dishwasher was in working order and cleaning at the proper temperature. Kitchen staff had the appropriate 3 meals for the previous 3 days stored separately in the cooler. All temperatures for the cooler, freezer and dry storage were being documented and in working order. All foods were dated and stored properly.

**Bathrooms:** On the day of the visit, all bathrooms that were checked were in working order. They were clean, but could use fresh paint and shower curtains.

**Yard Areas:** The only yard securely available on the day of the visit was the east yard. Inmates are receiving access to this yard on a rotating schedule. Staff advised that the other yards were not secure as the fences had holes in them, but they were working to fix them.

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

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

Month/Year	# DOC Tested	Total DOC Pop	% Tested	# Positive
December 2022	22	174	12.64%	4
January 2023	27	165	16.36%	0
February 2023	24	164	14.36%	0
March 2023	26	180	14.44%	2
April 2023	17	177	9.6%	1
May 2023	24	197	12.18%	0
June 2023	24	216	11.11%	2
July 2023	24	178	13.48%	2

**\*\*Please refer to attached spreadsheet for review and comments on the Basic Jail Guidelines\*\***

**OTHER:**

On the day of the visit, it was noticeable that the staff has taken great strides to clean, organize and be in compliance with the guidelines. There is still issues that need improvement; however, the staff is taking the proper steps to reach the goals.

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

Staff was friendly, helpful and professional.

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

On the day of the visit, the inmates were in good spirit, the best I have ever seen them. The only complaints were that they still were not receiving visits with their families nor did they have access to programs and education. Please note that the facility had reached out to headquarters staff and scheduled an onsite visit for August 16<sup>th</sup> seeking assistance in obtaining qualified personnel to be able to provide the inmates with programs and education. In regards to family visits, I spoke with staff and they have a plan of action in place to quickly reinstate qualified inmates to be able to visit their family.

**RECOMMENDATION:**

At this time, I recommend we maintain monitoring with walk through visits every 3 months, as well as, file review every 6 months.



65 Files

11/02/2022 mwk

Facility: Tangipahoa Parish Jail	Date Conducted: 8/11/23
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Monitors: Libby Roblin and Aimee Zaunbrecher

**BASIC JAIL GUIDELINES (BJG)**

**PART I - SAFETY**

**A. PROTECTION FROM INJURY AND ILLNESS**

References: ACA CJS 1-1A-01, 1-1A-02, 1-1A-03, 1-1A-04, 1-1A-05, 1-1C-05, 1-4A-03, 1-4A-04

	Findings	Response
<p><b>I-A-001 Safety/Sanitation/Inspections (MANDATORY)</b>                      The facility complies with all applicable laws and regulations of the State Sanitation Officer and the State Fire Marshal. The following inspections are implemented:</p> <ul style="list-style-type: none"> <li>•Weekly sanitation inspections of all facility areas by a qualified departmental staff member.</li> <li>•Weekly inspections of all food service areas, including dining and food preparation areas and equipment.</li> <li>•Water temperature in housing areas is checked and recorded daily.</li> <li>•Comprehensive and thorough monthly inspections by a safety/sanitation specialist for compliance with sanitation, safety and fire prevention standards.</li> <li>•At least annual inspections by the State Sanitation Officer and the State Fire Marshal.</li> </ul> <p>Visual Inspection: completed inspection checklists and reports, documentation of corrective action, inspection reports</p>	<p>Compliant - Backup shows facility is following guideline. <i>Need to show 2 consecutive months of backup in file to show consistency.</i></p>	

**B. VEHICLE SAFETY**

References: Dept. Reg. OP-A-3

<p><b>I-B-001 Offender Transport</b>                      Escorted and unescorted absences of state offenders are governed by R.S. 15:811 and 833 and DPS&amp;C Department Regulation No. OP-A-3 "Escorted Absences." All funeral trips for DOC offenders shall be conducted via video visitation. Any exceptions require prior approval from the Chief of Operations.</p> <p>Visual Inspection: documentation of staff training, documentation of medical, funeral, etc. (outside trips)</p>	<p>Compliant - emailed the update regulation OP-A-3 to facility so it can be placed in the file.</p>	
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**C. EMERGENCY PREPAREDNESS/RESPONSE**

References: ACA CJS 1-1C-01, 1-1C-02, 1-1C-03, 1-1C-04, 1-1C-06, 1-1C-07, 1-7E-01, Dept. Regs. PS-D-3, OP-A-5, OP-B-3, AM-I-4

<p><b>I-C-001 Emergency Plan (MANDATORY)</b>                      There is a written plan, submitted to the Secretary of DPS&amp;C, that specify the procedures to be followed in situations that threaten facility security. Such situations include but are not limited to riots, hunger strikes, disturbances, taking of hostages, and natural or man-made disasters. These plans are made available to all applicable personnel and are reviewed annually and updated as needed. All facility personnel are trained annually in the implementation of the emergency plan.                      An evacuation plan is used in the event of fire or major emergency. The plan is approved by the state fire marshal, reviewed annually, and updated, if necessary. There are written procedures for significant unusual occurrences or facility emergencies including but not limited to natural or man-made disasters; major disturbances such as riots, hostage situations, escapes, fires, deaths, serious illness or injury and assaults or other acts of violence. Such procedures include the reporting of these incidents to the DPS&amp;C, OAS, telephone 800-803-8748 during normal business hours or the control center at EHCC, telephone 800-842-4399 after hours, when they involve DPS&amp;C offenders. In addition, the facility shall follow the incident reporting procedures as outlined in Dept. Reg. AM-I-4, "Activity Reports, UORs," Category A, B and C.</p> <p>Visual Inspection: training records, facility logs, documentation of approval of plan, documentation of annual review, documentation of staff receipt, training on the plan</p>	<p>Plan of Action - File backup is missing the Fire Marshal approval letter. <i>Explained that once the approval is received, it along with the Emergency Plan needs to be emailed to Chief Smith and Colonel McDonald at headquarters. Will review file backup again for compliancy at next visit</i></p>	
<p><b>I-C-003 Fire Safety/Code Conformance (MANDATORY)</b>                      The facility complies with the requirements of the state fire marshal. There is a specific plan for addressing deficiencies, if any, that is approved by the State Fire Marshal. The State Fire Marshal approves any variances, exceptions, or equivalencies.</p> <p>Visual Inspection: documentation of fire alarm and detection system maintenance and testing, plans for addressing deficiencies</p>	<p>Compliant - Fire Marshal inspection report shows that the facility fixed its discrepancy of being over their capacity.</p>	



	Findings	Response
<p><b>I-C-005 Flammable, Caustic and Toxic Materials</b> Written policy, procedure and practice govern the control and use of all flammable, toxic and caustic materials. <b>Visual Inspection: Staff training records, offender training records, internal inspection reports. Documentation of incidents that involved FTC materials. Inventories.</b></p>	Compliant - Backup in file shows the facility is following guideline.	
<p><b>I-C-006 Operational Capacity</b> The number of offenders present does not exceed the operational capacity as determined by the state fire marshal and state health officer. The state fire marshal will determine a capacity primarily based upon exiting capabilities. The state health officer will determine a capacity based upon the ratio of plumbing fixtures to offenders and square footage. The operational capacity will be the lower of these two figures. <b>Visual Inspection: facility count sheets</b></p>	Compliant - Backup in file shows the facility is conducting counts.	
<b>PART II - SECURITY</b>		
<b>A. PROTECTION FROM HARM</b>		
<b>References: ACA CJS 1-2A-01, 1-2A-04, 1-2A-05, 1-2A-06, 1-2A-08, 1-2A-11, 1-2A-13, 1-2A-14, 1-2A-16, 1-2A-17, 1-2A-19, 1-2A-20, Dept. Regs. AM-F-47, IS-B-1, OP-C-3</b>		
<p><b>II-A-002 Secure Perimeter</b> The facility's perimeter is controlled by appropriate means to ensure that offenders are secured remain within the perimeter and that access by the general public is denied without proper authorization. <b>Visual Inspection: documentation of receipt of job description by staff, documentation of annual review and updating, photos of perimeter controls</b></p>	Compliant	
<p><b>II-A-006 Staff Log (MANDATORY)</b> Correctional staff maintain a permanent log and prepares shift reports that record routine information, emergency situations and unusual incidents. The facility shall maintain written records or logs which continuously document the following information: 1. Personnel on duty; 2. Offender population; 3. Admission and release of offenders; 4. Shift activities; 5. Entry/exit of all visitors including legal/medical; 6. Unusual occurrences or facility emergencies (including but not limited to major and minor disturbances such as riots, hostage situations, fires, escapes, deaths, serious illness or injury and assaults or other acts of violence.) Refer to B.J.G I-C-001 for reporting requirements to DPS&amp;C. <b>Visual Inspection: copies of log book, records of staff deployment</b></p>	Compliant	
<p><b>II-A-007 Counts (MANDATORY)</b> The facility has a system for physically counting offenders. At least one formal count is conducted for each shift, with no less than 3 counts daily. The system includes strict accountability for offenders assigned to work and other approved temporary absences. <b>Visual Inspection: completed forms, facility records/logs.</b></p>	Compliant - Facility policy states one count daily between 6AM-6PM and two counts between 6PM-6AM. File backup corroborates showing on 7/5/23 count was conducted at 6AM and 6PM and on 7/6/23 count was conducted at 2:30AM	



	Findings	Response
<p><b>II-A-008 Offender Population Management System</b> There is an offender population management process that includes records on the admission, processing, and release of offenders. Written policy, procedure, and practice provide for offender case record management that includes at a minimum, maintenance of the following documents and information. This offender record and any re-entry transition document envelopes shall be transferred with the offender at such time the offender is transferred to another local or DPS&amp;C facility.</p> <ul style="list-style-type: none"> <li>• Master prison form;</li> <li>• Bill of Information and Court Minutes OR Uniform Commitment Order;</li> <li>• One photograph;</li> <li>• Reports of disciplinary actions, grievances, incidents or crimes committed while in custody;</li> <li>• Records of program participation, work assignments, and classification actions;</li> <li>• Any government issued identification (i.e., driver's license, social security card or birth certificate/birth card or any other valid identification);</li> <li>• Offender health record (see BJJ IV-D-004).</li> </ul> <p>In addition to the maintenance of the above information, the following shall be collected after sentencing and forwarded to the appropriate DPS&amp;C Pre-Class Coordinator, along with any additional sentencing information, within three working days either by fax to 225-342-3759 or email to DOC- HQ_supplemental@la.gov.</p> <ol style="list-style-type: none"> <li>1. Master prison form;</li> <li>2. DPS&amp;C Credit for DOC Commitment (Jail Credit letter);</li> <li>3. AFIS suspect Rap Sheet with Photo (to include offender's SID # and ATN # for the disposition of the Hard Labor disposition);</li> <li>4. Bill of Information and Court Minutes or Uniform Commitment Order (UCO) for each conviction (for probation violators both the original sentencing minutes and the revocation UCO or minutes are required); and</li> <li>5. DPS&amp;C Acknowledgements and Signature Statement form.</li> </ol> <p><b>Visual Inspection: completed forms, reports, offender record</b></p>	Compliant	
<p><b>II-A-009 Intake - Legal Commitment and Medical Service</b> Prior to accepting custody of an offender, staff determine that the offender is legally committed to the facility, and that the offender is not in need of immediate medical attention and/or mental health services.</p> <p><b>Visual Inspection: Completed Admission forms, facility logs.</b></p>	Compliant	
<p><b>II-A-010 Admissions</b> Admission processes for a newly admitted offender include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Searching of the offender and personal property;</li> <li>• Inventorying and providing secure storage of personal property;</li> <li>• Providing an itemized receipt for personal property;</li> <li>• Recording of basic personal data;</li> <li>• Performing a criminal history check;</li> <li>• Photographing and fingerprinting;</li> <li>• Separating from the general public;</li> <li>• Providing a health screening to assess and identify any health and safety needs in accordance with BJJ IV-C-006;</li> <li>• Providing information about access to health services, copay requirements and submitting grievances.</li> </ul> <p><b>Visual Inspection: intake and admission forms, screening forms, inventory form, receipt form</b></p>	Compliant - Backup documentation was complete, very organized and easy to understand.	
<p><b>II-A-012 Classification System</b> Written policy, procedure, and practice provide for a written offender classification plan that includes custody required and assignment to appropriate housing. Offender management and housing assignment considers age, gender, legal status, custody needs, behavioral issues, and other unique needs or issues as they arise. All offenders are classified using an objective classification process that at a minimum:</p> <ul style="list-style-type: none"> <li>• Identifies the appropriate level of custody for each offender</li> <li>• Identifies appropriate housing assignment</li> <li>• Identifies the offender's interest and eligibility to participate in available programs</li> </ul> <p><b>Visual Inspection: offender housing records, offender classification records</b></p>	Compliant	





	Findings	Response
<p><b>II-A-016 Photo Identification (MANDATORY)</b> The facility shall provide each DPS&amp;C offender with photo identification, which the offender shall carry/wear on their person at all times. <b>Visual Inspection: Offender identification card/wristband.</b></p>	<p>Compliant - wrist bands are provided to inmates with photo ID, DOB, Race, Sex and ID#</p>	
<p><b>II-A-018 Offender Drug Testing (MANDATORY)</b> Written policy, procedure, and practice provide for alcohol/drug testing, both randomly and for probable cause. Facility policy will require that a minimum of 5% of the DPS&amp;C offender population shall be drug tested on a monthly basis. <b>Visual Inspection: Facility log, documentation of alcohol/drug testing of offenders.</b></p>	<p>Compliant</p>	
<p><b>II-A-019 Offender Transfers</b> All transfers of DPS&amp;C offenders to other than DPS&amp;C facilities shall be reported to the OAS, at least one day prior to all scheduled transfers and within one business day for all non-scheduled transfers. The DOC offender transfer form shall be submitted by the transferring facility to OAS at least one day prior to the transfer occurring by fax to 225-342-2439 or by email to LocalJailTransfers@la.gov. Offenders should not be transferred to other than DPS&amp;C facilities within 60 days of release, unless for disciplinary reasons. An offender scheduled for an appearance before the Committee on Parole shall not be transferred prior to the scheduled hearing date. However, if the transfer is deemed unavoidable by the Warden due to security concerns, the Warden shall obtain prior approval for an exception from the DPS&amp;C Chief of Operations or designee. Staff from the sending facility shall notify the Committee on Parole as soon as it is known that the offender must be transferred. <b>Visual Inspection: facility logs, documentation of transfers of DPS&amp;C offenders to other than DPS&amp;C facilities</b></p>	<p>Plan of Action - Backup was not on the same inmate. Will review file backup again for compliancy at next visit</p>	
<p><b>II-A-020 Cell Checks (MANDATORY)</b> Written policy, procedure, and practice provide secure, safe housing by establishing the frequency of cell checks in all cellblock areas not to exceed four (4) hours. Staff will document these checks in their staff logs. <b>Visual Inspection: Facility logs, documentation of frequency of cell checks.</b></p>	<p>Compliant - documentation demonstrates cell checks are being conducted every 4 hours.</p>	
<p><b>B. USE OF PHYSICAL FORCE</b></p>		
<p><b>References: ACA CJS 1-2B-01, 1-2B-02, 1-2B-03, 1-2B-05, 1-2B-06, 1-4D-12, Dept. Regs. HCP33, HCP40, OP-A-19, OP-A-16, OP-A-3</b></p>		
<p><b>II-B-001 Use of Force</b> The use of force is restricted to instances of justifiable self-defense, protection of others, protection of property, and prevention of escapes, and then only as a last resort and in accordance with appropriate statutory authority. Written policy, procedure, and practice govern the use of force and provide that force shall never be used as punishment. When an incident involving use of force with a DPS&amp;C offender results in the termination and/or arrest of an employee, the facility shall immediately report the incident to the DPS&amp;C, Office of Adult Services, telephone number 800-803-8748 during normal business hours or the control center at Elayn Hunt Correctional Center, telephone number 800-842-4399 after hours. In addition, the facility shall provide a written report of the incident to the DPS&amp;C, Chief of Operations within three business days. <b>Visual Inspection: facility records, logs, incident reports, training records</b></p>	<p>Compliant</p>	



	Findings	Response
<p><b>II-B-002-1 Use of Restraints for Pregnant Offenders</b> Written policy, procedure, and practice complies with the following requirements: Restraints During Pregnancy The Warden or designee shall ensure the following protocols regarding the use of restraints on pregnant offenders are adhered to:</p> <ol style="list-style-type: none"> <li>1. Restraints During the Second and Third Trimester                             <ol style="list-style-type: none"> <li>a. The type of restraint applied and the application of the restraint shall be done in the least restrictive manner necessary;</li> <li>b. An electronic restraint belt shall never be used;</li> <li>c. The offender shall never be handcuffed behind the back;</li> <li>d. The offender shall never be restrained using leg irons; and</li> <li>e. The offender shall never be placed in a face down position.</li> </ol> </li> <li>2. Restraints During Active Labor and Delivery                             <ol style="list-style-type: none"> <li>a. Restraints shall not be utilized on a pregnant offender during active labor and delivery unless a health care practitioner orders restraints for an offender who, due to a psychiatric or medical disorder, is a danger to herself, her child, her unborn child, or other persons.</li> <li>b. If restraints are utilized during active labor and delivery, the type of restraint applied and the application of the restraint shall be done in the least restrictive manner necessary.</li> <li>c. The Unit Medical Director shall provide guidance on the use of restraints on pregnant offenders prior</li> </ol> </li> <li>3. Restraints During Pregnancy-Related Medical Distress, Transportation, and the Period Following Delivery                             <ol style="list-style-type: none"> <li>a. Restraints shall not be used on a pregnant offender                                     <ol style="list-style-type: none"> <li>2) While she is being transported to a medical facility or LCIW for delivery or any pregnancy-related medical distress, or</li> <li>3) During the period following delivery before the offender has been discharged from the medical delivery, unless there are compelling grounds to believe that the offender presents either of the following:   <ol style="list-style-type: none"> <li>i. An immediate and serious threat of physical harm to herself, staff, or others; or</li> <li>ii. A substantial flight risk and the offender cannot be reasonably contained by other means.</li> </ol> </li> </ol> </li> <li>b. If restraints are utilized during transportation or the period following delivery, the offender shall not be restrained using waist restraints under any circumstances.</li> </ol> </li> <li>4. Removal of Restraints: If a health care professional treating the pregnant offender requests, based on his or her professional medical judgment, that restraints not be used, the correctional personnel accompanying the pregnant offender shall immediately remove all restraints.</li> <li>5. Documentation of Restraints on Pregnant Offenders                             <ol style="list-style-type: none"> <li>a. Should restraints be used on a pregnant offender, within ten days of the use of restraints a written record shall be made to include the following:                                     <ol style="list-style-type: none"> <li>1) The type of restraint used;</li> <li>2) The circumstances that necessitated the use of restraints; and</li> <li>3) The length of time the restraints were used.</li> </ol> </li> <li>b. This written record shall be retained in the offender's master record for a minimum of five years, but shall not constitute a medical record.</li> <li>c. This written record shall be made available as a public records request with the offender's identifying information redacted, unless the offender's prior written consent for the public release of the record.</li> </ol> </li> </ol> <p><b>Visual Inspection: facility records, logs</b></p>	<p>Compliant</p>	
<p><b>II-B-004 Written Reports</b> Written reports are submitted to the facility administrator or designee no later than the conclusion of the tour of duty when any of the following occur:</p> <ul style="list-style-type: none"> <li>● Discharge of a firearm or other weapon</li> <li>● Use of less lethal devices to control offenders</li> <li>● Use of force to control offenders</li> <li>● Offender(s) remaining in restraints at the end of the shift</li> <li>● Emergency distribution of security equipment</li> </ul> <p><b>Visual Inspection: completed reports, facility records and logs</b></p>	<p>Compliant</p>	



	Findings	Response
<b>C. CONTRABAND/SEARCHES</b>		
<b>References: ACA CJS 1-2C-01, 1-2C-04, Dept. Reg. OP-A-8</b>		
<b>II-C-001 Procedures for Searches</b> Written policy, procedure and practice guide searches of facilities and offenders to control contraband. Manual or instrument inspection of body cavities is conducted only when there is reasonable belief that the offender is concealing contraband and when authorized by the facility administrator or designee. Health care personnel will conduct manual or instrument inspections in private. <b>Visual Inspection: observation, facility records and logs, offender and staff interviews</b>	Compliant - documentation shows the facility is conducting shake downs and documenting the results.	
<b>D. ACCESS TO KEYS, TOOLS, UTENSILS</b>		
<b>References: ACA CJS 1-2D-01</b>		
<b>II-D-001 Key, Tool, and Utensil Control (MANDATORY)</b> Keys, tools, culinary equipment and medical/dental instruments and supplies (syringes, needles and other sharps) are inventoried and use is controlled. Written policy, procedure and practice govern the control and use of keys, tools, culinary equipment, and medical/dental instruments and supplies. Such policies and procedures in each local facility providing vocational programming and equipment funded and purchased by DPS&C shall abide by the terms of a Memorandum of Understanding (MOU) established with the DPS&C Reentry Division. <b>Visual Inspection: documentation of perpetual inventories</b>	Compliant - documentation shows the facility is conducting inventories and issue logs according to the guideline.	
<b>PART III - ORDER</b>		
<b>A. OFFENDER DISCIPLINE</b>		
<b>References: ACA CJS 1-2A-15, 1-3A-01, 1-6C-02, 1-6C-03, 1-6C-04, Dept. Reg. OP-C-1</b>		
<b>III-A-001 Rules and Discipline (MANDATORY)</b> Prior to being placed in the general population, each offender is provided with an orientation that includes facility rules and regulations, including access to medical care and the process for applying for restoration of good time. The facility shall follow and provide the DPS&C "Disciplinary Rules and Procedures for Adult Offenders", to the offender population. The offender must sign and date a statement acknowledging receipt of this information. • If the Sheriff or local jail administrator believes that a loss of good time is appropriate, then the incident shall be fully documented and the offender transferred to the DPS&C for a disciplinary hearing to ensure due process in accordance with La. P.S. 15:571.4 <b>Visual Inspection: offender records, disciplinary records, receipt of disciplinary rules, documentation of orientation</b>	Plan of Action - explained that the finalized DB report needs to be in the file backup to properly demonstrate compliance. Will review file backup again for compliancy at next visit.	
<b>PART IV - CARE</b>		
<b>A. FOOD SERVICES</b>		
<b>References: ACA CJA 1-4A-01, 1-4A-02, 1-4A-04, 1-4A-06, Dept. Reg. IS-C-1</b>		
<b>IV-A-001 Food Storage Facilities</b> There are sanitary facilities for the storage of all foods that comply with applicable state and/or federal guidelines. <b>Visual Inspection: DHH inspection reports, internal inspection reports</b>	Compliant	
<b>IV-A-003 Food/Dietary Allowances (MANDATORY)</b> The facility's dietary allowances are reviewed at least annually by a qualified nutritionist or dietician to ensure they meet the national recommended dietary allowances for basic nutrition for appropriate age groups. Menu evaluations are conducted at least quarterly by food service supervisory staff to verify adherence to the established basic daily servings. Written policy, procedure, and practice require that food service staff plan menus and substantially follow the plan. The planning and preparation of all meals shall take into consideration nutritional characteristics and caloric adequacy. The facility shall provide a tray/plate and utensil(s) for each hot meal. <b>Visual Inspection: annual reviews, nutritionist or dietician qualifications, documentation of at least annual review and quarterly menu evaluations</b>	Compliant	
<b>IV-A-006 Food Service Management (MANDATORY)</b> Written policy, procedure, and practice require that three meals (including two hot meals) are provided under staff supervision at regular meal times during each 24-hour period, with no more than 14 hours between the evening meal and breakfast. Variations may be allowed based on weekend and holiday food service demands provided basic nutritional goals are met. Offenders shall be provided an ample opportunity to eat for each meal. <b>Visual Inspection: records of meals served and times served, facility logs</b>	Compliant - backup shows that the facility is servicing 3 meals a day, 2 of which are hot and no more than 14 hours between the evening meal and breakfast.	



	Findings	Response
<b>B. HYGIENE</b>		
<b>References: ACA CJS 1-4B-01, 1-4B-02, 1-4B-03, 1-4B-04, Dept. Reg. IS-C-3</b>		
<b>IV-B-001 Plumbing Fixtures - Toilets and Washbasins (MANDATORY)</b> Offenders have access to toilets and washbasins with temperature-controlled hot and cold running water 24 hours per day. Offenders are able to use toilet facilities without staff assistance when they are confined in their cells/sleeping areas. <b>Visual Inspection: maintenance records or reports, inspections, documentation of periodic measurement of water temperature, offender grievances</b>	Compliant - documentation in file shows that the facility is following the guideline.	
<b>IV-B-002 Plumbing Fixtures - Showers (MANDATORY)</b> Offenders, including those in medical housing units or infirmaries, have access to operable showers with temperature-controlled hot and cold running water 24 hours per day, on a reasonable schedule, (a minimum of three times per week). Water for showers is thermostatically controlled to temperatures ranging from 100 degrees to 120 degrees Fahrenheit. <b>Visual Inspection: maintenance records or reports, inspections</b>	Compliant - documentation in file shows that the facility is following the guideline.	
<b>IV-B-004 Hygiene/Bedding Issue</b> The facility shall provide adequate bedding and linen, including a clean mattress, sheets, pillow and blanket, not to exclude a mattress with integrated pillow. There are provisions for linen and towel exchange at least weekly. There are provisions for blanket exchange at least monthly. <b>Visual Inspection: documentation of issue and exchange</b>	Plan of Action - Secondary documentation is missing the witness signatures in section 2. Secondary documentation is missing invoices in section 3. Will review for compliance at next visit.	
<b>IV-B-005 Personal Hygiene (MANDATORY)</b> Articles and services necessary for maintaining personal hygiene shall be available to all offenders including items specifically needed for females. Such items shall be provided to any offender (male or female) who is indigent. Each offender shall be provided soap, toilet paper, toothbrush, toothpaste and shaving equipment. <b>Visual Inspection: documentation that items are provided, list of items available</b>	Plan of Action - Secondary documentation is missing the witness signatures in section 1. Will review for compliance at next visit.	
<b>C. CONTINUUM OF HEALTH CARE SERVICES</b>		
<b>References: ACA CJS 1-2A-14, 1-4C-01, 1-4C-03, 1-4C-04, 1-4C-06, 1-4C-07, 1-4C-08, 1-4C-09, 1-4C-10, 1-4C-13, 1-4C-15, 1-4D-01, 1-4D-03, 1-4D-04, 1-4D-06, Dept. Regs. IS-D-2, HP13, HCP14, HCP20, HCP41, HCP42, HCP46,</b>		
<b>IV-C-001 Access to Care/Clinical Services (MANDATORY)</b> At the time of admission/intake, all offenders are informed about procedures to access health services, including any copay requirements, as well as procedures for submitting grievances. Medical care is not denied based on an offender's ability to pay. The facility has a designated health authority with responsibility for health care services. The health authority is the health administrator or agency responsible for the provision of health care services at an institution; the responsible physician may be the health authority. When the health authority is other than a physician, final clinical judgments rest with a single, designated, responsible physician. • Written policy, procedure, and practice provide for the delivery of health care services, including medical, mental health, dental and behavioral health services under the control of a designated health care authority who shall be a physician or a licensed or registered health care provider or health agency. Access to these services shall be unimpeded in the sense that correctional staff should not approve or disapprove offender requests for services in accordance with the facility's health care plan. Oral health services include access to diagnostic x-rays, treatment of dental pain, development of individual treatment plans, extractions of non-restorable teeth, and referral to a dental specialist, including an oral surgeon. Specialty non primary clinical services are covered by DPS&C. The requests shall be submitted by the facility staff using the software provided by DPS&C. • In accordance with La. R.S. 15:831, DPS&C offenders may be assessed a co-payment for receiving medical or dental treatment, including prescription or nonprescription drugs. The co-payment fee schedule shall be approved by the DPS&C. Such fee schedule for DPS&C offenders housed in local jail facilities shall not exceed the DPS&C approved rate in accordance with Department Regulation HCP14 unless prior approval has been granted by the Secretary of the DPS&C. • DPS&C offenders may be required to file a claim with his/her private medical or health care insurer, or any public medical assistance program, under which he/she is covered and from which the offender may make a claim for payment or reimbursement of the cost of any such medical treatment. <b>Visual Inspection: Documentation that offenders are informed about health care and the grievance system, a health record, medical copayment fee schedule.</b>	Compliant	



	Findings	Response
<p><b>IV-C-002 Adequate Equipment and Supplies (MANDATORY)</b> Adequate equipment and supplies for medical services are provided as determined by the health care authority and are in working order. This includes but is not limited to the following; automatic external defibrillators (AEDs) available and in working order, a stock of first aid supplies for the treatment of minor injuries, ambu-bag, and a cut down tool. <b>Visual Inspection: Photos</b></p>	<p>Plan of Action - secondary documentation in section 2 needs inventory of equipment/supplies, zero pharmacy. Example: first aid kit, AED, etc. Will review for compliance at next visit.</p>	
<p><b>IV-C-003 Provision of Treatment (MANDATORY)</b> The facility has a designated health authority responsible for health care services. Requests for health services are triaged by health trained persons to ensure that needs are addressed in a timely manner in accordance with the severity of the illness. Written policy, procedure and practice provide that anyone who provides health care services to offenders be licensed, registered or certified as appropriate to their respective professional disciplines. Such personnel shall only practice as authorized by their license, registration or certification. Standing orders are used in the treatment of offenders only when authorized in writing by a physician or dentist. (Standing orders are used in the treatment of identified conditions and for the on-sight emergency treatment of an offender.) <b>Visual Inspection: documentation of health authority designation, contract, billing records, sick call request form, a health record, clinical provider schedules, current credentials/licensure</b></p>	<p>Non-Compliant - secondary documentation in section 2: contract is not in file, no designated healthcare authority listed, no updated MD on file. Will review for compliance at next visit.</p>	
<p><b>IV-C-005 24 Hour Care (MANDATORY)</b> Written policy, procedure, and practice ensure that offenders have access to 24-hour emergency medical, dental, and mental health services, including on-site first aid, basic life support, and transfer to community based services. This requirement may be met by agreement with a local state hospital, a local private hospital, on-call qualified health care personnel (see IV-C-003), or on-duty qualified health care personnel. Decisions regarding access to emergency medical services shall not be the sole province of correctional or other non-health personnel except in accordance with IV-C-004. <b>Visual Inspection: designated facility, provider lists, transportation logs</b></p>	<p>Compliant</p>	
<p><b>IV-C-006 Health Screens</b> Written policy, procedure and practice require that all DPS&amp;C offenders receive a health screening by health trained or qualified health care personnel upon intake into the facility unless there is documentation of a health screening within the previous 90 days. Screening is conducted in accordance with protocols established by the health authority. If completed by health trained personnel, all intake health screens are to be reviewed by health care personnel as soon as possible. If a facility uses a different screening form, it shall be required to have at a minimum the questions in the Intake Health Care Screening form (IV-C-006-A) provided by DPS&amp;C. The purpose of the health screening is to protect newly admitted offenders who pose a health safety threat to themselves or others from not receiving adequate medical attention. This should include inquiry into:</p> <ol style="list-style-type: none"> <li>1. Current medical, dental or behavioral health problems and communicable diseases;</li> <li>2. Current treatment plan;</li> <li>3. Current medications, including psychotropic;</li> <li>4. History of hospitalization;</li> <li>5. Suicidal risk assessment;</li> <li>6. Use of alcohol or other drugs including need for possible detoxification;</li> <li>7. Possibility of pregnancy;</li> <li>8. Observation of the following:             <ol style="list-style-type: none"> <li>a. Appearance and behavior;</li> <li>b. Body deformities and other physical abnormalities;</li> <li>c. Ease of movement;</li> <li>d. Current physical traumas or characteristics and a determination of whether or not the offender should be recommended for immediate transfer to the DS&amp;C for appropriate care;</li> <li>e. Any physical impairment (hearing, vision, mobility) or other disability which would impede the offender's access to programs or services. Offenders identified with such an impairment or disability shall be transferred to the DPS&amp;C for further evaluation and determination of appropriate housing placement. [Reference 2008 Resolution Agreement: US DOJ and LA DPS&amp;C.]</li> </ol> </li> <li>9. Current health insurance.</li> </ol> <p><b>Visual Inspection: health records, completed screening form, transfer logs</b></p>	<p>Compliant</p>	



	Findings	Response
<p><b>IV-C-006-1 Pregnancy Management (MANDATORY)</b> Written policy, procedure and practice require that all pregnant offenders have access to obstetrical services by a qualified provider, including prenatal, peripartum, and postpartum care. The local jail facility shall notify the Department's Medical Director when a DPS&amp;C offender is pregnant to ensure proper placement in a DPS&amp;C facility including transfer if necessary. <b>Visual Inspection: written policy and procedure, health record where pregnant offender received obstetrical services by a qualified provider, notification to DPS&amp;C when DPS&amp;C offender is pregnant, transfer logs</b></p>	Compliant	
<p><b>IV-C-007 Communicable Disease and Infection Control Program</b> Communicable diseases are managed in accordance with a written plan approved by the health authority in consultation with local public health officials. The plan includes for the screening, surveillance, treatment, containment, and reporting of infectious diseases. The plan shall comprise of testing to detect communicable diseases, including TB testing, HIV testing, and HCV testing within 14 days of arrival at the facility. If there is documented evidence of TB, HIV, or HCV testing within the last 12 months, new testing is not required. Qualified health care staff will evaluate for signs and symptoms of TB. Infection control measures include the availability of personal protective equipment for staff and hand hygiene promotion throughout the facility. Procedures for handling biohazardous waste and decontaminating medical and dental equipment must comply with applicable local, state, and federal regulations. <b>Visual Inspection: health records, clinic visit logs, documentation of waste pic up and/or cleaning logs</b></p>	Compliant: Suggested to facility that they use alternate supporting documentation in section 2, other than blood sugar checks.	
<p><b>IV-C-008 Annual TB Testing</b> Written policy, procedure and practice require annual testing or medical evaluation for signs and/or symptoms of tuberculosis on all offenders. Annual TB testing will be provided at no cost to the offender. The facility's designated health care authority shall contact the DPS&amp;C Medical Director, telephone number 225-342-1320, when an offender's test for medical signs and/or symptoms of tuberculosis is reported positive. The DPS&amp;C Medical Director will determine if the offender requires physician or mid-level evaluation, based on the reported positive signs or symptoms. <b>Visual Inspection: health records</b></p>	Compliant	
<p><b>IV-C-009 Chronic Care Program (MANDATORY)</b> At a minimum, offenders with the chronic conditions, diabetes, hypertension, congestive heart failure, asthma, HIV, seizures, conditions requiring Coumadin therapy, or mental illness receive periodic evaluations by a qualified health care provider in accordance with individual chronic care plans. For offenders whose chronic disease cannot be reasonably managed by the local jail facility, a Medical/Mental Health Transfer Request for DOC Offenders at Local Facilities Form JO-1-b shall be completed and email to DOC Headquarters Medical Department at HQ-Medical-MentalHealthtransfers@la.gov. The intake screening form and any other supporting documentation shall also be included when requesting transfers. <b>Visual Inspection: health records</b></p>	Compliant	
<p><b>IV-C-010 Pharmaceuticals</b> Written policy, procedure, and practice approved by the health authority provide for the proper management of pharmaceuticals. Offenders are provided medication as prescribed. <b>Visual Inspection: health records, completed medication administration forms, inventories</b></p>	Compliant	
<p><b>IV-C-012 Access to Sick Call (MANDATORY)</b> There is a process for all offenders to initiate requests for health services on a daily basis. Written policy, procedure and practice require that sick call is conducted by a physician and/or other qualified health care personnel who are licensed, registered or certified as appropriate to their respective professional discipline and who practice only as authorized by their license, registration or certification. Sick call shall be available to all offenders as follows: ●Facilities with fewer than 100 offenders - 1 time per week; ●Facilities with 100 to 300 offenders - 3 times per week; ●Facilities with more than 300 offenders - 4 times per week. If an offender's custody status precludes attendance at sick call, then arrangements shall be made to provide such services in the place of the offender's detention. <b>Visual Inspection: written policy and procedure</b></p>	Compliant with Plan of Action - need to ensure documentation listed is all current and supportive health records and should be on the same inmate. Will review for update at next visit.	



	Findings	Response
<p><b>IV-C-013 Infirmiry Care</b> If infirmiry care is provided onsite, it complies with applicable state regulations and local licensing requirements. Provisions include 24-hour emergency on-call consultation with a physician, dentist and behavioral health professional. Written policy, procedure and practice provide that any offender who is identified as requiring a medical, dental, or behavioral health need for which care is not readily available from the local facility shall be immediately transferred to DPS&amp;C. It is particularly important that smaller facilities recognize the commitment of the DPS&amp;C to accept into their custody any DPS&amp;C offender whose condition is problematic.</p> <p><b>Visual Inspection: admission or inpatient records, staffing schedule, completed form C-05-004-B</b></p>	Compliant	
<p><b>IV-C-013-1 Medical Releases (Medical Parole, Medical Treatment Furlough, Compassionate Release)</b> Any offender sentenced to DPS&amp;C custody that meets the medical criteria to be released on Medical Parole, Medical Treatment Furlough or Compassionate Release may be considered after submission of the required documentation in accordance with the corresponding Department Regulation to the DPS&amp;C's Chief Nursing Officer via email to HQ-Medical-MentalHealthTransfers@la.gov or by fax to 225-342-1329.</p> <p><b>Visual Inspection: health records, documentation of approval of DPS&amp;C's Chief Nursing Officer</b></p>	Compliant	
<p><b>IV-C-014 Suicide Prevention and Intervention (MANDATORY)</b> There is a written suicide prevention and intervention program that is approved by a behavioral health professional who meets the educational and license/certification criteria specified by his/her respective professional discipline. The program must include specific procedures for handling intake, screening, identifying and continually supervising the suicide-prone offender. All suicide attempts and completions will be reported to the Mental Health Director of DPS&amp;C at mentalhealth@doc.la.gov or (225)202-809. Observation of the suicide-prone offender will vary from continual observation to intervals no greater than fifteen (15) minutes. All staff with responsibility for offender supervision are trained annually in the implementation of the program. Such procedures also shall include the reporting requirements as outlined in BJJ 1-C-001.</p> <p><b>Visual Inspection: health records, documentation of staff training, documentation of observation of suicide watches.</b></p>	Plan of Action - need to provide suicide lesson plan, instructor credentials and employee sign in sheet for training. Will review for compliance at next visit.	
<p><b>IV-C-015 Offender Deaths (MANDATORY)</b> Written policy, procedure, and practice specify and govern the actions to be taken in the event of an offender's death, which includes notification of the coroner of all offender deaths. All attempts to contact the coroner regarding any death shall be thoroughly documented. Such procedures shall also include the reporting requirements as outlined in BJJ 1-C-001. In addition, a written report of all offender deaths shall be submitted to DPS&amp;C on Form AM-I-4-x (via email to _DOC-HQ_Cat_A_Notifications@la.gov or via fax to (225) 342 3349).</p> <p><b>Visual Inspection: notification, reporting requirements, report to DPS&amp;C</b></p>	Plan of Action - Policy needs to be updated to meet reporting requirements of revised guidelines discussed in the BJJ training this year, including required form AM-I-4x to DPS&C HQ. Update policy to contact EHCC duty officer, BJJ Team Leader and DPS&C HQ immediately. Provide backup documentation showing who was notified, how notification occurred, HQ notification, BJJ Team Leader and all required DOC personnel according to new guidelines with a copy of AM-I-4x. Will review for compliance at next visit.	
<b>D. HEALTH SERVICES STAFF</b>		
<b>References: ACA CJS 1-4D-02, 1-4D-04, 1-4D-05, 1-4D-07, 1-4D-08, 1-4D-09, 1-4D-10, 1-4D-17, 1-4D-18, Dept. Regs. HCP44, HCP9, HCP10, AM-D-5</b>		
<p><b>IV-D-001 Health Care Quarterly Meetings (MANDATORY)</b> The health authority meets with the facility administrator at least quarterly.</p> <p><b>Visual Inspection: documentation of meetings</b></p>	Plan of Action - Health Authority not named nor included in Quarterly meeting. Will review for compliance at next visit.	
<p><b>IV-D-006-1 Emergency Assessment for Intoxication or Suspected Intoxication (MANDATORY)</b> Written policy, procedure, and practice require that presumptively intoxicated offenders are assessed immediately by medical personnel in order to provide lifesaving intervention and make a determination of need for offsite medical attention. Written policy, procedure, and practice provide for access to Naloxone for officers and medical staff, as well as training for its administration.</p> <p><b>Visual Inspection: verification of training, records and certificates</b></p>	Plan of Action - Need Naloxone policy and procedures, as well as, course description for naloxone administration and employee sign in sheet for training. Will review for compliance at next visit.	
<p><b>IV-D-007 Internal Review/Quality Assurance (MANDATORY)</b> The health authority approves policies and procedures for identifying and evaluating major risk management events related to offender health care, including offender deaths, preventable adverse outcomes and serious medication errors.</p> <p><b>Visual Inspection: evaluation of major risk management events</b></p>	Compliant	



	Findings	Response
<b>E. SEXUAL ASSAULT</b>		
<b>References: ACA CJS 1-4D-13, 1-4D-15, 1-4D-16, Dept. Regs. PS-D-3, OP-A-15</b>		
<p><b>IV-E-001 Alleged and Substantiated Sexual Assaults</b> Written policy, procedure, and practice provide for the prevention, detection, response, reporting and investigating of alleged and substantiated sexual assaults. Prison Rape Elimination Act (PREA) information provided to offenders about sexual abuse/assault includes:</p> <ul style="list-style-type: none"> <li>• Prevention/intervention;</li> <li>• Self-protection;</li> <li>• Multiple channels of reporting sexual assault and sexual misconduct;</li> <li>• Protection from retaliation;</li> <li>• Treatment and counseling; and</li> <li>• DPS&amp;C zero tolerance for sexual assault and sexual misconduct</li> </ul> <p>When the occurrence/allegation of sexual assault or threat involves a DPS&amp;C offender, the facility shall report the incident to DPS&amp;C immediately, as outlined in BJJ I-C-001. An investigation is conducted and documented whenever a sexual assault or threat is reported. Investigative reports shall be submitted to the appropriate DPS&amp;C Regional BJJ Team Leader on Form OP-A-15-e "Standardized Case Report Form." The Regional BJJ Team Leader shall forward any investigation report to the DPS&amp;C PREA Investigation Colonel at Joel.Odom@la.gov. Victims of sexual assault are referred under appropriate security provisions to a community facility for treatment and gathering of evidence.</p> <p><b>Visual Inspection: documentation of reports to DPS&amp;C, investigative reports</b></p>	Compliant	
<b>PART V - OFFENDER PROGRAMS AND ACTIVITY</b>		
<b>A. OFFENDER OPPORTUNITIES FOR IMPROVEMENT</b>		
<b>References: ACA CJS 1-5A-01, Dept. Reg. PS-F-1</b>		
<p><b>V-A-003 Visiting</b> Written policy, procedure, and practice govern visiting. The number of visitors an offender may receive and the length of the visits may be limited only by the facility's schedule, space, and personnel constraints, or when the facility administrator can present clear and convincing evidence that such visitation jeopardizes the safety and security of the facility. Conditions under which visits may be denied and visitors may be searched are defined in writing. Provisions are made for special visits in accordance with Department Regulation OP-C-9.</p> <p><b>Visual Inspection: activity schedules, facility logs</b></p>	Plan of Action - Backup states "no visits due to COVID" Explained to the facility that COVID is no longer a valid reason as all restrictions have been lifted. Will review file backup again for compliancy at next visit	
<p><b>V-A-005 Exercise and Recreation Access (MANDATORY)</b> Offenders have access to exercise and recreation opportunities. Written policy, procedure, and practice provide for exercise opportunities adequate to ensure major muscle activity. Outdoor exercise shall be available on a regular basis (at least three times per week-weather permitting) for DPS&amp;C offenders. If a DPS&amp;C offender requires special management or has security supervision needs which preclude the opportunity for outdoor exercise at a facility, then he or she shall be transferred to the DPS&amp;C. If a facility based on location, or other legitimate concern, does not make provision for outdoor exercise, then compensating dedicated exercise facilities of adequate size to provide three exercise opportunities per week shall be available.</p> <p><b>Visual Inspection: activity schedules, facility logs</b></p>	Compliant with Plan of Action - Facility policy states that inmates are offered exercise/recreation access three times a week except in inclement weather. Facility is rotating inmate access at the moment, this due to the only recreation yard securely available is the East Yard. All other yards' perimeters are not secure as there is holes in the fences. They are currently working to fix them all.	





	Findings	Response
<b>B. PROGRAMS AND SERVICES</b>		
<b>References: ACA CJS 1-4C-02, 1-5B-01, 1-5B-01-1, 1-5B-01-2, 1-5B-01-3, 1-5B-02, 1-5B-02-1, 1-5B-02-2, 1-5B-04, 1-5C-01, 1-5C-04, 1-5C-06, Dept. Regs PS-D-3, IS-B-1, HCP7, PS-E-1, PS-C-1, AM-C-2, PS-I-1, OP-C-9, OP-C-7</b>		
<p><b>V-B-001 Programs and Services</b> Written policy, procedure, and practice provide for the availability of offender programs, services, and counseling. Such programming may be obtained from acceptable internal or external sources which should include, at a minimum, assistance in obtaining individualized educational program instruction at a variety of levels. The local jail facility shall maintain class files on all DPS&amp;C approved programming, whether the program is administered by DPS&amp;C or other staff. The class files should include at a minimum:</p> <ol style="list-style-type: none"> <li>1. Screening of the offender(s) for program placement;</li> <li>2. Offender application to program;</li> <li>3. Program sign-in sheets and/or attendance rosters;</li> <li>4. Student Education Records shall be maintained at the facility. The student record includes but is not limited to the Work Ready U Intake form (which includes Demographics, Self- Disclosure Information, Release Statement, Family Educational Rights and Privacy Act- FERPA, Grievance Procedure, Class Rules, test scores, certificates, diplomas, etc.);</li> <li>5. Copies of certificates of program completion, skills certifications, etc.;</li> <li>6. Signed copy of CTRP credit forms;</li> <li>7. Documentation for staff oversight if program is not administered and/or overseen by DPS&amp;C staff, and/or</li> </ol>	<p>Plan of Action - Backup states "no education classes due to staff shortages for 2023" and for 2022 "no education due to COVID". They are currently working with headquarters staff to get qualified personnel so that inmates can be offered access to programs and services. Headquarters staff is scheduled to visit the facility on August 16, 2023. Will review file backup again for compliancy at next visit</p>	
<p><b>Visual Inspection: activity schedules, facility records and logs, offender records</b></p> <p><b>V-B-002 Educational Programming</b> The DPS&amp;C and the facility encourage educational programming which includes: Adult Basic Education and/or Literacy; Industry Based Certification Training; Pell-eligible Post-Secondary Training; Peer Tutor/Mentor Implementation. Any planned or proposed programs for education in local jail facilities that house DPS&amp;C offenders shall be submitted to the DPS&amp;C Education Director for review and approval. If the DPS&amp;C implements the educational program in cooperation with the facility, compliance measures must be followed to abide by the terms of the funding sources, as well as state and federal regulations. A determination of ATLO needs will be determined with the facility during implantation of education programs. During this time the party responsible for cost of ATLO lab, devices, etc. will be determined. In some cases, technology is utilized for Education and Reentry purposes (ATLO Software). This will be determined during the needs assessment of the facility. The cost of ATLO lab and services will be determined.</p>	<p>Plan of Action - Backup states "no education classes due to staff shortages for 2023" and for 2022 "no education due to COVID". They are currently working with headquarters staff to get qualified personnel so that inmates can be offered access to programs and services. Headquarters staff is scheduled to visit the facility on August 16, 2023. Will review file backup again for compliancy at next visit</p>	
<p><b>Visual Inspection: activity schedule, facility logs</b></p> <p><b>V-B-003 Substance Abuse Programs</b> The facility encourages offender participation in substance abuse programs when available. The continuum of substance abuse programming includes:</p> <ol style="list-style-type: none"> <li>1. Substance Abuse Education/Relapse Prevention;</li> <li>2. 12 Step Recovery Meetings (i.e., Alcoholics Anonymous/Narcotics Anonymous);</li> <li>3. Living in Balance: Moving from a Life of Addiction to a Life of Recovery.</li> </ol> <p>Provisions for offender referrals and transfers to DPS&amp;C approved intensive residential substance abuse programs are made in accordance with the facility's policy on program referrals and transfers from custody.</p>	<p>Plan of Action - Backup states "no education classes due to staff shortages for 2023" and for 2022 "no education due to COVID". They are currently working with headquarters staff to get qualified personnel so that inmates can be offered access to programs and services. Headquarters staff is scheduled to visit the facility on August 16, 2023. Will review file backup again for compliancy at next visit</p>	
<p><b>Visual Inspection: activity schedule, facility logs</b></p> <p><b>V-B-007 Canteen/Commissary Spending Limits</b> The offender commissary spending limit shall be \$200.</p> <p><b>Visual Inspection: facility logs/store sheet</b></p>	<p>Compliant</p>	



	Findings	Response
<b>C. REENTRY</b>		
<b>References: Dept. Regs. IS-B-6, BOP3, IS-B-7, HCP31</b>		
<p><b>V-C-001 Releasing Offenders</b> Procedures for releasing offenders from the facility include, but are not limited to, the following:</p> <ul style="list-style-type: none"> <li>• Return of personal property, to include any government issued identification card (i.e., driver's license) that may have been collected from the offender during the intake process. Provide offender with/and have him/her sign for any DPS&amp;C Transition Document Envelopes (TDE) and all its contents if present at the facility. Otherwise, inform offender their TDE (if they have one) will be mailed to their release address on record.</li> <li>• Provision of a listing of available community resources.</li> <li>• Consideration by the prescribing health care practitioner for a provision of a 5-day supply of current maintenance medication (medication prescribed to stabilize a chronic medical or behavioral health illness), along with a prescription for thirty (30) days of medication upon transfer or discharge.</li> <li>• Prior to release, offenders with serious medical and behavioral health conditions are referred to available community services. All efforts shall be made to schedule any medical/mental health appointments prior to release. Appropriate health information is shared with the new providers in accordance with consent requirements. This information shall be documented in the offender's medical record.</li> <li>• Offenders identified as needing transportation, should be afforded a bus ticket from the facility to the residence plan address listed on the release paperwork.</li> <li>• For offenders with out of state residence plans, screen and complete an ICOT 4-6 months prior to release and submit to local P&amp;P district. If offender has no address, shelter placement shall be done by Local Jail Transitional Specialist or staff.</li> <li>• Provision of adequate street clothing for indigent offenders. Offenders shall not release in any prison issued attire, including but</li> </ul>	Compliant	
<b>Visual Inspection: facility log, activity schedule</b>		
<p><b>V-C-002 Regional Reentry Programs</b> Facilities shall remain in compliance with any separate contract with the facility through which the DPS&amp;C reimburses for reentry programming which includes:</p> <ol style="list-style-type: none"> <li>1. Employment opportunities through referral and transfer to transitional work programs, or when inappropriate, for transitional work program placement, enrollment in the Reentry Workforce Portal, and outside service providers to connect discharging offenders with employment opportunities upon release;</li> <li>2. At least two forms of valid identification upon release, preferably a Louisiana State ID and Social Security Card;</li> <li>3. The development of a residential plan prior to release;</li> <li>4. Referral to community based service providers upon release.</li> <li>5. Ensuring that all DPS&amp;C offenders complete 100 hours of pre- release training at a regional reentry center prior to transfer to a transitional work program or release from custody.</li> </ol> <p>Regional Reentry Programs shall maintain reentry transition document envelopes for all DPS&amp;C offenders housed in local jails in their region, which include at a minimum, if applicable:</p> <ol style="list-style-type: none"> <li>1. Any valid forms of identification;</li> <li>2. Prescriptions and Medicaid card;</li> <li>3. Community service referrals; and</li> <li>4. CRANNUAL printed report.</li> </ol> <p>Regional Reentry Programs shall coordinate with local jails and Probation &amp; Parole Districts in their region to insure offenders receive their Transition Document Envelopes (TDE) either prior to release or upon release. Regional Reentry programs shall mail TDE's to the release address on record for offenders who release full term and cannot be provided the TDE before release.</p>	Compliant	
<b>Visual Inspection: documentation of employment opportunity, documentation of two forms of identification, residential plan</b>		
<p><b>V-C-003 Pre-Parole Preparation</b> The facility shall complete Form IS-B-7-c "Pre-Parole TIGER Questionnaire for Local Jail Facilities" and submit via e-mail to DPS&amp;C Headquarters at mleger@la.gov or by fax to (225) 342-3095 within the first two weeks of the month preceding the scheduled hearing.</p>	Compliant	
<b>Visual Inspection: offender record, completed questionnaire</b>		



	Findings	Response
<b>B. FAIR TREATMENT OF OFFENDERS</b>		
<b>References: ACA CJS 1-2A-16, 1-4C-01, 1-6B-01, 1-6B-02, Dept. Reg. OP-C-13</b>		
<b>VI-B-002 Grievance Process (MANDATORY)</b> Offenders have reasonable access to a grievance remedy procedure that includes at least two levels of review if necessary. The grievance remedy procedure shall be an administrative means through which an offender may seek formal review of a complaint which relates to any aspect of his imprisonment if less formal procedures have not resolved the matter. Such complaints and grievances include, but are not limited to, actions pertaining to conditions of confinement, personal injuries, medical complaints, time computations, the classification process, or challenges to rules, regulations, or policies. Through this procedure, offenders shall receive reasonable responses within a specified time period and where appropriate, meaningful remedies.  <b>Visual Inspection: grievances</b>	Compliant - 1 step is answered with 10 days of receipt by administration. 2nd step is answered within 20 days of receipt by the Warden.	
<b>PART VII - ADMINISTRATION AND MANAGEMENT</b>		
<b>A. RECRUITMENT, RETENTION, AND PROMOTION</b>		
<b>References: ACA-CJS 1-1A-01, 1-1B-01, 1-1C-01, 1-1C-07, 1-4C-13, 1-4D-05, 1-4D-14, 1-7B-02, 1-7B-04, 1-7B-06, Dept. Regs. AM-F-22, OP-A-19</b>		
<b>VII-A-001 Training and Staff Development</b> The facility conducts or participates in a training program which includes orientation for all new employees (appropriate to their job) prior to assuming a position or post. Such training must include: 1. Security procedures; 2. Hostage procedures – including staff roles and safety; 3. Fire and emergency plan/ procedures; 4. Suicide precaution and signs of suicide risks; 5. Use of force policies; 6. Inmate rules and regulations; 7. CPR and first aid; 8. Requirements of the Prison Rape Elimination Act (PREA); 9. Employees whose duties are the care, custody and control of offenders must complete the Peace Officers Standards and Training (POST) Level 3 certification training program, which consists of the ACA core curriculum, within one year of employment. <b>Visual Inspection: lesson plans, staff training records</b>	Compliant - employees are receiving their annual training, along with special team training. Assistant Warden Giovingo has had special teams conduct training with the LSP Tact Team commander and members twice in the past year.	
<b>VII-A-002 Weapons Training</b> All personnel authorized to use firearms and less-than-lethal weapons must demonstrate competency at least annually. Training includes decontamination procedures for individuals exposed to chemical agents. <b>Visual Inspection: personnel records, training records</b>	Compliant	
<b>B. FACILITY ADMINISTRATION</b>		
<b>References: ACA CJS 1-4D-02, 1-7D-01, 1-7D-03, Dept. Reg. AM-I-4</b>		
<b>VII-B-003 Independent Financial Audit</b> Written policy, procedure, and practice provide for an independent financial audit of the facility. This audit is conducted annually or as stipulated by statute or regulation, not to exceed three years. <b>Visual Inspection: annual audit</b>	Compliant - last audit was conducted 6/30/22	
<b>VII-B-004 Facility Insurance</b> Written policy, procedure, and practice provide for institutional insurance coverage, including at a minimum: worker's compensation, civil liability for employees, liability for official vehicles, and either a commercial crime/employee theft insurance policy, or public employee blanket bond. <b>Visual Inspection: insurance policy</b>	Compliant - documentation shows policy is valid through 7/2024	
<b>VII-B-007 Offender Records Security</b> Written data security policy, procedure, and practice govern the collection, storage, retrieval, access, use, secure placement and preservation of records, and transmission of sensitive or confidential data contained in paper, physical, or electronic format. Access to any information system by an offender in the custody or supervision of the Department is strictly prohibited. All personnel having access to the information systems are responsible for ensuring the security of the computer equipment and preventing unauthorized access. <b>Visual Inspection: offender records</b>	Compliant - Suggested the facility place photos in the file to show where the records are held and that they are secure.	



	Findings	Response
<p><b>VII-B-009 Annual Compliance Statement</b>                      Written policy, procedure and practice demonstrate that the facility shall submit an annual statement confirming continued compliance with the BJC to the appropriate DPS&amp;C Regional Team Leader. This statement, submitted by January 31st each year, is in writing and shall include:</p> <ol style="list-style-type: none"> <li>1. A copy of the current Fire Marshal Report;</li> <li>2. A copy of the current Health Inspection Report;</li> <li>3. Any proposed or projected expansions;</li> <li>4. Any rehabilitative programs that are available;</li> <li>5. Summary of any re-entry initiatives/programs implemented by the facility.</li> </ol> <p><b>Visual Inspection: annual statement</b></p>	<p>Compliant</p>	



	Findings	Response
INSPECTION REPORTS		
DEPARTMENT	Deficiencies	Corrective Action Taken
<b>Fire Marshall</b> Date of Current Report: 8/1/2023 Maximum Capacity: 572	see attached	
<b>DHH - Health</b> Date of Current Report: 12/12/2022 Maximum Capacity: 572	see attached	
<b>DHH - Retail Food</b> Date of Current Report: 5/18/2023	see attached	



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-22-017898-3

**Deficient/Cautionary Codes cited.**

Location Information			
Inspection Type	Compliance Building Inspection		Inspection Date 8/1/2023 4:06:55 PM
Structure ID	887	No. of Buildings	6
Capacity	572	Year Built	
Building/Trade Name		Address	
TANGIPAHOA PARISH JAIL NORTH WEST AND EAST		201 CAMPO LANE, AMITE, LA 70422	
Owner Information			
Owner Type	Name	Contact Phone	Contact Email
Municipal Project	TANGIPAHOA PARISH		HAMMONSD@TPSO.ORG
Address			
201 CAMPO LANE, AMITE, LA 70422			
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 3		
Deficient and Cautionary Items			Status
1	<p>NFPA 101:23.1.7 Occupant Load. The occupant load, in number of persons for whom means of egress and other provisions are required, either shall be determined on the basis of the occupant load factors of Table 7.3.1.2 that are characteristic of the use of the space or shall be determined as the maximum probable population of the space under consideration, whichever is greater.</p> <p>(THE FEMALE PODS CAPACITY IS SET AT 22. AT TIME OF INSPECTION IT WAS AT 29. CURRENTLY THE WOMEN PODS ARE OVER CAPACITY BY 7. SHALL REDUCE THE NUMBER OF FEMALE INMATES TO THE SET CAPACITY.)</p>		DEFICIENT (Correction Date: 8/2/2023)
2	<p>LRS40:1574 Shall submit plans to the LA OSFM for electrical locks.</p> <p>(CURRENTLY THE STATUS READS "RELEASED". SHALL REQUEST A FINAL INSPECTION ON LOCKS.</p> <p>Final inspection needed for AR-22-022810 )</p>		CAUTIONARY
Comments			
NOTE: Currently the female doms are over capacity. Information is being gathered for the facility to propose an option to increase the capacity of the female doms. Once the information has been provided, shall submit to seek approval for the increase.			
THIS FACILITY SHALL REDUCE THE NUMBER OF INMATES TO EQUAL THE ALLOWED CAPACITY OF THE FACILITY AND EACH AREA WITHIN 24HRS.			
FEMALE POD SET CAPACITY-22			
FEMALE POD CAPACITY DURING INSPECTION-29			
Inspector Information			



John Bel Edwards  
GOVERNOR

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(225) 925-4911 (800) 256-5452 Fax (225) 925-4241



Daniel H. Wallis  
FIRE MARSHAL

### Inspection Report

Report # CB-22-017898-3

Deficient/Cautiionary Codes cited.

Name: Jake Richardson	Badge Number:	Inspector Signature: <i>[Signature]</i>
<b>Person to whom requirements were explained</b>		
Name: Mike Johnson	Title: MSgt	Signature: <i>[Signature]</i>

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

R. S. 40: 1621      Whoever fails to comply with any order issued by the Fire Marshal or his authorized representative under any provision of Part III, Chapter 7, Title 40 of the Louisiana Revised Statutes of 1950, R.S. 40:1569 excepted, shall be fined not more than five hundred dollars or imprisoned, for more than six months or both. Each day's violation of an order constitutes a separate offense and may be punished as such at the discretion of court.



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-22-017898-3

**Deficient/Cautionary Codes cited.**

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

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

#### **RULES FOR APPEALING TO THE FIRE MARSHAL BOARD OF REVIEW**

- i. Any application to the Board of Review shall contain the following basic information set off in organized fashion with captions indicating that the paragraph in question contains the following basic information.
  1. The name of the applicant.
  2. A brief description of the facts.
  3. A copy of the order of the Fire Marshal which is being appealed.
  4. A reference to the section of the law or code being reviewed.
  5. A brief description of why the applicant feels the requirements of the Fire Marshal is not within the Fire 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.





**Daniel Edwards**  
SHERIFF & EX-OFFICIO TAX COLLECTOR

Dennis Pevey  
Chief Criminal Deputy

August 6, 2023

Tangipahoa Parish Jail's Corrective Plan of Action in response to the August 1, 2023 Office of State Fire Marshall Inspection Report is as follows:

Comment	Corrective Action
Plans to the LA OSFM for electrical locks	Outside contractors (R&S Builders) are to meet with the fire marshal to request a final inspection on locks for the facility.
Occupant Load was over capacity in Female Pods	Tangipahoa Parish Jail shall reduce the number of female inmates to the set capacity.

  
\_\_\_\_\_  
Msgt Keana Frazier  
BJG Coordinator



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

**Retail Food  
Notice of Violations**

Routine/Renewal

Permit Number 53-0001390-1	Permit Name TANGIPAHOA PARISH JAIL JAIL KITCHEN		
Name of Establishment TANGIPAHOA PARISH JAIL		Owner Name TANGIPAHOA PARISH JAIL	
Address 101 CAMPO LN AMITE, LA 70422		Date 05/18/2023	Time 10:40 AM

**LAC TITLE 51 PART XXIII**

NON-CRITICAL ITEMS: These items should be corrected by the next regular inspection or according to the compliance schedule (see below) established by this office.		
Category	Code Reference	Description of Violations
UTENSILS/EQUIPMENT/SINGLE SERVICE	2515	82 - 2515.2 - Equipment and utensils are not air-dried.

**Comments:**

verbal acknowledgement by Mike Johnson master sargent  
computer issue. Did not submit reason for delayed upload

**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 Jason Dean	Phone # 985 543-4175	Sanitarian Signature 	R.S. # 1487
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The above mentioned violations were called to my attention and were explained to me in detail. I hereby agree to

Correct Critical Violations by

Correct Non-Critical Violations by

Signature of Recipient

Name/Title  
Mike Johnson master sargentant



**Daniel Edwards**  
SHERIFF & EX-OFFICIO TAX COLLECTOR

Dennis Pevey  
*Chief Criminal Deputy*

August 6, 2023

Tangipahoa Parish Jail's Corrective Plan of Action in response to the May 18, 2023 State of LA DHH Retail Food Report is as follows:

Comment	Corrective Action
Code 2515: Equipment and Utensils are not air-dried.	Tangipahoa Parish Jail administration are gathering plans to incorporate a way to air dry equipment and utensils.

  
\_\_\_\_\_  
Msgt Keana Frazier  
BJG Coordinator

STATE OF LOUISIANA DEPARTMENT OF HEALTH OFFICE OF PUBLIC HEALTH  INSTITUTION REPORT					
Agency License No. N/A	Anniversary Month MARCH				
Name of Establishment TANGIPAHOA PARISH JAIL-224	Mailing Address				
Address 101 CAMPO LN					
City, state, Zip Code AMITE LA 70422					
Type of Facility JAILS 478					
Parish Tangipahoa	Date Inspected 12/12/2022				
The above establishment has been inspected by a representative of this section, and: <input checked="" type="checkbox"/> License is Recommended; <input type="checkbox"/> License is <b>Not</b> Recommended; <input type="checkbox"/> License is Pending Reinspection; from the standpoint of sanitation.					
JASON DEAN					
<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">1</td> <td style="width: 20px; text-align: center;">4</td> <td style="width: 20px; text-align: center;">8</td> <td style="width: 20px; text-align: center;">7</td> </tr> </table>		1	4	8	7
1	4	8	7		
LHS 48 (R 7/99)					
D 1014					



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

**Detention or Incarceration  
Notice of Violations**

Complaint

Permit Number 53-04-224	Permit Name Tangipahoa Parish Jail-224		
Name of Establishment Tangipahoa Parish Jail-224		Owner Name	
Address 101 CAMPO LN AMITE, LA 70422	Date 12/12/2022	Time 11:10 AM	

**LAC TITLE 51 PART XVIII**

**Comments:**

A complaint was received regarding issues inside prison. The issues were as follows: mattresses not available and linens not clean. Each inmate is issued mattress and linens, they are cleaned on regular basis. Several dorms are overpopulated. The prison is receiving some upgraded locks in dorms, dorms are worked on in rotation and prisoners are temp moved while work is being performed. Should be concluded in 5 weeks. Prison is underpopulated to help with this. Rust on food slots. Some worn areas observed in food slots. No chipping paint observed. I addressed every issue we are required to according to state sanitary code. Other issues were complained about but we do not regulate them.

Max capacity for jail is 572, todays occupancy is 478  
 verbal acknowledgement by Terry Lane TPSO  
 email copy to lanet@tpso.org  
 frazierk@tpso.org

Number Licensed For		Number in Attendance		License Anniversary	
		478		03/31/2023	
Sanitarian Name/Print	Phone #	Sanitarian Signature		R.S. #	
Jason Dean	985 543-4175			1487	

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 Terry lane TPSO	Signature of Recipient 
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Louisiana Department of Health / Office of Public Health

628 N. 4TH STREET • 3RD FLOOR • BATON ROUGE, LOUISIANA 70802

ANNUAL

Print Date 08/02/2023

Expires on 06/30/2024

Type of Operation: Retail Food

2023 PERMIT TO OPERATE 2024

Description:

Permanent Food Service Establishment

PERMIT NUMBER:

53-0001390-1

This is to certify that the below named owner and establishment name and location has duly registered with the Louisiana Department of Health in accordance with the Sanitary Code of Louisiana, and is hereby given permission to operate.

Permit to Operate is not transferable; New Owner and/or New Location requires a new permit.

Permit to Operate remains the property of the Louisiana Department of Health, Office of Public Health, and may be revoked or suspended for failure to comply with provisions of the State Sanitary Code or other applicable laws and/or regulations.

ISSUED TO/NOT TRANSFERABLE

TANGIPAHOA PARISH JAIL
PO BOX 727
AMITE LA 70422

TANGIPAHOA PARISH JAIL JAIL
KITCHEN
101 CAMPO LN
AMITE LA 70422

JOSEPH KANTER, M.D.

STATE HEALTH OFFICER

Louisiana Department of Health / Office of Public Health

628 N. 4TH STREET • 3RD FLOOR • BATON ROUGE, LOUISIANA 70802

ANNUAL

Print Date 08/02/2023

Expires on 06/30/2024

2023 PERMIT TO OPERATE 2024

Description:

PERMIT NUMBER:

53-0001390-1

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ISSUED TO/NOT TRANSFERABLE

TANGIPAHOA PARISH JAIL
PO BOX 727
AMITE LA 70422

TANGIPAHOA PARISH JAIL JAIL
KITCHEN
101 CAMPO LN
AMITE LA 70422

JOSEPH KANTER, M.D.

STATE HEALTH OFFICER

DUPLICATE

FOR YOUR INFORMATION Please post in a conspicuous place.

It is the responsibility of the permit holder to notify the appropriate Parish/Parish Manager of any changes regarding the above permitted establishment.

Please include the permit number of the establishment with any and all correspondence.

Facility Information-

Name of Facility: *Jangyapahoa Parish Jail*  
Physical Address: *101 Campo Lane*  
City, State, Zip: *Amite, LA 70422*  
Warden: *Major William Heath Martin*  
Current Population of Facility: *547*

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: *73*

Number of contracts with contractors who may have contact with inmates: *23*

Number of volunteers who have contact with inmates: *1 (Good Time Teacher)*

In housing units, does the facility maintain sight and sound separation between youthful (18 and under) inmates and adult inmates? *Yes*

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.

<b>TANGIPAHOA PARISH JAIL POLICY AND PROCEDURE</b>			
<b>State of Louisiana</b>		<b>Parish of Tangipahoa</b>	
<b>PART 4 - CARE</b>		<b>IV-E-001</b> <b>TWP SOP Chp 22 dated Feb 2015</b>	
<b>Guideline description: Prison Rape Elimination Act (PREA)</b>			
<b>REVISED DATE</b> 04.25.19	<b>REVIEWED DATE:</b> 07.15.23	<b>IMPLEMENTATION DATE:</b> 02/05/2012	<b>NEXT REVIEW:</b> 07.15.24
<b>Administrator Signature:</b>		<b>Date of Signature:</b>	
		07.15.23	

#### **IV-E-001 PRISON RAPE ELIMINATION ACT (PREA)**

##### **POLICY:**

The purpose of this policy establishes a zero tolerance standard for prison rape and sex-related offenses and attempts inside of the Tangipahoa Parish Jail and at the Transitional Work Release Facility. The Tangipahoa Parish Sheriff's Office (TPSO) Sheriff, /Jail Administrator will make the prevention of prison rape a top priority at TPSO Jail and the Transitional Work Release Facility. It is the policy of Tangipahoa Parish Sheriff's Office to provide a safe, humane and appropriately secure environment, free from threat of sexual assault and sexual misconduct for all Staff Members, Volunteers and Offenders/Offenders by maintaining a program of prevention, detection, response, reporting, treatment and counseling investigating and tracking of all alleged and substantiated sexual abuse/assaults. The Tangipahoa Paris Jail will have a zero tolerance for incidents of sexual assault, sexual misconduct or sexual coercion within its Facilities. This policy will include Staff Members, Volunteers, Contractors and Individuals of other Public and Private Agencies who enter the Facilities to render a service. The Tangipahoa Paris Jail has a policy for Staff/Offender Sexual Misconduct. To avoid duplication and/or confusion, readers of this policy are encouraged to read General Orders Sexual Harassment #152.



## DEFINITIONS:

- A. **Sexual Abuse** – Offender-on-Offender sexual abuse (1), Offender-on-Offender sexual harassment (2), Staff-on-Offender sexual abuse (3), and Staff-on-Offender sexual harassment

(1) **Offender-on-Offender sexual abuse** – encompasses all incidents of Offender-on-Offender sexually abusive contact and Offender-on-Offender sexually abusive penetration.

- a. **Offender-on-Offender sexually abusive contact** – non-penetrative touching (either directly or through the clothing) of the genitalia, anus, groin, breast, inner thigh, or buttocks without penetration by an Offender of another Offender without the latter's consent, or of an Offender who is coerced into sexual contact by threats of violence, or of an Offender who is unable to consent or refuse.
- b. **Offender-on-Offender sexually abusive penetration** – penetration by an offender of another Offender without the latter's consent, or of an offender who is coerced into sexually abusive penetration by threats of violence, or of an offender who is unable to consent or refuse. The sexual acts included are:
- Contact between the penis and the vagina or the anus;
  - Contact between the mouth and the penis, vagina, or anus; or
  - Penetration of the anal or genital opening of another person by a hand, finger, or other object.

(2) **Offender-on-Offender sexual harassment** – repeated and unwelcome sexual advances, requests for sexual favors, verbal comments, or gestures or actions of a derogatory or offensive sexual nature by one Offender directed toward another.

(3) **Staff-on-Offender sexual abuse** – encompasses all occurrences of Staff-on-Offender sexually abusive contact, Staff-on-Offender sexually abusive penetration, Staff-on-Offender indecent exposure, and Staff-on-Offender voyeurism. Staff solicitations of Offenders to engage in sexual contact or penetration constitute attempted Staff-on-Offender sexual abuse.

- a. **Staff-on-Offender sexually abusive contact** – non-penetrative touching (either directly or through the clothing) of the genitalia, anus, groin, breast, inner thigh, or buttocks by a Staff Member of an Offender with or without the latter's consent that is unrelated to official duties.
- b. **Staff-on-Offender sexually abusive penetration** – penetration by a Staff Member of an Offender with or without the latter's consent. The sexual acts included are:

- Contact between the penis and the vagina or the anus;
- Contact between the mouth and the penis, vagina, or anus; or
- Penetration of the anal or genital opening of another person by a hand, finger, or other object.

- c. **Staff-on-Offender indecent exposure** – the display by a Staff Member of their uncovered genitalia, buttocks, or breast in the presence of an Offender.
- d. **Staff-on-Offender voyeurism** – an invasion of an Offender’s privacy by Staff for reasons unrelated to official duties or when otherwise not necessary for safety and security reasons, such as peering at an Offender who is using a toilet in their cell; requiring an Offender to expose their buttocks, genitals, or breasts; or taking images of all or part of an Offender’s naked body or of an Offender performing bodily functions and distributing or publishing them.

**(4) Staff-on-Offender sexual harassment** – repeated verbal comments or gestures of a sexual nature to an Offender by a Staff Member. Such statements include demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

- B. 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.
- C. Sexual Assault** – nonconsensual sexual acts and abusive sexual contact by Staff Members, Civilians and/or Offenders.
- D. Sexual Misconduct** – nonconsensual contact and/or harassment.
- E. Sexual Coercion** – for the purpose of this regulation, it includes Staff Members, Civilians or Offenders that use force or threats to persuade another person to perform sexual acts, sexual contact or sexual favors which they are unwilling to do.
- F. Aggressor** – a Staff Member, Civilian or Offender committing a sexual assault against another Staff Member, Civilian or Offender.
- G. Staff/Other Persons** – individuals who are employed by TPSO on a full-time, part-time, or on a contractual basis. Other Persons are defined as Official Visitors to either Facility and are representatives of other State, Local or Federal Agencies (excludes Offender’s Family Members, Friends or other Visitors).
- H. Forensic Evidence** – evidence collected or evaluated by scientific means such as ballistic or medical evidence for use in legal proceedings.

- I. **PREA Screening Checklist** – an assessment tool utilized to assess an Offender’s probability of being a High Risk Sexual Predator or High Risk Sexual Victim.
- J. **High Risk Sexual Predator (HRSP)** – based on the checklist, any Offender within the custody of TPSO who has been identified or confirmed as an individual with the propensity to sexually assault others.
- K. **High Risk Sexual Victim (HRSV)** – based on the checklist, any Offender within the custody of TPSO 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.
- L. **Potential Predator** – any Offender within the custody of TPSO and “Yes” is checked for two or more items on the Checklist, other than #1 under section II - Possible Victim Factors.
- M. **Potential Victim** – any Offender within the custody of TPSO and “Yes” is checked for two or more items on the Checklist, other than #1 under section II - Possible Victim Factors.
- N. **Victim Support Person (VSP)** – a Mental Health Professional or a Staff Member trained in critical incident stress debriefing.
- O. **Civilian** – individuals who are not paid directly by TPSO. 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 Bureau/Jail Commander to be on the grounds of either Facility.
- P. **Mental Health Practitioner** - A mental health professional who, by virtue of education, credentials, and experience, is permitted by law to evaluate and care for patients within the scope of their professional practice. A “qualified mental health practitioner” refers to such a professional who has also successfully completed specialized training for treating sexual abuse victims.
- Q. **Offender** – Any person incarcerated or detained in a jail or prison community confinement facility or lockup.
- R. **Pat-down Search** – A running of the hands over the clothed body of an offender, detainee or resident by an employee to determine whether the individual possesses contraband.
- S. **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.

- T. Contractor** – An entity that provides services on a recurring basis pursuant to a contractual agreement with the Department to confine offenders. Any new contract or contract renewal following the effective date of the regulation shall include a requirement that the entity is obligated to adopt and comply with PREA standards.
- U. Direct Staff Supervision** – Security staff are in the same room with, and within reasonable hearing distance of the offender or resident.
- V. 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 a facility.
- W. Gender Non-Conforming** – A person whose appearance or manner does not conform to traditional societal gender expectations.
- X. Intersex** – A person whose 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
- Y. LGBTI** – Acronym for Lesbian, Gay, Bisexual, Transgender, Intersex, and Gender-nonconforming offender.

## **PROCEDURES:**

### **PREVENTION PLANNING**

#### **IV-E-001 (a.1) PROCEDURE 1**

##### **Standard 115.11 - Zero Tolerance**

##### **Sexual Contact Between Staff, Civilians and Offenders**

- There is no consensual sex in a custodial or supervisory relationship. Any sexual assault, sexual misconduct or sexual coercion between Staff Members, Civilians or Offenders is inconsistent with professional, ethical principles, Department Regulations and is in violation of LA RS 14:134.1. Allegations of sexual assault, sexual misconduct or sexual coercion will be investigated.
- Acts of sexual assault, sexual misconduct or sexual coercion by Staff Members or Civilians against Offenders or retaliation against Offenders who refuse to submit to sexual activity or intimidation of a witness may be a crime. Retaliation against individuals because of their involvement in the reporting or investigation of sexual assault, sexual misconduct or sexual coercion is strictly prohibited.
- Cases involving sexual assault, sexual misconduct or sexual coercion will be formally investigated and if appropriate, will be referred to the District Attorney for prosecution.
- All incidents of sexual assault, sexual misconduct or sexual coercion may result in corrective and/or disciplinary action, up to and including termination. Failure of Staff Members to report such incidents may result in disciplinary action, up to and including termination. In addition, if an investigation is warranted, the case will be referred to the District Attorney for prosecution.

#### **IV-E-001 (a.2) PROCEDURE 2**

##### **Standard 115.11 - Zero Tolerance**

##### **Sexual Misconduct Between Staff and Offenders**

Staff members shall not display any behavior of a sexual nature directed toward an Offender  
Descriptions of contact are listed:

- Intentional touching of the genitalia, anus, groin, breast, inner thigh or buttocks with the intent to coerce, abuse, arouse or gratify sexual desires of either party.

Contact does not include kicking, grabbing or punching genitals when the intent is to harm or debilitate rather than to sexually exploit.

Staff shall not attempt, threaten or request sexual contact with an Offender. Incidents of indecent exposure, or invasion of privacy of an Offender by a Staff Member is prohibited.

**IV-E-001 (a.3) PROCEDURE 3**

**Standard 115.11 - Zero Tolerance**

**Sexual Harassment, Repeated Verbal or Written Statements, and Comments of a Sexual Nature to an Offender by Staff Members**

Staff shall not use demeaning references to gender or derogatory comments about an Offenders body or clothing is prohibited. Profane or obscene language or gestures made by staff towards an Offender that sexually gratifies either party, excluding terminology used during medical examinations is prohibited.

**IV-E-001 (a.4) PROCEDURE 4**

**Standard 115.11**

**Civilian-on-Offender Sexual Misconduct – Zero Tolerance**

Any behavior of a sexual nature directed toward an Offender by a Civilian is prohibited.

- Civilians shall not intentionally touch the Offenders genitalia, anus, groin, breast, inner thigh or buttocks with the intent to abuse, arouse or gratify sexual desires of either party.
- Contact does not include kicking, grabbing or punching genitals when the intent is to harm or debilitate rather than to sexually exploit.
- Incidents of indecent exposure or invasion of Offenders privacy for sexual gratification.
- Civilians shall not develop sexual relationships of a romantic nature between a Civilian and an Offender.

**IV-E-001 (a.5) PROCEDURE 5**

**Standard 115.11**

**Zero Tolerance for Sexual Harassment and Repeated Verbal Statements or Comments of a Sexual Nature to an Offender by a Civilian**

Civilians shall maintain professional communication when speaking to Offenders. Written policy and procedure stipulates documentation of incidents involving demeaning references to an Offender's gender or derogatory comments about an Offenders body or clothing made by a civilian to an Offender. Civilians shall not use profane or obscene language or gestures towards an Offender.

#### **IV-E-001 (a.6) PROCEDURE 6**

##### **Standard 115.11**

##### **Zero Tolerance for Offender and Staff Non-Consensual Sexual Acts**

Staff shall not have sexual contact with an Offender. Consensual or nonconsensual sexual contact between Staff and Offenders, including circumstances when an Offender is unable to consent or refuse or through coercion, is prohibited.

Descriptions of contact are:

- Contact between the penis and the vagina, or the penis and the anus, including penetration, however slight.
- Contact between the mouth and genitalia, anus, groin, breast, inner thigh or buttocks.
- Penetration of the genitalia and/or anal opening of another person by a hand, finger or other body part or object.

Contact does not include kicking, grabbing or punching genitals when the intent is to harm or debilitate rather than to sexually exploit.

#### **IV-E-001 (a.7) PROCEDURE 7**

##### **Standard 115.11**

##### **Zero Tolerance for Offender-on-Offender Abusive Contact**

Offenders shall avoid contact of any other offender without consent or of an offender who is unable to consent or refuse or through coercion such as, but not limited to, intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh or buttocks of any offender.

#### **IV-E-001 (a.8) PROCEDURE 8**

##### **Standard 115.11**

##### **Zero Tolerance for Attempted Sexual Misconduct of an Offender by a Staff Member**

Staff members shall avoid attempts of sexual contact with offenders including attempted contact occurring without the offender's consent, or of an offender who is unable to consent or refuse or through coercion.

- Staff member shall avoid attempted contact between the penis and the vagina or the penis 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.

**IV-E-001 (a.9) PROCEDURE 9**

**Standard 115.12**

**Contracting with Other Entities for the Confinement of Offenders**

Tangipahoa parish jail administrator shall require contracts for the confinement of its offenders with private and public agencies or other entities, including other government agencies, to include compliance with PREA standards.

Any new contract or contract renewal shall provide agency contract monitoring to ensure that the contractor is complying with PREA standards.

All existing civilians and vendors shall sign DOC Form C-01-022-C in compliance with PREA standards when delivering goods to the loading dock of the Tangipahoa Parish Jail facility. A complete list of vendors in compliance with PREA is listed below:

- Brother's Commissary Services
- Brown's Dairy
- Champagne Bev. Co.
- Flowers Baking Company
- Gulf Coast Water Co.
- Independence Produce Co.
- Kleinpeter Farms Dairy
- LAMM Food Services
- Merchants Food Services
- Pon Food Corporation
- Reinhart Food Services
- Scariano Brothers, LLC.
- S&W Food Wholesale Foods
- Sysco Food Services
- Tangi Meats, LLC
- U.S. Food Service



**IV-E-001 (a.10) PROCEDURE 10**  
**Standard 115.13**  
**Supervision and monitoring**

Tangipahoa parish administrators and shift supervisors shall ensure that staff provides supervision necessary to protect offenders from sexual abuse. Jail administrators shall make its best efforts to comply on a regular basis with the appropriate staffing plan that provides adequate levels of supervisory and video monitoring to protect offenders against sexual abuse. Administrators shall take into consideration the following for determining the need for staffing and video monitoring:

1. Generally accepted detention and correctional practices
2. Any judicial findings of inadequacy
3. Any findings of inadequacy from Federal investigative agencies.
4. Any findings of inadequacy from internal or external investigative agencies.
5. All components of the jail's physical plant, including blind spots.
6. The composition of the offender population.
7. The number and placement of supervisory staff.
8. Institution programs occurring on a particular shift.
9. Any applicable State or local laws, regulations, or standards.
10. The prevalence of substantiated and unsubstantiated incidents of sexual abuse
11. Any other relevant factors.
12. In circumstances where the staffing plan is not complied with, the facility shall document and justify all deviations from the plan.
13. When necessary, but no less frequently than once each year, the PREA coordinator required by standard 115.11, shall consult with jail administrator to assess, determine, and document whether adjustments are needed to:
  - Staffing plan
  - Deployment of video monitoring systems and other technology
  - Available resources committed to ensure adequate staffing plan
  - Implement policy and procedure to implement unannounced rounds to identify and deter staff sexual abuse and sexual harassment. The policy and practice shall be implemented for night shifts as well as day shifts. Each agency shall have a policy to prohibit staff from alerting other staff members that these supervisory rounds are occurring, unless such announcement is related to the legitimate operational functions of the facility.

**IV-E-001 (a.11) PROCEDURE 11**  
**Standard 115.14**  
**Youthful Offender**

A youthful offender is any person under the age of 18 who is incarcerated in an adult state correctional facility, or local jail facility. Jail administrators shall not place a youthful offender in a housing unit in which the youthful offender will have sight, sound or physical contact with any adult offender through use of a shared dayroom or other common space, shower area, or sleeping quarters. In areas outside of housing the jail administrators and shift supervisors shall either:

- Maintain sight and sound separation between youthful offenders and adult offender.
- Provide direct staff supervision when youthful offenders and adult offenders have sight, sound or physical contact.
- Agencies shall make best efforts to avoid placing youthful offenders in isolation to comply with this provision. Absent exigent circumstances, agencies shall not deny youthful offenders daily large-muscle exercise and any legally required special education services to comply with this provision. Youthful offenders shall also have access to other programs and work opportunities to the extent possible.

**IV-E-001 (a.12) PROCEDURE 12**

**Standard 115.15**

**Limits to Viewing and Cross Gender Body Search**

TPSO jail facility prohibits Offender cross-gender strip and visual body cavity searches (meaning anal or genital opening) and visual body cavity searches except in the case of emergency, extraordinary, unforeseen circumstances or when performed by medical practitioners.

1. TPSO jail restricts nonmedical staff from viewing offenders of the opposite gender who are nude, changing cloths, or performing bodily functions.
2. Restricts cross-gender pat-down searches.
3. If the offenders genital status is unknown it may be determined during conversations with the offender, by reviewing medical records, or if necessary, by learning the information as part of a broader medical examination conducted by medical practitioners in private settings.

Staff shall document the following offender body searches:

- Cross-gender strip searches
  - Cross-gender visual body cavity searches
  - Cross gender and pat-down searches of females
4. During routine cell checks staff of the opposite gender shall announce their presence when entering an offender housing unit.
  5. Shift Supervisors are required to conduct unannounced rounds through housing units during night and day shifts. Staff of the opposite gender shall announce their presence when entering an offender housing unit.
  6. TPSO Jail security staff will receive training on how to conduct cross-gender pat-down searches, and searches of transgender and intersex offenders in a professional and respectful manner that is least intrusive and consistent with security measures.

**IV-E-001 (a.13) PROCEDURE 13**

**Standard 115.16**

**Offenders with Disabilities and Limited English Proficiency**

Tangipahoa Parish Jail shall take appropriate steps to ensure that offenders who are limited English proficient, deaf, or disabled to report sexual abuse to staff directly through interpretative technology, or through non-offender interpreters.

Offenders shall have equal opportunity to participate in or benefit from all aspects of the agency's efforts to prevent, detect, and respond to sexual abuse and sexual harassment. Such steps shall include, when necessary to ensure communication with offenders who are deaf or hard of hearing, providing access to interpreters who can interpret effectively, accurately, and impartially, both receptively and expressively, using any necessary specialized vocabulary.

If an offender is LEP, deaf, disabled as well as offenders with limited reading skills and visually impaired, the administrative staff or PREA Coordinator or medical staff may conduct an assessment of those needs and develop policies and protocols to address them.

**IV-E-001 (a.14) PROCEDURE 14**

**Standard 115.17**

**Hiring and Promotion Decisions**

1. Tangipahoa Parish Sheriff's Office and Jail Administrators, pursuant to State, Federal, and local laws, does not hire or promote anyone who may have contact with offenders and shall not enlist the services of any contractor who may have contact with offenders who:
  - May have engaged in sexual abuse in a prison, jail lockup, community confinement facility, juvenile facility, or other institution.
  - Has been civilly or administratively adjudicated to have engaged in sexual abuse in a prison, jail lockup, community confinement facility, juvenile, or other institution.
  - Has 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.
2. Consistent with State, Federal and Local law, Tangipahoa Parish Sheriff's Office and Jail Administrators shall make its best efforts to contact efforts to contact all prior institutional employers for information on substantial allegations of sexual abuse or any resignation during a pending investigation of an allegation of sexual abuse.
3. Tangipahoa Parish Sheriff's Office and Jail administrators shall conduct criminal background records check before enlisting the services of any contractors and current staff who may have contact with offenders.
4. Tangipahoa Parish Jail administrators shall conduct criminal background records at least every five years of current employees and contractors who may have contact with offenders.
5. Material omissions regarding such misconduct, or the provision of materially false information, shall be grounds for termination.
6. Unless prohibited by law, Tangipahoa Parish Sheriff's Office shall provide information on substantiated allegations of sexual abuse or sexual harassment involving a former employee for whom such employee has applied to work.

## TRAINING AND EDUCATION

### IV-E-001- (a.15) PROCEDURE 15 Standard 115.31 Staff Member Training

#### Staff Member Training:

1. All current Staff Members and new hire Employees will sign the Sexual Assault and Sexual Misconduct with Offenders/Offenders Acknowledgement Form C-01-22-A and the Malfeasance in Office Form C-01-22-B. Both forms will be maintained in the Staff Members personnel file. All Staff Members will receive instruction related to the prevention, detection, response, reporting and investigation of sexual assault and sexual misconduct.
  - a. All new Employees will receive this training as part of their pre-employment orientation.
  - b. All other Staff Members will receive refresher training as part of their annual in-service training.
2. 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. This training may include, but not be limited to:
  - a. Crime scene management.
  - b. Elimination of contamination.
  - c. Evidence collection protocol.
  - d. Crisis intervention.

**IV-E-001- (a.16) PROCEDURE 16  
Volunteer and Contractor Training  
Standard 115.32**

Volunteer Training:

1. All Volunteers will receive instruction on the TPSO's Policy and Procedures relating to inappropriate sexual behavior, detection, response and reporting of sexual assault and sexual misconduct during pre-service orientation.
2. All Volunteers must sign the Civilian Acknowledgement Form C-01-022-C stating they understand any violation will result in disbarment from the Facility and may include the filing of criminal charges as warranted.
3. All Civilian Acknowledgement Forms will be maintained in a file by PREA Coordinator.

**IV-E-001- (a.17) PROCEDURE 17**  
**Standard 115.33**  
**Offender PREA Orientation and Education**

**Offender PREA Orientation and Education:**

1. During the intake process, offenders shall receive information explaining Tangipahoa Parish Jail's zero-tolerance policy regarding sexual abuse, sexual harassment, and how to report incidents or suspicions of sexual abuse or sexual harassment. This information will address the following:
  - a. Prevention.
  - b. Self-protection.
  - c. Reporting sexual assault and sexual misconduct.
  - d. Protection from retaliation.
  - e. Treatment and counseling.
  - f. TPSO's zero tolerance for sexual assault and sexual misconduct.
2. Within 30 days of intake, offenders shall receive comprehensive education 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 agency policies and procedures for responding to such incidents.
3. Provisions will be made as necessary for Offenders not fluent in English, for persons with disabilities and for those with low literacy levels to receive orientation and education regarding sexual assault and sexual misconduct.
4. Current offender who have not received such education shall be educated within one year of the effective date of the PREA standards, and shall receive education upon transfer to a different facility.



**IV-E-001(a.18) PROCEDURE 18**  
**Standard 115.34**  
**Specialized Training: Investigation**

In addition to the general training provided to all employees, Tangipahoa Parish Sheriff's Office shall ensure corrections supervisors receive specialized training in conducting sexual abuse investigations in confinement settings. Specialized training must include:

- Techniques for interviewing sexual abuse victims
- Proper use of Miranda and Garrity type warnings
- Sexual abuse evidence collection in confinement settings
- The criteria and evidence required to substantiate a case for administrative action or prosecution referral.

Administrative staff shall maintain written documentation of every investigation and proof of investigation training in conducting sexual abuse investigations.

## **Investigating Sexual Misconduct within 72 Hours of Incident**

- A. Investigation of recent sexual assault or sexual misconduct occurring within 72 hours - if the alleged sexual assault or sexual misconduct is reported or discovered within 72 hours of the incident, the following steps will be taken by the Captain of Security or Designee:
1. The Captain of Security will be notified and an investigation will be initiated as directed. Based upon the initial inquiry and/or evidence that the allegation represents possible criminal activity, the Captain of Security or Designee will notify SIU and the Criminal Investigations Division. At the initiation of the investigation, alleged Victim(s) and alleged Aggressor(s) will be immediately separated.
  2. In preparation for transporting the alleged Victim to the Health Services Unit or Hospital Emergency Room, the Victim will be instructed to undress over a clean sheet in order to collect any potential forensic evidence that may fall from their person. The sheet, 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. Appropriate substitute clothing will be provided to the Victim.
  3. The alleged Victim will be promptly escorted under appropriate security provisions to the Health Services Unit for evaluation.
  4. When the alleged Victim is an Offender and is released from the Health Services Unit or the Hospital Emergency Room, the alleged victim will be segregated from the alleged aggressor and housed in a single-cell until screened by a Mental Health Professional.
  5. 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 Offender, should be placed in an empty cell; with the water turned off to preserve forensic evidence. An Offender who is placed in an empty cell for purposes of preserving forensic evidence will be strip-searched, issued a paper gown and will have all possessions removed. No Offender placed in an empty cell will remain in such status any longer than is necessary to determine if any forensic or other evidence can be obtained.
  6. A determination will be made based upon the amount of time that has passed since the alleged incident and other factors, whether there is a possibility of evidence still existing at the crime scene. If it is determined

evidence may still exist, the alleged crime scene will be secured and any potential evidence will remain in place for the investigation. If the alleged crime scene cannot be secured, it will be photographed and/or videotaped and proper evidence protocols followed.

7. The only persons allowed to enter a secured crime scene will be:
  - a. Captain of Security.
  - b. Assigned Investigator(s).
  - c. SIU.
  - d. Health Services Personnel, as needed.
8. A log sheet will be maintained to record the following:
  - a. Name of each person entering the crime scene.
  - b. The time of entry and time of departure.
9. The crime scene will remain secured until released by the Investigator(s).
10. Alleged Aggressors who are Offenders/Offenders will be held in Administrative Segregation pending an investigation and will remain there until the investigation is complete, unless other circumstances require the transfer of the alleged Aggressor.

Note: All PREA investigations will result in a Case Report DOC Form C-01-022-E

- B. TPSO will work with the Tangipahoa Parish District Attorney's Office to ensure appropriate criminal prosecution of cases of sexual assaults.

### **Investigating Sexual Misconduct After 72 Hours of the Incident**

- A. Investigation of sexual assault or sexual misconduct occurring more than 72 hours after the incident – if the alleged sexual assault or sexual misconduct is reported or discovered more than 72 hour after the incident, the following steps will be taken by the Captain of Security or Designee:
1. Secure the alleged crime scene if feasible and if forensic evidence is likely to exist.
  2. When the alleged Victim is an Offender, they will be assigned to an appropriate Housing Unit.
  3. If the alleged Aggressor is known to be an Offender, they will be placed in Administrative Segregation pending an investigation.
  4. SIU will be notified.
  5. Typically, separate interviews of the alleged Victim and the alleged Aggressor will be conducted.
  6. Medical and mental health screening will be offered to all Victims of sexual misconduct.

Note: All PREA investigations will result in a Case Report DOC Form C-01-022-E

- B. TPSO will work with the Tangipahoa District Attorney's Office to ensure appropriate criminal prosecution of cases of sexual assaults.

**IV-E-001 (a.19) PROCEDURE 19**

**Standard 115.35**

**Specialized Training: Medical and Mental Health Care**

Tangipahoa Parish Jail shall ensure that all full-time and part-time medical and mental health care practitioners have been trained in how to detect and assess signs of sexual abuse. Medical practitioners shall be trained in how to preserve physical evidence of sexual abuse. All full-time and part-time medical staff shall receive training in how to respond effectively and professionally to victims of sexual abuse, and maintain written verification of information received from the victim. Upon receiving an allegation of sexual abuse or sexual harassment, medical practitioners shall respond effectively and professionally to victims of sexual abuse and to report allegations or suspicions of sexual abuse to the administrative staff or PREA coordinator.

1. Offenders who have been victimized by sexual abuse will be offered forensic medical exam at no cost to the offender. The examinations shall be performed by a Sexual Assault Nurse Examiner (SANEs) or a qualified medical practitioner on site or at an outside facility.
2. Offenders who experience sexual abuse shall have access to victim's advocate program counselors. Victim's advocates will be made available to accompany the victim through examinations and investigative interviews when necessary.
3. Jail administrative staff will allow reasonable monitored communication between all offenders who have experienced sexual abuse and the victims advocate. The information will be handled in a confidential manner.
4. Jail administrative staff will inform the offender, prior to giving them access to victims' advocates, the extent to which communication will be monitored and the extent to which formal charges of abuse will be forwarded to law enforcement authorities in accordance with mandatory reporting.

## SCREENING FOR RISK OF SEXUAL VICTIMIZATION AND ABUSIVENESS

### IV-E-001 (a.20) PROCEDURE 20

#### Standard 115.41

#### Screening Offender for Risk of Victimization

- A. All new in-coming Offenders will be screened during the Booking process for A history of predatory sexual behavior, sexual abuse/victimization and the likelihood or potential of sexual abuse/victimization. Booking Personnel will interview and evaluate all in-coming Offenders for HRSP and/or HRSV tendencies utilizing the results of the PREA Screening Checklist Form C-01-22-D available Offender records and mental health screening. 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 checklist are considered to be known predators.  
Offenders who answer "Yes" to two or more items other than #1 will be considered a potential predator.
  2. Offenders who answer "Yes" to #1 in Section II of the checklist will be considered a "confirmed victim of sexual assault. Offenders who answer "Yes" to two or more items other than item 1 will be considered a potential victim.
- B. Offenders who enter TPSO as Sex Offenders or Offenders identified as HRSP by the checklist will be advised of the Sex Offender treatment and programming available by mental health professionals involved in the classification process.
- C. Offenders who enter TPSO and are identified as confirmed victims of sexual assault utilizing the checklist will be considered for protective custody placement. The Classification Department is encouraged to utilize precautions to separate potential Victims. Potential Victims who have a higher risk profile should be given extra consideration regarding their housing assignment.
- D. Booking Personnel will note the results of the checklist during the initial screening and will notify the Classification Department so they can consider which Housing Unit for housing, including possible single cell housing for those Offenders confirmed/deemed HRSP and/or HRSV.

**IV-E-001 (a.21) PROCEDURE 21**

**Standard 115.42**

**Use of Screening Information and Monitoring of HRSP and/or HRSV Identified Offenders**

1. Decisions concerning housing assignments, jobs and group activities for HRSP and HRSV Offenders will be based on the checklist, file record review, prior behavior, and current behavior. If a mental health evaluation is indicated, a referral will be made to the mental health professionals outsourced within the local community.
2. 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 of no less than one year, the Booking Officer may change the HRSP and/or HRSV status.
  - Booking supervisor shall make individualized determinations about how to ensure the safety of each offender.
  - Booking supervisors shall consider on a case-by-case basis whether a placement would ensure
    - the offenders health and safety, and whether the placement would present security problems.
  - Placement a programming assignments for each transgender or intersex offender shall be reassessed at least twice each year to review any threats to safety experienced by the offender.
  - Transgender offenders shall be given an opportunity to shower separately from other offenders.
  - Administrative staff and booming supervisors shall not place LBGTI offenders in dedicated housing units unless such placement is established in connection with a consent decree, legal settlement, or legal judgment for the purpose of protecting such offenders.

**IV-E-001 (a.22) PROCEDURE 22**

**Standard 115.43**

**Protective Custody**

TPSO jail administrative staff and supervisors shall protect all offenders and staff who report sexual abuse or sexual harassment or cooperate with staff abuse or sexual harassment investigations from retaliation by other offenders or staff. Jail Administrator and supervisory staff will designate departments that are in charge of monitoring.

1. Administrative staff and supervisors will employ multiple protection measures for offenders or staff who fear retaliation from reporting sexual abuse or sexual harassment for cooperating with investigations. Protective measures include the following:
  - a. Housing changes or transfers for offender victim or abusers
  - b. Removal of alleged staff or offender abusers from contact with victims
  - c. Emotional support services
  
2. Administrative staff and supervisors shall monitor the conduct or treatment of offenders or staff who have reported sexual abuse and of offenders who were reported to have suffered sexual abuse, to see if there are changes that may suggest possible retaliation by offenders or staff.



## REPORTING

### IV-E-001(a.23) PROCEDURE 23 Offender Reporting Sexual Reporting Sexual Misconduct Standard 115.51

- A. An allegation of sexual assault or sexual misconduct will be reported to the Unit Supervisor immediately following the initial notification to the Captain of Security. Such allegations will be treated with discretion and confidentiality.
- B. All allegations of sexual assault or sexual misconduct may be reported to any Staff Member. The Staff Member who receives such reports; whether verbally or in writing, will immediately notify their Supervisor who will ensure that an Incident Report is completed. The Supervisor will immediately ensure the alleged victim and aggressor are physically separated.
  - 1. Offenders may also use the Administrative Remedy Procedure (ARP) as a means to report an alleged sexual assault or sexual misconduct.
  - 2. In every case where the alleged aggressor is a Staff Member, there will be no contact between the alleged aggressor and the alleged Victim without the approval of the TP Jail Administrator.
  - 3. Offenders may report allegations of sexual abuse and sexual harassment including third party and anonymous reports to the Jail Administrator or designated investigators.
- C. Staff Members 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 the completion of gathering evidence and/or the initial investigation.
- D. 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 evaluation. Testing for sexually transmitted diseases (HIV, gonorrhea, hepatitis etc.) and other diseases as determined by the Health Services Personnel will be made available to the alleged Victim when appropriate.

**IV-E-001 (a.24) PROCEDURE 24**  
**Exhaustion of Administrative Remedies**  
**Standard 115.52**

When Tangipahoa Parish Jail Administrator and investigative officers makes a final decision on the merits of the report of sexual abuse from an Offender (regardless of whether the report was made by the Offender, made by a third party, or forwarded from an outside official or office) or when 90 days have passed since the report was made, whichever occurs sooner, the Offender has exhausted his or her remedies with regard to a claim of sexual abuse. The agency shall ensure that:

1. The administrative staff does not impose a time limit on when an Offender may submit a grievance regarding an allegation of sexual abuse.
2. The administrative staff may apply otherwise-applicable time limits to any portion of a grievance that does not allege an incident of sexual abuse.
3. The agency shall not require an Offender to use any informal grievance process, or to otherwise attempt to resolve with staff, an alleged incident of sexual abuse.
4. The administrative staff does not restrict the jails ability to defend against an offender lawsuit on the ground that the applicable statute of limitations has expired.
5. The Offender who alleges sexual abuse may submit a grievance without submitting it to a staff member who is the subject of the complaint
6. The grievance is not referred to a staff member who is the subject of the complaint.
7. The jail administrator will issue a final decision on the merits of any portion of a grievance alleging sexual abuse within 90 days of the initial filing of the grievance.
8. Computation of the 90-day time period does not include the time consumed by offenders in preparing any administrative appeal.
9. The jail administrator 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. The administrative staff will notify the Offender in writing of any such extension and provide a date by which the decision will be made.
10. At any level of the administrative process, including the final level, if the Offender does not receive a response within the time allotted for reply, including any properly noticed extension, the Offender may consider the absence of a response to be a denial at that level.
11.
  - a. Third parties, including fellow Offenders, staff members, family members, attorneys, and outside advocates, shall be permitted to assist offenders in filing requests for administrative remedies relating to allegations of sexual abuse and, shall also be permitted to file such requests on behalf of offenders/offenders.

- b. If the third party files such a request on behalf of an offender, the administrative staff 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.
  - c. If the Offender declines to have the request processed on his or her behalf, the agency jail administrative staff is required to document the decision.
12. After receiving an emergency grievance alleging an Offender is subject to substantial risk of imminent sexual abuse, the shift supervisor should immediately forward the grievance (or any portion thereof that alleges the substantial risk of imminent sexual abuse) to the jail administrator to:
- a. review at which immediate corrective action may be taken
  - b. provide an initial response within 48 hours
  - c. issue a final decision within 5 calendar days
  - d. The initial response and final decision shall document the jail administrators and investigators determination whether the offender is in substantial risk of imminent sexual abuse and the action taken in response to the emergency grievance.
13. The jail administrator may discipline an Offender for filing a grievance related to alleged sexual abuse only where the jail administrative staff demonstrates that the Offender filed the grievance in bad faith.

**IV-E-001(a.25) PROCEDURE 25**  
**Offender Access to Outside Support Services**  
**Standard 115.53**

Tangipahoa Parish jail staff administrators shall provide Offenders with access to outside victim advocates for emotional support services related to sexual abuse by giving 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 between offenders and these organizations and agencies, in as confidential a manner as possible.

- a. TPSO jail shall inform offenders, prior to giving them access, of the extent to which such communication will be monitored and the extent to which report of abuse will be forwarded to authorities in accordance with mandatory reporting laws.
- b. TPSO jail staff administrators shall maintain or attempt to enter into a memorandum of understanding (MOU) or other agreements with community service providers that are able to provide offenders with confidential emotional support services related to sexual abuse. TPSO Jail administrative staff shall maintain copies of documentation as proof of MOU or agreement.

**IV-E-001 (a.26) PROCEDURE 26**  
**Third Party Reporting**  
**Standard 115.54**

Tangipahoa Crime Stoppers Tip Line 1-800-554-5245 agency's contact information is available for Offenders to privately report via telephone sexual abuse or sexual harassment to a third party agency that is not a part of TPSO. Offenders may remain anonymous upon request. Staff must document reports of offender sexual abuse that are received to include the following methods of reporting:

- a. Verbally
- b. Written
- c. Anonymous
- d. Third party reporting

## **OFFICIAL RESPONSE FOLLOWING AN OFFENDER REPORT**

### **IV-E-001 (a.27) PROCEDURE 27**

#### **Staff Reporting Duties**

#### **Standard 115.61**

Employees of TPSO are required to immediately report and according to TPSO policy any knowledge, suspicion, or information regarding an incident of sexual abuse or sexual harassment that occurred in a facility, whether or not it is part of the agency; retaliation against offenders or staff who reported such an incident; any staff neglect or violation of responsibilities that may have contributed to an incident or retaliation. TPSO staff shall is required to follow the additional guidelines when reporting Offender sexual misconduct.

- a. TPSO Staff shall not discuss any of the information related to sexual abuse report to anyone other than to designated security supervisors as specified in TPSO's policy, to make medical and mental treatment, investigation, and other security management decisions.
- b. In accordance with TPSO policy, state, federal and local law requires medical and mental health practitioners to report Offenders allegations or incidents of sexual abuse or sexual harassment to TPSO's jail staff administrators and designated security supervisors. Medical and Mental heal practitioners are required to inform Offenders of their duty to report and the limitations of confidentiality, at the initiation of service.
- c. If the alleged victim is under the age of 18 or considered a vulnerable adult under state or local vulnerable persons statute, TPSO jail administrative staff shall report the allegation to the designated state or local services agency under applicable mandatory reporting laws.
- d. TPSO staff shall report all allegations of sexual abuse and sexual harassment, including third party and anonymous reports, the jail administrative staff and designated security supervisors.

**IV-E-001 (a.28) PROCEDURE 28**  
**Standard 115.62**  
**Agency Protection Duties**

Tangipahoa Parish Sheriff's Office staff shall report any knowledge, suspicion, or information they receive regarding an incident of sexual abuse or sexual harassment to the agency head, jail administrator, or PREA coordinator. TPSO does not tolerate code of silence, mishandling, or inappropriately sharing information regarding an allegation of sexual abuse. Staff shall confidentially share information with designated staff responders on a need to know basis. TPSO is required to report any and all allegations of sexual misconduct to state department of corrections utilizing the standard case report. PREA incidents shall be included in the Tangipahoa Parish Jail's LA Department of Corrections monthly report.

**IV-E-001 (a.29) PROCEDURE 29**

**Standard 115.63**

**Reporting to Other Confinement Facilities**

All staff members of Tangipahoa Parish jail upon receiving an allegation that an Offender was sexually abused at another confinement facility shall notify the unit head of the facility where the alleged abuse took place.

- The notifications shall be provided to the facility where the alleged abused took place within 72 hours of receiving the allegation.
- Tangipahoa Parish Jail staff administration is required to document that the notification of the alleged allegation was provided.
- The facility head receiving the notification of the alleged allegation is required to investigate in accordance to PREA standards.

**IV-E-001 (a.30) PROCEDURE 30  
STAFF FIRST RESPONDER DUTIES  
Standard115.64**

Upon receiving an allegation of an alleged Offender sexual assault, Staff first responder is required to take the following steps:

1. Separate the alleged victim from the alleged abuser
2. Preserve and protect the crime scene until the appropriate steps can be taken to collect evidence.
3. If the abuse occurred within a time period that still allows for the collection of physical evidence, request that the alleged victim not take any action that could destroy physical evidence including:
  - Washing
  - Brushing teeth
  - Changing clothes
  - Urinating
  - Defecating
  - Smoking
  - Drinking
  - Eating
4. If the abuse occurred within a time period that still allows for the collection of physical evidence, ensure that the alleged abuser does not take any actions that could destroy physical evidence such as semen, saliva, skin cells and hair, including as appropriate as the following:
  - Washing
  - Brushing teeth
  - Changing clothes
  - Urinating
  - Defecating
  - Smoking
  - Drinking
  - Eating (saliva)
5. If the staff first responder is not a security staff member, the responder is required to request that the alleged victim not take any actions that could destroy physical evidence, and then notify the security staff.



#### **IV-E-001- (a.31) PROCEDURE 31**

##### **Standard 115.65**

##### **Coordinated Response**

Tangipahoa Parish Jail Sexual Assault Response Team (SART) is a designated team consisting of medical and mental health practitioners; investigators, victim advocates and jail administrative staff leaders. SART's responsibility is to ensure Offender victims of sexual abuse receive all necessary immediate and ongoing medical and mental healthcare, and victim advocates when incidents of sexual abuse is reported. SARTS ensures investigators are able to obtain usable evidence to substantiate allegations and hold perpetrators accountable. SART's coordinated actions consists of the following responsibilities:

1. Assessing the victim's acute medical needs to determine if he or she needs to be stabilized and/ or treated for injuries, conditions, or potential risks.
  2. Informing the victim of his or her rights under relevant Federal and/or State crime victim's rights laws.
  3. Giving the victim the option of undergoing a forensic medical exam for the purpose of collecting and documenting physical evidence of abuse.
  4. Having a victim advocate available to the victim during the forensic medical exam if possible.
  5. Providing crisis intervention counseling for the victim before and after the forensic medical exam.
  6. Interviewing victims and witnesses
  7. Collecting evidence.
  8. Providing for any special needs a victim might have.
- A. Staff First Responders should perform the following duties:
- Separate Victim from Abuser
  - Preserve and protect crime scene
  - Request that victim and abuser not take actions to destroy physical evidence
  - Notify security staff
- B. Medical Health Practitioners should perform the following duties:
- Utilizing a forensic rape kit conduct a forensic medical examination
  - Documenting any physical injuries
  - Take initial and follow-up photographs of injuries

- Maintain evidence integrity as well as labeling, packaging, and sealing evidence
- Collection of biological evidence such as hairs, semen and saliva
- Maintain a clear chain of custody
- Document all services provided, including recommendations for follow-up care for sexually transmitted disease and infection examinations, testing, immunizations, post-exposure prophylaxis and treatment.

C. Staff Investigators should perform the following duties:

- Interview the reporting source
- Gather information for the initial responder(s) and medical personnel
- Conduct a full interview of the victim
- Processing the crime scene
  - a. looking for additional biological evidence
  - b. trace evidence such as hairs or fibers
  - c. signs of struggle
  - d. fingerprints
  - e. weapons
  - f. clothing or bedding
- Maintain a clear chain of custody
- Diagram and photograph the physical crime scene
- Interview any identified witnesses or potential witnesses
- Secure video surveillance

D. Victim Advocates should perform the following duties:

- Provide information and emotional support for Offender victims of sexual assault.
- Maintain confidentiality in accordance with State laws and PREA policy and procedures
- Contact Jail Administrative staff or PREA Compliance coordinator each time a formal charge of sexual abuse or sexual harassment is received.
- Communicate any questions or concerns to TPSO Jail Administrative staff or PREA Compliance Coordinator regarding TPSO Offender victims of sexual assault or sexual harassment when necessary.

**IV-E-001- (a.32) PROCEDURE 32**

**Standard 115.66**

**Preservation of ability to protect offenders from contact with abusers**

Tangipahoa Parish Sheriff's Office or any other government entity responsible for collective bargaining on the agency's behalf shall enter into or renew any collective bargaining agreement or other agreement that limits that organization's ability to remove alleged staff sexual abusers from contact with any offenders of Tangipahoa Parish Jail pending the outcome of an investigation or of a determination of whether and to what extent discipline is warranted.

Nothing in this standard shall restrict the entering into or renewal of agreements that govern:

- The conduct of the disciplinary process, as long as such agreements are not inconsistent with the provisions of standard 115.72 and 115.76
- Whether a no-contact assignment that is imposed pending the outcome of an investigation shall be expunged from or retained in the staff members' personnel file following a determination that the allegation of sexual abuse is not substantiated.

#### **IV-E-001- (a.33) PROCEDURE 33**

##### **Standard 115.67**

##### **Protection Against Retaliation**

Tangipahoa Parish Jail administrative staff and TPSO will protect all residents and staff who report sexual abuse or cooperate with sexual abuse investigations from retaliation by other Offenders or staff.

1. Administrative staff and booking supervisor will employ the following measures to protect residents and staff from retaliation for reporting sexual abuse. Protective measures include:
  - Housing changes or transfers for Offender victims or abusers
  - Unannounced housing status checks within each resident dormitory.
  - Removal of alleged staff or resident abusers from contact with victims
  - Employee assistance services or other resources for staff who may need psychological or emotional support
2. Administrative staff and security officers shall monitor the conduct and/or treatment of Offenders or staff who have reported sexual abuse or cooperated with investigators, including any Offenders disciplinary reports, housing changes for at least 90 days following their report or cooperation to see if there are changes that may suggest possible retaliation by Offenders or staff.
3. Administrative staff and security officers shall discuss housing changes and program changes with the Offender or staff member who have reported sexual abuse as part of its efforts to determine if retaliation is taking place.
4. If retaliation for reporting sexual abuse has been confirmed, administrative staff and security officers shall take immediate steps to protect the Offender and staff victims of sexual abuse. Examples of retaliation may include the following circumstances:
  - One or more Offenders may assault another Offender for reporting sexual abuse or sexual harassment. He or she may be labeled a “snitch”.
  - Accused staff member or his or her allies may suddenly start giving disciplinary tasks to the Offender who made the allegation.
  - A staff member who reports staff-on-Offender abuse by another staff member may find that he or she is being snubbed or isolated by other staff.
5. Tangipahoa Parish Jail administrative staff and PREA Coordinator shall convey zero tolerance culture, strict reporting policies, and strong disciplinary sanctions for retaliation, to discourage retaliation in any form to all staff and offenders within the jail facility and throughout TPSO.
6. Tangipahoa Parish Jail Administrative staff will be on the alert to the possibility of retaliation from the onset and shall initiate and maintain protective measures for as long as it deems necessary.

**IV-E-001-(a.34) PROCEDURE 34**  
**Standard 115.68**  
**Post Allegation Protective Custody**

Tangipahoa Parish Jail's post allegation protective measures can be adjusted throughout the investigation as necessary. This does not prevent administration from the obligation to take immediate and continuing steps to guard against retaliation. If addressing the issue of protecting offenders from retaliation against reporting sexual abuse requires housing transfer of the alleged victim, administration shall make every effort to minimize the disruptions caused to the victim's daily activities to include access to education, programs, and other jail offender privileges.

## INVESTIGATIONS

### IV-E-001 (a.35) PROCEDURE 35

#### Standard 115.71

#### Criminal and Administrative Investigation

Tangipahoa Parish Sheriff's Office shall conduct its own investigations into allegations of sexual abuse and sexual harassment. Upon receiving allegations of sexual misconduct, investigators shall promptly, thoroughly, and objectively investigate all allegations, including third-party and anonymous reports. Tangipahoa Parish Sheriff's Office shall use investigators who have received specialized training in conducting sexual abuse investigations in confinement settings pursuant to standard 115.34

Investigators shall gather and preserve direct and circumstantial evidence to include:

- Physical DNA
- Electronic monitoring
- Interviewing alleged victims, suspected perpetrators, and witnesses
- Prior complaints and reports of sexual abuse involving the suspected perpetrator

When the evidence appears to support criminal persecution, the agency shall conduct compelled interviews only after consulting with prosecutors to determine if the interviews will be an obstacle for subsequent prosecution.

The credibility of an alleged victim, suspect, or witness shall be assessed on an individual basis and shall not be determined by the persons status as an offender or staff.

Offenders alleging sexual abuse shall not be required to submit to a polygraph examination or other truth-telling device as a condition for proceeding with the investigation of an allegation.

Administrative investigations shall include:

- Determination whether staff actions or failures to act contributed to the abuse.
- Shall be documented in written reports to include description of the physical evidence, credibility assessment, and investigative findings and facts.
- Criminal investigations shall be documented in a written report that contains a thorough description of physical, testimonial and documentary evidence and attaches copies of all documentation.
- Substantiated allegations of conduct that appears to be criminal shall be referred for prosecution.

Administration shall retain administrative and criminal investigation reports as long as the alleged abuser is incarcerated or employed by the agency, plus five years

The departure of the alleged abuser or victim from employment or custody shall not provide a basis for terminating an investigation.

Any state entity or Department of Justice component that conducts such investigations shall do so pursuant to the above requirements.

When outside agencies investigate sexual abuse, administration shall cooperate with outside investigators and shall endeavor to remain informed about the progress of the investigation.

#### **IV-E-001- (a.36) PROCEDURE 36**

##### **Standard 115.72**

##### **Evidence Standard for Administrative Investigations**

Allegations of sexual abuse are substantiated if supported by a preponderance of the evidence. Following an investigation into an offender allegation that he or she was sexually abused or harassed in Tangipahoa Parish Jail, the Jail Administrator shall inform the offender as to whether the allegation has been determined to be substantiated, unsubstantiated, or unfounded. If TPSO investigative staff did not conduct the investigation, it shall request the relevant information from, the investigative agency in order to inform the Offender.

1. Following an offenders' allegation that a staff member has committed sexual abuse against the offender, the administrator shall subsequently inform the offender (unless the administrative and security staff has determined that the allegation is unfounded) whenever:

- The staff member is no longer posted within the offenders unit.
- The staff member is no longer employed at the facility.
- The administrative staff learns that the staff member has been indicted on a charge related to sexual abuse within the facility.

2. Following an offender-on-offender allegation that he or she was sexually abuse, the jail administrator and security staff shall subsequently inform the alleged victim whenever:

- The jail administrative staff learns that the alleged abuser has been indicted on a charge related to sexual abuse within the facility.
- The jail administrative staff learns that the alleged abuser has been convicted on a charge related to sexual abuse.
- All such notifications or attempted notifications shall be documented
- Tangipahoa Parish Jail Administrative Staff obligation to report under this standard shall terminate of the offender is released from custody.



**IV-E-001- (a.37) PROCEDURE 37**

**Standard 115.73**

**Reporting to Offenders**

Following an investigation into an offender allegation that he or she was sexually abused or harassed in Tangipahoa Parish Jail, the Jail Administrator shall inform the offender as to whether the allegation has been determined to be substantiated, unsubstantiated, or unfounded. If TPSO investigative staff did not conduct the investigation, it shall request the relevant information from, the investigative agency in order to inform the offender/offender.

- A. Following an Offenders allegation that a staff member has committed sexual abuse against the offender, the administrator shall subsequently inform the offender (unless the administrative and security staff has determined that the allegation is unfounded) whenever:
1. The staff member is no longer posted within the offenders unit.
  2. The staff member is no longer employed at the facility.
  3. The administrative staff learns that the staff member has been indicted on a charge related to sexual abuse within the facility.
- B. Following an offender-on-offender allegation that he or she was sexually abuse, the jail administrator and security staff shall subsequently inform the alleged victim whenever:
1. The jail administrative staff learns that the alleged abuser has been indicted on a charge related to sexual abuse within the facility.
  2. The jail administrative staff learns that the alleged abuser has been convicted on a charge related to sexual abuse.
  3. All such notifications or attempted notifications shall be documented
  4. Tangipahoa Parish Jail Administrative Staff obligation to report under this standard shall terminate of the offender is released from custody.

## DISCIPLINE

### IV-E-001- (a.38) PROCEDURE 38

#### Standard 115.76

#### Disciplinary Sanctions for Staff

TPSO and Tangipahoa Parish Jail policy mandates zero-tolerance for staff engaging in sexually abusive contact or penetration with offenders. Tangipahoa Parish Jail Administrator shall impose disciplinary sanctions as authorized by TPSO's policy, state and local laws up to and including termination. The presumption does not limit TPSO's discretion to impose termination for other sexual abuse policy violations. All terminations for violations of agency sexual abuse policies are to be reported to local law enforcement agencies and any relevant law enforcement agency. The Administrator shall ensure fair and consistent accountability for staff members who have violated sexual abuse policies and procedures, regardless of whether they are found guilty in criminal proceedings. staff-on-offender violations that require disciplinary sanctions pursuant to this standard include:

- Engaging in actual or attempted abuse or harassment.
- Failing to report an incident of sexual abuse.
- Failing to limit information received about an allegation to those who need to know.
- Failing to cooperate with a sexual abuse investigation.
- Engaging in retaliation against Offender or staff who report abuse.
- Failing to follow any other TPSO's sexual abuse policy.

TPSO and Tangipahoa Parish Jail Administrator disciplinary hearings for resolving allegations of attempted or actual staff-on-Offender sexual abuse or sexual harassment should be fair and based on the following criteria:

- Agreements should be proportional to the nature and circumstances of the accused staff member's conduct.
- Staff members disciplinary history
- Sanctions should be measured by comparable offenses by other staff with similar histories.
- Disciplinary sanctions for staff shall involve training and counseling.
- Disciplinary sanctions issued by the Jail Administrator shall be sufficiently serious in all cases advising all staff and Offenders of the facility's refusal to tolerate sexual abuse or any conduct that impedes its efforts to eliminate sexual abuse and sexual harassment.

Tangipahoa Parish Jail Administrator shall acknowledge that termination is "presumptive" but not the mandatory sanction for certain types of sexual abuse. Disciplinary sanctions are determined on a case-by-case basis. Presumptive terminations are based on the above referenced type of sexual abuse, with exceptions made only in extraordinary circumstances. Although termination is not the presumption for all types of sexual abuse, it may be the appropriate sanction for instances of sexual abuse less severe than sexually abusive contact or penetration. Tangipahoa Parish Jail Administrator and facility policy is not meant to increase the employment rights of staff who are at-will employees.

**IV-E-001- (a.39) PROCEDURE 39**

**Standard 115.77**

**Corrective Action for Contractors and Volunteers**

Tangipahoa Jail prohibits any contractor or volunteer who engages in sexual abuse from further contact with Offenders. The Administrator shall report the substantiated sexual abuse investigation report to local law enforcement agencies. The Administrator shall consider whether to prohibit the alleged contractor or volunteer further contact with Offenders in case of any other violation of TPSO's sexual abuse or sexual harassment policies.

**IV-E-001- (a.40) PROCEDURE 40**  
**Standard 115.78**  
**Disciplinary Sanctions for Offenders**

1. Offenders shall be subject to disciplinary sanctions pursuant to the formal disciplinary process following an administrative finding that the engaged in Offender-on-Offender sexual abuse for following a criminal finding of guilt for Offender-on-Offender sexual abuse.
2. When imposing disciplinary sanctions in lieu of or in addition to other interventions, the Jail Administrator shall inform Offenders of their rights and responsibilities during the disciplinary process, including how to appeal sanctions, and only imposes sanctions commensurate with the type of violation committed and the Offender's disciplinary history.
3. Decisions regarding which types of interventions to use in particular cases, including treatment, counseling, educational programs, or disciplinary sanctions, are made with the goal of promoting improved behavior by the Offender and ensuring the safety of other offenders/offenders and staff. When intervention decisions are made, Tangipahoa Parish Jail Administrator shall take into account the social, sexual, emotional, and cognitive development of the Offenders' mental health status. Additionally, appropriate interventions for residents should take into consideration the normal course of psychosocial and sexual development, which often includes periods of increased sexual desires, sexual experimentation, sexual desires increase in hormone levels, an increased desire to engage in sexual activity and masturbation. The following additional disciplinary interventions shall be into consideration:
  - Sanctions shall be commensurate with the nature and circumstances of the abuse committed, the Offenders disciplinary history, and the sanctions imposed for comparable offenses by other Offenders with similar histories.
  - The disciplinary process shall consider whether an Offenders mental disabilities or mental illness contributed to his or her behavior when determining what type of sanction, if any. Should be imposed.
  - Jail Administrator shall impose disciplinary sanctions to Offenders who purposefully engage in masturbating or sexual self-experimentation in front of staff, or directing masturbation or sexual self-experimentation to another Offender, or otherwise disruptive masturbation and self-experimentation.
  - Tangipahoa Parish Jail shall offer therapy, counseling, or other interventions designed to address ad correct underlying reasons or motivations for the abuse, the Jail Administrator shall consider whether to require the offending Offender to participate in such interventions as a condition of access to programming or other benefits.
  - Tangipahoa Parish Sheriff's Office and Jail Administrator may discipline an Offender for sexual contact with staff member only upon a finding that the staff member did not consent to such contact.
  - For the purpose of disciplinary action, a report of sexual abuse made in good faith based upon a reasonable belief that the alleged conduct occurred shall not constitute falsely reporting an incident of lying, even if an investigation does not establish evidence sufficient to substantiate the allegation.
  - Tangipahoa Parish Jail Administrator may, at his discretion, prohibit all sexual activity between Offenders and may discipline Offenders for such activity. However, Jail Administrator does not consider such sexual activity to create sexual abuse if it determines that the sexual activity is not coerced.

## **MEDICAL AND MENTAL HEALTH CARE**

### **IV-E-001- (a.41) PROCEDURE 41**

#### **Standard 115.81**

#### **Medical and Mental Health Screenings; History of Sexual Abuse**

1. In accordance with standard 115.41 indicating that an Offender has experienced sexual victimization, whether it occurred in another confinement facility or in the community, Tangipahoa Parish Jail medical practitioners shall talk with Offenders to ascertain information regarding the residents sexual orientation, gender identity, prior sexual victimization including history of engaging in sexual abuse, mental health status and physical disabilities.
2. Information obtained is strictly limited to medical and mental staff professionals, with information provided to additional staff on a need to know basis to the extent of the Offenders' housing, education programs, and work assignments.
3. Medical staff shall ensure the Offender is offered follow-up meetings with medical and or mental health practitioners within 14 days of the intake.
4. If Offender discloses prior sexual victimization during the medical or mental health intake screening, medical staff is required to report abuse to Jail Administrator or PREA Coordinator according to mandatory reporting State, Local and Federal laws.
5. Appropriate treatment or referral shall be based on medical staffs' professional judgment.
6. Medical staff shall obtain Offender's consent before reporting information about prior sexual victimization that did not occur in a confinement facility.

#### **IV-E-001- (a.42) PROCEDURE 42**

##### **Standard 115.82**

##### **Access to Emergency Medical and Mental Health Services**

Upon receiving an allegation of sexual misconduct or sexual harassment/sexual abuse the Jail Administrator and security officers are responsible for providing Offender victims of sexual abuse unimpeded access to emergency medical treatment and crisis intervention services. The nature and scope of care shall be determined by medical and mental health practitioners according to their professional judgment. Medical treatment services are to be provided free of charge to the offender victim and regardless of whether the victim names the abuser. If no medical and mental health care staff is on duty at the time a report of recent abuse is made, Security Officers and Staff First Responders shall take preliminary steps to protect the offender victim from the offender/abuser and immediately notify medical staff. Medical staff first responder duties for Offender victims of sexual abuse are:

- Access the offender/victims' acute medical needs as soon as possible.
- Obtain offender/victims consent for treatment.
- Treat offender victims' medical and mental needs as soon as possible.
- Document offender victims' acute medical and mental health needs and treatment provided as soon as possible.
- Provide a forensic medical exam, if the victim agrees to an exam, ensuring agency protocol is followed whenever there may be physical evidence of sexual abuse.
- If mental health practitioner is not available, medical staff practitioner shall send the offender victim to the appropriate mental health care provider.
- Medical and mental health care services shall be provided even when the offender/victim of sexual abuse refuses to name the offender/abuser and without having to disclose details of the abuse to staff first responders.
- The offender victim shall have access to medical and mental staff through the facilities sick-call protocol.

**IV-E-001- (a.43) PROCEDURE 43**  
**Standard 115.83**  
**Ongoing Medical and Mental Health Care**

Tangipahoa Parish Jail shall offer offender victims of sexual abuse ongoing medical and mental health treatment and evaluation to all known offender victims of sexual abuse. Ongoing medical and mental treatment services must include the following:

- Appropriate follow-up medical treatment services accessing physical injuries and oral trauma.
- Appropriate follow-up mental health treatment services accessing psychological impact of the victimization.
- Referrals for continued care mental treatment
- Referrals of medical and health treatment for continued care following the offender victims' release from Tangipahoa Parish Jail.
- Offenders of sexually abusive vaginal penetration while incarcerated shall be offered pregnancy test.
- Offender victims' and perpetrators of sexual abuse shall be offered HIV and sexual transmitted infections tests regardless of whether Offender has accepted prevention or treatment plans. If pregnancy results from an offender suffering from sexually abusive vaginal penetration while incarcerated, victims will receive timely comprehensive information about and access to all lawful pregnancy –related medical services.
- Medical and Mental evaluations, services and treatments shall be documented in the offenders record for consistent treatment and follow-up services for the purposes of transferring victim offenders to another facility and releases from custody.

## **DATA COLLECTION**

### **IV-E-001- (a.44) PROCEDURE 44**

#### **Standard 115.86**

#### **Sexual Abuse Incident Reviews**

Tangipahoa Parish Jails' Sexual Assault Review Team (SART) consists of the following administrative management, shift supervisors, security investigators, and medical practitioners. The review team evaluates each situation of abuse to discuss the following:

- Need to change current policy relating to offender sexual abuse
- Review prevention practices to better prevent, detect and/or respond to incidents of sexual abuse.
- Consider whether incident was motivated by racial or other group dynamics within the jail facility. If the incident of offender sexual abuse was determined to be motivated by racial dynamics or tensions, administrative staff shall begin taking steps to rectify the underlying problems.
- SART teams' investigative results shall be documented utilizing Form C-01-022-E LA Dept. of Public Safety and Corrections Standardized Case Report by PREA Coordinator.
- SART team shall access the facility's physical barriers in areas that may enable Offender sexual abuse, staffing levels in the area during different shifts, monitoring.
  
- PREA Coordinator shall prepare a monthly and annual report of its findings and actions with those from prior years and provide an assessment of Tangipahoa Parish Jails' progress in addressing sexual abuse.



**IV-E-001- (a.45) PROCEDURE 45**  
**Standard 115.87**  
**Data Collection**

Tangipahoa Parish Jail shall collect data of every allegation of Offender sexual abuse. PREA coordinator shall prepare an annual report of collected data. The report shall include, at a minimum, comparison of the current years' data and corrective action from those of prior years. The facility's' assessment shall document its progress in addressing Offender sexual abuse. The final report shall be approved by the facility head and sent to LA Department of Corrections. The annual report shall be made available on the Sheriff's Office website. The information shall be provided no later than June 30<sup>th</sup>.

**IV-E-001- (a.46) PROCEDURE 46**

**Standard 115.88**

**Corrective Action**

Tangipahoa Parish Jail's PREA Coordinator shall review data collected and aggregated pursuant to 115.87 in order to assess and improve the effectiveness of its sexual abuse prevention, detection, and response policies. Corrective Action Plan shall consist of reviewing the following:

- Identifying problem areas.
- Taking correction action on an ongoing basis.
- Preparing an annual report of its findings and corrective action for the entire facility.
- The report shall include a comparison of the current years' data and corrective actions with those from the prior year.
- The facility may draft, edit, or revise something from previous publication.

**IV-E-001- (a.47) PROCEDURE 47**

**Standard 115.89**

**Data Storage and Publication**

Tangipahoa Parish Jail PREA Coordinator shall ensure collected data is electronically stored and retained. The information shall be made readily available for public view. Personal identifiers shall be remove personal identifiers before making the information available to the public pursuant to standard 115.87.

Sexual abuse collected data shall be kept on file 10 years after the date of the initial collection unless otherwise directed by State and Federal Laws.

## AUDITS

### IV-E-001- (a.48) PROCEDURE 48

#### Standard 115.93

#### Audit of Standards

1. Pursuant to standards 115.401-405 Tangipahoa Parish Jails' PREA standards shall be audited by the following agency types:
  - LA Department of Corrections
  - an internal auditor that reports to the agency head, an ombudsman
  - Outside individuals with experience
  -
2. No audit shall be conducted by another auditor who has received financial compensation from the agency being audited within the three years prior to the agency's retention of the auditor.
3. Tangipahoa Parish Jail shall not employ, contract with, or otherwise financially compensate the auditor for three years subsequent to the agency retention of the auditor, with the exception of contracting for subsequent audits.
4. All auditors shall be certified by the department of Justice to conduct such audits, and shall be re-certified every three years.
5. The DOJ shall prescribe methods governing the conduct of such audits, including provisions for reasonable inspections of facilities, review of documents, and interviews of staff and offenders. The DOJ shall prescribe the minimum qualifications of the auditors.
6. Tangipahoa Parish Jail shall allow auditors access to enter and tour the entire jail facility, review documents and interview staff and offenders to conduct a comprehensive audit.
7. Tangipahoa Parish Jail administrative staff shall ensure that the auditor's final report is published on the agency's website or is otherwise made readily available to the public.

#### **IV-E-001- (a.49) PROCEDURE 49**

##### **Standard 115.401**

##### **Frequency and Scope of Audits**

1. Tangipahoa Parish Jail shall be audited every three years. Audits of PREA standards shall start during August 2013 and every three year period thereafter. Tangipahoa Parish Jail's PREA standards shall be audited at least once within the first year following August 20, 2013.
2. The DOJ may expedite an audit of any facility if it has reason that a particular facility may be experiencing problems relating to sexual abuse. The recommendation may also include referrals to resources that may assist the agency with PREA-related issues.
3. THE DOJ may develop shall develop and issue an audit instrument that will provide guidance on the conduct of and contents of the audit.
4. Tangipahoa Parish Jail shall bear the burden of demonstrating compliance with the standards.
5. The auditor shall review all relevant agency-wide policies, procedures and reports internal and external audits, at a minimum, a sampling of relevant documents and other records and information for the most recent one-year period.
6. The auditor shall have access to and shall observe, all areas of the audited facilities.
7. Tangipahoa Parish Jail administrative staff shall make available at the Auditor requests the following:
  - Copies of any relevant documents (including electronically stored information).
  - Retain and preserve all documentation including video tapes and interview notes relied upon in making audit determinations.
  - Documentation shall be provided to the Department of Justice upon request.
  - Opportunity to interview an offender representative
  - Opportunity to interview Staff Members, Shift Supervisors and Administrators.
  - Samples of video tapes and other electronic data may be readily available to Auditors upon request.
  - Auditors shall be permitted to conduct private interviews with Offenders upon request.
  - Offenders shall be permitted to send confidential information or correspondence to the auditor in the same manner as if they were communicating with legal counsel.
  - Auditor shall receive contact information for rape crisis advocates who may have insight into relevant conditions in the facility.

**IV-E-001- (a.50) PROCEDURE 50**

**Standard 115.402**

**Auditor Qualifications**

Tangipahoa Parish Jails' audit shall be conducted by:

- A member of a correctional body that is not part of, or, under the authority of, TPSO agency (but may be part of or authorized by, the relevant State or local government)
- A member of an auditing entity such as inspector general's or ombudsperson's office that is external to TPSO.
- Other outside individuals with relevant experience.
- All auditors must be certified by the Department of Justice. The DOJ shall develop and issue procedures regarding the certification process, which shall include training requirements.
- No auditor may be conducted by an auditor who has received financial compensation from the agency being audited (except for compensation received for conducting prior PREA audits) within the three years prior to TPSO's retention of the auditor.
- Tangipahoa Parish Jail administrator shall not employ, contract with, or otherwise financially compensate the auditor for three years subsequent to the jails retention of the auditor, with the exception of contracting for subsequent PREA audits.

**IV-E-001- (a.51) PROCEDURE 51**

**Standard 115.403**

**Audit Content and Findings**

Each audit shall include a certification by the auditor that no conflict of interest exists with respect to his or her ability to conduct an audit of Tangipahoa Parish Jail under review. The audit shall report the following status of Tangipahoa Parish Jail:

- Whether TPSO policy and procedure comply with relevant PREA standards.
- For each PREA standard the auditor shall determine whether Tangipahoa Parish Jail reached one of the findings:
  1. Exceeds Standard
  2. Meets Standard
  3. Does Not Meet Standard
- The audit summary shall indicate, among other things, the number of provisions the facility has achieved at each grade level.
- Audit reports shall describe the methodology, sampling sizes, and basis for the auditors conclusions with regard to each standard provision for each audited facility and shall include recommendations for any required corrective action.
- Auditors shall redact any personally identifiable offender or staff information from their reports, but shall provide such information to TPSO upon request, and may provide such information to the Department of Justice.
- Tangipahoa Parish Jail shall ensure that the auditor's final report is published on the agency's website if it has one, or is otherwise made readily available to the public.

**IV-E-001- (a.52) PROCEDURE 52**

**Standard 115.404**

**Audit Corrective Action Plan**

If Tangipahoa Parish Jail's audit result is "Does Not Meet Standard" with one or more standards shall trigger a 180 corrective action plan period. The following steps shall be taken as a result:

1. The auditor and Tangipahoa Parish Jail shall jointly develop a corrective action plan to achieve compliance.
2. The auditor shall take necessary and appropriate steps to verify implementation of the corrective action plan, such as reviewing updated policies and procedures or re-inspecting portions of a facility.
3. After the 180-day corrective action period ends, the auditor shall issue a final determination as to whether the facility has achieved compliance with those standards requiring corrective action.
4. If the agency does not achieve compliance with each standard, it may (at its discretion and cost) request a subsequent audit once it believes that it has achieved compliance.



**IV-E-001- (a.53) PROCEDURE 53**

**Standard 115.405**

**Audit Appeals**

Tangipahoa Parish Jail shall appeal an audit with the Department of Justice regarding any specific audit finding that it believes to be incorrect. Such appeal must be lodged within 90 days of the auditor's final determination. If the DOJ determines that Tangipahoa Parish Jail has stated good cause for a reevaluation, Tangipahoa may commission a re-audit by an auditor mutually agreed upon by the department and the agency. The agency shall bear the costs of this re-audit. The findings of the re-audit shall be considered final.

## **STATE COMPLIANCE**

### **IV-E-001- (a.54) PROCEDURE 54**

#### **State Compliance**

#### **Standard 115.501**

In determining pursuant to 42 U.S.C. 15607©2 whether the State is in full compliance with the PREA standards, the Governor shall consider the results of the most recent agency audits. The Governor's certification shall apply to all facilities in the State under the operational control of the State's executive branch, including facilities operated by private entities on behalf of the State's executive branch.