

Department of Public Safety & Corrections
State of Louisiana

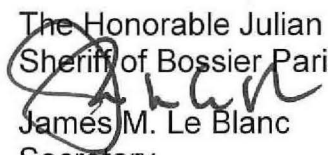
JOHN BEL EDWARDS
GOVERNOR




JAMES M. LE BLANC
SECRETARY

December 18, 2023

MEMORANDUM

TO: The Honorable Julian C. Whittington
Sheriff of Bossier Parish

FROM: James M. Le Blanc
Secretary
RE: "Basic Jail Guidelines" Monitoring Report

Please see the attached monitoring report regarding the Basic Jail Guidelines (BJG) annual inspection that was conducted at Bossier Parish Maximum Security Facility on December 5, 2023. The facility continues to provide a secure, safe, and stable environment for DOC inmates in their custody. At this time DPS&C will continue with annual monitoring visits.

Thank you for your support of the BJJ process.

JML/mk

Attachment

c: Mike Ranatza, Executive Director, Louisiana Sheriffs' Association
Robert Chavis, Warden, Bossier Parish Maximum Security Facility
Seth Smith, Chief of Operations
Michele Dausat, Warden, DWCC
Roderick Malcolm, BJJ Team Leader



BJG MONITORING REPORT

Annual

Rev. 08/01/2022 mwk

Facility Name: Bossier Parish Maximum Security Facility
BJG Team Leader & Monitors: Colonel Roderick Malcolm, BJG Team Leader, (NW Region)
Asst. Warden Tyrone Mays, BJG Team Leader, (NE Region)
Facility Warden & Email Address: Warden Robert Chavis, Email: rchavis@bossiersheriff.com
Facility Staff: Asst. Warden Michelle Bowen
BJG Inspection Date: December 05, 2023
Previous BJG Inspection Date: November 29, 2022
Operational Capacity: 544
Count on Day of Visit: 449

Concerns or Issues from the previous BJG Monitoring Inspection:

	# MALE	# FEMALE	TOTAL
Number of DOC Offenders	0	3	3
Number of Local Offenders	373	65	438
Number of Out of State Offenders	1	1	2
Number of Federal Offenders	0	5	5
Number of ICE Detainees	0	0	0
TOTAL	374	74	448

Number of DOC Offenders that are:

Single Bunked _____ **1**
Double Bunked _____ **2**
Triple Bunked _____ **0**
Total _____ **3**

Number of DOC Offenders that are in Restricted Housing:

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

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

Month/Year	Off/Off	Off/Off w/sig inj	Offender/Staff	Off/Staff w/sig inj
December 2022	7	0	0	0
January 2023	7	0	0	0
February 2023	4	0	0	0
March 2023	5	0	0	0
April 2023	4	0	0	0
May 2023	2	0	0	0
June 2023	2	0	0	0
July 2023	4	0	0	0
August 2023	3	0	0	0
September 2023	2	0	0	0
October 2023	2	0	1	0
November 2023	0	0	0	0

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

Month/Year	Illicit Substance	Alcohol	Weapon	Cell Phone	Other
December 2022	0	0	0	0	115
January 2023	0	0	0	0	116
February 2023	0	2	0	0	103
March 2023	0	0	0	0	69
April 2023	0	2	0	0	41
May 2023	0	0	0	0	87
June 2023	0	1	0	0	97
July 2023	0	2	0	0	61
August 2023	0	0	0	0	46
September 2023	0	0	0	0	59
October 2023	0	0	0	0	599
November 2023	0	3	0	0	45

GENERAL APPEARANCE, CLEANLINESS, AND COMMENTS OF THE FACILITY:

Living Area: —Compliant

The living areas were found to be clean and orderly.

Dorms: —Compliant

There are no open dorms in this facility.

Cell Block: —Compliant

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

Culinary/Dining: —Compliant

The culinary/dining areas were clean. The inventories were correct and all utensils accounted for. Licensed dietician Mary Roberson Lic #: DT81345, Exp date: May 31, 2025. Approved the cycle menu in use. Inmates working in the kitchen are pre-screened by the medical department. The inmates are served in their individual cells.

Bathrooms: —Compliant

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

Yard Areas: —Compliant

Each exercise yard is connected to the adjoining cellblock. The yard areas are secure and free of debris. Staff continually monitors inmates outside on the yard.

Maintenance: —Complaint.

Overall maintenance of the facility is good. They have a good preventive maintenance program in place. Bossier Parish Maintenance Crew performs all maintenance and they provide all tools. Logbooks indicate that work orders are submitted and problems are addressed immediately.

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

- I-A-001 Safety/Sanitation/Inspections (MANDATORY): Compliant**
The shift supervisor perform general inspections daily. A complete comprehensive inspection is conducted each week. Current FM (1/31/2023), DHH (11/17/2023), and Retail Food (10/12/2023) reports are on file.
- I-C-001 Emergency Plan (MANDATORY): Compliant**
The facility has a current emergency plan that has been submitted to FM for approval. All staff members have been properly trained on the emergency plan. Staff members that were questioned regarding emergency policy/procedure and contingency plans were knowledgeable. File documentation reflects training as stated above is accurate.
- I-C-003 Fire Safety/Code Conformance (MANDATORY):**
This facility is in compliance with the Fire Marshal Requirements and current FM reports were in file.
- II-A-006 Staff Log (MANDATORY):**
Staff logs of pertinent information (i.e., shift activity, daily events, deputy/supervisor rounds, etc.) were reviewed and found in order. Logs are maintained in the file in accordance with this guideline.
- II-A-007 Counts (MANDATORY): Compliant**
Five (5) formal are conducted per day. Three (3) formal count is conducted on the day shift and two (2) on the night shift.
Stick outs are counts that are conducted in areas other than housing units, such as food services and other areas of normally authorized locations. When conducting and submitting the counts, employees are to actually see the offender before turning in these counts.
- How does the facility accomplish this? Visual head count is conducted by staff in the area were the inmate is assigned to work at.
 - Does this process insure accountability and safe/secure operation of the facility?
Yes
- II-A-008 Offender Population Management System: Compliant**
The facility does an excellent overall job with the management of their inmate population, and remains in compliance. Random review of inmate files indicates that proper forms containing all required information are in files. Excellent logs kept on all inmates.
- II-A-010 Admissions: Compliant**
Current policy and procedure are in place. Admission forms are thorough and completed properly. Documentation is properly placed in inmate files

II-A-012

Classification System: Compliant

Does this facility have any trustees that work outside the secure perimeter? (Yes or No) Yes
If yes,

- What is their classification process to determine who is eligible for trustee status? They use the same criteria as DOC.
- Does their classification process meet DPS&C, Corrections Services' criteria? Yes

II-A-016

Photo Identification (MANDATORY):

All inmates receive a photo identification card upon reception. Documentation is in file.

II-A-018

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

Month/Year	# DOC Tested	Total DOC Pop	% Tested	# Positive
December 2022	5	7	71%	0
January 2023	5	18	28%	0
February 2023	5	5	100%	0
March 2023	5	5	100%	0
April 2023	5	7	71%	0
May 2023	5	7	71%	0
June 2023	5	7	71%	0
July 2023	5	8	63%	0
August 2023	5	8	63%	0
September 2023	5	10	50%	0
October 2023	5	13	38%	0
November 2023	5	8	63%	0

II-A-019

Offender Transfers: Compliant.

All transfers are reported as required to OAS.

II-A-020

Cell Checks (MANDATORY): Compliant.

Per policy, staff checks all cells at least every four (4) hours. Documentation is maintained.

II-B-002-1

Use of Restraints for Pregnant Inmates: Compliant.

Policy, procedure, and practice is in place. This facility does not have any pregnant DOC inmates as of December 05, 2023. Signed policy in file.

II-C-001

Procedures for Searches: Compliant

During the inspection, documentation was reviewed showing that the logs were maintained on all searches and detection of contraband. Visual body cavity searches are conducted on inmates upon intakes, and anytime an inmate returns from an outside trip/travel.

II-D-001

Key, Tool, and Utensil Control (MANDATORY): Compliant

Staff members were questioned regarding accountability, policy, and procedures. They were found to be very knowledgeable. Keys and utensils are being accurately accounted for. No tools are kept with this facility since all maintenance concerns are performed by Bossier Parish Maintenance Crew who provide all necessary tools.

III-A-001

Rules and Discipline (MANDATORY): Compliant

- Does the facility's inmate's orientation include the application process for applying for restoration of good time?
Yes.
- What is their restoration of good time application process for the inmate population?
Inmate will submit a request for restoration of good time. Warden Robert Chavis will review and approve. The Warden will forward it to DOC for processing.

- Does their restoration of good time application process meet DPS&C, Corrections Services' criteria?
Yes.

- IV-A-003 Food/Dietary Allowances (MANDATORY): Compliant**
Documentation in file; Licensed Dietitian, Mary Roberson, approved all cycle menus.
Lic #: DT81345, Exp date: May 31, 2025
- IV-A-006 Food Services Management (MANDATORY): Compliant**
Facility has a policy in place for food service. Meal times are in accordance with policy and never vary as a form of discipline. All inmates receive at least two (2) hot meals per day.
- IV-B-001 Plumbing Fixtures – Toilets & Washbasins (MANDATORY): Compliant**
All inmates have access to toilets and wash basins with temperature controlled hot/cold water at all times.
- IV-B-002 Plumbing Fixtures – Showers (MANDATORY): Compliant**
All inmates are able to shower every day. Water temperature logs indicate compliance with water temperature requirements.
- IV-B-005 Personal Hygiene (MANDATORY): Compliant**
Documentation reflects that indigent inmates are provided with personal hygiene items as needed at no cost to them.
- IV-C-001 Access to Care/Clinical Services (MANDATORY) (Does the facility charge a co-payment? If so, approved by DPS&C?): Compliant**
Co-payments are currently established as follows: \$10.00 for sick call, \$15.00 for Dental, Rx co-pay is \$5.00. These fees have been approved by DPS&C. Facility is in compliance with this guideline and documentation is in file. Inmates are provided adequate medical attention regardless of their ability to pay established medical co-payments. Inmates sign a receipt notification of co-pay. Jennifer Roberts is the facility's RN. (Lic#: 20130896; Exp. 01/31/2024). Dustin Bond is a facility LPN. (Lic #: 270351 Exp. 01/31/2024) Sarah Rose is a facility LPN Lic # 336628 Exp. Date 8/31/2024, Jennifer Leigh Johnson Grimm Lic # 260924 Exp. Date 1/31/2024, ReShana Hall Lic # 30003524 Exp. Date 1/31/2024 is a facility LPN. Dr. Vincent Lococo is the physician used by this facility. (Lic#: MD021984; Exp. 12/31/2023).
- IV-C-003 Provision of Treatment (MANDATORY): Compliant**
Appropriate licensed staff have current license and agreement letters are in file to provide medical, dental, and everyday services to the inmates' population.
- IV-C-005 24 Hour Care (MANDATORY): Compliant**
Written policy and procedures are in place. Medical personnel are on call and available 24 hours per day. In the event of a medical emergency, inmates are transported to Ochsner/LSU-Shreveport or Willis Knighton.
- IV-C-006-1 Pregnancy Management (MANDATORY): Non-Applicable.**
Written policy and procedures are in place. All pregnant inmates have access to obstetrical services. The females are supervised by female staff.
- IV-C-008 Annual TB Testing: Compliant**
TB testing conducted on all inmates upon intake. Procedures are in place to provide for annual testing of all inmates. Inmates are not charged for this service.

- IV-C-009 Chronic Care Program (MANDATORY): Compliant**
Only inmates who are stable through use of maintenance medications are housed at this facility. All others are transferred to a DOC facility.
- IV-C-012 Access to Sick Call (MANDATORY): Compliant**
Inmates can submit Sick Call requests five (5) days per week. Medical staff will see them the same day. Dr. Lococo see the patients on site Tuesday and Friday. Dental appointments are scheduled for either Wednesday or Friday. Medical Emergency are seen immediately by medical staff. During weekends and after hours, an on-call nurse addresses any life-threatening medical emergencies and if necessary refers offender to Ochsner/LSU-Shreveport or Willis Knighton.
- IV-C-013 Infirmary Care: Non-Applicable**
This facility provides adequate medical attention for all inmates regardless of their ability to pay. Medical care is available on site 24 hours per day and there are established procedures in place should an inmate require immediate outside hospital care.
- IV-C-013-1 Medical Releases (Medical Parole, Medical Treatment Furlough, and/or Compassionate Release): Compliant.** Policies and procedures are in place related to medical releases according to DPS&C guidelines. There were no medical releases during this monitoring period.
- IV-C-014 Suicide Prevention and Intervention (MANDATORY): Compliant**
The facility has a good suicide prevention and intervention program in place. Dr. Vincent Lococo (MD) approved the suicide prevention and intervention policy that is effectively in place. Documentation in file reflected that training is conducted annually.
- IV-C-015 Offender Deaths (MANDATORY): Compliant**
Current policy in place. Staff are aware of reporting requirements. There were no DOC inmate deaths during this reporting period.
- IV-C-016 Notification: Compliant**
Policies and procedures are in place related to notification of family and visitation with an inmate admitted to an ICU or trauma center according to DPS&C guidelines. Documentation of any such occurrence is maintained.
- IV-D-001 Healthcare Quarterly Meetings (MANDATORY): Compliant**
Quarterly meetings are conducted and documentation is in file.
- IV-D-004 Confidentiality of Health Information/Individual Health Record: Compliant**
Access to inmate's medical information or files is controlled and restricted to those who have legal authority. Medical records are maintained in a separate file and are forwarded along with the inmates upon transfer to DPS&C or another facility.
- IV-D-006-1 Emergency Assessment for Intoxication or Suspected Intoxication (MANDATORY): Compliant** Policy and procedure are in place. Any inmates suspected of intoxication is immediately seen by medical staff to assess if symptoms are medically induced or drug induced. Both deputies and medical staff have necessary training and documentation is in file.
- IV-D-007 Internal Review/Quality Assurance (MANDATORY): Compliant**
Facility has a policy in place that has been signed & approved by a Health Care Authority.

- IV-E-001 Alleged and Substantiated Sexual Assaults: Compliant**
There were no substantiated PREA allegations reported during this inspection period.
- V-A-004 Religious Programs: Compliant**
Religious services are available to all of the population except inmates in lockdown status.
- V-A-005 Exercise & Recreation Access (MANDATORY): Compliant**
Inmates have access to ample exercise space and recreational opportunities; weather permitting, three (3) times a week for one (1) hour inmates are given access to recreation. Logbooks indicate compliance.
- V-B-001 Programs and Services:**
LIST ALL CERTIFIED TREATMENT PROGRAMS: (Attach Form IS-B-8-b)
This facility only offers the GED/HiSet program at this time.
- HiSet
- LIST ALL OTHER OFFENDER PROGRAMS:**
- Religious Services
- V-B-002 Educational Programming:**
GED Program
- | | |
|---------------------------|----|
| Number of GED Slots | 10 |
| Number of Participants | 1 |
| YTD Number of Completions | 0 |
- V-B-003 Substance Abuse Programs: Compliant**
No substance abuse programs available during this inspection
- V-C-001 Releasing Inmate: Compliant**
Inmates receive all needed medications, community resource information, and property upon release. Release packets are maintained in file. All inmates sign a receipt for property and medications.
- V-C-002 Regional Reentry Programs (Are inmates releasing with two valid forms of identification?):**
Compliant Discharge packets include all necessary documents. Inmates released with two (2) forms of identification.
- V-C-004 Parole Board Procedures: Compliant**
The Warden or designated Representative from the facility is present at all hearings.
- VI-B-002 Grievance Process (MANDATORY):**
- Does grievance process include two levels of review? **Yes.**
 - Who are the designees at each level?
1st level Asst. Warden Michelle Bowen
2nd level Warden Robert Bowen

- What is the specified time period for response at each level?
Fully processed within 90 days (unless extension granted). Grievance must be filed within 30 days of incident. First step must be accepted, returned, or rejected within 5 days. If accepted, First Step response with 15 days. Second Step within 5 days of receipt of Step One response. (The inmate will receive the Commander's decision within 25 days after receiving Step Two for review). For the Third Step, inmate has 5 days after receiving the Step Two response. The inmate will be notified of Third Step within 40 days of the Sheriff or designee receiving Third Step.

VII-A-002 Weapons Training: Compliant

All deputies are POST certified and receive appropriate training regarding the use, handling, and retention of weapons by the Bossier Parish Sheriff's Department. Facility maintains excellent training documentation.

VII-B-010 Monthly Reporting: Compliant

This facility regularly submits complete and accurate monthly reports on time.

VII-B-012 Proposed Expansions: Compliant

No proposed expansions at this time.

STAFF COMMENTS/MORALE/GENERAL OBSERVATIONS:

Morale appears to be high. I spoke to staff members and they seemed well versed in their duties as well as those of their peers. All staff readily assists each other so that the operation runs smoothly. Staff members observed appeared to get along well and displayed a confident, professional demeanor and were very knowledgeable and efficient in their duties. Initial and ongoing training of personnel is extensive and the results are apparent when observing deputies while working. I spoke with several employees throughout the facility and none expressed any negative comments and all seemed to enjoy their job.

OFFENDER COMMENTS/MORALE/QUALITY OF LIFE:

Inmates I spoke with were polite and well mannered. Inmates were properly dressed and engaged in constructive activities. Inmate/staff interactions observed were mutually polite and respectful. I spoke with several inmates during the walkthrough inspection and none of them expressed any negative comments about their conditions of confinement or the food served.

RECOMMENDATION:

Bossier Parish Maximum Security Facility consistently operates smoothly and efficiently while maintaining compliance with Basic Jail Guidelines. The quality of the personnel at this facility is exceptional. Initial as well as ongoing training of deputies is excellent and is apparent while performing the walkthrough of the facility. Warden Robert Chavis and his staff are committed to providing a safe, secure, and stable environment for the inmates in their custody.

Based on the review of the Basic Jail Guidelines files and a walkthrough of the facility to review their practices, it is recommended that Bossier Parish Maximum Security Facility continues to be monitored annually.



John Bel Edwards
GOVERNOR

Office of State Fire Marshal

8181 Independence Blvd. Baton Rouge, LA 70806
(225) 925-4911 (800) 256-5452 Fax (225) 925-4241



Daniel H. Wallis
FIRE MARSHAL

Inspection Report

Report # CB-22-013546-3

No Deficient/Cautiory Codes cited.

Location Information					
Inspection Type	Compliance Building Inspection		Inspection Date	1/31/2023 12:34:02 PM	
Structure ID	140731	No. of Buildings	5	Facility Code	J488
Capacity	558	Year Built	2003	Construction Type	Type IB / Type II (222)
Building/Trade Name			Address		
BOSSIER PARISH MAXIMUM SECURITY			2985 OLD PLAIN DEALING HWY, PLAIN DEALING, LA 71064		
Owner Information					
Owner Type	Name	Contact Phone	Contact Email		
Municipal Project	BOSSIER PARISH POLICE JURY	(318) 326-4405	LJACOBS@BOSSIERSHERIFF.COM		
Address					
204 BURT BLVD, PLAIN DEALING, LA 71064					
Tenant Information					
Name	Suite Number	Floor Number	Square Footage		
Occupancy Details					
Occupancy Type	Details				
Institutional	INSTITUTIONAL BUILDING TYPE: GROUP I-3 (DETENTION/CORRECTION); DETENTION/CORRECTION FACILITY TYPE: CONDITION 4				
Comments					
- NO APPARENT DEFICIENCIES AT TIME OF INSPECTION. - ACCEPTABLE FOR STATE LICENSE, OCCUPANCY AND USE.					
Inspector Information					
Name: Christopher Aultman	Badge Number: 723	Inspector Signature:			
Person to whom requirements were explained					
Name: Captain Jacobs	Title: Warden	Signature:			

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

R. S. 40: 1621 Whoever fails to comply with any order issued by the Fire Marshal or his authorized representative under any provision of Part III, Chapter 7, Title 40 of the Louisiana Revised Statutes of 1950, R.S. 40:1589 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.

EXTERNAL: Inspection Report

Taylor Haskell <Taylor.Haskell@la.gov>

Fri 11/17/2023 4:11 PM

To: Robert Chavis <rchavis@bossiersheriff.com>; jfirth@bossierparishla.gov <jfirth@bossierparishla.gov>

Caution: External Email

This email originated from *outside BSO*. Exercise caution when opening attachments or clicking links, especially from unknown senders. If unsure please report email to MIS 965-3535.

Good Afternoon,

Thank you for walking with me today during the follow-up inspection. The reports are included below. Have a great Thanksgiving!

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

**Detention or Incarceration
Notice of Violations**

Follow-up

Permit Number 08-04-224	Permit Name Bossier Maximum Security Facility-224		
Name of Establishment Bossier Maximum Security Facility-224		Owner Name BOSSIER PARISH POLICE JURY	
Address 2985 Old Plain Dealing RD Plain Dealing, LA 71064		Date 11/17/2023	Time 11:15 AM

LAC TITLE 51 PART XVIII

Comments:

Number Licensed For	Number in Attendance	License Anniversary
	445	03/31/2021
Sanitarian Name/Print Taylor Haskell	Phone # 318-741-7493	Sanitarian Signature R.S. # 3236

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
Robert Chavis/Warden

STATE OF LOUISIANA DEPARTMENT OF HEALTH OFFICE OF PUBLIC HEALTH INSTITUTION REPORT					
Agency License No.	Anniversary Month MARCH				
Name of Establishment BOSSIER MAXIMUM SECURITY FACILITY-224	Mailing Address				
Address 2985 OLD PLAIN DEALING RD					
City, state, Zip Code PLAIN DEALING LA 71064					
Type of Facility JAILS 445					
Parish Bossier	Date Inspected 11/17/2023				
The above establishment has been inspected by a representative of this section, and: <input checked="" type="checkbox"/> License is Recommended; <input type="checkbox"/> License is Not Recommended; <input type="checkbox"/> License is Pending Reinspection;					
from the standpoint of sanitation.	TAYLOR HASKELL <table border="1" style="float: right; margin-left: 20px;"> <tr> <td style="width: 20px; text-align: center;">3</td> <td style="width: 20px; text-align: center;">2</td> <td style="width: 20px; text-align: center;">3</td> <td style="width: 20px; text-align: center;">6</td> </tr> </table>	3	2	3	6
3	2	3	6		
LHS 48 (R 7/99) D 1014					

Taylor Haskell, R.S.
Sanitarian 3
Bossier Parish Sanitarian Services
3022 Old Minden Road Ste 100
Bossier City, LA 71112
(318)741-7493



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

**Retail Food
Notice of Violations**

Routine/Renewal

Permit Number 08-0052357-1	Permit Name BOSSIER MAXIMUM SECURITY FACILITY KITCHEN		
Name of Establishment BOSSIER MAXIMUM SECURITY FACILITY		Owner Name BOSSIER PARISH POLICE JURY	
Address 2985 OLD PLAIN DEALING RD PLAIN DEALING, LA 71064		Date 10/12/2023	Time 12:30 AM

LAC TITLE 51 PART XXIII

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

Category	Code Reference	Description of Violations
PERSONNEL - EMPLOYEE HEALTH, PRACTICES	911	21 - 911 - Employee was drinking in a food preparation or other area where food equipment, utensils or other items requiring protection were stored. [COS]
FOOD SAFETY CERTIFICATION	305	23 - 305 - A current state food safety certificate is not held by the owner or a designated employee of the establishment.
FOOD CONTACT EQUIPMENT/UTENSILS, CONSTRUCTION AND SANITIZATION	2501	28 - 2501 - Food contact surfaces and utensils are not clean to sight and touch. Ice machine [COS]
TOXIC CHEMICALS	3903	34 - 3903 - Chemicals are stored with/above food, equipment, utensils, linens, single-service or single use articles. [COS]

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

Category	Code Reference	Description of Violations
FOOD PROTECTION	1501	54 - 1501.4 - Food is not stored six (6) inches off the floor. [COS]
FOOD PROTECTION	1501	54 - 1501.1 - Food is not stored in a clean, covered container. [COS]
FOOD PROTECTION	1907	61 - 1907.2 - Ice dispensing utensils were not stored in a clean protected location [COS]

UTENSILS/EQUIPMENT/SINGLE SERVICE	2113	69 - 2113 - Non-food contact surfaces are not constructed of a corrosion-resistant non-absorbent, smooth material. Wood should be sealed.
UTENSILS/EQUIPMENT/SINGLE SERVICE	2501	75 - 2501.2 - Non-food contact surfaces of equipment have an accumulation of dust, dirt, food residue and other debris. [COS]
TOILETS/HAND WASH FACILITIES	3109	94 - 3109.8 - The hand wash lavatory is used for purpose other than hand washing. [COS]
TOILETS/HAND WASH FACILITIES	3109	94 - 3109.5 - Soap and/or paper towels are not provided for use at the hand wash lavatory. [COS]
STRUCTURAL/DESIGN/MAINTENANCE/PLUMBING	3101	102 - 3101 - Plumbing is not maintained.
STRUCTURAL/DESIGN/MAINTENANCE/PLUMBING	3701	105 - 3701.5 - Floors are not clean. [COS]

Comments:

dcooper@bossiersheriff.com ; talford@bossiersheriff.com; rchavis@bossiersheriff.com

90 DAY FOLLOW UP FOR THE LOUISIANA STATE FOOD SAFETY CERTIFICATE (GOLD SEAL) FOLLOW 1/10/2024

NOTICE RS 40:31.38 (ACT 66)

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

Sanitarian Name/Print	Phone #	Sanitarian Signature	R.S. #
Nikeajah Austin	318-741-7493		3238

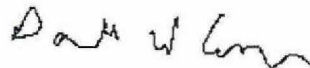
The above mentioned violations were called to my attention and were explained to me in detail. I hereby agree to

Correct Critical Violations by 01/10/2024

Correct Non-Critical Violations by

Name/Title
Darrell Cooper/ Kitchen Manager

Signature of Recipient



Nikeajah Austin, R.S.
Sanitarian 2
Bossier Parish Sanitarian Services
3022 Old Minden Road Ste 100
Bossier City, LA 71112
(318)741-7493

ServSafe
National Restaurant Association

ServSafe® CERTIFICATION

DARRELL COOPER

for successfully completing the standards set forth for the ServSafe® Food Protection Manager Certification Examination, which is accredited by the American National Standards Institute (ANSI)–Conference for Food Protection (CFP).

21407879

CERTIFICATE NUMBER

5542

EXAM FORM NUMBER

12/11/2021

DATE OF EXAMINATION

12/11/2026

DATE OF EXPIRATION

Local laws apply. Check with your local regulatory agency for recertification requirements.



#0855

Sherman Brown
Executive Vice President, National Restaurant Association Solutions



In accordance with ANSI Accredited Program #0855, ServSafe Food Protection Manager Certification Examination is accredited by the American National Standards Institute (ANSI)–Conference for Food Protection (CFP).
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116-2250-0000 (toll-free) or 773-399-1100 (local)
(2/1/09)

Contact us with questions at 233 S. Wacker Drive, Suite 3600, Chicago, IL 60606-6383 or ServSafe@restaurant.org.

Humphrey - LSA Emails
0003101.15

Retail Food Notice of Violations Corrections:

Code reference

305 -Food Safety Certificate attached.

1907 – New dunnage racks are currently ordered to be in compliance.

3101- Plumbing issues have been rectified. Hamm Mechanical had been out for a couple of weeks to perform major repairs on the system and now are contractually obligated to perform inspections every 6 months.

Capt Robert Chavis



Warden Bossier Maximum Security Facility

Sexual Assault BJJ Pre Audit Questionnaire

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

Facility Information	
Name of Facility:	Bossier Parish Maximum Security Facility
Physical Address:	2985 Old Plain Dealing Rd
City, Plain Dealing	State, LA Zip: 71064
Warden:	Capt. Robert Chavis
Current Population of Facility:	445
Which population(s) does the facility hold? <input type="checkbox"/> Females <input type="checkbox"/> Males <input checked="" type="checkbox"/> Both Females and Males	
Number of staff currently employed by the facility who may have contact with inmates:	70
Number of contracts with contractors who may have contact with inmates:	0
Number of volunteers who have contact with inmates:	40
In housing units, does the facility maintain sight and sound separation between youthful (18 and under) inmates and adult inmates?	Bossier Maximum does not house juveniles
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:	
11.01. H	• Procedure for screening new hires relative to a history of sexual abuse convictions.
11.01. I	• Procedure for screening prisoners for risk of sexual victimization/abusiveness.
11.03. A/B	• Training of staff, volunteers and prisoners in the policy.
Attached	• Requirement for reporting resource to be posted in congregate setting areas (i.e. housing units and food services).
11.02	• The process for privately reporting sexual abuse, assault, and/or harassment incidents.
4.03.C	• Regular unannounced rounds by supervisors to monitor for sexual assault included in policy.
11.01.DII	• 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.
11.01.5	• A practice for announcing cross gender rounds in housing areas.
11.01. D	• Prohibition of cross-gender strip searches.
Pictures	• Provision of privacy in bathroom and shower areas with visual barriers, shower curtains, etc.
Attached	• 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
11.02 A/C	• 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.
11.08	• Designation of hospital for prisoner forensic exam upon claims of sexual assault.
11.08	• 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.	

JULIAN C. WHITTINGTON
SHERIFF
PH: (318) 965-2203
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BOSSIER MAXIMUM SECURITY FACILITY
2985 OLD PLAIN DEALING RD
PLAIN DEALING, LA 71064
318-326-4405

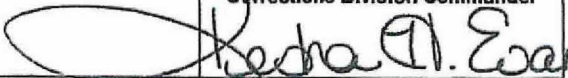
As part of our commitment to ensuring a safe and secure environment for all individuals within the Bossier Maximum Security Facility, we are pleased to announce the availability of Prison Rape Elimination Act (PREA) resources on tablets in the Booking area. This initiative is specifically designed to cater to the needs of individuals with disabilities, including those who are hearing impaired, visually impaired, or cognitively impaired.

Upon intake, individuals with disabilities will have immediate access to tablets equipped with closed captioning for the hearing impaired and audio features for the visually impaired. These tablets serve as an essential resource for accessing information on reporting mechanisms for sexual assaults, in accordance with the PREA guidelines.

Our commitment to inclusivity extends beyond technology, as our staff is readily available to provide assistance to anyone requiring support in navigating these devices. We strive to create an environment that is not only secure but also accessible and accommodating to the diverse needs of all individuals under our care. By making PREA resources available in an inclusive and accessible manner, we aim to empower every individual within our facility to understand and utilize reporting mechanisms effectively, fostering a culture of safety and accountability for all.

Capt. Robert Chavis

Warden Bossier Maximum Facility

BOSSIER PARISH SHERIFF'S OFFICE Corrections Division Policy and Procedures	Subject: PRISON RAPE ELIMINATION ACT Training & Education	Policy No. C-11.03
	Reference: BSO Policy# 5.00.2; BSO form# 805; PREA §115.31; §115.32; §115.33; §115.34; §115.35	Effective Date: 07/07/20
		Revised Date: 06/06/2022
		Supersedes: 10-001 Dated 07/01/13
Approved By:  Corrections Division Commander		

POLICY

Staff members, volunteers, and inmates shall receive training and information on the Bossier Parish Corrections Division policies and procedures to prevent, detect, and respond to sexual abuse, sexual misconduct and sexual harassment; and any or all other rights and obligations under this policy.

PENELOGICAL INTEREST

To develop and implement a PREA training and information program for employees, volunteers and inmates within the Bossier Parish Correction Division.

PROCEDURES



A. EMPLOYEE TRAINING §115.31

All training on sexual abuse, sexual misconduct and sexual harassment pursuant to the PREA standards shall be monitored and documented by the Bossier Parish PREA Coordinator.

1. **New Hire Orientation:** All new hires will receive comprehensive training and information on the Prison Rape Elimination Act during Orientation.
 - a) Orientation training will include a review of the BSO PREA policies & procedures and will outline the responsibilities for all personnel to make preventing, detecting, reporting and responding to reports of sexual abuse a top priority during the performance of their daily duties.
 - b) All personnel employed prior to the implementation of the PREA standards will receive training within 1 year of the effective date. §115.31 (c)
2. **Annual Training:** Staff shall receive annual refresher training on PREA policies and standards every 2 years or as deemed necessary by the PREA Coordinator.
 - a) Annual training will be provided by the BSO PREA Coordinator using the latest resources available, such as videos and other training material.
 - b) All information provided to staff during annual training will be relevant to maintaining compliance with the PREA standards, BSO PREA policies and any other applicable state or federal laws, including proper search procedures and communication methods.
 - c) Annual PREA policy updates and refresher training will be tailored to represent the inmate population within every Bossier Parish Correctional facility for both male and female staff members. §115.31 (a)(b)
3. **Documentation:** The Bossier Parish PREA Coordinator will document, through employee signature or electronic verification all training and information provided to staff during new hire orientation and annual training.
4. All new hires and support personnel will sign the BSO Acknowledgement of Responsibility Form (BSO form# 805), acknowledging the BSO zero tolerance policy on sexual misconduct and sexual harassment. The signed form will be maintained in their personnel file. §115.31 (d)

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3 B. VOLUNTEER AND CONTRACTOR TRAINING §115.32

Volunteers and contractors as defined in this policy will receive training and information related to the PREA standards, BSO PREA policies and their responsibilities to report incidents or suspected incidents of sexual abuse, sexual misconduct and sexual harassment.

1. Training for volunteers and contractors will include a review of the Bossier Parish Sheriff's Office zero tolerance policy on sexual abuse, sexual misconduct and sexual harassment and how to report such incidents. §115.32 (b)
2. Annual training for volunteers and contractors will include PREA policy updates and information on how to prevent, detect, report and respond to incidents involving sexual abuse, sexual misconduct and sexual harassment. §115.32 (a)

C. All volunteers and will sign the BSO Acknowledgement of Responsibility Form (BSO form# 805), acknowledging the BSO zero tolerance policy on sexual misconduct and sexual harassment. The signed form will be maintained in their personnel file. §115.32 (c)

D. INMATE EDUCATION §115.33

The Bossier Parish Corrections Division will provide inmates at each facility with information on the Prison Rape Elimination Act and the BSO zero tolerance policy on sexual abuse, sexual misconduct and sexual harassment. Facilities will maintain documentation of all PREA related information provided to inmates. §115.33 (e)

1. Upon intake at each Bossier Parish facility, inmates will be issued Inmate Handbooks containing information on sexual assaults, self-protection and prevention measures, reporting procedures, and treatment and counseling options for victims. §115.33 (a)
 - a) Inmates will also be required to watch the PREA training and education video. §115.33 (b)
 - b) The PREA training video is available in English and Spanish formats and is closed captioned for those who are hearing impaired.
 - c) Inmates will be issued the PREA Training & Education form that outlines the BSO Zero Tolerance policy, and provides information on how to prevent and report incidents of sexual abuse. §115.33 (b)
 - d) Provisions will be made to provide PREA training as necessary for inmates who are visually impaired, deaf, or otherwise disabled, as well as to inmates who have limited reading skills. §115.33 (d)
2. During intake, facility staff will provide inmates with information on how to prevent, detect and report incidents of sexual abuse, sexual misconduct and sexual harassment, as well as, the BSO policy for responding and investigating all suspected or reported incidents, no matter the source.
 - a) Information provided shall also explain their right to be free from the threat of sexual abuse, sexual misconduct and sexual harassment and their right to be free from the threat of retaliation for reporting such incidents.
3. All inmates confined in a BSO facility will receive the training and information outlined in this policy within one year of the effective date of the PREA standards §115.33 (c)
4. Information about PREA will be posted as signage throughout each facility in both English and Spanish formats. §115.33 (f)

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D. SPECIALIZED TRAINING: INVESTIGATIONS §115.34

The Bossier Parish Sheriff's Office will ensure that its investigators have received specialized training to properly conduct investigations of sexual abuse, sexual misconduct and sexual harassment that meets or exceeds National standards. §115.34 (a)(d)

1. Training for investigators will include but not be limited to:
 - a) The proper use of Miranda and Garrity warnings.
 - b) Interview and interrogation techniques for offenders as well as victims.
 - c) Crime scene management, evidence collection protocol and criteria required to substantiate a case for administrative action or prosecution referral. §115.34 (b)
2. Documentation of all training will be maintained in employee personnel files. §115.34 (c)


E. SPECIALIZED TRAINING: MEDICAL AND MENTAL HEALTH CARE §115.35

Training and information on the PREA standards will be provided to all full and part time medical staff during new hire orientation. Specialized training and policy update/ refresher training on the PREA standards will be conducted annually. §115.35 (d)

1. Mental Health staff who are employed by the State (DOC) and contract with the Bossier Parish Corrections Division will receive PREA related training as required and provided by the Louisiana Department of Public Safety and Corrections.
 - a) Mental health staff and other DOC personnel may also participate in or receive PREA related training or attend training courses provided by the Bossier Parish Sheriff's Office.
2. All Bossier Parish Corrections Division Medical Staff will receive training on:
 - a) How to detect and assess signs of sexual abuse and sexual harassment.
 - b) How to preserve physical evidence of sexual abuse.
 - c) How to respond effectively and professionally to victims of sexual abuse and sexual harassment.
 - d) How to report allegations or suspicions of sexual abuse and sexual harassment. §115.35 (a)
3. Medical and Mental Health care staff will ensure that all forensic medical examinations and victim services are referred to appropriate personnel to properly respond to and investigate incidents or suspected incidents of sexual abuse, sexual misconduct or sexual harassment. §115.35 (b)
4. The Bossier Parish Corrections Division PREA Coordinator will maintain documentation on all PREA related training provided to Medical or Mental health staff. §115.35 (c)

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BOSSIER PARISH SHERIFF'S OFFICE Corrections Division Policy and Procedures	Subject: PRISON RAPE ELIMINATION ACT Prevention & Detection	Policy No. C-11.01
		Effective Date: 07/07/20
		Revised Date: 06/08/2022
	Reference: PREA §115.11; §115.12; §115.13; §115.14; §115.15; §115.16; §115.17; §115.18; §115.41; §115.42; §115.43; §115.52; §115.81	Supersedes: 10-001 Dated 07/01/13
	Approved By: Corrections Division Commander 	

POLICY

All Bossier Parish Corrections Division staff (employees, volunteers, and contractors) are responsible for contributing to the prevention of sexually abusive behavior perpetrated by staff on inmate, inmate on staff or by inmate on inmate as outlined in this policy.

PENELOGICAL INTEREST

The Bossier Parish Corrections Division is committed to meeting the objectives set forth within the Prison Rape Elimination Act of 2003 and shall ensure that eliminating and preventing acts of sexual abuse is a major priority and on ongoing focus for staff, including volunteers and contractors, at all levels of the Bossier Parish Corrections Division.

PROCEDURES

A. PREA Coordinator §115.11

The Bossier Parish Corrections Division shall designate an agency-wide PREA coordinator with sufficient time and authority to develop, implement and oversee the Bossier Parish Sheriff's Office efforts to comply with the PREA standards in each of its detention facilities. §115.11 (b)

1. The BSO PREA Coordinator shall have oversight of all activities to develop, implement and oversee efforts to comply with the PREA Standards.
 - a) Facility Wardens shall serve as the PREA Compliance Managers for their facilities and will work closely with the PREA Coordinator to maintain compliance with the PREA standards. 115.11 (c)
2. Each Warden shall submit the names of prospective PREA Compliance Managers along with their position and title to the PREA Coordinator.
 - a) Each submittal shall be reviewed for approval by the PREA Coordinator.
3. PREA Compliance Managers shall be responsible for the following:
 - a) To promote awareness of sexual abuse, sexual misconduct and sexual harassment and how to prevent, detect and respond to such incidents within their facilities.
 - b) To serve as a liaison between their facility and the PREA Coordinator or administrative staff.
 - c) To ensure that all incidents of sexual abuse, sexual misconduct or sexual harassment are documented and forwarded to the PREA Coordinator in a timely manner.
 - d) To ensure that all staff and inmates within their facilities have received training and information on PREA related issues, including screening assessments, reporting procedures and proper protocol for responding to incidents of sexual abuse.
 - e) For monitoring and preventing retaliation against anyone who reports or co-operates with investigations of sexual abuse, sexual misconduct or sexual harassment.
 - f) For all other PREA related responsibilities to ensure compliance.

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B. CONTRACTING WITH OTHER AGENCIES §115.12

The Bossier Parish Sheriff's Office does not contract with any other private or public agency to provide services for the confinement of Bossier Parish inmates.

1. In the event that such a contract is needed, the Bossier Parish Corrections Division will ensure that the contract includes the requirement to adopt and comply with PREA standards.
2. The Bossier Parish Corrections Division will not enter into any type of collective bargaining or other agreement that limits the agency's ability to remove staff members from having contact with inmates pending the outcome of an investigation in to allegations of sexual abuse.

C. SUPERVISION AND MONITORING §115.13

Each facility of the Bossier Parish Corrections Division shall have in place a staffing plan that provides for adequate levels of staffing and where applicable, video monitoring, in an effort to maintain appropriate security procedures.

1. Facility staffing plans will be reviewed annually and shall be based on generally accepted detention practices, applicable state or local laws, regulations, and standards.
 - a) Staffing plans shall also include any findings of inadequacy from federal investigative agencies or from internal or external oversight bodies.
 - b) Staffing plans shall consider all components of the facility's physical plant, composition of the inmate population, institutional programs and the number and placement of supervisory staff.
 - c) Staffing plans shall also factor in the prevalence of incidents involving sexual abuse and any other relevant safety or security issues. §115.13 (a)(b)(c)
2. Facility staffing plans shall identify the minimum coverage requirements for each shift.
 - a) Such requirements will be determined by the number of mandatory positions within each facility and the amount of manpower required to adequately provide coverage.
 - b) If the number of staff that reports for duty fails to meet the minimum coverage requirements, the shift supervisor will immediately notify the Shift Lieutenant and initiate measures to call in and/or hold over sufficient staff to comply with the staffing plan.
 - c) Overtime should be avoided, but the provision of sufficient security staff shall take priority.
 - a) Supervisors may utilize the BSO "Hire Back" program to maintain compliance with facility staffing plans. §115.13 (c)
3. Security checks will be conducted and documented daily to maintain security awareness and to prevent or identify any potential security issues. §115.13 (c)
- 6 4. Shift Supervisors for both day and night shifts will periodically conduct unannounced rounds to assess security needs, document maintenance issues, and to identify potential problems.
 - a) The Bossier Sheriff's Office prohibits 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. §115.13 (d)

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9 D. LIMITS TO CROSS GENDER VIEWING AND SEARCHES §115.15

Inmates shall be allowed to shower, perform bodily functions, and change clothing without being viewed by non-medical staff of the opposite sex, except in exigent circumstances or when such viewing is incidental to routine cell checks.

1. Inmate searches will be conducted in accordance with Corrections Policy# C-4.0 "Searches".
 - a) All searches shall be conducted in the least intrusive manner possible, consistent with security needs. §115.15 (a)
2. Facility staff shall not restrict an inmate's access to regularly available programming or other out-of-cell opportunities in order to comply with this policy. §115.15 (b)
3. All deputies receive training on cross-gender pat (frisk) searches during orientation to corrections. §115.15 (f)
4. Deputies must document any search conducted on a member of the opposite sex using the Cross-Gender Search Form.
 - a) This rule applies to all types of searches identified in Corrections Policy# C-4.0 "Searches". §115.15 (c)

8 5. Upon entering a housing unit occupied by inmates of the opposite sex, staff will announce "Male on the Floor" or "Female on the Floor" to inform the inmates of their presence. §115.15 (d)

- a) The purpose of the announcement is to allow inmates the opportunity to ensure they are appropriately dressed and avoid unnecessary exposure or embarrassment.
 - b) The announcement will be documented in the Jail Event Log by the Control Room operator or Deputy assigned to that area to provide documentation for standard compliance §115.15 (d)
6. Inmates will not be searched for the sole purpose of determining their gender.
 - a) If the inmate's gender is unknown, it may be determined during conversations with the inmate or, if necessary, by learning that information as part of a broader medical examination conducted in private by medical staff. §115.15 (e)

DI. FACILITY DESIGN/ UPGRADES TO TECHNOLOGY §115.18

When designing or acquiring a new facility, or when planning to expand or modify an existing facility, the Bossier Parish Corrections Division shall consider the effect of the design, acquisition, expansion, or modification on its ability to protect inmates from sexual abuse. §115.18 (a)

1. The Bossier Parish Corrections Division will utilize video monitoring systems, electronic surveillance systems, or other monitoring technology when installing or updating security systems within each facility to enhance security efforts and protect inmates from sexual abuse. §115.18 (b)
2. Facility Wardens and Administrative staff will regularly review the effectiveness of each facility's security systems to ensure that all security issues are identified and addressed.

7 DII. YOUTHFUL INMATES §115.14

As of July 1, 2017, the Bossier Parish Corrections Division no longer houses inmates who are under 18 years old.

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G. INMATES WITH DISABILITIES OR LIMITED ENGLISH PROFICIENT §115.16

The Bossier Parish Corrections Division shall take reasonable steps to ensure that inmates who speak languages other than English, or those who are visually impaired, deaf, have limited reading skills or otherwise disabled, have an equal opportunity to participate in, or benefit from, all aspects of the jail's efforts to prevent, detect, and respond to sexual abuse and sexual harassment. §115.16 (a)

1. The Bossier Parish Corrections Division will ensure that written materials are provided in formats or through methods that ensure effective communication with inmates who are disabled, including inmates who have intellectual disabilities, limited reading skills, or who are blind or have low vision. §115.16 (b)
2. The Bossier Parish Corrections Division will provide inmate's with access to interpreters or interpretation services to communicate effectively with LEP inmates and to explain facility rules and procedures for reporting sexual abuse or sexual harassment.
3. The Bossier Parish Corrections Division will not rely on inmate interpreters, inmate readers or other types of inmate assistants when an inmate who doesn't speak English reports sexual abuse, except in limited circumstances where an extended delay in obtaining an effective interpreter could compromise the inmate's safety, the performance of first-responder's duties under §115.64, or the investigation of the inmate's allegations. §115.16 (c)

H. EMPLOYEE HIRING AND PROMOTION PRACTICES §115.17

The citizens of Bossier Parish rely upon the Bossier Sheriff's Office to employ committed, competent, and highly motivated individuals of good character.

1. The Bossier Parish Sheriff's Office shall not hire or enlist the services of any contractor or volunteer who may have contact with inmates that:
 - a) Has engaged in sexual abuse in a community confinement facility, jail, lockup or prison.
 - b) Has been convicted of engaging in 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.
 - c) Has been civilly or administratively adjudicated for sexual misconduct / harassment. §115.17 (a)
2. The Bossier Sheriff's Office shall consider any and all reports or allegations of sexual misconduct and sexual harassment in determining whether to hire or promote employees who may have contact with inmates. §115.17 (b)
 - a) BSO policy mandates that prospective new hires and current employees disclose any prior involvement or new allegations of sexual misconduct or sexual harassment. §115.17 (f)(g)
3. Background checks for all new employees, contractors or volunteers will be conducted per BSO Policy# 2.05; 2.30.1 & 4.31 §115.17 (c)(d)
 - a) Criminal background checks shall be conducted every 3 years on all current employees and others who work in, or provide services for the Bossier Parish Corrections Division. §115.17 (e)
4. The Bossier Sheriff's Office will provide information to other agencies on all allegations of sexual misconduct or harassment involving a former employee, upon request. §115.17 (h)

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2.

I. INMATE RISK ASSESSMENT SCREENING §115.41

All inmates shall be assessed during intake and upon transfer from to or from another facility for their risk of being sexually abused by other inmates or sexually abusive toward other inmates.

1. All inmates shall be assessed during intake for their risk of being sexually abused by other inmates.
2. Inmate interpreters shall not be used during this screening.
3. During the booking process, staff will interview and evaluate all in-coming inmates utilizing the results of the PREA Screening Checklist to determine the following:
 - a) Risk of being sexually abused by other inmates
 - b) Whether the inmate has a mental, physical, or developmental disability.
 - c) Age of the inmate.
 - d) Physical build of the inmate.
 - e) Whether the inmate has previously been incarcerated.
 - f) Whether the inmate's criminal history is exclusively nonviolent.
 - g) Whether the inmate has prior convictions for sex offenses against an adult or a child.
 - h) Whether the inmate is perceived to be gay, lesbian, bisexual, transgender, intersex, or gender non-conforming.
 - i) Whether the inmate has previously experienced sexual victimization.
 - j) The inmate's perception of their vulnerability.
 - k) Whether the inmate is detained solely for civil immigration purposes. §115.41(a)(b)(c)(d)(e)
4. The initial screening evaluation shall also consider the following criteria in assessing inmates for their risk of being sexually abusive towards other inmates:
 - a) Prior acts of sexual abuse.
 - b) Prior convictions for violent offenses.
 - c) History of prior institutional violence or sexual abuse, as known to the agency.
5. Within 30 days of an inmate's initial PREA screening, staff will re-assess the inmate's risk of victimization or abusiveness based upon any additional or relevant information. §115.41 (f)
6. An inmate's risk level shall be reassessed when warranted due to a referral, request, incident of sexual abuse, or receipt of additional information that bears on the inmate's risk of sexual victimization or abusiveness. §115.41 (g)
7. Inmates may not be disciplined for refusing to answer, or for not disclosing complete information in response to PREA screen questions. §115.41 (h)
8. All PREA screens will be performed by designated personnel and all interviews will be conducted in a private setting in order to ensure that sensitive information is not exploited to the inmate's detriment by staff or other inmates. §115.41 (i)

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J. USE OF SCREENING INFORMATION §115.42

Information from the PREA screen shall be used to determine housing, work, and program assignments for inmates with the goal of keeping separate those inmates at risk of being sexually victimized from those at risk of being sexually abusive.

1. Decisions concerning housing assignments, job or program eligibility for inmates confirmed or deemed potential predators or potential victims will be the responsibility of designated staff.
 - a) Staff shall notify mental health staff if a mental health evaluation is indicated. §115.42 (a)
2. Booking staff will document the results of the PREA screen and the shift supervisor and/or classification staff will determine appropriate housing options, including possible single cell housing for those inmates' confirmed or deemed predators or victims. §115.42 (b)
 - a) Staff shall make individualized determinations about how to ensure the safety of each inmate.
3. In deciding housing locations for transgender or intersex inmates, shift supervisors shall consider on a case-by-case basis whether such placement would ensure the inmate's health and safety, and whether the placement would present management or security problems. §115.42 (g)
4. During the classification interview process, corrections staff shall conduct an assessment to determine if the transgender inmate has a history of sexual abuse.
 - a) The findings shall be a factor in assignment of housing, work, education and program eligibility for all transgender inmates. §115.42 (c)
5. PREA screenings on transgender inmates will be conducted a minimum of every six months to determine any changes in housing or program eligibility and to identify any threats to safety experienced by the inmate. §115.42 (d)
6. A transgender inmate may be housed in administrative confinement when their presence in general population poses a threat to self, staff, other inmates, or to the orderly operation of the facility. §115.42 (e)
 - a) Transgender inmates shall be allowed the opportunity to shower separately from other inmates. §115.42 (f)
7. Lesbian, gay, bisexual, transgender, or intersex inmates shall not be assigned to dedicated facilities or units solely on the basis of such identification or status.

K. MEDICAL AND MENTAL HEALTH SCREENINGS §115.81

If the intake screening assessment indicates that an inmate has experienced prior sexual victimization, or perpetrated sexual abuse, whether in an institutional setting or in the community, staff shall ensure that the inmate is offered a follow-up meeting with a medical or mental health practitioner within 14 days of the intake screening. §115.81 (a) (b) (c)

1. Any information related to sexual victimization or abusiveness shall be strictly limited to medical and mental health practitioners and other staff, as necessary, to inform treatment plans and security and management decisions. §115.81 (d)
2. Medical and mental health practitioners shall obtain informed consent from inmates before reporting information about prior sexual victimization. §115.81 (e)

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L. EMERGENCY GRIEVANCES §115.52 (f)

The Bossier Parish Corrections Division has establish procedures for the filling of an emergency grievance alleging that an inmate is subject to a substantial risk of imminent sexual abuse.

1. After receiving an emergency grievance alleging an inmate is subject to a substantial risk of imminent sexual abuse, the on duty supervisor shall:
 - a) If necessary, temporarily place the potential victim in "Protective Custody" to separate them from the alleged offender(s) until an investigation can be performed.
 - b) Immediately forward the grievance (or any portion of it that alleges the risk of imminent sexual abuse) to a level of review at which immediate corrective action may be taken.
 - c) Provide an initial response to the grievance within 48 hours.
 - d) Issue a final decision within five (5) calendar days.
2. The initial response and final decision shall document whether the inmate is at substantial risk of imminent sexual abuse and the action taken in response to the emergency grievance.

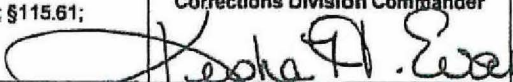
M. PROTECTIVE CUSTODY §115.43

Inmates who need to be separated from general population for their protection may be assigned to a segregated housing unit and placed in Protective Custody status.

1. An inmate that has submitted a written or verbal request for protection may immediately be placed in Protective Custody by a shift supervisor or other designated staff member until their case can be reviewed by the facility's Classification Officer.
2. Inmates who do not wish to be assigned to segregated housing and are considered a high risk for sexual victimization, or have been classified as potential/ known predators may be placed in segregation involuntarily until an assessment of all available housing options can be made.
 - a) If an assessment cannot be immediately conducted, the facility may hold the inmate in Involuntary Segregation for up to 24 hours while completing the assessment. §115.43 (a)
3. Once the assessment is complete and a suitable housing assignment becomes available, the inmate may be reassigned to that housing unit.
 - a) If after the assessment there are no other means of separating the inmate from potential predators, staff will document the basis of their concern for the inmate's safety and the reason why no alternative means of separation were available. §115.43 (d)
4. Inmates may be assigned to involuntary Protective Custody until other means of separation from likely abusers can be arranged; such assignments shall not ordinarily exceed a period of 30 days.
 - a) Every 30 days, the Classification Officer or other designated staff will review the inmate's status to determine whether there is a continuing need for separation. §115.43 (e) (c)
5. Inmates placed in protective custody shall be allowed access to the same privileges and other out of cell opportunities as the rest of the inmate population, except when their presence would be disruptive to the running of the program or compromise the safety and security of others.
6. If access to facility programs or other out of cell opportunities are restricted, staff shall document the opportunities that have been limited, the duration and the reason for the limitations. §115.43 (b)

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BOSSIER PARISH SHERIFF'S OFFICE Corrections Division Policy and Procedures	Subject: PRISON RAPE ELIMINATION ACT Reporting Procedures	Policy No. C-11.02
	Reference: CPP# 11.01 BSO Policy# 2.30; 5.00.2; 5.03; 5.03.1; 5.09 PREA §115.22; §115.51; §115.52; §115.53; §115.54; §115.61; §115.63	Effective Date: 07/07/20
		Revised Date: 06/06/2022
		Supersedes: 10-001 Dated 07/01/13
		Approved By: Corrections Division Commander 

11 **POLICY**

12 The Bossier Parish Corrections Division shall ensure that all allegations and incidents of sexual abuse and/ or sexual harassment are reported through the chain of command and that all such incidents or allegations are thoroughly investigated and appropriately resolved based on the findings of the investigation and the severity of the offense committed. §115.22 (c) (d) (e)

PNEOLOGICAL INTEREST

To provide multiple methods for staff, inmates, volunteers, and others to report any knowledge, suspicion of information regarding incidents or allegations of sexual abuse and/ or sexual harassment.

PROCEDURES

A. AGENCY REPORTING DUTIES §115.61

All Bossier Parish Corrections Division personnel are required to immediately report any knowledge, suspicion or information regarding incidents of sexual abuse, sexual misconduct and/ or sexual harassment, as well as any acts of retaliation against others who have reported such incidents.

1. All staff members, contractors and volunteers will be required to immediately report any knowledge, suspicion or information regarding incidents of staff neglect or violations of responsibilities that may have contributed to an incident of sexual abuse, sexual misconduct or sexual harassment.
2. All staff members, contractors and volunteers are required to immediately report any knowledge, suspicion or information regarding acts or attempted acts of retaliation against others for reporting such incidents. §115.61 (a)
3. If an inmate discloses prior sexual victimization or assault, staff shall report the allegations through their chain of command according to policy, and all information will be documented and turned over to appropriate personnel to investigate by the end of their assigned shift.
4. All volunteers, contractors, official visitors, or any other person from any public or private agency who has reasonable cause to believe that an inmate has been or is being sexually harassed or abused, must immediately report the suspicion verbally to the on duty supervisor or other personnel of the Bossier Parish Sheriff's Office, other Law Enforcement Agency or Private Agency to be investigated. §115.61 (e)
5. Unless otherwise precluded by Federal, State, or local law, medical and mental health personnel are required to inform inmates of their duty to report incidents involving sexual abuse and the limitations of confidentiality at the initiation of services. §115.61 (c)

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5 B. INMATE REPORTING §115.51

The Bossier Parish Corrections Division shall provide multiple internal methods for inmates to privately report sexual abuse or sexual harassment.

1. Inmates are encouraged to immediately report any acts or threats of retaliation by other inmates or staff for reporting incidents involving sexual abuse and/ or sexual harassment, or, for reporting any other concern or potential threat to their safety.
 - a) Inmates are also encouraged to report any and all acts of neglect by BSO employees that may have contributed to incidents involving sexual abuse and/ or sexual harassment or any other concern or potential threat to their safety.
2. Inmates may report concerns or threats, verbally, or in writing, to any BSO staff member, a family member or guardian, Chaplain or Minister, counselor, community case manager, or any public or private agency. §115.51 (a)
 - a) Inmates may use the Emergency Grievance process to report sexual abuse and/ or sexual harassment, or any other situation related to their safety and security. *CPP# 11.01 section "L"
 - b) Incidents involving sexual abuse and/ or sexual harassment may be reported through the Sexual Assault & Crisis Center Hotline 24 hours a day, seven days a week. §115.51 (b)
3. Inmates may anonymously report incidents involving sexual abuse and/ or sexual harassment to any public or private agency or by any other method, including those outlined above.
4. Inmates or other individuals reporting incidents on behalf of an inmate who is being detained for civil immigration purposes will be provided with information on how to contact relevant consular officials as well as officials with the Department of Homeland Security. §115.51 (b)
5. In every case where the alleged offender of an incident involving sexual abuse and/ or sexual harassment is a BSO employee, both of the subjects will be separated and there will be no contact between the alleged offender and the alleged victim.

C. THIRD PARTY REPORTING §115.54

The Bossier Parish Corrections Division will provide the public with information on how to report sexual abuse and sexual harassment on behalf of an inmate.

1. The information will be made available to the public through the Bossier Parish Sheriff's Office website and by posting signs on how to report incidents either directly to the Bossier Sheriff's Office or to outside organizations.

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D. GRIEVANCE / ARP REPORTING PROCEDURES §115.52

Inmate may use the Administrative Remedy Procedure (ARP) as a means to report allegations of sexual abuse, sexual misconduct and sexual harassment. §115.52 (a); §115.52 (b)

1. There is no time limit imposed on inmate complaints regarding allegations of sexual abuse.
 - a) Facility personnel responsible for handling the complaint may apply otherwise-applicable time limits to any portion of a grievance that does not allege an incident of sexual abuse.
2. Inmates who file an ARP for alleged incidents of sexual abuse will not be required to use an informal grievance process or other informal method of seeking a resolution.
3. An inmate who alleges sexual abuse by a staff member may submit a grievance/ ARP without submitting it to the staff member who is the subject of the complaint.
 - a) Any staff member who receives such a complaint will ensure that it is not referred to the staff member who is the subject of the complaint. §115.52 (c)
4. A final decision on the merits of any portion of a grievance\ ARP alleging sexual abuse shall be issued within 90 days of the initial filing of the grievance.
 - a) Facility administrators may claim an extension of up to 70 days to respond, if the normal time period for response is insufficient to make an appropriate decision.
 - b) At any level of the administrative process, including the final level, if an inmate does not receive a response within the allotted time, the inmate may consider the absence of a response to be a denial at that level. §115.52 (d)
5. Inmates are permitted to have others assist them in filing requests for administrative remedies relating to allegations of sexual abuse, or if necessary, file such requests of behalf of the inmate.
 - a) If a third party files such a request on behalf of an inmate, the alleged victim must agree to have the request filed and must personally pursue any subsequent steps in the process.
 - b) If the inmate declines to have the request processed on their behalf, the agency shall document the inmate's decision. §115.52 (e)
6. Any emergency grievance\ARP received alleging that an inmate is subject to a substantial risk of imminent sexual abuse shall be immediately turned over or reported to a supervisor.
 - a) After receiving the emergency grievance\ARP, the supervisor shall notify appropriate personnel of the situation and take immediate action to ensure the safety of the alleged victim.
 - b) Response to an emergency grievance\ARP shall be provided within 48 hours, of the initial filing of the grievance\ARP.
 - c) The final decision shall be provided within 5 calendar days of the initial filing of the grievance.
7. The initial response and the final decision shall document whether the inmate is at risk of immanent sexual abuse and action taken in response to the emergency grievance\ARP. §115.52 (f)
 - a) Disciplinary action may be taken against any inmate for filing a grievance\ARP related to alleged sexual abuse if it is determined that it was filed in bad faith. §115.52 (g)

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E. OTHER AGENCY REPORTING §115.63

All reports involving allegations of sexual abuse reported to have taken place at another facility, or in another agency's jurisdiction, will be documented and forwarded to appropriate personnel with the legal authority to investigate such allegations.

1. Upon notice of the report, the Bossier Parish PREA coordinator will notify the PREA Coordinator/ Compliance Manager, or Administrator of the facility where the alleged abuse occurred to ensure the allegation is investigated. §115.63 (a)
 - a) The Bossier Parish PREA Coordinator will ensure that the notification is made and that all supporting documentation is provided to the other agency representatives' as soon as possible, but no later than 72 hours after receiving the allegation. §115.63 (b)
 - b) The Bossier Parish PREA Coordinator will document such notification using the Bossier Parish Corrections Division PREA Incident Report. §115.63 (c)
 - c) The PREA coordinator will ensure that the Bossier Parish Corrections Division Chief is notified of the situation as soon as possible.
2. The Bossier Parish PREA Coordinator will provide assistance to investigators from other facilities or agencies as needed during the course of their investigation.
 - a) The Bossier Parish PREA Coordinator will ensure that investigators from outside agencies or facilities are provided with, or allowed access to, reports or other official documents pertaining to the incident, along with any available evidence.
 - b) If necessary, the Bossier Parish PREA Coordinator will assist investigators by coordinating interviews, either in person, or by use of video equipment, with the alleged victim and/ or suspect or any other persons who may have information or knowledge of the incident.
3. Based on the severity and/ or circumstances surrounding the incident, the Bossier Parish PREA coordinator will initiate investigation procedures until the other agency or facility can effectively take over the investigation.
 - a) All information and evidence collected by BSO investigators will be turned over to investigators from the other facility or agency upon their involvement in the case.
4. Staff members who receive a report of any form of sexual abuse, sexual misconduct or sexual harassment of an inmate that has recently been released from a Bossier Parish detention facility will immediately notify their supervisor and complete an incident report to document the allegations.
 - a) If the reported incident is an emergency or requires immediate attention, BSO staff will immediately provide a verbal report of the incident to their supervisor and the Warden of the facility.
 - b) Within twenty-four hours of receiving a written or verbal report involving sexual abuse, the Warden will ensure that the incident is reviewed and, if required, will ensure it is turned over to appropriate personnel to be investigated.

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F. SUPPORT SERVICES AND LEGAL REPRESENTATION §115.53

The Bossier Parish Corrections Division will work cooperatively with the staff of probation agencies, shelter facilities, courts, local law enforcement agencies and other appropriate private or public agencies to assist in providing inmates with access to outside victim advocates for emotional support and other services related to sexual assault.

1. Inmates shall be provided with access to information such as mailing addresses or telephone numbers, including toll-free hot-line numbers where available, of local, state, or national victim advocacy or rape crisis organizations; §115.53 (a)
2. Facility staff shall inform inmates, prior to giving them access, of the extent to which such communications will be monitored and the extent to which reports of abuse will be forwarded in accordance with mandatory reporting laws.
3. Inmate mail correspondence to outside advocates or agencies will be treated as legal mail. §115.53 (b)
4. Each BSO facility shall enable reasonable communication between inmates and organizations or agencies, in as confidential a manner as possible Persons detained solely for civil immigration purposes, immigrant services agencies.
5. The Bossier Parish Sheriff's office will maintain copies of agreements or attempts to enter into memoranda of understanding with community service providers that are able to provide inmates with confidential emotional support services related to sexual abuse. §115.53 (c)
6. The Bossier Parish Sheriff's office will ensure that all victims of sexual assault will receive the same level of care as if they were in a community setting.

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BOSSIER PARISH SHERIFF'S OFFICE Corrections Division Policy and Procedures	Subject: PRISON RAPE ELIMINATION ACT Medical & Mental Health Services	Policy No. C-11.08
	Reference: PREA §115.82; §115.83	Effective Date: 07/07/20 Revised Date: 09/15/2018
		Supersedes: 10-001 Dated 07/01/13
		Approved By: Corrections Division Commander 

13
14

POLICY

The Bossier Parish Corrections Division shall provide ongoing medical and mental health evaluations and treatment to all inmates who have been victims of sexual abuse. §115.83 (a)

PENELOGICAL INTEREST

To establish procedures that ensure all victims of sexual abuse are provided with timely, unimpeded access to emergency medical treatment and crisis intervention services, as determined by medical and mental health practitioners according to their professional judgment. §115.82 (a)

PROCEDURES

A. ACCESS TO EMERGENCY SERVICES

Any inmate reported or believed to have been the victim of a sexual assault shall immediately be separated from the offender and assessed for potential injuries.

1. Inmates who suffer from injuries requiring immediate medical attention shall be referred to on duty medical staff.
 - a) If applicable, the inmate shall then be sent to a hospital for further examination, treatment, and potential collection of forensic evidence.
2. When on-site medical staff is unavailable, the inmate shall be transported to the hospital for treatment.
 - a) First responders will take preliminary steps to protect the victim and preserve evidence at the scene until investigators arrive and shall immediately notify the appropriate medical and mental health practitioners. §115.82 (b)
 - b) Medical staff will not perform forensic examinations, all such examinations of the alleged victim and perpetrator will be performed by an outside medical provider.
 - c) Victims of sexual abuse shall be offered information and timely access to emergency contraception and sexually transmitted infections prophylaxis, in accordance with professionally accepted standards of care, where medically appropriate. §115.82 (c)
3. Medical staff will provide appropriate follow-up care and treatment as deemed necessary.
 - a) The inmate's physical and emotional status should be assessed during all follow-up appointments.
 - b) Medical staff shall review the records from the outside medical facility to determine if all medical aspects of the evaluation were completed.
4. All emergency and follow up treatment services shall be provided to the victim without financial cost and regardless of whether the victim names the abuser or cooperates with any investigation arising out of the incident. §115.82 (d)

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B. ON-GOING MEDICAL/MENTAL HEALTH SERVICES

Evaluation and treatment of sexual abuse victims will include appropriate follow-up services, treatment plans, and, when necessary, referrals for continued care following their transfer to, or placement in other facilities, or their release from custody. §115.83 (b)

1. The Bossier Parish Corrections Division shall provide victims of sexual abuse with medical and mental health services consistent with the level of care available to the community. §115.83 (c)
 - a) Victims of sexually abusive vaginal penetration while incarcerated shall be offered pregnancy tests. §115.83 (d)
 - b) If pregnancy results from conduct specified, such victims shall receive timely and comprehensive information about and timely access to all lawful pregnancy-related medical services. §115.83 (e)
2. Victims of sexual abuse while incarcerated shall be offered tests for sexually transmitted infections as medically appropriate. §115.83 (f)
 - a) Treatment services shall be provided to the victim without financial cost and regardless of whether the victim names the abuser or cooperates with any investigation arising out of the incident. §115.83 (g)
3. The Bossier Parish Corrections Division shall attempt to conduct a mental health evaluation of all known inmate-on-inmate abusers within 60 days of learning of such abuse history and offer treatment when deemed appropriate by mental health practitioners. §115.83 (h)

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ROMPER EL SILENCIO DEL ABUSO

DENUNCIAR ABUSO SEXUAL

Si usted, un amigo o alguien que conoce ha sido víctima de abuso o acoso sexual, comuníquese con el Alcaide o cualquier miembro del personal de inmediatamente.



Llame al Centro de Crisis y Agresión
Sexual

Línea directa las 24 horas
(318) 227-7900

Todas las denuncias de abuso sexual serán investigadas y tratadas de manera confidencial.

**LA OFICINA DEL ALGUACIL DE LA
PARROQUIA BOSSIER TIENE UN
POLÍTICA DE CERO TOLERANCIA SOBRE
EL ABUSO SEXUAL Y ACOSO SEXUAL**



Report Sexual Abuse

Every offender has the right to be safe from sexual abuse and sexual harassment. If you are being pressured, threatened or extorted to have sexual contact with anyone, you can report it to staff.

Tell A Staff Member If You Are Being Sexually Abused

Or call the 24-hour Sexual Assault & Crisis Center
DIAL #6500

Reportar el Abuso Sexual

Todo delincuente tiene derecho a estar a salvo del abuso y el acoso sexuales. Si está siendo presionado, amenazado o extorsionado para tener contacto sexual con alguien, puede informarlo al personal.

Dígale a un miembro del personal si está siendo abusado sexualmente.

O llame al Centro de Crisis y Agresión Sexual las 24-horas.

Marca #6500



Report Sexual Abuse

Every offender has the right to be safe from sexual abuse and sexual harassment. If you are being pressured, threatened or extorted to have sexual contact with anyone, you can report it to staff.

**Tell A Staff Member If You
Are Being Sexually Abused**

Or call the 24-hour Sexual Assault & Crisis Center
DIAL 6500

Reportar el Abuso Sexual

Cada delincuente tiene derecho a ser protegidos contra el abuso sexual y el acoso sexual. Si usted es amenazado con el abuso sexual, puedes reportarlo a los funcionarios.

**Dile a un miembro del personal si
usted es victima de abuso**

o llama Asalto Sexual Centro de Crisis
6500

****ROMPE EL SILENCIO****

DENUNCIAR ABUSO SEXUAL

**CONTACTE A CUALQUIER MIEMBRO
DEL PERSONAL**

0

**LLAME AL 24 HORAS
LÍNEA DIRECTA POR MARCACIÓN
6500**

**CELEBRACIÓN DEL PROYECTO
CENTRO DE CRISIS Y AGRESIÓN SEXUAL
2900 HEARNE AVENIDA.
SHREVEPORT, LA 71103**

NOTICE!!

In accordance with Corrections Policy# 11.01 (LIMITS TO CROSS GENDER VIEWING AND SEARCHES)..

Upon entering a housing unit occupied by inmates of the opposite gender, staff shall announce their presence. §115.15

(i.e. Male in the dorm / Female in the dorm)

****No one of the opposite gender (staff members, volunteers, counselors, etc.) are allowed beyond this point without prior authorization from the Control Room Operator. ****

PROCEDURES

- The Control Room Operator will announce the male/female visitor's presence.
- The Control Room Operator will ensure the inmates are appropriately dressed.
- The Control Room Operator will then allow the visitors to enter the area.

****BREAK THE SILENCE****

REPORT SEXUAL ABUSE

CONTACT ANY STAFF MEMBER

OR

**CALL THE 24-HOUR
HOTLINE BY DIALING
6500**

**PROJECT CELEBRATION
SEXUAL ASSAULT & CRISIS CENTER
2900 HEARNE AVE.
SHREVEPORT, LA 71103**

Esta instalación tiene una política de
TOLERANCIA CERO
sobre el abuso sexual y el acoso sexual.

Durante su tiempo de reclusión en este centro, tiene derecho a estar libre de amenazas de abuso sexual y/o acoso sexual.

- ❖ También tiene derecho a estar libre de amenazas de represalias por denunciar incidentes de abuso sexual y/o acoso sexual.

Hay algunas cosas clave que puede hacer para protegerse de convertirse en víctima de abuso sexual:

- ✓ Sea consciente de su entorno
- ✓ Evitar áreas aisladas o apartadas
- ✓ Sea consciente de su lenguaje corporal
- ✓ Nunca acepte regalos de otro recluso
- ✓ Tenga cuidado con los demás que se ofrecen a protegerlo
- ✓ Nunca juegue o pida prestado artículos

Denuncie el abuso sexual o el acoso sexual a:

- **Cualquier miembro del personal o voluntario**
- **Un familiar**
- **Amigos u otras fuentes confiables**
- **Agencias externas o grupos de defensa**
- **Presentar una queja**
- **Llame a la línea directa del Centro de Agresión Sexual:
Marque #6500**

This facility has a **ZERO-TOLERANCE** Policy on sexual abuse and sexual harassment.

During your time of confinement at this facility, you have the right to be free from the threat of sexual abuse and/or sexual harassment.

- ❖ You also have the right to be free from the threat of retaliation for reporting incidents of sexual abuse and/or sexual harassment.

There are some key things you can do to protect yourself from becoming a victim of sexual abuse:

- ✓ Be aware of your surroundings
- ✓ Avoid isolated or secluded areas
- ✓ Be aware of your body language
- ✓ Never accept gifts from another inmate
- ✓ Be cautious of others offering to protect you
- ✓ Never gamble or borrow items

Report Sexual Abuse or Sexual Harassment to:

- Any staff member or volunteer
- A family member
- Friends or other trusted sources
- Outside agencies or advocacy groups
- Submit a grievance
- Call the Sexual Assault Center Hotline: Dial #6500