

Department of Public Safety & Corrections
State of Louisiana

JOHN BEL EDWARDS
GOVERNOR



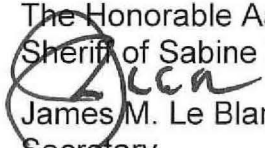
JAMES M. LE BLANC
SECRETARY

60

December 11, 2023

MEMORANDUM

TO: The Honorable Aaron Mitchell
Sheriff of Sabine 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 Sabine Parish Women's Facility on November 21, 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
Berlion Sweet, Warden, Sabine Parish Detention Center
Seth Smith, Chief of Operations
Michele Dausat, Warden, DWCC
Roderick Malcolm, BJJ Team Leader



BJG MONITORING REPORT

Annual

Rev. 08/01/2022 mwk

Facility Name: Sabine Parish Women's Facility
BJG Team Leader & Monitors: Colonel Roderick Malcolm, BJB Team Leader, (NW Region)
 Asst. Warden Tyrone Mays, BJB Team Leader, (NE Region)
Facility Warden & Email Address: Berlion Sweet, Warden; Email: b.sweet@sabinesheriff.org
Facility Staff: Sheryl Hembree, Asst. Warden
BJG Inspection Date: November 21, 2023
Previous BJB Inspection Date: October 20, 2022
Operational Capacity: 29
Count on Day of Visit: 25

Concerns or Issues from the previous BJB Monitoring Inspection: None.

	# MALE	# FEMALE	TOTAL
Number of DOC Offenders	0	6	6
Number of Local Offenders	0	17	17
Number of Out of State Offenders	0	0	0
Number of Federal Offenders	0	0	0
Number of ICE Detainees	0	0	0
TOTAL	0	23	23

Number of DOC Offenders that are:

Single Bunked	6
Double Bunked	0
Triple Bunked	0
Total	6

Number of DOC Offenders that are in Restricted Housing:

Single Bunked	0
Double Bunked	0
Triple Bunked	0
Total	0

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

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

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

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

GENERAL APPEARANCE, CLEANLINESS, AND COMMENTS OF THE FACILITY:

Living Area:

- **Dorms**
The dormitories (big open cells) were clean. They were odor and clutter free. All inmates' property was neatly stored.
- **Cell Block**
The cells were exceptionally clean. They were odor and clutter free. All inmates' property was neatly stored.

Culinary/Dining:

The culinary and dining areas were clean. The inventories were correct and all utensils accounted for. The inmates are served in a common area of the cellblock or in their individual cells. The General Cycle Menus, as well as Special Diet Menus, have been approved by Registered Dietician Jennifer Hightower Jackson Lic # 833514 Exp. 06/30/2024. At this time; all food is being prepared at the Sabine Parish Detention Center and then brought to the Sabine Parish Jail.

Bathrooms:

The cellblock bathrooms were clean, operational, and odor free. Lavatories and showers have temperature controlled hot/cold water and the temperature logs were up-to-date.

Yard Areas:

There is no outside yard at this facility. There is exercise equipment provided in the common area of the cellblock.

Maintenance:

Overall, maintenance of the facility is good. They have a good preventive maintenance program in place. A Maintenance Worker employed by the Police Jury brings his own tools to the jail and performs all maintenance work inside the jail. No maintenance tools are kept inside the jail.

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

- I-A-001 Safety/Sanitation/Inspections (MANDATORY): Compliant.**
The shift supervisor performs general inspections daily. A complete comprehensive inspection is conducted each week. Current DHH (08/23/2023) and FM (09/28/2023), DHH Retail Food (08/23/2023) inspections are in the file (see reports).
- I-C-001 Emergency Plan (MANDATORY): Compliant.**
Current emergency plan is in place. All staff members have been properly trained and all staff questioned was knowledgeable of the policy. Emergency plan was submitted to DPS&C.
- I-C-003 Fire Safety/Code Conformance (MANDATORY): Compliant.**
The facility is in compliance with the Fire Marshal Requirements.
- II-A-006 Staff Log (MANDATORY): Compliant.**
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.**
- How many formal counts are conducted each shift?
At least three (3) formal counts are conducted each shift.
 - How many counts are conducted each day?
At least six (6) counts are conducted each day.
 - **Stick outs counts**
 - ***Stick outs are counts*** How does the facility accomplish this?
By conducting a physical head count in each area and turning the counts in by housing area.
 - Does this process ensure accountability and safe/secure operation of the facility?
Yes.
- II-A-008 Offender Population Management System: Compliant.**
All records are transferred with the inmate upon transfer to another local or DPS&C facility.
- II-A-010 Admissions: Compliant.**
Current policy and procedure are in place. Admission forms are thorough and completed properly.
- II-A-012 Classification System: Compliant.**
Does this facility have any trustees that work outside the secure perimeter?
Yes.

If yes,

- What is their classification process to determine who is eligible for trustee status? **Assistant Warden Hembree checks for eligibility (background, Medical/NH, length of sentence, escape history, disciplinary, sex offense convictions, and detainers). Once these screenings have been accomplished and the inmate meets the criteria for a trustee, she is interviewed by Assistant Warden Hembree. Assistant Warden Hembree, then, makes a recommendation to Warden Sweet for review and final approval.**
- Does their classification process meet DPS&C, Corrections Services' criteria?
Yes.

II-A-016 Photo Identification (MANDATORY): Compliant.

All inmates receive a photo identification card upon reception.

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

Month/Year	# DOC Tested	Total DOC Pop	% Tested	# Positive
November 2022	5	7	70%	0
December 2022	5	5	100%	0
January 2023	4	5	80%	0
February 2023	5	6	80%	0
March 2023	5	9	55%	0
April 2023	5	8	60%	0
May 2023	5	7	70%	0
June 2023	5	9	55%	0
July 2023	5	11	45%	0
August 2023	5	9	55%	2
September 2023	5	7	70%	0
October 2023	5	7	70%	0

II-A-019 Offender Transfers:

All DOC inmate transfers are reported to the OAS in accordance with this guideline. Files in place and documentation present.

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 Offenders: Compliant.

Policy and procedures are in place. The use of restraints on pregnant inmates is done in strict accordance with written policy.

II-C-001 Procedures for Searches: Compliant.

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

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

Staff members were questioned regarding accountability, policy, and procedure. They were found to be very knowledgeable. Keys and utensils inventories were accurate and are being accurately accounted for. No tools are kept at the jail.

- III-A-001 Rules and Discipline (MANDATORY):**
- Does the facility's inmate 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 Sweet 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.**
Registered Dietitian, Jennifer Hightower Jackson Lic # 833514 Exp. date 06/30/2024, approved all cycle menus.
- IV-A-006 Food Services Management (MANDATORY): Compliant.**
Proper safety precautions are taken and all food service workers are monitored for proper grooming and good health. 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 washbasins 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.**
Facility has adjusted co-payments to reflect what has been set forth by DPS&C. Facility is in compliance with this guideline and documentation is in file. Inmates are provided adequate medical attention regardless of the ability to pay established medical co-payments. Inmate sign a receipt for notification of co-pay. Dr. Michael Johnson Lic # MD208195 Exp. Date 12/31/2023 is the physician used by the facility.
- IV-C-003 Provision of Treatment (MANDATORY): Compliant.**
Appropriate licensed staff have current license and agreement letters are in file to provide services to the inmate population. Dr. Michael Johnson Lic # MD208195 Exp. Date 12/31/2023.
- IV-C-005 24 Hour Care (MANDATORY): Compliant.**
Medical personnel are on call and available 24 hours per day. In the event of a medical emergency, inmates are transported to Sabine Medical and/or Ochsner/LSU-Shreveport.
- IV-C-006-1 Pregnancy Management (MANDATORY): Compliant.**
Policies are in place related to pregnancy management and access to obstetrical services. Any female DOC inmate that is pregnant will be transferred to a DOC facility.
- IV-C-008 Annual TB Testing: Compliant.**
TB testing is conducted on all inmates upon intake as well as annually at no cost to the inmate. File documentation reflects total compliance with this guideline.

- IV-C-009 Chronic Care Program (MANDATORY): Compliant.**
Only inmates who are stable through use of maintenance medications are housed. All others DOC inmates are transferred to a DOC facility.
- IV-C-012 Access to Sick Call (MANDATORY): Compliant.**
Sick call is accessible five (5) times per week. All inmates which complete a sick call form are seen by Nurse Melissa Vines Lic # AP05264 Exp. Date 01/31/2025, Nurse Jarrett Rule Lic # AP04785 Exp. Date 01/31/2025 or Lance Joseph Grappe Lic # EX054759 Exp. Date 01/31/2026 in the presence of Asst. Warden Hembree or one of the female deputies. All medical emergencies are taken to the Sabine Medical Center and/or Ochsner/LSU-Shreveport.
- IV-C-013 Infirmiry Care: Non-Applicable.**
This facility does not manage inmates requiring 24-hour infirmiry care. Inmates requiring infirmiry housing are transferred to a DOC.
- IV-C-013-1 Medical Releases** (Medical Parole, Medical Treatment Furlough, and/or Compassionate Release): **Compliant.** There have been no medical releases approved for this monitoring period.
- IV-C-014 Suicide Prevention and Intervention (MANDATORY): Compliant.**
The facility has a good suicide prevention and intervention program in place. Dr. Johnson approved the suicide prevention and intervention policy that is effectively in place. Thorough documentation reflects that inmates receive prompt care as well as ongoing management when being treated. File documentation also reflects that all staff members have been properly trained.
- 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.
- 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 inmates' medical information/files is controlled and restricted to those having legal authority. Medical records are maintained in a separate file and are forwarded along with the inmate upon transfer to DPS&C or another facility.
- IV-006-1 Emergency Assessment for Intoxication or Suspected Intoxication (MANDATORY): Compliant.** Policy and procedure are in place. Any inmate suspected of intoxication is immediately seen by medical staff to assess if symptoms are medically induced or drug induced. Both deputies and medical staff have 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 approved by the HC Authority. Signed copy is in file. Evaluations are maintained on file for each inmate.

IV-E-001 Alleged and Substantiated Sexual Assaults: Compliant. All questioned during the walk through stated that they received PREA information from the facility and they all knew how to report an allegation. There have not been any substantiated PREA allegations associated with DOC inmates during this inspection.

V-A-004 Religious Programs: Compliant.
Sheriff Deputy Pastor Lowe offers daily spiritual counseling; he also conducts services once a week for the population on Wednesdays.

V-A-005 Exercise & Recreation Access (MANDATORY): Compliant.
Inmates have access to exercise equipment provided in the common area of the cellblock. Logbooks indicate compliance.

V-B-001 Programs and Services: Compliant.

- **List all Certified Treatment Programs** (Attached Form B-04-003-B)
No classes and/or programs are being offered at this facility at the moment.
- **List all other Inmate Programs**
Religious Services

V-B-002 Educational Programming: Non-Applicable.
No classes and/or programs are being offered at this facility at the moment.

GED Program

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

V-B-003 Substance Abuse Programs: Non-Applicable
This facility does not offer any substance abuse programs to the inmate population.

V-C-001 Releasing Offenders:
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 offenders releasing with two valid forms of identification?): **Compliant.** A discharge packet was reviewed and found to be compliant with this guideline.

V-C-004 Parole Board Procedures: Compliant.
Policies and procedures are in place related to the presence of the Warden and/or designees at the Parole Board hearings. Documentation of any such occurrence is maintained.

VI-B-002 Grievance Process (MANDATORY):

- Does grievance process include two levels of review? **Yes.**
- Who are the designees at each level? **The designee at the first level is Assistant Warden Hembree and the designee for the second level is Warden Sweet.**
- What is the specified time period for response at each level? **The specified time period for the First Level is 5 days; and, the Second Level is 10 days.**

VII-A-002 Weapons Training: Compliant.

All deputies are POST certified and receive appropriate training regarding the use, handling and retention of weapons. Qualifications are required annually and documentation is maintained in file.

VII-B-010 Monthly Reporting: Compliant.

This facility regularly submits complete and accurate monthly reports prior to their due date.

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

STAFF COMMENTS/MORALE/GENERAL OBSERVATIONS:

The morale at Sabine Parish Women's Facility is exceptionally high as all staff members get along very well and displayed a professional attitude. All staff members that were questioned were knowledgeable of policy and procedure. There were no negative comments voiced by any of the staff members.

INMATE COMMENTS/MORALE/QUALITY OF LIFE:

I spoke with several inmates during the inspection and they were all well-mannered and quiet. None of the inmates expressed any negative comments about their conditions of confinement or the food served. Overall, the inmate morale was above average and their quality of life is good.

RECOMMENDATION:

This facility consistently operates smoothly and efficiently while remaining in compliance with the Basic Jail Guidelines. Initial as well as ongoing training of deputies is exceptional. Warden Sweet and the staff are committed to providing a safe, secure, and stable environment for the officers as well as the inmates in their custody.

At this time, it is recommended that the facility remain on annual monitoring.



John Bel Edwards
GOVERNOR

Office of State Fire Marshal

8181 Independence Blvd. Baton Rouge, LA 70806
(225) 925-4911 (800) 258-5452 Fax (225) 925-4241



Daniel H. Wallis
FIRE MARSHAL

Inspection Report

Report # CB-23-033837-1

No Deficient/Cautionary Codes cited.

Location Information					
Inspection Type	Compliance Building Inspection		Inspection Date	9/28/2023 4:11:27 PM	
Structure ID	12363	No. of Buildings	1	Facility Code	J115
Capacity	29	Year Built	1956	Construction Type	Type IIA / (111)
Building/Trade Name			Address		
SABINE PARISH JAIL - WOMEN			400 CAPITAL STREET, MANY, LA 71449		
Owner Information					
Owner Type	Name	Contact Phone	Contact Email		
Municipal Project	BERLIN SWEET	(318) 461-8766	B.SWEET@SABINESHERIFF.ORG		
Address					
400 CAPITAL STREET, MANY, LA 71449					
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					
This inspection was conducted on 08/16/2023. Please refer to inspection case #CB-21-049264. No apparent deficiencies were found. This facility showed to be in compliance at the time of inspection.					
Inspector Information					
Name: Samuel Propst	Badge Number: 730	Inspector Signature: <i>[Signature]</i>			
Person to whom requirements were explained					
Name:	Title:	Signature:			

For questions regarding the contents of this report, please call: (318) 767 6099

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



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

**Retail Food
Notice of Violations**

Routine/Renewal

Permit Number 43-0001082-1	Permit Name SABINE PARISH JAIL KITCHEN WOMENS JAIL KITC		
Name of Establishment SABINE PARISH JAIL KITCHEN		Owner Name SABINE PARISH JAIL	
Address 400 CAPITAL ST STE 100 MANY, LA 71449	Date 08/23/2023	Time 10:55 AM	

LAC TITLE 51 PART XXIII

Comments:

Verbal acknowledgement of report provided by Sheryl Hembree, assist warden

Copy of report emailed to s.hembree@sabinesheriff.org

SABINE PARISH CORRECTIONAL FACILITY BRINGS FOOD. NO COOKING AT THIS FACILITY

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 Krista Mccormic	Phone # 318-256-4105	Sanitarian Signature 	R.S. # 1450
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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

Sheryl Hembree, assist warden



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

**Detention or Incarceration
Notice of Violations**

Routine/Renewal

Permit Number 43-02-224	Permit Name Sabine Parish Women's Detention Center-224		
Name of Establishment Sabine Parish Women's Detention Center-224		Owner Name SABINE PARISH JAIL	
Address 400 Courthouse DR Many, LA 71449		Date 08/23/2023	Time 11:10 AM

LAC TITLE 51 PART XVIII

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

Category	Code Reference	Description of Violations
Building Requirement	101	3 - The walls are in disrepair. 1. wall at bottom of outside of shower bottom bull pen 2
Building Requirement	101	7 - There is peeling paint on the walls in the shower.

Comments:

Verbal acknowledgement of report provided by Sheryl Hembree, assist warden

Copy of report emailed to s.hembree@sabinesheriff.org

Number Licensed For		Number in Attendance	License Anniversary
		23	02/28/2023
Sanitarian Name/Print	Phone #	Sanitarian Signature	R.S. #
Krista Mccormic	318-256-4105		1450

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

Sheryl Hembree, assist warden



Sabine Parish Sheriff's Department

POST OFFICE BOX 1440
MANY, LOUISIANA 71449



AARON MITCHELL
SHERIFF & EX-OFFICIO TAX COLLECTOR

TELEPHONE (318) 256-9241
FAX (318) 256-3409

The maintenance man, DJ was called on 08/23/2023 after the inspection. He was told that the wall outside the shower in Bullpen 2 needed to be repaired and painted. Later that day the maintenance man came on the floor and was taken to Bullpen 2 to see what he needed to do. Later the next week the wall was repaired.

Asst. Warden Hembree

" TO PROTECT AND SERVE ALL, WITH DIGNITY AND HONOR"

Sexual Assault BJJ Pre Audit Questionnaire

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

Facility Information

Name of Facility: Sabine Parish Women's Facility (SP50)
 Physical Address: 400 South Capitol Street
 City Many State La Zip: 71449
 Warden: Asst. Warden Sheryl Hembree
 Current Population of Facility: 29

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: 7

Number of contracts with contractors who may have contact with inmates: 13

Number of volunteers who have contact with inmates: 5

In housing units, does the facility maintain sight and sound separation between youthful (18 and under) inmates and adult inmates? We do 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? No - medical once a week, Toledo Health + SMC

mental services - Sabine and Natchitoches Mental and Behavioral Health

Facility Requirements

Attach example of practice

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

- 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 sexuality 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 inmate to DPS&C Headquarters within 24 hours of the claim being made.

PREA SCREENING CHECKLIST

I. Identifying Data

Offender's Name (Print): _____

DOC Number: _____

Reason for Screening: New Admission Regular Review Special Referral

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

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

Automatic

Total Points _____

III. Possible Predatory Factors (A – Automatic; B – 1 point each)

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

Automatic

Total Points _____

IV. Scored Designation:

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

Override Comments: _____

Warden's Signature for override: _____

Completed By _____
Original: Offender's Medical Record
Copy: Offender's Master Record

Facility _____

Date Completed _____



Sabine Parish Women's Facility

POLICY AND PROCEDURE

HIRING PROCEDURES

It is the goal of the Corrections Division of the Sabine Parish Women's Facility to obtain the most qualified staff possible. The Corrections Division shall employ a fair selection procedure while simultaneously affording equal opportunity to everyone regards of race, creed, color, sex, national origin, or age, and in compliance with all federal and state labor laws.

MINIMUM QUALIFICATIONS FOR ANY POSITION:

Minimum age of 18 years.

Must pass a medical exam conducted by a physician.

High School graduate or equivalent.

Must pass an interview, which will include a background investigation. Prospective employees may be asked to take a polygraph examination.

Residence--must be a registered voter in the parish of Sabine, State of Louisiana

PROBATION

Must complete 90-day probationary period of satisfactory service before being classified as a regular, full-time, or part-time employee. Any employee may be released from his position at any time within the 90-day probationary period if the Sheriff determines the employee is not suitable for the position.

EVALUATIONS

New employees will have a performance evaluation completed by their supervisor after a period of three (3) months unless employment is terminated prior to that time. After the employee has received a satisfactory rating on their initial three-month evaluation, future evaluations will be done annually. If an employee receives an unsatisfactory rating on his/her evaluation, this may provide grounds for sanctions, including, but not limited to, verbal or written reprimand, extension of his/her probationary period, suspension, requirement of additional training, or termination of employment. The employer's supervisor and/or Warden will meet with each employee to discuss their evaluations. All write-ups will affect the rating of the evaluation and will become a part of the evaluation, as well as the employees' personnel file.

The Warden will maintain and control all personnel records on each employee. Upon request at any reasonable time, employees may review their records in the presence of the Warden. All personnel records are considered sensitive information are confidential and are the permanent property of the Corrections Division.



Sabine Parish Women's Facility

POLICY AND PROCEDURE

STAFF TRAINING

The Sabine Parish Women's Facility will provide for the training of Correctional Personnel that complies with State and Federal detention standards and the requirements of the laws of the State of Louisiana.

It is the policy of the Corrections Division to provide employees with a training program sufficient to perform their job duties. All new employees will participate in an orientation program. During orientation, the new employee will be oriented on the policies and procedures of the Corrections Division, including an explanation of this Personnel Manual. The orientation program will include the following: review of the employee manual, including Security Procedures, Fire and Emergency Procedures, Suicide Prevention, Use of Force Policies and Inmate Rules and Regulations.

All employees will be required to complete the P.O.S.T. training course for Correctional Officers. Officers, who qualify, will be offered the opportunity to attend P.O.S.T. Peace Officer Academy at the Sheriff or Chief Deputy's discretion. Officers who receive Peace Officer certification must complete two years of employment with the Sabine Parish Sheriff's Office after certification. Those failing to do so must reimburse the Sabine Parish Sheriff Office for the cost of certification. The purpose of this is to ensure a competent and well-trained staff.



Sabine Parish Women's Facility POLICY AND PROCEDURE

Subject: Sexual Assault and Sexual Misconduct

Number: 8

Effective Date: 05/16/2022

Policy: It is the Sabine Parish Sheriff's Office policy to provide a safe, humane and appropriately secure environment, free from threat of sexual assault and sexual misconduct for all staff, visitors, and inmates by maintaining a program of prevention, detection, response, reporting, investigating, and tracking of all alleged and substantiated sexual assaults. The Sabine Parish Sheriff's Office will have zero tolerance for incidents of sexual assault, sexual misconduct, or sexual coercion.

Procedure: Definitions

1. Abusive Sexual Contact:
Contact without a person's consent or when a person was unable to consent or refuse. The intentional touching; either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of the victim. It does not include kicking, grabbing, or punching genitals when the intent is to harm or debilitate rather than to sexually exploit.
2. Sexual Assault:
Nonconsensual sexual acts and abusive sexual contact by staff, visitors, or inmates.
3. Sexual Misconduct:
Nonconsensual contact/harassment.
4. Sexual Coercion:
Includes staff, visitors or inmates that use force or threats to persuade another person to perform sexual acts, sexual contact, or sexual favors which they are unwilling to do.



Sabine Parish Women's Facility

POLICY AND PROCEDURE

Conduct

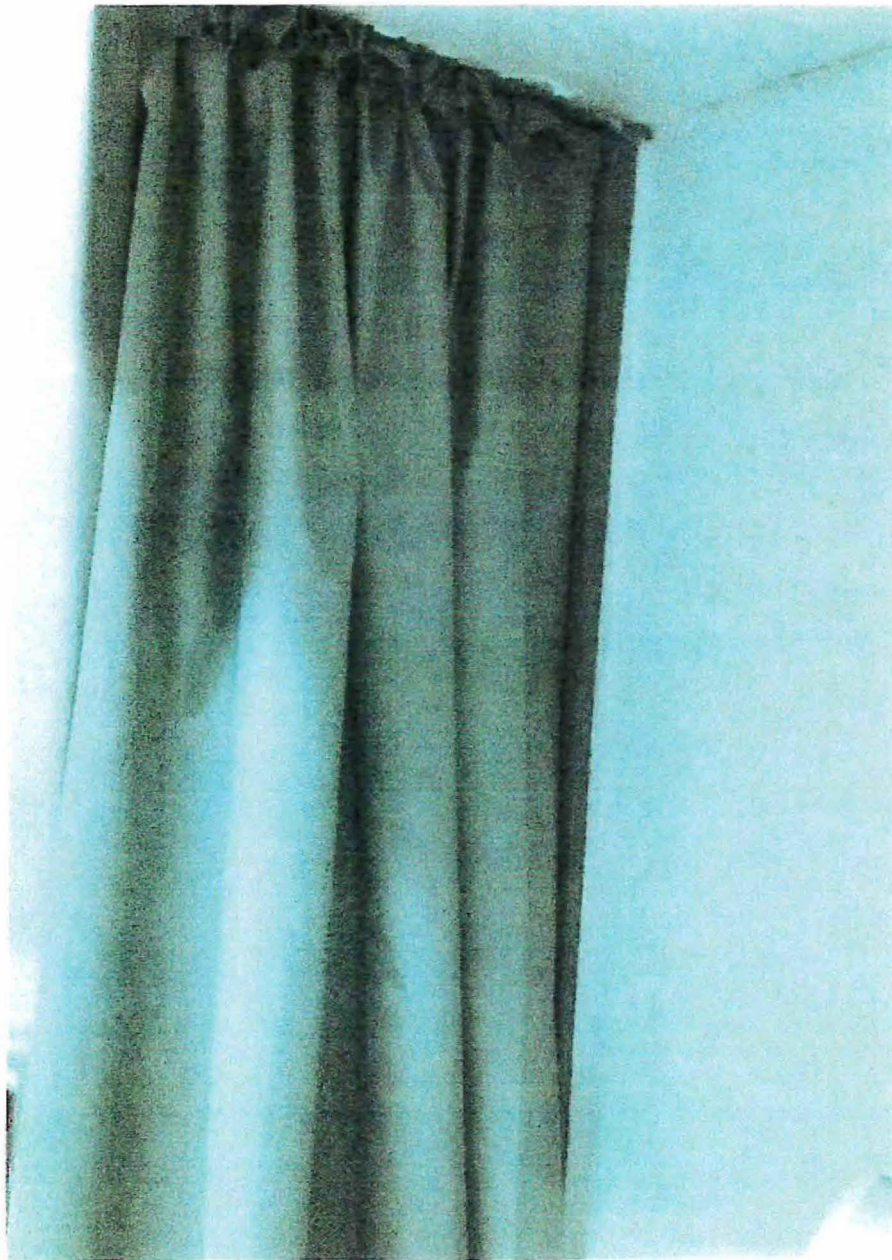
1. There is no consensual sex in a custodial or supervisory relationship. Any sexual assault, sexual misconduct, or sexual coercion between staff visitors, and inmates is inconsistent with professional, ethical principles and department regulations. Allegations of sexual assault, sexual misconduct or sexual coercion will be investigated.
2. Acts of sexual assault, sexual misconduct, or sexual coercion by staff or visitors against inmates or retaliation against inmates who refuse to submit sexual activity 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.
3. Cases involving sexual assault, sexual misconduct or sexual coercion will be formally investigated and, if appropriate, will be referred to the District Attorney.
4. 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 to report such incidents may result in disciplinary action, up to and including termination.

Reporting

1. An allegation of sexual assault or sexual misconduct shall be reported to the supervisor on duty as soon as possible following the initial notification. Such allegations shall be treated with discretion and confidentiality to the extent permitted by law.
2. 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, shall immediately notify their supervisor who shall ensure that an incident report is completed.
The appropriate supervisor shall immediately ensure that the alleged victim and aggressor are physically separated.

All current staff and new hire employees shall sign the "Sexual Assault and Misconduct" and the Malfeasance in Office" forms. Both forms shall be maintained in the employee's personnel file. All staff will receive instructions related to the prevention, detection, response, reporting and investigation of sexual assault and sexual misconduct during new employee training.

*Sabine Laurit Women's
Facility*



*Shower -
DOC Bathroom
Toilets are also not on
Camera*

2013

10/18/23 Garcia/Russell

Wardens

8:00 Rounds made all secure/meds given

Dep Ru

8:30 CNA for Bobbi Curtis, Connie Givens, Emma Moss, Kim Scott, Mandy Wyatt, Dana Lewing exits for court w/ Russell

Med po

insulin

Phones

TV's

9:00 Rounds made all secure/phones on

Date

9:25 Russell on floor w/ Kim Scott & Emma Moss, she exits

Rounds

Dep B

Prisht

reint

9:50 DCFS x2 on floor to drug test Autumn Motley

Dep R

on a

flende

Break

Break

Break

Break

Break

Break

Break

Break

Break

Break

Break

Break

Break

Break

Break

Break

Break

Break

Break

Break

Break

Break

Break

10:05 DCFS x2 exit floor, Motley placed back in cell 1

10:10 Russell on floor w/ Bobbi Curtis & Connie Givens, then exits

11:10 man w/ uprising rehab to see Connie Givens, Emma Moss & Mandy Wyatt

11:14 Belove on floor to see Hayley Bass

11:33 Belove exits, Bass return to cell

11:34 man w/ CANA on floor to speak w/ Bobbi Curtis

12:00 Rounds made all secure/meds given

11:50 Bobbi placed bk in BP, man exits w/ CANA

12:35 Lunch Served

13:40 Laron on floor w/ Stacy Marton, revoking her bond, placed in cell 3. Strip searched, Laron exits floor

Depid Nicks on floor for duty informed by Depid Garcia Jail count (26), Doe (7), Parish (18), other (4, under 186) Keys & inmates are in the care, custody & control of Depid Nicks

16:00 Rounds made/All secure

16:20 Dep Henderson on the floor

17:03 Meds passed

17:15 Food delivered - Trows (25)



Sabine Parish Sheriff's Department

POST OFFICE BOX 1440
MANY, LOUISIANA 71449



AARON MITCHELL
SHERIFF & EX-OFFICIO TAX COLLECTOR

TELEPHONE (318) 256-9241
FAX (318) 256-3409

To Whom It May Concern:

Designation of hospital for prisoner forensic exam upon claims of sexual assault. Inmates will be taken to Sabine Medical Center in Many La. Inmate will be with nurse and staff that specializes in sexual assault protocol.

Warden Berlin Sweet

A handwritten signature in cursive script that reads "Berlin Sweet".

"TO PROTECT AND SERVE ALL, WITH DIGNITY AND HONOR"



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To Whom It May Concern:

Provision of mental health services.

They would have excess to Sabine Parish Mental and Behavioral Health. They would also have excess Natchitoches Parish Mental and Behavioral Health.

Warden Berlin Sweet

A handwritten signature in cursive script that reads "Berlin Sweet".

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To Whom It May Concern:

The Sabine Parish Women's Facility only have female deputies employed at the Women's Facility.

Warden Berlin Sweet

A handwritten signature in cursive script that reads "Berlin Sweet".

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To Whom it May Concern:

The Sabine Parish Women's Facility does not house Juveniles at their Facility.

Warden Berlin Sweet

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To Whom It May Concern:

Sabine Parish Women's Facility, when a male must go inside the women's facility for repair, spraying for pest. They are announced loudly on floor several times as deputy walks down hall to make sure all inmates are decent before allowing male party to go down hall. Deputy will be with the party until they exit the floor.

Warden Berlin Sweet

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FAX (318) 256-3409

To Whom It May Concern:

Sabine Parish Women's Facility only houses female DOC's and inmates.

Warden Berlin Sweet

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AARON MITCHELL
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To Whom it May Concern:

The Sabine Parish Women's Facility has tablets that inmates use. On the tablet their can report sexual abuse, assault, and or harassment privately.

Warden Berlin Sweet

A handwritten signature in cursive script that reads "Berlin Sweet".

" TO PROTECT AND SERVE ALL, WITH DIGNITY AND HONOR"

LOUISIANA STATE CIVIL SERVICE

acknowledges that

Sheryl Hembree

has successfully completed the training course:

PREVENTING SEXUAL HARASSMENT WBT

on

February 13, 2023

This document is intended to be used solely for the purpose of
documenting the individual's completion of
SCS's web-based training:
Preventing Sexual Harassment



STATE CIVIL SERVICE

LOUISIANA STATE CIVIL SERVICE

acknowledges that

Sheryl Hembree

has successfully completed the training course:

**PREVENTING SEXUAL HARASSMENT FOR
SUPERVISORS WBT**

on

February 13, 2023

This document is intended to be used solely for the purpose of
documenting the individual's completion of
SCS's web-based training:
Preventing Sexual Harassment For Supervisors



STATE CIVIL SERVICE