

Department of Public Safety & Corrections  
State of Louisiana



JEFF M. LANDRY  
GOVERNOR

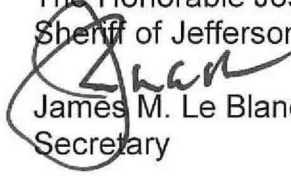
JAMES M. LE BLANC  
SECRETARY

January 12, 2024

Handwritten initials in blue ink, likely representing James M. Le Blanc.

**MEMORANDUM**

**TO:** The Honorable Joseph P. Lopinto III  
Sheriff of Jefferson 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 Jefferson Parish Correctional Center on December 12, 2023. The facility continues to provide a secure, safe, and stable environment for DOC offenders 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  
Sue Ellen Monfra, Deputy Chief, Jefferson Parish Correctional Center  
Seth Smith, Chief of Operations  
Donnie Bordelon, Warden EHCC  
Aaron Hooper, BJJ Team Leader



# BASIC JAIL GUIDELINES MONITORING REPORT

Annual,  Semi-Annual,  Quarterly,  Monthly, or  Recert with Waiver

Ver. 11/28/2023 mwk

**Facility Name:** Jefferson Parish Correctional Center  
**BJG Team Leader & Monitors:** Major Aaron Hooper  
**Facility Warden & Email Address:** Deputy Chief Sue Ellen Monfra - monfra\_sm@jpsso.com  
**Facility Staff:** Captain Bryan Bordelon  
**BJG Inspection Date:** 12/12/2023  
**Previous BJG Inspection Date:** 12/16/2022  
**Operational Capacity:** 1085  
**Count on the Day of Visit:** 881

### List Concerns or Issues from the previous BJG Monitoring Inspection:

V-B-001 Programs and Services  
 V-B-002 Educational Programming

### Count on the Day of Visit:

	# MALE	# FEMALE	TOTAL
Number of DOC Inmates	85	18	103
Number of Local Inmates	703	75	778
Number of Out of State Inmates	0	0	0
Number of Federal Inmates	0	0	0
Number of ICE Detainees	0	0	0
<b>TOTAL</b>	<b>788</b>	<b>93</b>	<b>881</b>

### Number of DOC Inmates that are:

Single Bunked \_\_\_\_\_ **8**  
 Double Bunked \_\_\_\_\_ **40**  
 Triple Bunked \_\_\_\_\_ **55**  
**Total** \_\_\_\_\_ **103**

### Number of DOC Inmates that are in Restricted Housing:

Single Bunked \_\_\_\_\_ **0**  
 Double Bunked \_\_\_\_\_ **2(Disciplinary)**  
 Triple Bunked \_\_\_\_\_ **0**  
**Total** \_\_\_\_\_ **2**

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

Month/Year	Inmate/Inmate	Inmate/Inmate w/ Significate Injury	Inmate/Staff	Inmate/Staff w/ Significate Injury
12/2022	0	0	0	0
01/2023	0	0	0	0
02/2023	0	0	0	0
03/2023	0	0	0	0
04/2023	0	0	0	0
05/2023	0	0	0	0
06/2023	0	0	0	0
07/2023	0	0	0	0
08/2023	0	0	0	0
09/2023	0	0	0	0
10/2023	0	0	0	0
11/2023	0	0	0	0

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

Month/Year	Illicit Substance	Alcohol	Weapon	Cell Phone	Other
12/2022	0	0	0	0	1
01/2023	0	0	0	0	1
02/2023	0	0	0	0	1
03/2023	0	0	0	0	1
04/2023	0	0	0	0	1
05/2023	0	0	0	0	1
06/2023	1	0	0	0	1
07/2023	0	0	0	0	1
08/2023	0	0	0	0	1
09/2023	0	0	0	0	1
10/2023	0	0	2	0	1
11/2023	0	0	0	0	1

**GENERAL APPEARANCE, CLEANLINESS, AND COMMENTS OF THE FACILITY****Living Area**

Overall the living areas were found to be clean, organized and odor free.

- **Dorms** -Dorm areas were in order and found to be clean and odor free. Offenders' property was stored in living area.
- **Cell Block** - Cell block areas were clean and odor free

**Culinary/Dining:** Contracted out and employed by Summit, Jefferson Parish provides deputies for security. The tools and sharp objects were controlled on an inventoried locked shadow board in a locked room. Cabling is used when knives are checked out. Dry storage had all items labeled and stored 6" off the ground. Sample meal trays were labeled and stored for at least the last three meals served. Cooler and freezer areas were found in good order besides some eggs on top of other foods, they were moved around at time off inspection. Temperature on cooler and freezers are logged daily.

**Bathrooms:** Bathrooms are clean and odor free, contained hand soap and paper towels. Checked water, hot water works.

**Yard Areas:** Yard and recreation areas were adequate. Documentation provided reflects that recreation was occurring on a regular three times per week, weather permitting.



**Maintenance:** Facility has own staff maintenance personnel daily. Tool inventory is kept up daily. MSDS forms are well maintained and correct.

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

- I-A-001 Safety/Sanitation/Inspections (MANDATORY):** Compliant  
Weekly sanitation inspections are conducted. Fire Marshall and Department of Health inspections are done yearly. All deficiencies have been addressed
- I-C-001 Emergency Plan (MANDATORY):** Compliant  
An emergency plan is in place. Employees are trained and knowledgeable of the plans. Emergency plan exit maps are posted throughout the facility.
- I-C-003 Fire Safety/Code Conformance (MANDATORY):** Compliant  
Facility has documentation for the fire alarm maintenance being tested and checked.
- II-A-006 Staff Log (MANDATORY):** Compliant  
Logs are placed in all areas of the facility and contain the required information. Facility forms are completed for notification of incidents to the administration.
- II-A-007 Counts (MANDATORY):**
- How many formal counts are conducted each shift?
    - 3
  - How many counts are conducted each day?
    - 5
  - **Stickouts counts**
    - How does the facility accomplish this?
      - Pass-On information is recorded in the Living Area Log Books listing where inmates are physically located.
      - Officers call areas inside facility where the inmates are located for reassurance.
    - Does this process ensure accountability and safe/secure operation of the facility?
      - Yes
- II-A-008 Inmate Population Management System:** Compliant  
All information is documented and maintained on each offender and is transferred with the offender if transferred out of the facility.
- II-A-010 Admissions:** Compliant  
Policy and procedure are in place and all admission forms are thorough and completed.
- II-A-012 Classification System:**  
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?
    - Inmates are screened by the Security and Investigations section. Their criminal history, sentence and disciplinary history are taken into account. The Medical section also must give clearance to be able to work as a trustee.
  - Does their classification process meet DPS&C, Corrections Services' criteria? Yes

**II-A-016 Photo Identification (MANDATORY):** Compliant Upon admission, all offenders receive institutional ID cards.

**II-A-018 Inmate Drug Testing (MANDATORY):** (List monthly since the previous BJJ monitoring visit.) This facility does not conduct drug tests of DOC offenders. Their position has been and continues to be, they only house pretrial and new arrest offenders and do not house DOC offenders for very long.

Month/Year	# DOC Tested	Total DOC Pop	% Tested	# Positive
12/2022	0	0	0	0
01/2023	0	0	0	0
02/2023	0	0	0	0
03/2023	0	0	0	0
04/2023	0	0	0	0
05/2023	0	0	0	0
06/2023	0	0	0	0
07/2023	0	0	0	0
08/2023	0	0	0	0
09/2023	0	0	0	0
10/2023	0	0	0	0
11/2023	0	0	0	0

**II-A-019 Offender Transfers:** Compliant  
The Facility is using the correct forms in place for the offender transfers.

**II-A-020 Cell Checks (MANDATORY):** Compliant  
The facility's procedures advise the officer to make rounds every 15 – 30 minutes in these areas. Logbook documentation was provided and was observed to contain that rounds were being conducted at these times.

**II-B-002-1 Use of Restraints for Pregnant Offenders:** Compliant  
The facility's policy is compliant with DOC Regulation.

**II-C-001 Procedures for Searches** Compliant  
The facility conducts visual body searches on all offenders upon intake and when offenders return to the facility. The facility keeps detailed shakedown and daily search logs on file. Procedures are in place and logs are maintained on all searches.

**II-D-001 Key, Tool, and Utensil Control (MANDATORY):** Compliant  
The facility's tools, key and utensil control were found to be in good order. Inventories and documentation are kept up daily. A shadow board with a lock in key for the culinary utensil is being used.

**III-A-001 Rules and Discipline (MANDATORY):**

- Does the facility's offender orientation include the application process for applying for restoration of good time?
  - The JPCC does not house DOC inmates. Inmates who receive DOC sentences are shipped to other facilities that house DOC inmates at the Department of Correction's discretion. The inmates sentenced to Parish Prison sentences are all given good time in their sentence calculations.
- What is their restoration of good time application process for the offender population?
  - N/A
- Does their restoration of good time application process meet DPS&C, Corrections Services' criteria? N/A

- IV-A-003 Food/Dietary Allowances (MANDATORY):** Compliant  
Contract with Summit Foods, they have a qualified nutritionist and dietician.
- IV-A-006 Food Services Management (MANDATORY):** Compliant  
Written policy in place, two hot meals daily, sample trays stored in cooler for 3 days.
- IV-B-001 Plumbing Fixtures – Toilets & Washbasins (MANDATORY):** Compliant  
Offenders have access to appropriate toilets and washbasins.
- IV-B-002 Plumbing Fixtures – Showers (MANDATORY):** Compliant  
The water temperatures were observed to be appropriate.
- IV-B-005 Personal Hygiene (MANDATORY):** Compliant  
Offenders are provided with adequate supplies necessary for maintaining personal hygiene.
- IV-C-001 Access to Care/Clinical Services (MANDATORY)** (Does the facility charge a co-payment? If so, approved by DPS&C?): Compliant - There is a computer system in each dorm that lets the offenders log on and can see all necessary information on assessing health care and the co-pay requirements. Co-pays are approved by DPS&C.
- IV-C-003 Provision of Treatment (MANDATORY):** Compliant - Policies in place.
- IV-C-005 24 Hour Care (MANDATORY):** Compliant - Offenders have access to 24 hour care.
- IV-C-006-1 Pregnancy Management (MANDATORY):** Complaint  
The facility's policy is compliant with DOC Regulation.
- IV-C-008 Annual TB Testing:** Compliant  
The facility conducted TB testing on all offenders at no cost to the offender. This is done upon intake and annually.
- IV-C-009 Chronic Care Program (MANDATORY):** Compliant
- IV-C-012 Access to Sick Call (MANDATORY):** Sick call forms are available on all kiosk machines in all dorms and offenders have access to them 24/7. Once completed they are emailed straight to the medical department. The requests are triaged and scheduled for visits.
- IV-C-013 Infirmary Care:** Compliant  
The facility has a 24/7 medical care service. There is a nurse at the facility 24/7. If medical staff determines the health issues to be an emergency, offenders are transported to the local hospital.
- IV-C-013-1 Medical Releases** (Medical Parole, Medical Treatment Furlough, and/or Compassionate Release):  
Compliant.
- IV-C-014 Suicide Prevention and Intervention (MANDATORY):** Compliant  
Mental health staff evaluates each offender and determines the treatment. The staff receives annual suicide prevention training.
- IV-C-015 Inmate Deaths (MANDATORY):** Compliant  
Facility has a policy in place for actions to be taken in the event of an offender's death
- IV-C-016 Notification:** Compliant  
Policies in place to notify family members if the offender is on ICU.



- IV-D-001 Healthcare Quarterly Meetings (MANDATORY):** Compliant  
Medical meets at least quarterly.
- IV-D-004 Confidentiality of Health Information/Individual Health Record:** Compliant  
Access to offender medical information/files are controlled and restricted to those who have legal authority. Medical records are stored in a secured restricted area and are transported with the offender upon transfer to another local facility or to DPS&C.
- IV-D-006-1 Emergency Assessment for Intoxication or Suspected Intoxication (MANDATORY)**  
Complaint
- IV-D-007 Internal Review/Quality Assurance (MANDATORY):** Compliant  
Policy is in place for internal reviews upon conclusion of a serious event.
- IV-E-001 Alleged and Substantiated Sexual Assaults:** Compliant
- V-A-004 Religious Programs:** Compliant
- V-A-005 Exercise & Recreation Access (MANDATORY):** Compliant  
Documentation provided reflects that recreation was occurring on a regular three time per week, weather permitting.
- V-B-001 Programs and Services:**
- List all Certified Treatment Programs (Attach Form IS-B-8-b)
    - None
  - List all other Offender Programs
    - Alcoholics Anonymous
    - Narcotics Anonymous
    - Female Trauma Group
    - Religious Programs
- V-B-002 Educational Programming: Non-Compliant**
- GED Program**
- |                           |   |
|---------------------------|---|
| Number of GED Slots       | 0 |
| Number of Participants    | 0 |
| YTD Number of Completions | 0 |
- V-B-003 Substance Abuse Programs:** Compliant  
Alcoholics Anonymous  
Narcotics Anonymous
- V-C-001 Releasing Offenders:** Compliant  
Offenders are released with property and identification that was collected upon intake. Offenders are also released with prescribed medications.
- V-C-002 Regional Reentry Programs (Are offenders releasing with two valid forms of identification?):**  
Offenders are releasing with two valid forms of identification.
- V-C-004 Parole Board Procedures:** Compliant

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

- Does the grievance process include at least two levels of review?
  - Yes - Three step process
- Who is the designee at each level of review?
  - First responder is typically the Section Commander of the section pertaining to the complaint.
  - Second Responder is typically the Administrative Major or Captain.
  - The Third Responder is typically the JPSO Attorney.
- What is the specified time period for response at each level?
  - POST III Trained ARP guidelines
    - Step 1 reply must be within 15 days from the time the grievance was referred by the Administration.
    - Step 2 reply must be made within 25 days of receipt of inmate's request for Administrative Review of Step 1 Response.
    - Step 3 reply must be made within 40 days of receipt of inmate's request for Administrative Review of Step 2 Response.

**VII-A-002****Weapons Training: Weapons Training - Compliant**

Deputies are POST certified and receive appropriate training regarding the use of handling and retention of weapons.

**VII-B-010****Monthly Reporting: Compliant**

Facility turns in all monthly reports in a timely manner. All reports are accurate and detailed.

**VII-B-012****Proposed Expansions: Compliant - No expansions at this time.****STAFF COMMENTS/MORALE/GENERAL OBSERVATIONS:**

Staff overall morale was good and seem to be working together towards common goals. All employees conducted themselves professionally and respectfully.

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

No complaints made by any offender during the walk through. Talked to the offenders working in the kitchen, they liked the quality of the food and made no complaints.

**RECOMMENDATION:**

V-B-001      Programs and Services  
 V-B-002      Educational Programming

At this time, continued annual monitoring visits are recommended.



# Jefferson Parish Sheriff's Office



## INTER-OFFICE MEMORANDUM

To: BGJ Audit Folder Dept.: \_\_\_\_\_ Date: 12/11/2023

From: Capt. Bryan Bordelon #111125 Dept.: JPCC Administration CC: \_\_\_\_\_

Subject: Fire Marshal Inspection

The State Fire Marshal Inspection for the Jefferson Parish Correctional Center was conducted on Thursday, 12/07/2023. We have not received the Inspection Report from the Office of State Fire Marshal as of present date. Once the JPCC receives the Inspection Report from the State Fire Marshal, a copy will be furnished to the DOC Team Leader and copies will be placed into their respective BJG Audit Folders

Respectfully

A handwritten signature in black ink that reads "Capt. Bryan Bordelon".

Captain Bryan Bordelon #111125  
Assistant Deputy Administrator  
Jefferson Parish Correctional Center



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

**Retail Food  
Notice of Violations**

Routine/Renewal

Permit Number 26-0002546	Permit Name JEFFERSON PARISH CORRECTIONAL CENTER (DIETARY)	
Name of Establishment JEFFERSON PARISH CORRECTIONAL CENTER	Owner Name SUMMIT FOOD SERVICE LLC	
Address 100 DOLHONDE ST GRETNAL LA 70053	Date 06/22/2013	Time 10:10 AM

**LAC TITLE 51 PART XXIII**

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

Category	Code Reference	Description of Violations
FOOD SAFETY CERTIFICATION	305	23 - 305 - A current state food safety certificate is not held by the owner or a designated employee of the establishment.
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 - 1501.1 - Food is not stored in a clean, covered container. [COS]
PERSONNEL, CLOTHES, HAIR RESTRAINTS, PRIVATE WELL TESTING	3903	92 - 3903 - Employees' personal care items are stored where food equipment, utensils, linens, single service items or single use items may be contaminated. [COS]
TOILETS/HAND WASH FACILITIES	3109	94 - 3109.8 - The hand wash lavatory is used for purpose other than hand washing. [COS]
STRUCTURAL/DESIGN/MAINTENANCE/PLUMBING	3101	102 - 3101 - Plumbing is not maintained. 3 compartment sink spray nozzle leaking [Repeat]
STRUCTURAL/DESIGN/MAINTENANCE/PLUMBING	3703	106 - 3703.4 - Walls/ceilings or attached equipment are not in good repair. Wall behind restroom door
STRUCTURAL/DESIGN/MAINTENANCE/PLUMBING	3703	106 - 3703.3 - Walls/ceilings or attached equipment are not clean. Dust throughout ceilings [COS]
MISCELLANEOUS	2703	118 - 2703 - Water under pressure is not provided to all fixtures or equipment that is required to use water. Low water pressure at hand sink
MISCELLANEOUS	4119	120 - 4119.2 - Mops are not hung and/or stored to facilitate air drying. [COS]

**Comments:**

Kendra.washington@summitfoodservice.com

Please visit [eatsafe.la.gov](http://eatsafe.la.gov) for the gold seal food safety certificate application







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

**Detention or Incarceration  
Notice of Violations**

Routine/Renewal

Permit Number 26-10-224	Permit Name Jefferson Parish Community Correctional Center Annex-224		
Name of Establishment Jefferson Parish Community Correctional Center Annex-224		Owner Name JEFFERSON PARISH CORRECTIONAL CENTER	
Address 100 DOLHONDE AVE GRETN, LA 70053		Date 07/19/2023	Time 10:45 AM

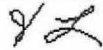
**LAC TITLE 51 PART XVIII**

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	5 - The floors are not smooth and easily cleanable. Annex A
Handwashing Lavatories	101	16 - The hand lavatory is in disrepair. Annex A, hand sink runs continuously. Annex D sink is clogged, and sink in new dorm

**Comments:**

Buckelew\_cl@jpso.com

Number Licensed For	Number in Attendance	License Anniversary	
	100	06/30/2023	
Sanitarian Name/Print	Phone #	Sanitarian Signature	R.S. #
Jacob Lacaze	504-838-5140		3232

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 \_\_\_\_\_



STATE OF LOUISIANA  
DEPARTMENT OF HEALTH  
OFFICE OF PUBLIC HEALTH

Detention or Incarceration  
Notice of Violations

Routine/Renewal

Permit Number 26-11-224	Permit Name Jefferson Parish Community Correctional Center(North)-224	
Name of Establishment Jefferson Parish Community Correctioanl Center(North)-224	Owner Name JEFFERSON PARISH CORRECTIONAL CENTER	
Address 100 DOLHONDE AVE GRETNA, LA 70053	Date 07/19/2023	Time 10:45 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
Handwashing Lavatories	101	16 - The hand lavatory is in disrepair. Sink clogged in 4d, low water pressure in 4c,

**Comments:**

Buckelew\_cl@jpsso.com

Number Licensed For	Number in Attendance	License Anniversary	
	373	06/30/2023	
Sanitarian Name/Print	Phone #	Sanitarian Signature	R.S. #
Jacob Lacaze	504-838-5140		3232

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



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

**Detention or Incarceration  
Notice of Violations**

Routine/Renewal

Permit Number 26-05-224	Permit Name Jefferson Parish Community Correctional Center(South)-224		
Name of Establishment Jefferson Parish Community Correctional Center(South)-224		Owner Name JEFFERSON PARISH CORRECTIONAL CENTER	
Address 100 DOLHONDE AVE GRETNA, LA 70053		Date 07/19/2023	Time 10:45 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	7 - There is peeling paint on the walls in the shower. 3H, 3G, 2H, 1E [Repeat]
Insect and Rodent Protection	101	8 - All outer openings are not properly protected against the entrance of insects/rodents. Flies noted in 3f shower and 1H
Approved Bathing Facilities	101	24 - There is chipped tile in the shower area. 2F
Mattresses and Pillows	103	49 - The mattresses are cracked and in poor condition. 4G

**Comments:**

Buckelew\_cl@jpso.com

Number Licensed For	Number in Attendance 539	License Anniversary 06/30/2023
Sanitarian Name/Print Jacob Lacaze	Phone # 504-838-5140	Sanitarian Signature 
		R.S. # 3232

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



## **Response to Health Inspection Deficiencies**

The following is a list of health inspection issues and the dates they were addressed.

On 7-20-23 items one through four were addressed.

- 1) 4DR Dayroom sinks unclogged
- 2) 4AR Dayroom sinks unclogged and water adjusted
- 3) 4CR Dayroom water adjusted
- 4) 3E Sprayed for flies

On 7-21-23 items five through nine were addressed.

- 5) 2E No problem found with toilet
- 6) 2F No problem found with shower
- 7) 1H Sprayed for flies
- 8) 1F Sprayed for flies
- 9) 1G Changed water line