

Department of Public Safety & Corrections
State of Louisiana

JEFF M. LANDRY
GOVERNOR



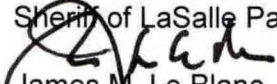
JAMES M. LE BLANC
SECRETARY

A handwritten signature in blue ink, appearing to be "JML", written over the printed name of James M. Le Blanc.

January 16, 2024

MEMORANDUM

TO: The Honorable Scott Franklin
Sheriff of LaSalle 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 LaSalle Parish Jail on December 28, 2023.

DPS&C would like to encourage full compliance with BJC I-C-001 "Emergency Plan" and BJC II-A-018 Inmate Drug Testing". At this time DPS&C will continue with annual monitoring visits with a waiver.

Thank you for your support of the BJC process.

JML/mk

Attachment

c: Mike Ranatza, Executive Director, Louisiana Sheriffs' Association
Danny Laffoon, Deputy, LaSalle Parish Jail
Seth Smith, Chief of Operations
Marcus Myers, Warden, RLCC
Chad Firmin, BJC Team Leader



BASIC JAIL GUIDELINES MONITORING REPORT

Annual w/ Waiver

Ver. 11/28/2023 mwk

Facility Name: Lasalle Parish Jail
BJG Team Leader & Monitors: Lt. Col. Chad Firmin
Facility Warden & Email Address: Deputy Danny Laffoon dalffoon@lasalleso.com
Facility Staff:
BJG Inspection Date: December 28, 2023
Previous BJJ Inspection Date: September 22, 2022
Operational Capacity: 29
Count on the Day of Visit: 10

List Concerns or Issues from the previous BJJ Monitoring Inspection: None

Count on the Day of Visit:

	# MALE	# FEMALE	TOTAL
Number of DOC Inmates	5	0	5
Number of Local Inmates	5	0	5
Number of Out of State Inmates	0	0	0
Number of Federal Inmates	0	0	0
Number of ICE Detainees	0	0	0
TOTAL	10	0	10

Number of DOC Inmates that are:

Single Bunked _____ 0
Double Bunked _____ 5
Triple Bunked _____ 0
Total _____ 5

Number of DOC Inmates 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	Inmate/Inmate	Inmate/Inmate w/ Significate Injury	Inmate/Staff	Inmate/Staff w/ Significate Injury
October 2022	0	0	0	0
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	0	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	0	0	0	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
October 2022	0	0	0	0	0
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	0
July 2023	0	0	0	0	0
August 2023	0	0	0	0	0
September 2023	0	0	0	0	0
October 2023	0	0	0	0	0
November 2023	0	0	0	0	0

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

- **Dorms** – The jail does not have dorms. DOC inmates are housed in a living area separate from pre-trial inmates. The area consists of living quarters, a bathroom with a shower area, and a common TV area. The area was clean with belongings stored properly.
- **Cell Block-** There is a cell area in the jail with a few cells. The cells are clean. The cells are used for pre-trial inmates. There are no DOC offenders housed in cells at the time of the audit.

Culinary/Dining: The facility does not have a dining hall. Food is prepared in the cooking area and delivered to the housing unit. Kitchen utensils are on inventory in a locked drawer and being signed in and out. Cooler and freezer temperatures are checked by staff. Food items are stored properly.

Bathrooms: Bathrooms are clean and in working order. Adequate hot water is available for inmate use. Hot water temperatures are checked.

Yard Areas: Yard area is clean and consists of a fenced in concrete area located behind the facility that is used for inmate recreation.

Maintenance: There is no maintenance building at the facility. Maintenance is done through the Police Jury.

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

- I-A-001 Safety/Sanitation/Inspections (MANDATORY):** Compliant- safety and sanitation inspections being done of the facility. F/M inspection was done on 11/1/23 with no discrepancies, DHH retail food inspection on 4/20/23 with minor discrepancies corrected on site (COS), DHH inspection on 4/20/23 with no discrepancies.
- I-C-001 Emergency Plan (MANDATORY):** Compliant- Emergency plan in place. The plan was not sent to the FM office for approval due to the fact of a change in personnel at the jail. The new jailer was advised to send to the FM for approval. Once approved a copy will be sent to DPS&C.
- I-C-003 Fire Safety/Code Conformance (MANDATORY):** Compliant- facility complies with FM requirements.
- II-A-006 Staff Log (MANDATORY):** Compliant- There is one jailer on duty. Booking cards and information are kept on inmates entering the jail for arrest or bonding out.
- II-A-007 Counts (MANDATORY):** Compliant
- How many formal counts are conducted each shift? Minimum 2 each shift
 - How many counts are conducted each day? Minimum 4 each day
 - **Stickouts counts**
 - How does the facility accomplish this? Inmates not located in the housing units during count time will be counted by the officer in charge of the inmates and call the count to the jailer working at the jail.
 - Does this process ensure accountability and safe/secure operation of the facility?
Yes
- II-A-008 Inmate Population Management System:** Compliant- Files are kept on inmates to include bill of information, master prison record, disciplinary reports, ID's and finger prints. DOC and pre-trial inmates are housed separately. File folders reviewed on DOC inmates.
- II-A-010 Admissions:** Compliant- Inmates processed into the jail are searched along with any personal property.
- 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? Master prison record, criminal history, length of sentence serving, pending charges, disciplinary record and any medical and mental health concerns will be reviewed before an inmate is made trustee. Normally the jail receives inmates from other facilities and are already trustee. Inmate's files were reviewed.
 - Does their classification process meet DPS&C, Corrections Services' criteria? Yes
- II-A-016 Photo Identification (MANDATORY):** Compliant- Inmates photos are done upon admission.

II-A-018

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

Month/Year	# DOC Tested	Total DOC Pop	% Tested	# Positive
October 2022	1	4	25	0
November 2022	1	5	20	0
December 2022	1	4	25	0
January 2023	1	4	25	0
February 2023	0	4	0	0
March 2023	0	4	0	0
April 2023	5	5	100	0
May 2023	0	5	0	0
June 2023	0	5	0	0
July 2023	0	5	0	0
August 2023	4	4	100	0
September 2023	2	4	50	0
October 2023	3	5	60	0
November 2023	3	5	60	0

- There was a change in personnel at the jail so there are some months with no drug testing.

II-A-019

Inmate Transfers: Compliant- No DOC offenders transferred from the jail in 2023.

II-A-020

Cell Checks (MANDATORY): Compliant- Jailer makes rounds in the jail not to exceed an hour. The jailer also has a camera monitor in the control room that is watched in between rounds made.

II-B-002-1

Use of Restraints for Pregnant Inmates: N/A no pregnant females housed.

II-C-001

Procedures for Searches: Compliant- Searches of housing areas and inmates being conducted.

II-D-001

Key, Tool, and Utensil Control (MANDATORY): Compliant- Utensils are on inventory and being signed in and out. Keys are kept secured and signed for.

III-A-001

Rules and Discipline (MANDATORY): Compliant-

- 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? A DOC inmate can request an application and submit to the jailer. Once approved then it will be sent to DPS&C. No DOC offenders have requested such application in 2023.
- Does their restoration of good time application process meet DPS&C, Corrections Services' criteria? Yes

IV-A-003

Food/Dietary Allowances (MANDATORY): Compliant- Copy of menus posted and record kept of meals served.

IV-A-006

Food Services Management (MANDATORY): Compliant- Facility has a licensed dietician from LaSalle Correctional that reviews the menus.

IV-B-001

Plumbing Fixtures – Toilets & Washbasins (MANDATORY): Compliant- Toilets and washbasins available and in working condition.

IV-B-002

Plumbing Fixtures – Showers (MANDATORY): Compliant- Showers are available and in working order. Adequate hot water is available for inmate use. Hot water temperatures are checked daily.

- IV-B-005 Personal Hygiene (MANDATORY):** Compliant- A list of personal hygiene items that is issued to inmates is on file.
- IV-C-001 Access to Care/Clinical Services (MANDATORY)** (Does the facility charge a co-payment? If so, approved by DPS&C?): Compliant- no copays charged to inmates.
- IV-C-003 Provision of Treatment (MANDATORY):** Compliant- The jail will send inmates to Lasalle Correctional for routine medical. Health Authority is Pamela Hearn.
- IV-C-005 24 Hour Care (MANDATORY):** Compliant- There is a nurse on call from the correctional center if needed. Local medical facility will be used if it is an emergency.
- IV-C-006-1 Pregnancy Management (MANDATORY):** N/A no pregnant females housed.
- IV-C-008 Annual TB Testing:** Compliant- TB testing conducted annually.
- IV-C-009 Chronic Care Program (MANDATORY):** Compliant- The jail will transfer any inmate with a chronic medical condition to a facility that can provide such services.
- IV-C-012 Access to Sick Call (MANDATORY):** Compliant- Inmates can request sick call from the jailer on duty 7 days a week. They will be taken to the correctional center to see the nurse or taken to local medical facility for treatment.
- IV-C-013 Infirmary Care:** N/A no infirmary at the jail.
- IV-C-013-1 Medical Releases** (Medical Parole, Medical Treatment Furlough, and/or Compassionate Release): Compliant- no medical releases as of date of this audit.
- IV-C-014 Suicide Prevention and Intervention (MANDATORY):** Compliant- Policy in place for suicide intervention. No inmates housed at the jail have been placed on suicide watch.
- IV-C-015 Inmate Deaths (MANDATORY):** Compliant- No DOC inmate deaths occurred.
- IV-C-016 Notification:** Compliant- No inmates admitted to trauma or ICU for family to be notified.
- IV-D-001 Healthcare Quarterly Meetings (MANDATORY):** N/A – no medical staff working at the jail to have quarterly meetings.
- IV-D-004 Confidentiality of Health Information/Individual Health Record:** Compliant- All health information/medical records are kept confidential.
- IV-006-1 Emergency Assessment for Intoxication or Suspected Intoxication (MANDATORY):** Compliant- Employees are trained in use of Narcan.
- IV-D-007 Internal Review/Quality Assurance (MANDATORY):** Compliant- Nursing staff from correctional center reviews policy for compliance.
- IV-E-001 Alleged and Substantiated Sexual Assaults:** Compliant- No alleged or substantiated sexual assaults reported. Staff receive training on PREA.
- V-A-004 Religious Programs:** Compliant- Local church members provide religious services.
- V-A-005 Exercise & Recreation Access (MANDATORY):** Compliant- Inmates have access to a small recreation area.

- V-B-001 Programs and Services:** N/A
- List all Certified Treatment Programs (Attach Form IS-B-8-b)
None
 - List all other Inmate Programs
Church Services

V-B-002 Educational Programming: N/A

GED Program

Number of GED Slots	_____	0
Number of Participants	_____	0
YTD Number of Completions	_____	0

V-B-003 Substance Abuse Programs: N/A no programs offered.

V-C-001 Releasing Inmates: Compliant- If an inmate releases from the jail they sign and receive any personal belongings when released.

V-C-002 Regional Reentry Programs (Are inmates released with two valid forms of identification?): Compliant- inmates are releasing with two forms of ID. No programs offered.

V-C-004 Parole Board Procedures: Compliant- The jailer on duty will attend Parole Board hearings and provide information to the Board concerning the inmate. No DOC offender went up for parole in 2023.

- VI-B-002 Grievance Process (MANDATORY):** Compliant-
- Does the grievance process include at least two levels of review? Yes
 - Who is the designee at each level of review? 1st level Warden, 2nd level Sheriff
 - What is the specified time period for response at each level? 15 days, 25 days

VII-A-002 Weapons Training: Compliant- Training is done annually.

VII-B-010 Monthly Reporting: Compliant- Monthly reports are submitted in a timely manner.

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

STAFF COMMENTS/MORALE/GENERAL OBSERVATIONS:

Spoke to the jailer on duty. The jailer is only been employed there for a short period of time and learning the duties along with the BJJ process.

INMATE COMMENTS/MORALE/QUALITY OF LIFE:

Spoke to a DOC inmate at the jail. The inmate is currently working in the kitchen as the cook for the jail. The inmate did not have any issues or concerns voiced during the talk. He was sent there to be closer to family.

RECOMMENDATION:

At this time it is recommended that continued annual monitoring with a waiver be granted under BJJ guidelines.



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. Walls
FIRE MARSHAL

Inspection Report

Report # CB-23-045360-1

No Deficient/Cautionary Codes cited.

Location Information			
Inspection Type	Compliance Building Inspection	Inspection Date	11/1/2023 12:28:08 PM
Structure ID	8887	No. of Buildings	3
Capacity	29	Facility Code	J50
		Year Built	1968
		Construction Type	
Building/Trade Name		Address	
LASALLE PARISH SHERIFF'S OFFICE JAIL		1050 S COURTHOUSE, JENA, LA 71342	
Owner Information			
Owner Type	Name	Contact Phone	Contact Email
	ED CORLEY	(318) 992-7358	ECORLEY@LASALLESO.COM
Address			
Tenant Information			
Name	Sulte Number	Floor Number	Square Footage
			55784
Occupancy Details			
Occupancy Type	Details		
Business			
Comments			
This inspection was completed on 10/31/2023.			
Inspector Information			
Name: R. Keith Manuel	Badge Number: 719	Inspector Signature:	
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**

**Detention or Incarceration
Notice of Violations**

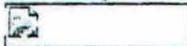
Routine/Renewal

Permit Number 30-02-224	Permit Name Lasalle Parish Jail-224		
Name of Establishment Lasalle Parish Jail-224		Owner Name LASALLE PARISH JAIL	
Address 1050 COURTHOUSE ST JENA, LA 71342		Date 04/20/2023	Time 12:40 PM

LAC TITLE 51 PART XVIII

Comments:

Emailed report to dbordelon@lasalleso.com

Number Licensed For	Number in Attendance	License Anniversary	
	12	04/30/2023	
Sanitarian Name/Print Bridgette Jones	Phone # 318-992-4842	Sanitarian Signature 	R.S. # 1909

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

Dee Dee Bordelon, Jailor.



STATE OF LOUISIANA DEPARTMENT OF HEALTH OFFICE OF PUBLIC HEALTH INSTITUTION REPORT					
Agency License No. N/A	Anniversary Month APRIL				
Name of Establishment LASALLE PARISH JAIL-224	Mailing Address				
Address 1050 COURTHOUSE ST					
City, state, Zip Code JENA LA 71342					
Type of Facility JAILS 12					
Parish La Salle	Date Inspected 04/20/2023				
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.					
BRIDGETTE JONES	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">1</td> <td style="width: 20px; text-align: center;">9</td> <td style="width: 20px; text-align: center;">0</td> <td style="width: 20px; text-align: center;">9</td> </tr> </table>	1	9	0	9
1	9	0	9		
LHS 48 (R 7/99) D 1014					



STATE OF LOUISIANA
DEPARTMENT OF HEALTH
OFFICE OF PUBLIC HEALTH

Retail Food
Notice of Violations

Routine/Renewal

Permit Number 30-0001025-1	Permit Name LASALLE PARISH JAIL cafeteria		
Name of Establishment LASALLE PARISH JAIL	Owner Name LASALLE PARISH JAIL		
Address 1050 COURTHOUSE ST JENA, LA 71342	Date 04/20/2023	Time 12:35 PM	

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 - CONDITION, SOURCE, LABELING	1507	5 - 1507 - Ready to eat, potentially hazardous food prepared on premises and held for more than 24 hours is not date marked. [COS][Repeat]
PERSONNEL - EMPLOYEE HEALTH, PRACTICES	913	21 - 913 - Employee was using tobacco products in a food preparation, storage or service area. [COS]

Comments:

Emailed report to dbordelon@lasalleso.com

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 Bridgette Jones	Phone # 318-992-4842	Sanitarian Signature 	R.S. # 1909
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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
Dec Dee Bordelon, Jailor