

***LOUISIANA DEPARTMENT OF
PUBLIC SAFETY AND CORRECTIONS***

2007

ANNUAL REPORT

LOUISIANA STATE

PENITENTIARY



WARDEN BURL CAIN



Burl Cain Warden



Richard Peabody
*Deputy Warden
Programming*



Sheryl Ranatza, CCE
*Principal Deputy Warden
Operations*



Darrel Vannoy
*Deputy Warden
Security*



Leslie Dupont
*Assistant Warden
Chief of Security*



Philosophy

It is the philosophy of Louisiana State Penitentiary to:

- protect the safety of the public, the staff, and the inmate population,
- provide for the care and custody of its inmate population through the provision of basic services relating to adequate food, clothing, health care and shelter,
- provide quality services and continuous improvement while respecting diversity, legal rights and human dignity and productivity, and
- provide an environment which enables positive change through the availability of educational and rehabilitative opportunities for inmates who demonstrates motivation for change and the desire to participate in such programs.

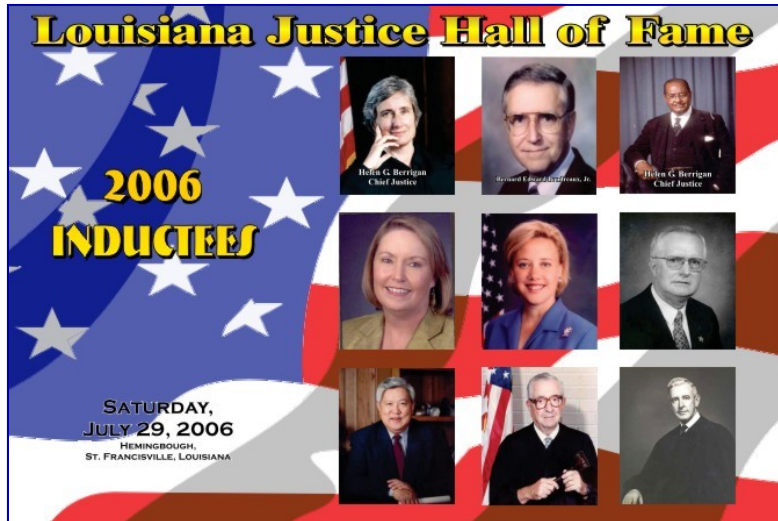
Our goals are to:

- Maintain accreditation through the American Correctional Association and the Commission on Accreditation which will further LSP's goals to evaluate overall operations against national standards, remedy deficiencies, and provide continual enhancement of programs and services.
- Utilize available resources to maximize the effectiveness of the LSP mission and programs.
- Improve the ability to recruit, hire and retain high quality, professional managers and staff.
- Research, develop and implement plans to establish, expand, enhance and/or maintain appropriate programs and services.
- Maintain a work climate characterized by professionalism, objectiveness, good order and high morale.
- Maintain and continue to improve upon credibility with the general public and the local community.
- Demonstrate the commitment to integrity to all staff through a high standard of fundamental leadership.



Strategies to achieve our goals:

- Perform, on an annual basis, a total and systematic review of all programs, policies and procedures--updating and revising as needed.
- Develop and monitor performance indicators on a regular basis to insure maximum effectiveness and efficiency.
- Enhance staff development through new training opportunities for employees to better equip them with the essentials of maintaining a high level of professionalism.
- Further develop inmate educational programming, with special emphasis on literacy.
- Perform a continuous review of security components of operations.
- Evaluate and communicate employee job performance to promote productive dialogue between employees and supervisors. Such Performance Planning and Review will assist employees in providing optimum service to the inmate population.
- Provide a wide array of faith-based services and programs to promote moral rehabilitation.
- Through the use of available technology, provide a management information system designed to provide selected decision-oriented information needed by LSP administration to plan, control, and evaluate activities and programs.
- Evaluate staffing patterns on a continuous basis to ensure effective and efficient assignment of employees in accordance with institutional rules and requirements.
- Utilize risk assessment instruments as a classification tool to assess, identify and link inmates with rehabilitative services and programs specific to their needs.
- Pursue various alternative funding avenues for physical plant upgrades, technology and personal protective gear for staff.



The LSP Museum Board hosted the second annual Louisiana Justice Hall of Fame on July 29, 2006, at Hemingbough in St. Francisville. The 2006 inductees recognized during the event included Chief Justice Helen G. Berrigan, Retired District Attorney Bernard E. Boudreaux, Jr., Sheriff William Earl Hilton, Reverend Theodore J. Jemison, Associate

Supreme Court Justice Catherine D. “Kitty” Kimball, U.S. Senator Mary Landrieu, Sheriff Harry Lee, Judge Kaliste J. Saloon, Jr., and Judge E. Gordon West (posthumously).

LSP honored its employees on August 29-30, for their outstanding duty during the hurricane crisis of 2005. Large banners and posters, featuring the LSP TACT Team in prayer prior to assuming their posts in New Orleans on September 2, 2005, were placed at the front and ferry gates and in the main lobby of the administration building beginning August 29, where they remained through



September. A continuous PowerPoint presentation, museum displays, and refreshments were placed in the main lobby on August 29-30. For employees unable to leave their posts, commemorative display boards were placed throughout LSP at each entrance building, the treatment center, and the training academy.

John L. Calvert was detailed to the position of Assistant Warden/Programming and L. Bruce Dodd was detailed to the position of Assistant Warden/Health Services.



In October 2006, key LSP staff attended a meeting at Avoyelles Correctional Center to discuss the Performance-Based Measures System (PBMS). The PBMS was developed by the Association of State Correctional Administrators. Its purpose is to develop consistent and meaningful correctional performance measures for adult prisons and community based programs. Key indicators and rules have been identified to ensure that all agencies compute their performance measures the same way. LSP began entering PBMS data into the C-05-001 report in January 2007. Reports affected were: Category A, B, C Summary, Contraband Incident Rates, Disciplinary, Summary of ARP's, and Inmate Urine Screen. Future data collection to come on line will affect education and health care.

On December 6, 2006, Judge Ralph Tyson entered an order finally dismissing, with prejudice, the entire *Reickenbacker* litigation. The state filed the motion to dismiss after Plaintiff's expert, Dr. Jeff Metzner, submitted a report to the court that found LSP in substantial and sustained compliance with mental health policies and procedures.

On December 8, U. S. Senator Sam Brownback visited LSP and spent the night in a cell on TU hoping to highlight the problems of recidivism and emphasize programs that can help prisoners become law-abiding members of the community. Brownback, who has announced his candidacy for presidency, hoped the prison stay captured the complexity of his views and desire to broaden his appeal beyond religious conservatives who form his natural base.

In FY 2006/2007 LSP continued to receive overflow arrestees from Orleans, Jefferson, and St. Bernard Parishes. When these local jails reach capacity, the overflow of arrestees are transported to LSP for classification in-take processing. Based on the classification, the arrestees are transported to various local jails, private jails and prisons, and Department of Corrections facilities throughout the state. Those arrestees posing a serious concern (nature of charge, health status, disciplinary) are housed at LSP until they can be returned to the parish jail.

During the 2007 legislative session, \$137.4 million in state, federal, and other funds were appropriated to provide a pay raise for state employees. Beginning in August, rank and file state employees will start receiving a \$1,500 annual pay raise. This raise amounts to 72¢ an hour, and is retroactive to July 1. In addition to the \$1,500 annual pay raise that all state employees received, correctional officers will receive a much-deserved \$4,500 per year raise.



ACCREDITATION

For more than 125 years, the American Correctional Association has championed the cause of corrections and correctional effectiveness. Founded in 1870 as the National Prison Association, ACA is the oldest association developed specifically for practitioners in the correctional profession. The American Correctional Association is the oldest and largest correctional association in the world. ACA serves all disciplines within the corrections profession and is dedicated to excellence in every aspect of the field. Their mission is to provide a professional organization for all individuals and groups, both public and private that share a common goal of improving the justice system.

Louisiana State Penitentiary has been accredited by the ACA since January 17, 1994. Since then LSP has received re-accreditation on 4 occasions (1997, 2000, 2003, 2005), received accreditation in Performance Based Health Care standards (2003), and the David C. Knapps Correctional Officer Training Academy received its initial accreditation in 2002 and re-accreditation in 2005. Contracts have been prepared and signed to conduct re-accreditation audits of LSP and the academy the week of September 10, 2007.

Through continuous self-assessment and quality improvement programs, LSP and the Training Academy successfully maintained national accreditation in FY 2006/2007. In the Annual Certification Report submitted to the American Correctional Association in January 2007, LSP reported compliance with 99.3% of non-mandatory standards and 100% for the Training Academy. The report also noted significant events occurring at the facility, program revisions, changes in inmate population and staffing, and statistical information. One of the significant events reported was that Warden Cain and Deputy Warden Vannoy were among the Louisiana attendees at the ACA Summer Conference in North Carolina where the prestigious NAAWS Medal of Valor award was presented to Secretary Stalder on behalf of the Department. According to a press release issued by NAAWS, the award was given in honor of heroic actions performed by correctional officers in the line of duty during Hurricanes Katrina and Rita. This marked the first time since its inception in 1997 the Medal of Valor award was given to a group of employees. NAAWS Executive Director Art Leonardo remarked, "The performance of Louisiana Department of Corrections employees during Hurricanes Katrina and Rita rivals any emergency response in the history of corrections.....The



collective effort is much deserving of this recognition.”

Institutional accreditation staff completed a review of the 2006 documentation submitted for all ACI and CTA files in January. Audit reports were prepared as a result for each deputy/assistant warden outlining specific areas noted for improvement and/or additional documentation.

C-05-003 audits resumed in 2007 with staff from LSP participating in reviews at FWCC, DWCC, Central Office, and AVC. Monitoring included file reviews, fiscal management, medical and mental health departments, human resources, inmate records, regulation checklist, and walk through of the facility.

A total of seventy-five (75) employees at LSP are certified by the American Correctional Association as corrections professionals.

SECURITY SERVICES

During FY 2006/2007 Louisiana State Penitentiary continued to house overflow arrestees from Orleans, Jefferson, and St. Bernard parishes.

The new Death Row complex was completed this FY at a cost of \$10.5 million. It features a centralized control room with touch screens that control such things as heating and cooling of the entire complex, turning water on and off, and televisions. Another unique feature is the video conferencing systems that was set up to eliminate the need of transporting inmates to other facilities, which lowers the security and flight risk, as well as transportation cost. On March 28, 2007 Death Row inmates were moved from the Reception Center complex to the new Death Row complex located near Camp F.





On March 30, 2007 CCR inmates were relocated from CCR/TU building to the Reception Center complex in order to complete much-needed repairs to the CCR facility.

Surveillance cameras were installed in the visiting rooms at Camps C and D, and Main Prison.

Pursuant to Department Regulation No. C-02-007, Inmate Drug/Alcohol Testing Program, a total of 12,731 inmates submitted urine screens for substance abuse testing in FY 2006/2007. Of that total, 42 positives (.3%) were reported – 33 for THC.

Twenty-two percent of the inmate population at Louisiana State Penitentiary is classified as minimum custody (trusties); 47% are classified as medium custody; and 31% are classified as maximum custody.

In FY 2006/2007, employee drug testing was conducted pursuant to Department Regulation No. A-02-008, Drug-free Workplace. A total of 1,871 employee drug screens were conducted of which 375 were pre-employment tests. Of the 1,496 tests performed, 4 tested positive.

TACTICAL UNIT

The mission of the tactical unit is to provide the Department of Public Safety and Corrections with a team of specially trained, armed, highly motivated and professional staff to respond in emergency situations. The tactical unit's objective is to protect the lives of hostages, team members, staff, the public and hostage takers in accordance with all Department Regulations and Institution policies and to provide the community with police service as authorized.

In order to maintain a fully equipped and adequately trained tactical unit to be utilized during special emergency situations at LSP, other DOC institutions and local law enforcement agencies, monthly training is conducted at LSP for its tactical members. During monthly training, evaluations are conducted on each member's physical ability, attitude, skills and ability to





work with the team. Willingness to be trained and to follow orders is constantly monitored during the training periods.

In keeping with Secretary Stalder's mission to have a cohesive tactical unit, Joint Tactical Training is conducted once each quarter. Training of this nature will enable all tactical units to become effective as a Department not just as an institution. Tactical Units from each institution will be able to join together during any situation and function as one effective TEAM.

- Joint Tactical Commanders Meeting conducted at Elayn Hunt Correctional Center on October 20, 2006
- Joint Tactical Commanders Meeting conducted at Louisiana State Penitentiary on January 30, 2007
- On March 22, 2007, 155 tactical members from AVC, DCI, DWCC, EHCC, FWCC, JLDCC, LSP, PCC, RCC, and SHRC reported to Louisiana State Penitentiary for training. Tactical trainers from different institutions instructed members on cell extraction, less lethal munitions, shield/shotgun formations, sniper, and building and clearing entry.
- Joint Tactical Commanders Meeting conducted at David Wade Correctional Center on June 7, 2007
- On June 28, 2007, 137 tactical members from AVC, DCI, DWCC, EHCC, FWCC, JLDCC, LSP, PCC, and RCC reported for training. Physical training, including stretches, push-ups, sit-ups, and running was conducted. Also, Tactical instructors conducted training on marching, formations and SSGT Defensive Tactics.

Other notable activities of the LSP Tactical Unit for this fiscal year include:

Traveled to Orleans Parish, Jefferson Parish or St. Bernard Parish an average of once a month this fiscal year to transport TOC inmates to LSP





Provided security to assist the New Orleans Police Department, Pointe Coupee Sheriff's Office, and New Roads Police Department during Mardi Gras activities.

Security Staffing

LSP experienced critical shortages in security staffing during fiscal year 06/07. Immediate steps to ensure staffing of mandatory posts included the temporary revision of LSP policy in July 2006 to allow all non-exempt correctional officers eligible for paid overtime to be compensated accordingly for any overtime hours worked. This allowed executive staff to then focus on more long-range solutions to the staffing shortages, including 1) recruiting and retention strategies, 2) security structure reorganization, and 3) pay raises.

Recruiting efforts were intensified; however, yielded disappointing results. Although the cost of gas, utilities, and living in general had increased drastically in recent years, correctional salaries and benefits stayed virtually the same. Through research, job fairs, and other recruiting campaigns, LSP discovered there was much competition among employers for good workers – many offering hiring incentives and better pay overall. While Angola's remote location is an asset for public safety and security, it becomes a huge liability when trying to recruit and retain correctional officers.

An informal analysis of LSP's security workforce revealed that 36% of the security staff had 5 years or less experience as a correctional officer. And, over 50% of those hired were within their first year of employment. This trend was only compounded by the fact that correctional officer losses during the previous three calendar years had significantly increased, and consistently exceeded gains in hiring correctional officers. The high number of security vacancies created serious concerns in areas such as, excessive overtime, evaporated relief, exhausted staff, reduced flexibility, and compromised training. In order to provide for public safety, LSP developed strategies to improve retention rates for correctional officers—the organizational restructure of the security division. The main objective of the reorganization is to enhance ongoing retention efforts by enabling the ability of experienced officers to provide a detailed and comprehensive on the job-training program to reduce turnover of our security workforce.



Corrections lieutenants were strategically placed at all housing units and assigned direct supervision of inmate housing areas. Previously, the lieutenant's area of responsibility was so large that they had little time to provide quality training to subordinate officers. We believe it was imperative that our experienced and qualified officers were able to engage with cadets and young sergeants to provide a meaningful opportunity for on-the-job training. The newly established lieutenants also have the opportunity to give a more accurate evaluation of subordinate officer's performance, and provide more one-on-one leadership and guidance. A well-trained officer will not only provide a safer and more secure environment for both staff and inmates, but will provide for a more confident and committed workforce.

The reorganization also included assigning corrections majors (rather than captains) to serve as shift supervisors. This allowed the captains to be assigned to a smaller, more condensed area where he can also provide leadership and guidance to subordinate staff. As we operate under a paramilitary organizational style, the higher rank will provide for more decisive authority in each area. The captain can better serve in his capacity due to the experience and knowledge needed in problem resolution. The shift major will provide an even higher level of rank/supervision necessary to function and manage the shift when senior staff is not present (nights, holidays, weekends, etc.) This level of supervision provides for the more experienced officer to make the difficult decisions necessary to the safe and efficient operation of inmate housing units.

INVESTIGATIVE SERVICES

The LSP Investigative Unit has brought years of experience, creditability and integrity into the investigative section of the prison. Many new procedures were developed and implemented in fiscal year 06/07 to ensure effective and legal investigations. During this fiscal year, Investigative Services initiated 832 cases. Accomplishments include:

- Obtained order from the District Attorney that enabled staff to empty the evidence safe, allowing them to develop accountability and an evidence procedure.
- Established a new computerized case file system with master case files in order that original files can be easily located.
- Played an important role in the development of the new inmate phone system.



Negotiated for a permanent MCI technician to be on site.

- Uniforms and ties were introduced producing a more professional appearance.
- Worked a number of high profile, interdepartmental investigations with confidentiality and satisfactory results within the Department.
- Developed an Investigator's Policy and Procedure manual standardizing report writing and providing guidelines for investigations of 18 types of cases in the Department of Corrections.
- Developed liaison with outside agencies i.e., US Department of Justice, Attorney General's office, Louisiana State Police, FBI, Internal Revenue Service and the West Feliciana Parish Sheriff's office.
- Developed liaison with quasi-governmental organizations like Human Rights Watch and Stop Prison Rape. This liaison has prevented possible negative publicity for the Department on a National/International level.
- Performs NCIC checks on hundreds of contract workers before they are allowed access to contract jobs on institutional grounds. A recent NCIC check resulted in the removal of possible illegal aliens and allowed the prison to develop new procedures for ID cards with expiration dates.
- Developed a Crisis Negotiation (Hostage) team coordinating training by the FBI for each team member and regular training sessions involving outside agencies and the prison. Lt. Colonel Achord serves a Board Director for the Louisiana Association of Crisis Negotiators.
- Developed a system involving the LSP Mail Room where inmates who advertise on Internet pen pal websites are monitored through an approved mail watch.
- Developed a proactive approach to non-professional relationships resulting in employee arrests and prosecution.
- Developed a procedure whereby money is confiscated from inmates who obtain it through illegal means.

HEALTH CARE SERVICES

It is the mission of Louisiana State Penitentiary to provide comprehensive health care services that provide for the physical and mental well being of the inmate population. Services provided are:

- Outpatient medical, dental, and mental health care
- Availability of physician, dentist, and mental health professional 24/7



- Inpatient care, including 24 hour per day nursing services
- Medical, dental and mental health care by fully licensed and/or certified providers
- Coordination of health care services not available at LSP with the LSU Health Science Centers
- Continuity of care through discharge planning

Health care staff from medical, dental, and mental health disciplines performed peer reviews at Louisiana Correctional Institute for Women and Avoyelles Correctional Center.

Physician Services

The current medical staff is composed of six physicians and 2 family nurse practitioners.

The inmate population at LSP continues to age and presents challenges to address associated chronic medical conditions. Efforts have been made to streamline delivery of health care by revamping the chronic care clinic and updating chronic care guidelines. A new clinic was started for inmates prescribed Coumadin (a blood thinner requiring frequent monitoring and lab work).

The inmate population's need for specialist care was monitored on a regular basis which resulted in the start of a twice-weekly chiropractic clinic to treat patients with lower back pain and other musculoskeletal ailments.

The medical director (health care authority) met with LSU Health Sciences staff on a regular basis to resolve scheduling issues with specialty clinics. The medical director attended a meeting by the Department of Health and Hospitals on the issue of Pandemic Flue Preparedness. He also participated in an executive level tabletop exercise at the command center of the Governor's Office of Homeland Security and Emergency Preparedness.

Future plans and goals

- Creating an electronic database for all LSP inmates to include medical diagnosis, linked to chronic care guidelines;
- Improving the triage system;
- Improve efficiency of pill call.



Nursing

The mission of the Nursing Department is to provide quality nursing care to those patients requiring ambulatory, short term, and long-term care based on accepted community standards while operating within the guidelines of the Louisiana Department of Public Safety and Corrections.

Medical nursing areas of responsibility include:

- Inpatient, acute and chronic nursing units
- Clinics at R. E. Barrow Treatment Center and five outcamp clinics
- Minor surgery and scope
- Pill call at Camp D, J and TU on weekends and holidays
- Hospice
- Chronic health
- Coordination of trips to outside hospitals
- Infection control
- Central supply/sterilization
- Quality improvement

Mental health nursing areas of responsibility include:

- Medication administration, education, and compliance
- Group activities related to mental health issues
- AIMS exams
- Heat education related to anti-psychotic medications

Televisions were ordered to place in holding areas at the REBTC to be utilized as a healthcare educational tool for inmates while waiting for appointments.

Reentry education classes are held related to health care issues. Instruction includes health and wellness, exercise, communicable disease, diet, sleep, etc.



Dental

LSP employs a staff of full-time dentists to provide dental care to all inmates as deemed necessary in order to maintain adequate mastication. Dental treatment plans are formulated for each inmate. Dental services provided include treatment for dental pain, sedative fillings, extractions of non-restorative teeth, gross debridement of symptomatic areas, removable prosthetics and preventative dentistry. Emergency dental care is available and provided 24/7. A licensed oral surgeon provides oral surgery services.

Two used dental units were obtained from Elayn Hunt Correctional Center and placed in the dental clinic to replace outdated equipment.

Emergency Medical Services

The EMS Department is a licensed Advanced Cardiac Life Support Service through the Health Standards Division of the Louisiana Department of Health and Hospitals (DHH). The department operates 24/7/365. The fleet of six ALS ambulances are certified by the DHH. EMS provides sick call, 24-hour triage and field triage of emergencies as well as primary response fire fighting duties. EMS also provides staffing of the Assessment and Treatment Unit at the R. E. Barrow Treatment Center with EMT-Paramedics.

An EMT Basic instruction class for employees began in May 2007 for those interested in certifying at the basic level of medical training.

Mental Health

Mental Health staff provide for the detection, diagnosis, treatment, and appropriate referral of inmates with mental health impairment during all stages of their incarceration. Approved services are provided in a clinically appropriate fashion and include:

- Screening for mental health problems on intake
- Outpatient services for the detection, diagnosis, and treatment of mental illness
- Crisis intervention and management of acute psychiatric episodes
- Stabilization of the mentally ill and the prevention of psychiatric deterioration
- Elective therapy services and preventative treatment



- Referral and admission to Elayn Hunt Correctional Center's Special Unit (HSU) or a non-correctional facility when inmates whose psychiatric needs exceed the treatment capability of the Transitional Unit
- Procedures for obtaining and documenting informed consent

The Mental Health Department participates in ReEntry training by providing 16 hours of classroom instruction on substance abuse, anger management, and communication skills.

Four members of the mental health staff are certified in Basic Critical Incident Debriefing/Management and provide debriefing at LSP and other agencies. During this FY, LSP staff was called upon on 8 occasions to provide debriefing services.

The Employee Assistance Program (EAP) received 94 contacts for the year. This is down 59% from the previous year. Contacts reflected a broad spectrum of societal issues including substance abuse, domestic violence, marital/family conflict, mental illness, financial concerns, gambling addiction, sexually transmitted diseases, grief, and post Katrina/Rita related issues.

Louisiana State Penitentiary continues to participate with the LSU School of Social Work as a field placement for 1st and 2nd year graduate social work students. Supervisors attend training at LSU to prepare for the students as well as participate in an internship fair to promote LSP and recruit interns. In FY 2006/2007, LSP educated 3-second year interns.

Northwestern State University began a master's level counseling internship program with the Mental Health Department for the summer of 2007.

The Mental Health Department received the Secretary's Award of Excellence for their work towards ending the *Rickenbacker* lawsuit.

Pharmacy

The objective of the Pharmacy is to fill all prescriptions in a timely manner and to maintain an adequate stock of pharmaceuticals used in the DOC formulary to fill or refill these prescriptions. The Pharmacy provides medications for such chronic diseases as diabetes, hypertension, hyperlipidemia, HIV, hepatitis, and psychiatric disorders as well as medications for seasonal allergies, the common cold and pain management. The Pharmacy fills stock orders for ambulance service, emergency



room, and inpatient units.

In FY 2006/2007, the Pharmacy filled 67,675 new prescriptions, and 145,184 refills, with over 6 million doses of medication being dispensed.

Lab

Laboratory testing is performed only upon an order by authorized personnel. The lab is responsible for the collection of specimens, labeling, preservation, and fixation. The ordering health care provider reviews all lab reports. In FY 2006/2007, the lab performed a total of **20,215 tests**.

Radiology

In June 2007, a new Shimadzu radiographic and fluoroscopy was installed in the Radiology Department. In FY 2006/2007 a total of 4,362 x-rays were conducted on-site.

Health Information Management

The mission of the Health Information Management Department (HIM) is to maintain individual medical records, provide up-to-date information, schedule medical appointments, input and update duty statuses, diets and miscellaneous memorandums and track all medical encounters on all inmates housed at Louisiana State Penitentiary. These medical records are available 24/7/365.

The Health Information Management Department maintains over five thousand active inmate medical records, as well as, old volumes, discharged/released medical records and deceased inmate medical records.

Many functions of the HIM Department are:

- Schedules appointments for all physicians and specialty clinics
- Types and distributes all duty statuses, diets and miscellaneous memorandums
- Custody/control of medical records, confidentiality, retrieval and chart tracking
- Filing documents in medical records
- Preparation of medical record summaries
- Chart audits



- Data collection and report generation
- Research, compile, and produce statistical/management reports

PROGRAMMING SERVICES

Classification

During FY 2006/2007, the Classification Department recorded 249,206 contacts with Louisiana State Penitentiary inmates. The purpose of these contacts was for inmates to receive assistance regarding the following: notary, legal aid, financial matters, indigent mail, transfers to other institutions, request for job, quarter, and custody changes, visiting matters, initial interviews, pre-release interviews, parole and pardon matters, protection concerns, and identification cards. The classification services also include referrals to other departments at LSP and various state and federal agencies. Classification staff members also participate on initial boards, reclass boards, cellblock review boards, Camp J and RC Management Committee hearings, disciplinary boards, 7-Day boards, protection concern boards, and annual review boards.

Classification staff members conducted 347 tours and major escorts for 12,812 visitors. The Classification Department was also tasked with contacting each inmate at the institution to complete the Notification of Mail Handling form pursuant to Department Regulation No. C-02-009.

In addition to the normal classification services provided to the regular Louisiana State Penitentiary inmates, the Classification Department performed intake processing, set up files, and provided classification services to 2,119 overflow arrestees from Orleans, Jefferson, and St. Bernard Parish jails. As of June 30, 2007, Louisiana State Penitentiary housed forty-nine (49) arrestees.

In addition to processing the arrestees, the Classification Department classified them in regards to charges, medical concerns, mental health concerns, and conduct for transfer to prisons in other states and in Louisiana, as well as to parish jails throughout the state. The Classification Department assisted both state and federal agencies in identifying and transferring their agency or aided in preparing paperwork on and interviewing these prisoners. The department also obtained addresses for prisoners being released.



Legal Services

In February 2007, the Legal Services Department came under new management with the hiring of staff attorney, Terri Cannon. Reorganization in May placed the disciplinary appeals process and supervision of the Corrections Sergeant responsible for preparing appeal decisions under the management of the staff attorney. The position of staff attorney oversees the operations of the Legal Programs Department, Disciplinary Office, and disciplinary appeals process.

Legal Programs is responsible for the Administrative Remedy Procedure, supervision of the legal aid program, including inmate counsel substitutes and law libraries, and inmate lost property claims. Staff in this department also provides litigation support for suits filed against the institution and its employees, working closely with staff from the Attorney General's Office, the Office of Risk Management, and legal services staff at the Department of Public Safety and Corrections.

The Administrative Remedy Procedure provides inmates with a formal method to resolve grievances relating to their confinement. With only a few specific exclusions dictated by regulation (e.g. disciplinary appeals, lost property claims), inmates may seek redress for virtually any complaint arising out of prison life. Inmates dissatisfied with the institution's response to a grievance may appeal to the Secretary of the Department of Public Safety and Corrections, and if still dissatisfied, may seek redress with the courts.

During the fiscal year, inmates submitted 3,773 grievances through the ARP system. This is down 9.2% from the previous year. Of those submitted 425 were rejected due to the exclusions referenced, and 1,182 were voluntarily withdrawn.

Property Claims – Of the 243 Loss of Property Claims submitted, 23 were forwarded to the DPS&C for review. Eighty-seven property claims were settled with monetary and state issued reimbursement.

Civil Court Activities, Parole Board and Pardon Board – The Legal Programs Department provides management, coordination, scheduling, and security support for hearings held both on-site and via video conferencing for federal and state courts, the Louisiana Pardon and Parole Boards, and government and private attorneys. Facilities are provided at the Main Prison "A" Building for court hearings, depositions, and board sessions. The department also coordinated and supervised witnesses testifying at these hearings. This includes crime victims, inmate families, and other interested



parties.

Legal Documents and Service of Process – The Legal Programs Department accepts service of legal documents from the West Feliciana Parish Sheriff's Office to be served on the inmate population. During FY 2006/2007, a total of 812 documents were accepted and served on the inmate population. Custodial duties in the provision of trial transcripts to the inmate in preparation of appeal and other court proceedings are assigned to this department as well. Sixty-three transcripts were delivered this FY to inmates for review and return to the court.

Litigation Support – The Legal Programs Department is the point-of-contact for the State Attorneys General Office, the Office of Risk Management, and attorneys regarding civil litigation involving the institution, its employees, and the inmates. This year, Legal Programs researched, reviewed, and compiled many thousands of pages of documents and records in response to subpoenas, court orders and discovery requests. The department also served as institution resource for Assistant Attorney Generals preparing for trial. This support included the preparation of numerous affidavits, preparation of witnesses for trial, providing deposition facilities and scheduling, and preparation of graphic exhibits for use at trial. To a lesser degree, the department assisted Assistant District Attorneys with the compilation of documents necessary in criminal prosecutions of crimes committed by inmates at Louisiana State Penitentiary.

Legal Aid Program – Louisiana State Penitentiary provides a superior legal assistance program for the inmate population. Law libraries are maintained at each of LSP's housing units where access to the automated legal research database Lexis-Nexis is provided in addition to hard copy books. Sixty full time inmate counsel substitute positions are assigned to various units and legal specialties to assist inmates with legal issues from post-conviction relief and criminal appeals to family issues and civil suits. Nearly all inmate counsel substitutes are assigned a computer, greatly increasing their capacity to manage the growing demand for their services.

Disciplinary Office

The Disciplinary Office scheduled a total of 8,476 hearings to be held by the Disciplinary Board during the FY. This includes 7,652 cases for Schedule B offenses and 1,021 cases for Schedule A offenses.

A total of 50,389 days forfeiture of good time was imposed by disciplinary boards for an average of 4.53 days lost per inmate eligible. No good time was forfeited through



the enhanced loss of good time for escape.

The average number of inmates earning incentive wages for this FY was 3,662. A total of 14,226 weeks loss of incentive wage sanctions was imposed.

Disciplinary Appeal Process

Inmates who are dissatisfied with the results of a Disciplinary Board hearing may appeal the case to the Warden. During this fiscal year, a total of 757 appeals were decided by the Warden with 543 being denied/denied with instructions. Two hundred seventy-three appeal decisions were rendered by the Secretary with 232 being denied/denied with instructions.

Religious Services

The Chaplain's Department endeavors to meet the spiritual needs of the inmate population. Their goal is to make available to the inmate population the opportunity to practice one's faith and thereby provide an avenue for spiritual growth within their community. To pursue this goal institutional personnel diligently worked with volunteer chaplains and outside ministries to bring quality programs and dedicated volunteers into the prison.

An average of 440 religious services and/or programs are conducted each month. During the FY 06/07 the Chaplain's department with the help of outside volunteers offered the following services to the inmate population

- Regular and/or special services and religious programs conducted - 3,405 with an inmate attendance of 89,827
- Ministry Groups – 76
- Outside Volunteers – 1,622
- Religious Material donated to the inmate population – 115,189
- Greeting cards distributed to the inmate population - 107593
- Bibles distributed to the inmate population – 908
- Baptisms performed – 68



- Marriage ceremonies performed – 11
- Spiritual advisors approved – 9
- Religious diets processed – 50

Contacts by Chaplains, volunteers and inmate ministries – 283,718

The New Orleans Baptist Theological Seminary conducted their commencement exercises for 42 LSP graduates on May 22nd. Three hundred inmates, 250 outside guests, 50 NOBTS faculty and 50 LSP personnel were in attendance. Forty-two Bachelor of Arts in Christian Ministry and 42 Associates in Christian Ministry degrees were awarded. There are currently 93 inmates enrolled in the New Orleans Baptist Theological Seminary. These inmates are working toward their Christian Ministry degrees.



In September, the Malachi Dads Program, an inmate club supported by AWANA Ministries, was started at LSP. Presently there are 40 inmates enrolled in this program. The purpose of the Malachi Dads Program is to break the cycle of crime in children and families by prioritizing the raising of godly children for the glory of God and the building of His kingdom. Inmates enrolled in Malachi Dads meet once a week to study lessons for a year-long curriculum aimed at teaching fatherhood from a biblical perspective.

On September 9th, LSP hosted the 2nd Annual Returning Hearts celebration, which was coordinated by AWANA. Administration, security and inmates worked tirelessly for months in preparation for this heartwarming event. Approximately 350 inmates, 580 children, and 425 volunteers attended this glorious event. The purpose of this event is to connect incarcerated dads with their children in a holistic environment to evangelize and promote Christian discipleship. The hope is that the children and their dads come to know, love, and serve the Lord and by that help break the cycle of crime.

On Friday, June 15, 2007, the Billy Graham Ministries announced to LSP that their beloved Ruth Graham would be buried in the coffin built by now deceased inmate Richard “Grasshopper” Liggett. The Billy Graham Evangelistic Association issued a



press release on June 15th, stating the Graham's son Franklin, upon his visit to Angola in 2005 was struck by the simple and natural beauty of these caskets and requested that the prisoners design and build two of them for his parents. LSP received numerous requests for media coverage of the coffin building project and numerous positive comments from the public regarding this endeavor.



In 2005, Franklin Graham donated \$250,000 for the construction of a chapel at Camp F. The Camp F Chapel was completed this fiscal year. The first church service was conducted in the Graham Chapel in November, 2006.



On June 22, 2007 twenty children of Angola inmates departed on a week long, all expense paid trip to Word of Life Camp in Schroon Lake, New York. Chaplain Rentz, Chaplain St. Cyr, Major Honore and other volunteers served as chaperons for this trip. This marks the third year for the children of Angola inmates to experience this amazing gift. This annual trip is important because it is conducive to our goal of breaking the cycle of crime amongst children of incarcerated parents. It gives incarcerated dads and their children a tangible message – a message of love, hope, and encouragement through faith in God. On this particular trip all 20 children in attendance gave their heart to Jesus.



Other notable events for religious programming this fiscal year include:

- Renowned Pastor Jim Cymbala from Brooklyn Tabernacle
- U.S. Senator Brownback



- Willow Creek Church from Illinois
- Wheaton College volunteers
- Well-known TV Evangelist Kenneth Copeland
- Kairos Ministry
- French Choir
- National Baptist Convention, USA

Library

The library system at Louisiana State Penitentiary provides resources for the inmates and staff to meet their informational, educational, cultural, and recreational needs. The library enhances its resources by participating in an inter-library loan program. Library services include reference and information services, reader's advisory services, specialized reference materials, audiovisual materials, and special library services to the blind and physically handicapped. Inmates are encouraged to read, research, and explore resources to help in their rehabilitation process, to prepare themselves for their transition to the outside community and to improve the quality of their life during their incarceration. The library system consists of the Main Prison Library and Camps C, D, F, and J Libraries. The Main Prison Library provides library services to RC, CCR, TU, cellblocks, and Death Row.



One of the successes this year was to incorporate the Christian and the Islamic Library into the Main Prison Library collection. Inmates now have more access to religious materials during the week and on weekends.



Another success was the visit from Janis Backing of Moody Publishers in October. She presented LSP with a \$15,000 credit donation to be used to purchase Christian resources.

The LSP Librarian participated in a panel discussion at the LSU School of Library and Information Science. The purpose of the event was to educate Library Science students about the various types of librarianship and encourage them to seek more information about employment in these different types of libraries.

Education

The primary goal of the Education Department is to increase the number of completers and graduates in the various education programs offered by utilizing highly qualified staff and a challenging curriculum.

Education programs offered this fiscal year included 9 GED classes, 7 literacy classes, SSD (Special School District) assistance, and 6 Louisiana Technical College vocational classes. Classes were offered Monday through Friday 7:30 a.m. to 3:00 p.m. and on Thursdays at Camp F from 6:00 p.m. to 8:00 p.m.

Progress/Expansion of Programs:

- One DOC teacher was rehired
- One additional SSD teacher was assigned to LSP (2 total)
- One WAE teacher position approved by LSP and request sent to HDQ
- The carpentry curriculum is in the process of changing to a cabinet and furniture building curriculum
- New carpentry and horticulture teachers were hired





- The Corrections Learning Network (CLN) began broadcasting to the inmate population in May 2007.
- Purchased additional McGraw-Hill and Steck Vaughn textbooks to use with the current curriculum
- Purchased additional pre-GED grading software to aid with grading tests
- CLN videos are shown daily throughout the prison
- One (each) GED and Literacy class was added to Camp F

Success and Improvements:

- 34 students completed Literacy
- 41 students received a GED
- 121 students received either a certificate or diploma in CVO

Mail/Package

The Mail and Package Department is responsible for processing inmate incoming and outgoing correspondence and packages, with the primary goal of preventing contraband from entering institutional grounds. Toward that goal, staff of this department stopped contraband on several occasions this fiscal year ranging from postage stamps and non-permitted items to illegal drugs.

The Mail and Package Department processed almost 370,000 pieces of incoming inmate mail and over 14,000 packages and 322,000 outgoing inmate letters and 4,000 outgoing packages during this reporting period. The amount of incoming packages decreased this fiscal year due to clothing and footwear being available for purchase at the canteens.

Department Regulation No. C-02-009, Inmate Mail and Publications, was revised in January greatly restricting magazine receipt by the inmate population. Over 2,000 magazines have been held for review pursuant to the regulation with over 615 magazines being rejected. This has caused an increase in the number of requests for administrative remedy filed by the inmate population.

Inmates were also required to sign a Notification of Mail Handling form pursuant to Department Regulation No. C-02-009. Currently there are over 20 inmates who have not given staff authorization to open, inspect or read their correspondence.

The United States Postal Service raised rates on mail on May 14, 2007. The most significant change was the introduction of pricing based on the size and shape of mail.



There are separate prices for first-class letters, first-class large envelopes (flats), and first-class packages (parcels). The length, height, weight, and thickness of an envelope determine which category an article of mail falls into and the postage cost associated with it.

Training: Pre-Service, In-Service, Orientation, Rifle Range, CPTP, Conferences

Implemented redesigned pre-service and orientation curriculum in January 2007.

Redesigned classroom instruction, defensive tactics, and correspondence training.

Implemented a medication handling lesson plan for orientation and in-service classroom training being instructed by LSP Pharmacy staff.

The Field Training Officer (FTO) Program for Corrections Cadets is now scheduled between pre-service training and orientation. The cadets remain enrolled at the academy during FTO week. They are provided one-on-one training from a designated field training officer. After completing 40 hours of FTO, cadets return to the classroom to complete orientation. If a cadet does not exhibit proficiency in a particular skill while working FTO, they will return to the academy for further remediation in that area.



Four trainers were certified in Strategic Self-Defense & Grappling Tactics for Law Enforcement.

NIMS 100 and 700 training for first responders (Tact Team, Chase Tam, Firefighters, and EMS) was coordinated by the Training Academy.





The Department of Wildlife and Fisheries held Boater Safety training for Chase Team members assigned to watercraft.

CDL training/testing for staff was conducted on August 26.

Conferences/seminars attended by staff included: Corrections Accreditation Managers Association, American Correctional Association, Southern States Correctional Association, North American Association of Wardens and Superintendents, Delta Region HIV Conference, Louisiana Association of Crisis Negotiators, Louisiana Chapter of the National Association of Social Workers, Annual Mental Health Summer Symposium.

ADMINISTRATIVE SERVICES

Human Resources

Over the past three fiscal years, employee utilization of FMLA leave has declined from 719 to 617.

Information Services

TV station aired both April rodeos throughout the institution. Church services are being filmed, edited, and broadcast the following Sunday.

Installed Lexis-Nexis on computers in the law library which replaced the old software Westlaw. This new system will enable a more secure connection.

Purchasing

Processed \$29.9 million in purchase orders and contract orders during the fiscal year. This included 4,851 RFP's and \$985,976 in VISA purchases.

Cashier's Office

Processed \$8,492,479 in deposits during the year: \$3,305,020 from visiting, hobbycraft, and mail; \$1,194,034 from the mail room; \$1,401,432 from inmate concessions; \$47,651 from cigarette sales; \$169,442 from general fund deposits; \$1,892 from imprest fund deposits; and \$2,373,008 from rodeo funds.

Inmate Banking



Many of the same funds handled by the Cashier's Office have to be handled by Inmate Banking as well. These funds are deposited in individual inmate accounts or inmate organization accounts. They average 5,539 deposits, 984 individual account withdrawals, and 2,950 withdrawals per month this year. This department is also responsible for entering all incentive pay information.

Maintenance

Facility maintenance consists of five major departments: carpentry, plumbing, refrigeration, electrical, and telephone, as well as Main Prison and five outcamp maintenance offices. The Main Prison Maintenance Office averaged approximately 733 service calls per month this fiscal year while the outcamp offices averaged 207.

Projects completed by maintenance department:

- Replaced windows in Old Administration Building
- Replaced razor wire at various camps
- Repaired various buildings
- Established new dental clinics at all camps
- Increased parking at Main Prison

Projects ongoing or upcoming:

- LSP Museum expansion
- Multi purpose arena seating expansion
- Front Gate expansion
- Main Prison Visiting Room expansion

Fire/Safety

A Firefighter 1 class was completed in May.

The Safety Director began teaching safety/sanitation classes with Prison Enterprises as well as completing hood suppression inspections.

AS&R

AS&R maintains approximately 160 state vehicles assigned to Louisiana State



Penitentiary and averages 87 work orders per month. Approximately 19,000 gallons of gas and 4,600 gallons of diesel per month were dispensed this fiscal year.

Canteen

Louisiana State Penitentiary has seven canteen stores. The sale of personal property contributed to \$54,803 to the total canteen sales for the FY. The canteen also experimented with the sale of new items this year, such as Blue Bell ice cream and frozen sandwiches. Both items met with very positive feedback from the inmate population. Total canteen sales for FY 2006/2007 were \$4.14 million.

Culinary

Food cost this year was down to \$3.5 million from \$3.7 million in 2005/2006. While food costs have slightly dropped this year, they are still higher than pre-Katrina costs. Utilization of commodities as well as serving vegetables grown here on the farm is helping to alleviate cost.

Incinerator

LSP staff members met with a representative of Crochet Equipment Company, Inc., regarding a proposal for replacement of LSP's incinerator. Due to new DEQ and EPA rules, the LSP incinerator will need to be replaced in the near future to meet new air standards. LSP burns approximately 6.5 tons of waste a day. A capital outlay request in the amount of \$800,000 was made for a new incinerator in FY 2007/2008.

Fire Department

After receiving a request from the West Feliciana Fire Department, the LSP Fire Department played a major role in containing a house fire with the dispatch of 14 firefighters from Angola.



Staff Recognition and Employee Appreciation





- C05001 Yearly Facility Reports
- LSP Correctional Officer Experience Summary
- Staff Commuting Costs
- Security Staffing
- FMLA Leave
- Training Hours
- Training Statistics
- Employee Drug Testing

Inmate Demographics

- Monthly Inmate Population
- Custody Level
- Offenses
- Parish of Conviction
- Length of Sentence
- Race
- Age

Inmate Disciplinary System

- Disciplinary Charges
- Appeal Decisions
- Category Incidents
- Suicides
- Forfeiture of Good Time
- Loss of Incentive Pay
- Summary of ARPs
- Urine Screen for Substance Abuse

Healthcare Delivery System

- Diets/Duty Status
- Basic/Specialty Healthcare