

PART I. ADMINISTRATION

- I-001 - There is a statute or constitutional provision authorizing the establishment of the local jail facility or its parent agency.
- I-002 - There is a written document describing the facility's organization and staffing plan. This should include an organizational chart that groups similar functions, services, and activities.
- I-002-1 - Written policy, procedure, and practice provide for a drug-free workplace, which includes at a minimum pre-employment testing, post-accident testing, reasonable suspicion/probable cause testing, and periodic random testing of all employees.
- I-003 - Written policy, procedure, and practice provide for regular meetings between the Sheriff, facility administrator, or designee and all department heads. There is formal documentation that such meetings are conducted at least monthly.
- I-004 - Written policy, procedure, and practice specify the circumstances and methods for the facility administrator and other staff to obtain legal assistance as needed in the performance of their duties.
- I-005 - Written policy, procedure, and practice provide for an independent financial audit of the facility. This audit is conducted annually or as stipulated by statute or regulation.
- I-006 - Written policy, procedure, and practice provide for comprehensive facility insurance coverage.
- I-007 - Offenders' personal funds held by the facility are controlled by accounting procedures.
- I-008 - Each facility meets minimum security staffing requirements which reflect good correctional practice.
- I-009 - The facility conducts or participates in a training program which includes orientation for all new employees (appropriate to their job) prior to assuming a position or post. Such training must include:
 - 1. Security procedures;
 - 2. Hostage procedures – including staff roles and safety;
 - 3. Fire and emergency procedures;
 - 4. Suicide precaution and signs of suicide risks;

5. Use of force policies;
6. Inmate rules and regulations;
7. CPR and first aid;
8. Requirements of the Prison Rape Elimination Act (PREA);
9. Employees whose duties are the care, custody and control of offenders must complete the Peace Officers Standards and Training (POST) Level 3 certification training program, which consists of the ACA core curriculum.

I-010 - Written policy, procedure, and practice provide for offender case record management that includes at a minimum, maintenance of the following documents and information.

1. Master prison form;
2. Bill of Information/Indictment;
3. Court Minutes/Uniform Commitment;
4. One photograph.

In addition to the maintenance of the above information the following shall be collected and forwarded to the DPS&C Pre-Class Coordinator for the area in which the facility is located:

1. Master prison form;
2. Fingerprints: one FBI card and one State Police card;
3. One Photograph;
4. Bill of Information and Court Minutes for each conviction (for probation violators both the original sentencing minutes and the revocation minutes are required);
5. Jail credit letter;
6. One Inventory Acknowledgment Form.

I-011 - The facility shall maintain written records or logs which continuously document the following information:

1. Personnel on duty;
2. Offender population;

3. Admission and release of offenders;
4. Shift activities;
5. Entry/exit of all visitors including legal/medical;
6. Unusual occurrences or institutional emergencies (including but not limited to major and minor disturbances such as riots, hostage situations, fires, escapes, deaths, serious illness or injury and assaults or other acts of violence.) Refer to BJG Guideline III-007 for reporting requirements to DPS&C.

I-012 - Written policy, procedure, and practice prohibit offender participation in pharmaceutical, medical, or cosmetic experiments. This policy does not preclude individual treatment of an offender based on his/her needs using a specific medical procedure that is not generally available.

I-013 - There is an official registration and identification system for volunteers.

I-014 - A current schedule of volunteer services is available to all offenders and is posted in appropriate areas of the facility.

I-015 - A file for each guideline shall be maintained with documentation (primarily written) to support compliance.

I-016 - Written policy, procedure, and practice demonstrate that the facility shall submit an annual statement confirming continued compliance with the Basic Jail Guidelines to the appropriate DPS&C Regional Team Leader. This statement, submitted by January 31st each year, is in writing and shall include:

1. A copy of the current Fire Marshal Report;
2. A copy of the current Health Inspection Report;
3. Any proposed or projected expansions;
4. Any rehabilitative programs that are available;
5. Summary of any re-entry initiatives/programs implemented by the facility.

PART II. PHYSICAL PLANT

- II-001 - The facility complies with the requirements of the state fire marshal. There is a specific plan for addressing deficiencies, if any, that is approved by the state fire marshal. The state fire marshal approves any variances, exceptions, or equivalencies.
- II-002 - The facility has exits that are properly positioned, clear, and distinctly and permanently marked to ensure the timely evacuation of offenders and staff in the event of fire or other emergency.
- II-003 - The facility complies with the requirements of the state health officer. There is a specific plan for addressing deficiencies, if any, that is approved by the state health officer.
- II-004 - The number of offenders present does not exceed the operational capacity as determined by the state fire marshal and state health officer.

The state fire marshal will determine a capacity primarily based upon exiting capabilities. The state health officer will determine a capacity based upon the ratio of plumbing fixtures to inmates and square footage. The operational capacity will be the lower of these two figures.
- II-005 - Offenders have access to toilets and hand washing facilities 24 hours per day.
- II-006 - Offenders have access to operable showers on a reasonable schedule, (a minimum of three times per week).
- II-007 - There are sanitary facilities for the storage of all foods that comply with applicable state and/or federal guidelines.
- II-008 - Toilet and hand basin facilities are available to food service personnel in the food preparation area.
- II-009 - The facility's perimeter is controlled by appropriate means to provide that offenders remain within the perimeter and to prevent access by the general public without proper authorization.

PART III. INSTITUTIONAL OPERATIONS

- III-001 - Male and female offenders must be housed in different quarters with reasonable sight and sound separation.
- III-002 - The facility has a system for physically counting offenders. The system includes strict accountability for offenders assigned to work and other approved temporary absences.
 - III-002-1 - The facility shall provide each DPS&C offender a photo identification card, which offender shall carry on person at all times.
 - III-002-2 - Transfer of DPS&C offenders to other than DPS&C facilities shall be reported to the Office of Adult Services, telephone number 800-803-8748 or by fax to 225-342-3349. Prior notification of the Office of Adult Services when transferring 10 or more offenders to another local jail facility is required.
 - III-002-3 - The names of any out of state offender (federal or state) to be housed at a local jail or privately managed facility shall be submitted to the Chief of Operations for approval prior to the offender(s) entering the State of Louisiana. No such offender will be approved if the offender would be classified as maximum custody under the DPS&C classification procedures.
 - III-002-4 - Any offender convicted and sentenced to incarceration by a court in another state (federal or state) shall not be released in the State of Louisiana. Any out of state offender (federal or state) housed in a local jail or privately managed facility shall be returned to an appropriate correctional facility located within the state where the offender was convicted and sentenced prior to the offender's release date.
- III-003 - Written policy, procedure, and practice provide that mechanical restraints, such as handcuffs and leg irons, are never applied as punishment.
- III-004 - Written policy, procedure, and practice govern the control and use of tools.
 - III-004-1 - Written policy, procedure, and practice govern the control and use of keys.
- III-005 - Written policy, procedure, and practice govern the use of force and provide that force shall never be used as punishment.
- III-006 - Written policy, procedure, and practice govern the control and use of all flammable, toxic, and caustic materials.

- III-007 - There are written procedures for significant unusual occurrences or institutional emergencies including but not limited to major disturbances such as riots, hostage situations, escapes, fires, deaths, serious illness or injury and assaults or other acts of violence. Such procedures include the reporting of these incidents to the DPS&C, Office of Adult Services, telephone number 800-803-8748 during normal business hours or the control center at Elayn Hunt Correctional Center, telephone number 800-842-4399 after hours, when they involve state offenders.
- III-007-1- Written policy, procedure, and practice ensure that any facility with a DPS&C population of 100 or more offenders report activities to the Chief of Operations on a monthly basis. These reports shall be submitted on reporting forms provided by the DPS&C and shall be submitted no later than the 20th day of the month for the previous month's activities.
- III-008 - The facility shall follow and provide the DPS&C "Disciplinary Rules and Procedures for Adult Offenders" to the offender population. If the Sheriff or local jail administrator believes that a loss of good time is appropriate, then the incident shall be fully documented and the offender transferred to the DPS&C for a disciplinary hearing to ensure due process in accordance with La. R.S. 15:571.4.
- III-009 - Written policy, procedure, and practice ensure the right of offenders to have access to courts. This includes reasonable access to legal reference materials or access to legal or paralegal assistance. Illiterate offenders shall be provided the assistance of a fellow offender or be furnished adequate assistance from the facility staff or other persons who have a legitimate connection with the legal issues being pursued. If an offender's requirements in this area are significant and complex, exceeding the capability of the local facility to meaningfully provide assistance, then the inmate shall be transferred to the DPS&C.
- III-010 - Written policy, procedure, and practice provide for offenders' confidential access to counsel.
- III-011 - Written policy, procedure, and practice provide that program access and administrative decisions are made without regard to offenders' race, religion, national origin, or sex.
- III-012 - Offenders cannot be given custodial authority over other offenders.
- III-013 - There is 24-hour monitoring and coordinating of the facility's security, life safety, and communications systems.

- III-014 - Written policy, procedure, and practice protect offenders from personal abuse, corporal punishment, personal injury, disease, property damage, and harassment.
- III-015 - Offenders have reasonable access to a grievance remedy procedure that includes at least two levels of review if necessary. The grievance remedy procedure shall be an administrative means through which an offender may seek formal review of a complaint which relates to any aspect of his imprisonment if less formal procedures have not resolved the matter. Such complaints and grievances include, but are not limited to, actions pertaining to conditions of confinement, personal injuries, medical complaints, time computations, or challenges to rules, regulations, or policies. Through this procedure, offenders shall receive reasonable responses within a specified time period and where appropriate, meaningful remedies.
- III-016 - Written policy, procedure, and practice provide for the prevention, detection, response, reporting and investigating of alleged and substantiated sexual assaults. (Prison Rape Elimination Act – PREA) Investigative reports shall be submitted to DPS&C on Form C-01-002-E (via email to catanotify@corrections.state.la.us or via fax to 225-342-3349).
- III-017 - Written policy, procedure, and practice provide for alcohol/drug testing, both randomly and for probable cause. (For facilities with an offender population of 100 or more offenders, facility policy will require that a minimum of 5% of the offender population shall be drug tested on a monthly basis.)

PART IV. INSTITUTIONAL SERVICES

- IV-001 - Written policy, procedure, and practice provide for a written offender classification plan that includes custody required and assignment to appropriate housing.
- IV-002 - Offenders subject to juvenile jurisdiction are housed in adult facilities only under the conditions established by law.
- IV-003 - Written policy, procedure, and practice require that food service staff plan menus and substantially follow the plan. The planning and preparation of all meals shall take into consideration nutritional characteristics and caloric adequacy. The facility shall provide a tray/plate and utensil(s) for each hot meal.
- IV-004 - Written policy, procedure, and practice require that accurate records are maintained of all meals served.
- IV-005 - Written policy, procedure, and practice preclude the denial of food as a disciplinary measure.
- IV-006 - Written policy, procedure, and practice require that three meals (including two hot meals) are provided at regular meal times during each 24-hour period. Variations may be allowed based on weekend and holiday food service demands provided basic nutritional goals are met. Offenders shall be provided an ample opportunity to eat.
- IV-007 - Written policy, procedure, and practice provide for special diets as prescribed by appropriate medical or dental personnel.
- IV-008 - There is a written housekeeping plan that provides for the ongoing cleanliness and sanitation of the facility.
- IV-009 - There is a written and implemented plan for the control of vermin and pests.
- IV-010 - The facility has an obligation to provide adequate institutional clothing appropriate to the season and the offender's work status, including adequate changes of clothing to allow for regular laundering. The facility may fulfill this obligation by furnishing clothing or permitting the offender to secure and wear his own clothing, except that when the offender does not provide adequate clothing for himself, the facility shall furnish same.
- IV-011 - The facility shall provide adequate bedding and linen including a clean mattress, pillow and blanket, not to exclude a mattress with integrated pillow.

IV-012 - Articles necessary for maintaining personal hygiene shall be available to all offenders and provided to those who are indigent. Each offender shall be provided soap, toilet paper, toothbrush, toothpaste, shaving equipment, (and feminine hygiene articles if applicable).

IV-013 - Written policy, procedure, and practice provide for the delivery of health care services, including medical, dental and mental health services under the control of a designated health care authority who shall be a physician or a licensed or registered health care provider or health agency. Access to these services shall be unimpeded in the sense that correctional staff should not approve or disapprove offender requests for services in accordance with the facility's health care plan.

If a facility has a medical reimbursement plan for non-state offenders approved as stipulated in R.S. 15:705(C), then such a plan is acceptable for use in obtaining reimbursement or co-payments from state offenders in the custody of the facility for medical expenses incurred. The application of the rules in said plan shall be identical for state and non-state offenders that may be housed in the facility. The plan shall contain language that stipulates that no offender will be denied medical care because of their inability to pay co-payments or make reimbursement. No further approval by the DPS&C shall be deemed necessary. For state offenders housed in local jail facilities, the rules shall include a requirement that the offender file a claim with his private medical or health care insurer, or any public medical assistance program, under which he is covered and from which the offender may make a claim for payment or reimbursement of the cost of any such medical treatment.

IV-014 - Adequate equipment and supplies for medical services are provided as determined by the health care authority.

IV-015 - Written policy, procedure, and practice provide that anyone who provides health care services to offenders be licensed, registered, or certified as appropriate to their respective professional disciplines. Such personnel shall only practice as authorized by their license, registration, or certification. Standing orders are used in the treatment of offenders only when authorized in writing by a physician or dentist. (Standing orders are used in the treatment of identified conditions and for the on-sight emergency treatment of an offender.)

- IV-016 - Correctional or other personnel who do not have health care licenses may only provide limited health care services as authorized by the responsible health care authority and in accordance with appropriate training. This would typically involve the administration of medication, the following of standing orders as authorized by the responsible health care authority and the administration of first aid/CPR in accordance with POST training.
- IV-017 - Written policy, procedure, and practice require that the facility provide 24-hour emergency medical services. This requirement may be met by agreement with a local state hospital, a local private hospital, on-call qualified health care personnel (see IV-015), or on-duty qualified health care personnel. Decisions regarding access to emergency medical services shall not be the sole province of correctional or other non-health personnel except in accordance with IV-016.
- IV-018 - Written policy, procedure, and practice require that all state offenders receive a health screening by health trained or qualified health care personnel upon intake into the facility. The purpose of the health screening is to protect newly admitted offenders who pose a health safety threat to themselves or others from not receiving adequate medical attention. This should include inquiry into:
1. Current medical, dental, or mental health treatment;
 2. Current medications;
 3. Current medical, dental, or mental health complaints and documentation of:
 - a. Appearance and behavior;
 - b. Current physical traumas or characteristics and a determination of whether or not the offender should be recommended for immediate transfer to the DPS&C for appropriate care;
 - c. Any physical impairment (hearing, vision, mobility) or other disability which would impede the offender's access to programs or services. Offenders identified with such an impairment or disability shall be transferred to the DPS&C for further evaluation and determination of appropriate housing placement. [Reference 2008 Resolution Agreement: U.S. Department of Justice and Louisiana Department of Public Safety and Corrections.]
 4. Current health insurance.

- IV-018-1 - Written policy, procedure, and practice require annual testing or medical evaluation for signs and/or symptoms of tuberculosis on all offenders. Annual TB testing will be provided at no cost to the offender.
- IV-018-2 - The facility's designated health care authority shall contact the DPS&C Medical Director, telephone number 225-342-1320, when an offender's test for medical signs and/or symptoms of tuberculosis is reported positive. The DPS&C Medical Director will determine if the offender requires physician or mid-level evaluation, based on the reported positive signs or symptoms.
- IV-019 - Written policy, procedure, and practice provide for the proper management of pharmaceuticals. Offenders are provided medication as prescribed.
- IV-019-1- Written policy, procedure, and practice provide that each offender is provided with a 24 hour supply of current maintenance medication (medication prescribed to stabilize an illness or symptoms of illness) upon discharge, along with a prescription for a five (5) day supply of current medications.
- IV-020 - First aid kits are available in areas of the facility as designated by the responsible health care authority and shall be immediately accessible to housing units.
- IV-021 - Written policy, procedure, and practice require that sick call is conducted by a physician and/or other qualified health care personnel who are licensed, registered, or certified as appropriate to their respective professional discipline and who practice only as authorized by their license, registration, or certification. Sick call shall be available to all offenders as follows:
1. Facilities with fewer than 100 offenders - 1 time per week;
 2. Facilities with 100 to 300 offenders - 3 times per week;
 3. Facilities with more than 300 offenders - 4 times per week.
- If an offender's custody status precludes attendance at sick call, then arrangements shall be made to provide such services in the place of the offender's detention.
- IV-022 - Written policy, procedure and practice provide that any offender who is identified as requiring a medical, dental, or mental health need for which care is not readily available from the local facility shall be immediately transferred to DPS&C. It is particularly important that smaller facilities recognize the commitment of the DPS&C to accept into their custody any state offender whose condition is problematic.

- IV-023 - There is a written suicide prevention and intervention program that is approved by a mental health professional who meets the educational and license/certification criteria specified by his/her respective professional discipline. All staff with responsibility for offender supervision are trained in the implementation of the program.

- IV-024 - Written policy, procedure, and practice specify and govern the actions to be taken in the event of an offender's death, which includes notification of the coroner of all offender deaths. All attempts to contact the coroner regarding any death shall be thoroughly documented. Such procedures shall also include the reporting requirements as outlined in III-007. In addition, a written report of all offender deaths shall be submitted to DPS&C on Form C-05-001-X (via email to catanotify@corrections.state.la.us or via fax to 225-342-3349).

- IV-025 - Escorted and unescorted absences of state offenders are governed by R.S. 15:811 and 833 and DPS&C Department Regulation No. C-03-003 "Escorted Absences."

PART V. OFFENDER PROGRAMS

- V-001 - Written policy, procedure, and practice provide for educational programming from acceptable internal or external sources which should include, at a minimum, assistance in obtaining individualized program instruction at a variety of levels.
- V-002 - Written policy, procedure, and practice govern visiting. The number of visitors an offender may receive and the length of the visits may be limited only by the facility's schedule, space, and personnel constraints or when the facility administrator can present clear and convincing evidence that such visitation jeopardizes the safety and security of the facility.
- V-003 - Reading materials shall be available to offenders on a reasonable basis.
- V-004 - Written policy, procedure, and practice define and provide reasonable offender opportunity for religious practice.
- V-005 - Written policy, procedure, and practice provide for exercise opportunities adequate to ensure major muscle activity. Outdoor exercise shall be available on a regular basis (at least three times per week-weather permitting) for state inmates. If a state offender requires special management or has security supervision needs which preclude the opportunity for outdoor exercise at a facility, then he shall be transferred to the DPS&C. If a facility based on location, or other legitimate concern, does not make provision for outdoor exercise, then compensating, dedicated exercise facilities of adequate size to provide three exercise opportunities per week shall be available.
- V-006 - Work release programs shall be operated in accordance with the Standard Operating Procedures for Offender Work Release Programs established by the DPS&C.
- V-007 - Participation in work release programs by state offenders shall comply with R.S. 15:711 and DPS&C Department Regulation No. B-02-001 "Assignment and Transfer of Inmates." Specific approval by the Secretary of DPS&C is required prior to program assignment of state offenders. Refer to Standard Operating Procedures for Offender Work Release Programs.
- V-008 - Participation in offender work programs by state offenders shall comply with the provisions of R.S. 15:708 (parish jails) or R.S. 15:832 (police maintenance).
- V-009 - Any sheriff interested in operation of a work release facility shall obtain prior approval from the Chief of Operations. Refer to

Standard Operating Procedures for Offender Work Release Programs.

- V-010 - Any planned or proposed expansions for work release or jail facilities that house DPS&C offenders shall be submitted to the Secretary of the DPS&C and the Executive Director of the LSA for approval by the Committee.

PART VI. MAIL AND CORRESPONDENCE

VI-001 - Written policy, procedure, and practice govern offender correspondence. Such policy shall include the following provisions:

1. Both incoming and outgoing offender mail (except privileged mail) may be opened and inspected for contraband. Mail may be read or rejected only when the facility administrator or his designee determines through relevant information that the correspondence contains material that interferes with legitimate penological objectives (including but not limited to deterrence of crime, rehabilitation of offenders, or maintenance of internal/external security of a facility).
2. Privileged correspondence is defined as mail to or from:
 - a. Identifiable courts;
 - b. Identifiable prosecuting attorneys;
 - c. Identifiable probation and parole officers, parole board, and pardon board;
 - d. State and local chief executive officers;
 - e. Identifiable attorneys;
 - f. Secretary, Deputy Secretary, Chief of Operations, Undersecretary, Assistant Secretary and other officials and administrators of the grievance system of the DPS&C;
 - g. Local, state, or federal law enforcement agencies and officials.

"Identifiable" means that the official or legal capacity of the addressee is listed on the envelope and is verifiable. If not, then the letter is to be treated as general correspondence.
3. Incoming privileged correspondence shall not be opened or inspected except in the presence of the offender to verify that the correspondence does not contain material that is not entitled to privilege.
4. Outgoing privileged mail may be posted sealed.

5. Incoming and outgoing privileged mail may be opened and inspected outside the offender's presence in the following circumstances:
 - a. Letters that are unusual in appearance or appear different from mail normally received or sent by the individual or public entity;
 - b. Letters that are of a size or shape not customarily received or sent by the individual or public entity;
 - c. Letters that have a city and/or state postmark that is different from the return address.
 - d. Letters that are leaking, stained, or emitting a strange or unusual odor or have a powdery residue;
 - e. When reasonable suspicion of illicit activity has resulted in a formal investigation and such inspection has been authorized by the Secretary or designee.

VI-002 - Written policy, procedure, and practice govern offender access to publications and packages from outside sources.

PART VII. RE-ENTRY

VII-001 - The facility encourages offender participation in substance abuse programs when available.

VII-002 - The DPS&C and the facility encourages re-entry programming which includes:

1. Employment opportunities through work release;
2. At least two forms of valid identification upon release;
3. The development of a residential plan prior to release;
4. Referral to community based service providers upon release.