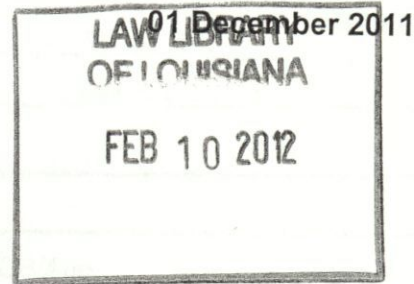


KFL  
588  
1A35  
1968

STATE OF LOUISIANA  
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS  
CORRECTIONS SERVICES

Department Regulation  
No. C-05-004



FIELD OPERATIONS  
Monitoring  
Basic Jail Guidelines

1. **AUTHORITY:** Secretary of the Department of Public Safety and Corrections as contained in Chapter 9 of Title 36.
2. **REFERENCES:** Applicable laws, Department Regulations and the Basic Jail Guidelines.
3. **PURPOSE:** To constitute the Basic Jail Guidelines (BJG) as a regulation and to state the Secretary's policy regarding the BJB that provide guidance to administrator's of local jail facilities where DPS&C offenders are housed.
4. **APPLICABILITY:** Deputy Secretary, Undersecretary, Assistant Secretary, Chief of Operations, Regional Wardens, Wardens and Sheriffs or Administrators of local jail facilities where state offenders are housed. Each Unit Head is responsible for ensuring that appropriate unit written policy and procedures are in place to comply with the provisions of this regulation.
5. **POLICY:** It is the Secretary's policy that all local jail facilities that house state offenders on a continuing basis shall comply with the BJB established in collaboration between the Department of Public Safety and Corrections and the Louisiana Sheriffs' Association. The BJB represent a consensus of professional opinion and management experience and are considered the minimum conditions necessary to ensure the safe, efficient, effective and legal operation of a jail facility. The BJB shall serve as the basis for evaluating Louisiana jails to ensure adherence to these operational guidelines. Nothing contained in the BJB shall be construed to prohibit a local jail facility from adopting standards and requirements governing its own employees and facilities, provided that such rules meet or exceed and do not conflict with the BJB.  
  
Facilities that do not agree to the BJB, or who fail to maintain certification of BJB compliance by the DPS&C, shall not be allowed to house state offenders for periods extending 30 days after the offender's sentencing date.
6. **GENERAL:** Revisions shall be accomplished through this regulation under the signature of the Secretary.

s/James M. Le Blanc  
Secretary

This regulation supersedes Department Regulation No. C-05-004 dated 15 April 2009.

Form C-05-004-B  
15 December 2017

**LOUISIANA DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS**  
**Medical/Mental Health Transfer Request for DOC Offenders at Local Facilities**

Fax to the Elayn Hunt Correctional Center's Medical Department at (225) 319-4253/ Phone (225) 319-4249

16FL Date of Request: \_\_\_\_\_ Requesting Facility: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_ MAR 01 2018

588 Contact Person/Title: \_\_\_\_\_ Fax #: (\_\_\_\_) \_\_\_\_\_

Reason for Priority Request: \_\_\_\_\_

1435 \_\_\_\_\_

968 Offender Name: \_\_\_\_\_ DOC#: \_\_\_\_\_ DOB/Age: \_\_\_\_\_ Sex: M F

Offender's Current Physical Location (i.e. hospital): \_\_\_\_\_

Diet: \_\_\_\_\_ Allergies (Drug & Food): \_\_\_\_\_

Current Vital Signs: Date \_\_\_\_\_ : B/P \_\_\_\_\_ P \_\_\_\_\_ R \_\_\_\_\_ T \_\_\_\_\_ Wt. \_\_\_\_\_

PPD History: Negative on \_\_\_/\_\_\_/\_\_\_ or Positive on \_\_\_/\_\_\_/\_\_\_ . If treated, list treatment date, duration, and location: \_\_\_\_\_

Last CXR: \_\_\_\_\_ RPR: \_\_\_\_\_ HIV \_\_\_\_\_  
(Date and results) (Date: treatment, if any)

Restrictions/Special Instructions (i.e., CPAP, abscesses/wounds/wound care, isolation or dialysis needs, etc): \_\_\_\_\_

Current Medical Diagnosis: \_\_\_\_\_

List Current Medications to include Dosage and Frequency, Date of Last Dose, and Compliance: \_\_\_\_\_

(Please also attach MAR)

Pending Appointments (List Date, Time, and Location): \_\_\_\_\_

Recent Hospitalizations or Surgeries (Reason, Date, Location): \_\_\_\_\_

Recent Labs and Results: \_\_\_\_\_

Staff Signature, Date, and Time

\*Note \* If offender is transferred within 72hrs additional transfer summary is not required

Transfer Disposition: HRDC Staff only

( ) Next routine intake: \_\_\_\_\_

( ) Urgent Transfer with Date: \_\_\_\_\_

HRDC Provider Signature: \_\_\_\_\_ Date \_\_\_\_\_

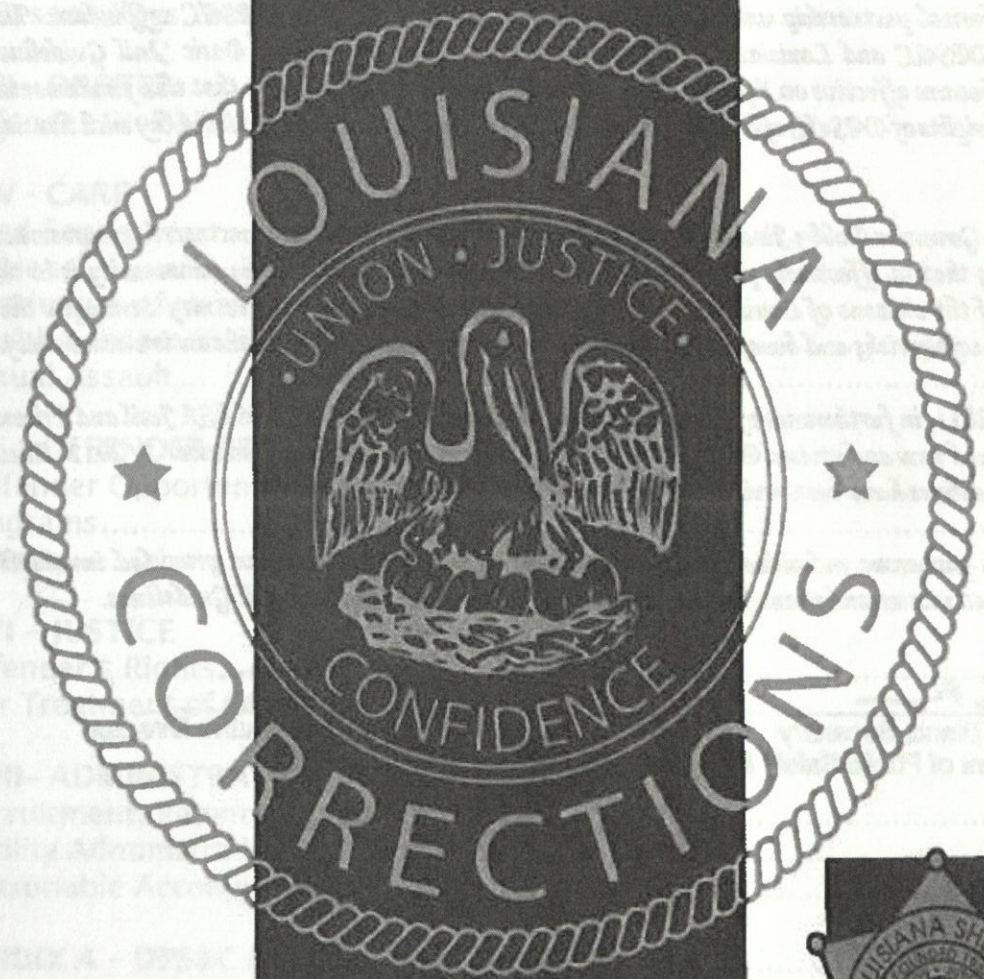
C-05-004

# BASIC JAIL GUIDELINES

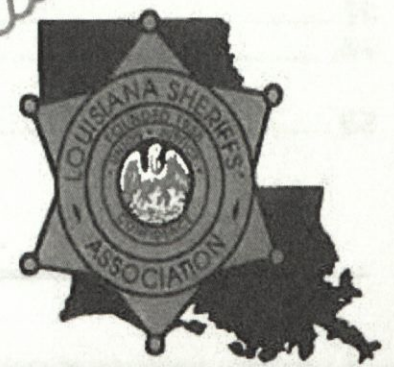
## State Offenders Housed In Local Jail Facilities

LAW LIBRARY  
OF LOUISIANA

MAY 01 2019



April 25, 2019



**Foreword**

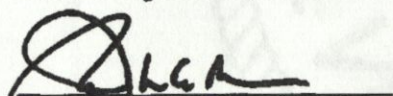
*In 1996, the United States District Court for the Middle District of Louisiana recognized the hard work of the thousands of people involved in Louisiana's correctional system through its approval of a Settlement Agreement. That Settlement Agreement ended over 20 years of Court supervision and consent decrees in almost all of Louisiana's jails and prisons. In that Agreement, the Department of Public Safety & Corrections (DPS&C) declared that the Sheriffs of the State of Louisiana are part of the solution to resolving the capacity problem of housing DPS&C prisoners.*

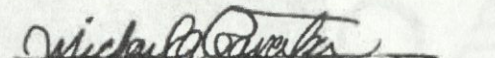
*As part of the Settlement, the State, under the signature of Governor Murphy J. "Mike" Foster, established a formal partnership with Louisiana Sheriffs for the housing of DPS&C offenders. The partners, the DPS&C and Louisiana Sheriffs' Association (LSA), established Basic Jail Guidelines (BJG), which became effective on April 1, 1997. The BJG were designed to assure that the fundamental constitutional rights of DPS&C offenders housed in local jails would not be jeopardized by such housing arrangements.*

*In July 2009, Governor Bobby Jindal, the DPS&C, and the LSA revised the partnership agreement, acknowledging that to effectively prepare offenders to transition from jail to the community is in the best interest of the citizens of Louisiana. DPS&C and LSA agreed to develop reentry strategies that address public safety risks and benefit offenders and their families, victims, and the entire community.*

*In September 2011, in furtherance of the commitment to reentry, the DPS&C and LSA Jail and Prisons Committee issued new and revised Basic Jail Guidelines that became effective December 1, 2011. These Basic Jail Guidelines have been revised and become effective April 25, 2019.*

*We thank the numerous individuals from within our organizations who have provided invaluable commentary and recommendations for the 25 April 2019 edition of the Basic Jail Guidelines.*

  
James M. Le Blanc, Secretary  
LA Department of Public Safety & Corrections

  
Michael A. Ranatza, Executive Director  
LA Sheriffs' Association

**Table of Contents**

- Index of Basic Jail Guidelines Index ..... 3**
- Part I - SAFETY**
  - A. Protection from Injury and Illness..... 8
  - B. Vehicle Safety ..... 10
  - C. Emergency Preparedness/Response ..... 10
- Part II - SECURITY**
  - A. Protection from Harm ..... 13
  - B. Use of Physical Force ..... 21
  - C. Contraband/Searches ..... 25
  - D. Access to Keys, Tools, Utensils ..... 25
- Part III - ORDER**
  - A. Offender Discipline ..... 26
- Part IV - CARE**
  - A. Food Service ..... 26
  - B. Hygiene ..... 29
  - C. Continuum of Health Care Services ..... 31
  - D. Health Services Staff ..... 42
  - E. Sexual Assault ..... 45
- Part V - OFFENDER PROGRAMS AND ACTIVITY**
  - A. Offender Opportunities for Improvement ..... 46
  - B. Programs ..... 47
  - C. Reentry ..... 54
- Part VI - JUSTICE**
  - A. Offender's Rights ..... 55
  - B. Fair Treatment of Offenders ..... 56
- Part VII- ADMINISTRATION AND MANAGEMENT**
  - A. Recruitment, Retention, and Promotion ..... 57
  - B. Facility Administration ..... 58
  - C. Reasonable Accommodation ..... 61
- APPENDIX A - DPS&C Department Regulations ..... 62**

**LOUISIANA DEPARTMENT OF PUBLIC SAFETY & CORRECTIONS**  
**BASIC JAIL GUIDELINES**  
for State Offenders Housed in Local Jails  
**25 April 2019**

**INDEX**

**Part I - SAFETY**

**A. PROTECTION FROM INJURY AND ILLNESS**

- I-A-001 Safety/Sanitation Inspections
- I-A-002 Disposal of Materials
- I-A-003 Vermin and Pests
- I-A-004 Housekeeping
- I-A-005 Water Supply

**B. VEHICLE SAFETY**

- I-B-001 Offender Transport

**C. EMERGENCY PREPAREDNESS/RESPONSE**

- I-C-001 Emergency Plan - **REVISED**
- I-C-002 Immediate Release of Offenders
- I-C-003 Fire Safety/Code Conformance
- I-C-004 Facility Furnishings
- I-C-005 Flammable, Caustic, and Toxic Materials - **REVISED**
- I-C-006 Operational Capacity

**Part II - SECURITY**

**A. PROTECTION FROM HARM**

- II-A-001 Control
- II-A-002 Secure Perimeter
- II-A-003 Sufficient Staff - **REVISED**
- II-A-004 Female Offenders and Female Staff
- II-A-005 No Offender Control Over Others
- II-A-006 Staff Log - **REVISED**
- II-A-007 Counts
- II-A-008 Offender Population Management System - **REVISED**
- II-A-009 Reception - Legal Commitment and Medical Service - **REVISED**
- II-A-010 Admissions - **REVISED**
- II-A-011 Out of State Offenders - **REVISED**

- II-A-012 Classification System
- II-A-013 Prohibition on Youthful Offenders - **REVISED**
- II-A-014 Separation in Classification
- II-A-016 Photo Identification - **REVISED**
- II-A-017 Drug Free Workplace - **REVISED**
- II-A-018 Offender Drug Testing - **REVISED**
- II-A-019 Offender Transfers - **NEW**

**B. USE OF PHYSICAL FORCE**

- II-B-001 Use of Force
- II-B-002 Use of Restraints - **REVISED**
- II-B-002-1 Use of Restraints for Pregnant Offenders - **NEW**
- II-B-003 Use of Firearms
- II-B-004 Written Reports

**C. CONTRABAND/SEARCHES**

- II-C-001 Procedures for Searches - **REVISED**

**D. ACCESS TO KEYS, TOOLS, UTENSILS**

- II-D-001 Key, Tool, and Utensil Control

**Part III - ORDER**

**A. OFFENDER DISCIPLINE**

- III-A-001 Rules and Discipline

**Part IV - CARE**

**A. FOOD SERVICE**

- IV-A-001 Food Storage Facilities
- IV-A-002 Food Service Facilities
- IV-A-003 Food/Dietary Allowances
- IV-A-004 Records of Meals Served
- IV-A-005 Denial of Food as Discipline Prohibited
- IV-A-006 Food Service Management - **REVISED**
- IV-A-007 Therapeutic/Special Diets
- IV-A-008 Health Protection for Food Service - **REVISED**

**B. HYGIENE**

- IV-B-001 Plumbing Fixtures - Toilets and Washbasins
- IV-B-002 Plumbing Fixtures - Showers

- IV-B-003 Clothing
- IV-B-004 Hygiene/Bedding Issue
- IV-B-005 Personal Hygiene

**C. CONTINUUM OF HEALTH CARE SERVICES**

- IV-C-001 Access to Care/Clinical Services - **REVISED**
- IV-C-002 Adequate Equipment and Supplies
- IV-C-003 Provision of Treatment
- IV-C-004 Personnel Qualifications/Credentials
- IV-C-005 24 Hour Care
- IV-C-006 Health Screens - **REVISED**
- IV-C-006-1 Pregnancy Management - **NEW**
- IV-C-007 Communicable Disease and Infection Control Program
- IV-C-008 Annual TB Testing
- IV-C-009 Chronic Care Program - **REVISED**
- IV-C-010 Pharmaceuticals
- IV-C-011 First Aid Kits
- IV-C-012 Access to Sick Call
- IV-C-013 Infirmary Care
- IV-C-013-1 Medical Releases (Medical Parole, Medical Treatment Furlough, Compassionate Release) - **NEW**
- IV-C-014 Suicide Prevention and Intervention
- IV-C-015 Offender Deaths - **REVISED**
- IV-C-016 Notification - **NEW**

**D. HEALTH SERVICES STAFF**

- IV-D-001 Healthcare Quarterly Meetings
- IV-D-002 Research
- IV-D-003 Health Care Personnel/Job Descriptions
- IV-D-004 Confidentiality of Health Information/Individual Health Record - **REVISED**
- IV-D-005 Informed Consent
- IV-D-006 Emergency Response
- IV-D-007 Internal Review/Quality Assurance

**E. SEXUAL ASSAULT**

- IV-E-001 Alleged and Substantiated Sexual Assault - **REVISED**

**Part V -- OFFENDER PROGRAMS AND ACTIVITY**

**A. OFFENDER OPPORTUNITIES FOR IMPROVEMENT**

- V-A-001 Volunteers/Registration
- V-A-002 Volunteer Services
- V-A-003 Programs and Services - **REVISED**

- V-A-003-1 Educational Programming - **NEW**

**B. PROGRAMS**

- V-B-001 Releasing Offenders - **REVISED**
- V-B-002 Visiting - **REVISED**
- V-B-003 Library Services
- V-B-004 Religious Programs
- V-B-005 Exercise and Recreation Access
- V-B-006 Transitional Work Program/Standard Operating Procedures
- V-B-007 Participation in Transitional Work Programs
- V-B-008 Offender Work Programs
- V-B-009 Approval for Transitional Work Programs
- V-B-010 Proposed Expansions - **REVISED**
- V-B-011 Mail and Correspondence
- V-B-012 Packages and Publications

**C. REENTRY**

- V-C-001 Substance Abuse Programs
- V-C-002 Reentry Programs - **REVISED**
- V-C-003 Pre-Parole Preparation - **REVISED**
- V-C-004 Parole Board Procedures - **NEW**

**Part VI - JUSTICE**

**A. OFFENDER'S RIGHTS**

- VI-A-001 Access to Courts/Access to Legal Materials
- VI-A-002 Access to Counsel
- VI-A-003 Protection from Abuse

**B. FAIR TREATMENT OF OFFENDERS**

- VI-B-001 Discrimination
- VI-B-002 Grievance Process

**Part VII - ADMINISTRATION AND MANAGEMENT**

**A. RECRUITMENT, RETENTION, AND PROMOTION**

- VII-A-001 Training and Staff Development
- VII-A-002 Weapons Training

**B. FACILITY ADMINISTRATION**

- VII-B-001 Authority

VII-B-002 Legal Assistance for Staff  
VII-B-003 Independent Financial Audit

VII-B-004 Facility Insurance  
VII-B-005 Offender Funds - **REVISED**  
VII-B-006 Organization  
VII-B-007 Annual Compliance Statement - **REINSTATED**  
VII-B-008 Monthly Reporting - **REVISED**  
VII-B-009 Staff Meetings

**C. REASONABLE ACCOMMODATION**

VII-C-001 Facility Equipment/Reasonable Accommodation

**LOUISIANA DEPARTMENT OF PUBLIC SAFETY & CORRECTIONS**  
**BASIC JAIL GUIDELINES**  
for State Offenders Housed in Local Jails  
25 April 2019

**PART I. SAFETY**

**A. PROTECTION FROM INJURY AND ILLNESS**

**I-A-001 Safety/Sanitation Inspections**  
(reference ACA CJS 1-1A-01, 1-1C-05, 1-4A-03, 1-4A-04)

The facility complies with all applicable laws and regulations of the State Sanitation Officer and the State Fire Marshal. The following inspections are implemented:

- Weekly sanitation inspections of all facility areas by a qualified departmental staff member.
- There are weekly inspections of all food service areas, including dining and food preparation areas and equipment.
- Water temperature in housing areas is checked and recorded daily.
- Comprehensive and thorough monthly inspections by a safety/sanitation specialist for compliance with sanitation, safety and fire prevention standards.
- At least annual inspections by the state sanitation officer and the state fire marshal.

*Comment: The facility should have at least one trained fire/safety/sanitation officer. Qualified refers to a person whose training, education, and/or experience qualifies him or her to do the job indicated in the guideline.*

*Protocol: Written policy and procedure. Sanitation and safety inspection checklists.*  
*Documentation: Completed inspection checklists and reports. Documentation of corrective action. Inspection reports.*

**I-A-002 Disposal of Materials**  
(reference ACA CJS 1-1A-02)

Disposal of liquid, solid, and hazardous material complies with applicable government regulations.

Comment: None

Protocol: Written policy and procedure. Internal health/sanitation inspection checklists that include solid waste issues.

Documentation: Trash disposal contract. Completed inspection reports, including documentation that deficiencies were corrected.

**I-A-003 Vermin and Pests**  
(reference 7/1/2009 BJJ IV-009, ACA CJS 1-1A-03)

Vermin and pests are controlled. There is a written and implemented plan for the control of vermin and pests.

Comment: None

Protocol: Written policy and procedure. Pest Control plan.

Documentation: Pest control contracts, trash disposal contracts, and inspection reports.

**I-A-004 Housekeeping**  
(reference 7/1/2009 BJJ IV-008, ACA CJS 1-1A-04)

The facility is clean and in good repair. There is a written housekeeping plan that provides for the ongoing cleanliness and sanitation of the facility.

Comment: None

Protocol: Written policy and procedure. Housekeeping plan. Maintenance plan. Inspection forms. Offender handbook (describing offender responsibilities).

Documentation: Inspections reports, completed forms, documentation of correction of identified deficiencies.

**I-A-005 Water Supply**  
(reference 7/1/2009 BJJ II-003, ACA CJS 1-1A-05)

The facility's potable water source and supply is certified at least annually by an independent, outside source to be in compliance with the state sanitary code. 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.

Comment: None

Protocol: Written policy and procedure.

Documentation: Documentation of approval by Health Department or local authority. Plan for addressing deficiencies.

**B. VEHICLE SAFETY**

**I-B-001 Offender Transport**  
(reference 7/1/2009 BJJ IV-025, Department Regulation C-03-003/OP-A-3)

Escorted and unescorted absences of DPS&C offenders are governed by R.S. 15:811 and 833 and DPS&C Department Regulation No. C-03-003/OP-A-3 "Escorted Absences."

Comment: None

Protocol: Written policy and procedure.

Documentation: Documentation of staff training. Documentation of medical, funeral, etc. (outside trips).

**C. EMERGENCY PREPAREDNESS/RESPONSE**

**I-C-001 Emergency Plan**  
(reference 7/1/2009 BJJ II-002, III-007, ACA CJS 1-1C-01, 1-1C-02, Department Regulation A-04-002/PS-D-3, C-02-001/OP-A-5, C-02-010/OP-B-3, C-05-001/AM-I-4)

There is a written plan, submitted to the Secretary of DPS&C, that specify the procedures to be followed in situations that threaten facility security. Such situations include but are not limited to riots, hunger strikes, disturbances, taking of hostages, and natural or man-made disasters. These plans are made available to all applicable personnel and are reviewed annually and updated, as needed. All facility personnel are trained annually in the implementation of the emergency plan.

An evacuation plan is used in the event of fire or major emergency. The plan is approved by the state fire marshal, reviewed annually, and updated, if necessary.

There are written procedures for significant unusual occurrences or facility emergencies including but not limited to natural or man-made disasters; 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 DPS&C offenders. In addition, the facility shall follow the incident reporting procedures as outlined in Department Regulation C-05-001/AM-I-4, "Activity Reports, Unusual Occurrence Reports", Category A, B and C.

Comment: Emergency plans must not only address emergency situations/disturbances within the facility, but must also address natural disasters (flood, hurricane, tornado, etc.) or human-induced disasters (hazardous material spills, infrastructure failure, bio-terrorism, etc.). These emergency plans must be submitted to the Secretary of the DPS&C.

Protocol: Written policy and procedure. Emergency plans. Evacuation plan. Facility plans/specifications. Training curriculum. Distribution list for plans.

Documentation: Training records. Facility logs. Documentation of submission of plan. Documentation of annual review. Documentation of staff receipt of the plan.

**I-C-002 Immediate Release of Offenders**  
(reference 7/1/2009 BJJ II-002, ACA CJS 1-1C-03)

There is a means for the immediate release of offenders from locked areas in case of an emergency and there are provisions for a backup system. The facility has exits that are properly positioned, are clear from obstruction, and are distinctly and permanently marked to ensure the timely evacuation of offenders and staff in the event of a fire or other emergency.

Comment: The responsibility of the personnel in emergency situations should be clearly defined. Staff should be aware of the location and identification of keys and be knowledgeable about evacuation routes. For facilities with no mechanical/electronic locking mechanism system where the use of keys is the primary system for immediate release in emergency situations, a backup system for the use of keys should be clearly defined.

Protocol: Written policy and procedure. Facility plans/specifications. Emergency release plan.

Documentation: Facility records/logs.

**I-C-003 Fire Safety/Code Conformance**  
(reference 7/1/2009 BJJ II-001, ACA CJS 1-1C-04)

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.

Comment: None

Protocol: Written policy and procedure. Internal inspection forms. Detention and alarm system testing schedule.

Documentation: Reports/inspections from external agencies. Internal inspection reports. Documentation of fire alarm and detection system maintenance and testing. Plans for addressing deficiencies.

**I-C-004 Facility Furnishings**  
(reference ACA CJS 1-1C-06)

Facility furnishings meet fire-safety-performance requirements.

Comment: Facility furnishings include draperies, curtains, furniture, mattresses, bedding, wastebaskets, decorations, and any similar material that can burn. Such materials should be subjected to careful fire-safety evaluation prior to purchase or use. "Furnishings" applies to all living quarters.

Protocol: Written policy and procedure.

Documentation: Specifications for all furnishings.

**I-C-005 Flammable, Caustic, and Toxic Materials**  
(reference 7/1/2009 BJJ III-006, ACA CJS 1-1C-07, Department Regulation C-02-010/OP-B-3)

Written policy, procedure, and practice govern the control and use of all flammable, toxic, and caustic materials.

Comment: None

Protocol: Written policy and procedure. Staff training curriculum. Offender handbook/rules. Internal inspection forms.

Documentation: Staff training records. Offender training records. Internal inspection reports. Documentation of incidents that involved FTC materials. Inventories.

**I-C-006 Operational Capacity**  
(reference 7/1/2009 BJJ 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 offenders and square footage. The operational capacity will be the lower of these two figures.

Comment: None

Protocol: Written policy and procedure. State Fire Marshal and State Health Officer Inspection Reports.

Documentation: Facility count sheet.

## PART II. SECURITY

### A. PROTECTION FROM HARM

#### II-A-001 Control (reference 7/1/2009 BJJ III-013, ACA CJS 1-2A-01)

There is 24-hour monitoring and coordinating of the facility's security, life safety, and communications systems.

Comment: None

Protocol: Written policy and procedure.

Documentation: Facility records/logs. Maintenance records. Records of staff deployment.

#### II-A-002 Secure Perimeter (reference 7/1/2009 BJJ II-009, ACA CJS 1-2A-04)

The facility's perimeter is controlled by appropriate means to ensure that offenders are secured, remain within the perimeter and that access by the general public is denied without proper authorization.

Comment: None

Protocol: Written policy and procedure. Facility plans/specifications.

Documentation: Observation. Facility records and logs. Photos of perimeter controls.

#### II-A-003 Sufficient Staff (reference 7/1/2009 BJJ I-002 and I-008, ACA CJS 1-2A-05, 1-2A-09)

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. Each facility meets minimum security staffing requirements which reflect good correctional practice. Sufficient staff, including a designated supervisor, are provided at all times to perform functions relating to the security, custody, and supervision of offenders and, as needed, to operate the facility in conformance with the Basic Jail Guidelines.

Comment: None

Protocol: Written policy and procedure. Staffing plan. Staff schedules.

Documentation: Records of staff deployment. Facility logs. Documentation of annual review of staffing analysis and plan.

#### II-A-004 Female Offenders and Female Staff (reference ACA CJS 1-2A-05)

When a female offender is housed in a facility, at least one female staff member is on duty at all times.

Comment: None

Protocol: Written policy and procedure. Staffing plan.

Documentation: Records of staff deployment. Facility logs.

#### II-A-005 No Offender Control Over Others (reference 7/1/2009 BJJ III-012, ACA CJS 1-2A-06)

No offender or group of offenders is given control, or allowed to exert authority over other offenders.

Comment: None

Protocol: Written policy and procedure.

**II-A-006 Staff Log**  
(reference 7/1/2009 BJJ I-011, ACA CJS 1-2A-08)

Correctional staff maintain a permanent log and prepare shift reports that record routine information, emergency situations, and unusual incidents. 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 facility 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 BJJ I-C-001 for reporting requirements to DPS&C.

Comment: Permanent logs may be recorded electronically.

Protocol: Written policy and procedure. Staffing plan.

Documentation: Copies of log book. Records of staff deployment.

**II-A-007 Counts**  
(reference 7/1/2009 BJJ III-002, ACA CJS 1-2A-11)

The facility has a system for physically counting offenders. At least one formal count is conducted for each shift, with no less than three counts daily. The system includes strict accountability for offenders assigned to work and other approved temporary absences.

Comment: Electronic means should not be substituted for direct staff observation.

Protocol: Written policy and procedure. Forms. Identification forms/formats.

Documentation: Completed forms. Facility records/logs.

**II-A-008 Offender Population Management System**  
(reference 7/1/2009 BJJ I-010, ACA CJS 1-2A-10, 1-7D-04,  
Department Regulation B-03-001/AM-D-3)

There is an offender population management process that includes records on the admission, processing, and release of offenders. Written policy, procedure, and practice provide for offender case record management that includes at a minimum, maintenance of the following documents and information. This offender record and any re-entry transition document envelopes shall be transferred with the offender at such time the offender is transferred to another local or DPS&C facility.

1. Master prison form;
2. Bill of Information and Court Minutes OR Uniform Commitment Order;
3. One photograph;
4. Reports of disciplinary actions, grievances, incidents or crimes committed while in custody;
5. Records of program participation, work assignments, and classification actions;
6. Any government issued identification (i.e., driver's license, social security card or birth certificate/birth card or any other valid identification);
7. Offender health record (see BJJ IV-D-004).

In addition to the maintenance of the above information the following shall be collected and forwarded to the DPS&C Pre-Class Coordinator either by fax to 225-342-3759 or email to [docsupplemental@corrections.state.la.us](mailto:docsupplemental@corrections.state.la.us).

1. Master prison form;
2. Fingerprints: one FBI print card from AFIS;
3. One Photograph;
4. Bill of Information and Court Minutes or Uniform Commitment Order 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 (cash and property receipts).

Comment: See V-C-002 for contents of the re-entry transition document envelopes.

Protocol: Written policy and procedure. Forms. Offender rules.

Documentation: Completed forms. Reports. Offender Record.

**II-A-009 Reception - Legal Commitment and Medical Service**  
(reference 7/1/2009 BJD III-002-2, ACA CJS 1-2A-13)

Prior to accepting custody of an offender, staff determine that the offender is legally committed to the facility, and that the offender is not in need of immediate medical attention.

Comment: None

Protocol: Written policy and procedure. Admission forms.

Documentation: Completed admission forms. Facility logs.

**II-A-010 Admissions**  
(reference ACA CJS 1-2A-14, BJD IV-C-001, IV-C-006)

Admission processes for a newly admitted offender include, but are not limited to:

- Searching of the offender and personal property;
- Inventorying and providing secure storage of personal property;
- Providing an itemized receipt for personal property;
- Recording of basic personal data;
- Performing a criminal history check;
- Photographing and fingerprinting;
- Separating from the general public;
- Providing a health screening to assess and identify any health and safety needs;
- Providing information about access to health services, copy requirements and submitting grievances.

Comment: See also IV-C-006 for guidelines on health screens at admission.

Protocol: Written policy and procedure.

Documentation: Intake and admission forms. Screening forms. Inventory form. Receipt form.

**II-A-011 Out of State Offenders**  
(reference 7/1/2009 BJD III-002-4, LA R.S. 15:709)

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 prior to the offender(s) entering the State of Louisiana. No such offender shall be housed if the offender would be classified as maximum custody under the Louisiana DPS&C classification procedures.

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 for release in that state, prior to the offender's release date.

Comment: None

Protocol: Written policy and procedure.

Documentation: Offender record. Submittal to Chief of Operations of out-of-state offenders to be housed at the facility. Release/transfer documentation.

**II-A-012 Classification System**  
(reference 7/1/2009 BJD IV-001, ACA CJS 1-2A-16, 1-2A-17, Department Regulation B-02-001/IS-B-1)

Written policy, procedure, and practice provide for a written offender classification plan that includes custody required and assignment to appropriate housing. Offender management and housing assignment considers age, gender, legal status, custody needs, special problems and needs, and behavior. All offenders are classified using an objective classification process that at a minimum:

- Identifies the appropriate level of custody for each offender;
- Identifies appropriate housing assignment;
- Identifies the offender's interest and eligibility to participate in available programs.

Comment: None

Protocol: Written policy and procedure. Classification forms and formats. Offender handbook. Offender orientation materials. Classification plan.

Documentation: Offender housing records, offender classification records.

**II-A-013 Prohibition on Youthful Offenders**  
(reference 7/1/2009 BJD IV-002, ACA CJS 1-2A-19, 1-2A-20)

Offenders subject to juvenile jurisdiction are housed in adult facilities only under the conditions established by law. If juveniles are committed to the facility, a plan is in place to provide for the following:

- Supervision and programming needs of the juveniles to ensure their safety, security, and education;
- Classification and housing plans;
- Appropriately trained staff.

Office of Adult Services shall be notified of offenders who are under the age of 18 that are sentenced to the DPS&C as an adult for transfer to the appropriate institution.

Comment: None.

Protocol: Written policy and procedure. Plan.

Documentation: Admission and housing. Offender records. Classification records.

**II-A-014 Separation in Classification**  
(reference 7/1/2009 BJD III-001, ACA CJS 1-2A-17)

Male and female offenders must be housed in separate rooms/cells with reasonable sight and sound separation.

Comment: None

Protocol: Written policy and procedure. Housing assignment process and forms. Classification plan.

Documentation: Offender housing records, offender classification records. Diagram of facility showing male/female housing areas.

**II-A-016 Photo Identification**  
(reference 7/1/2009 BJD III-002-1)

The facility shall provide each DPS&C offender with photo identification, which the offender shall carry/wear on their person at all times.

Comment: None

Protocol: Written policy and procedure.

Documentation: Offender identification card/wristband.

**II-A-017 Drug Free Workplace**  
(reference 7/1/2009 BJD I-002-1, Department Regulation A-02-008/AM-F-47)

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 quarterly random testing of all employees.

Comment: None

Protocol: Written policy and procedure.

Documentation: Drug testing lab fee bills for drug testing of facility employees (including pre-employment, post-accident, reasonable suspicion/probable cause, random).

**II-A-018 Offender Drug Testing**  
(reference 7/1/2009 BJD III-017, Department Regulation C-02-007/OP-C-3)

Written policy, procedure, and practice provide for alcohol/drug testing, both randomly and for probable cause. Facility policy will require that a minimum of 5% of the DPS&C offender population shall be drug tested on a monthly basis.

Comment: None

Protocol: Written policy and procedure.

Documentation: Facility log. Documentation of alcohol/drug testing of offenders.

**II-A-019 Offender Transfers**  
(reference Department Regulation B-02-001/IS-B-1)

All transfers of DPS&C offenders to other than DPS&C facilities shall be reported to the Office of Adult Services (OAS), at least one day prior to all scheduled transfers and within one business day for all non-scheduled transfers. The DOC Offender Transfer Form shall be submitted by the transferring facility to OAS at least one day prior to the transfer occurring by fax to 225-342-2439 or by email to [LocalJailTransfers@corrections.state.la.us](mailto:LocalJailTransfers@corrections.state.la.us).

Offenders should not be transferred to other than DPS&C facilities within 60 days of release, unless for disciplinary reasons.

An offender scheduled for an appearance before the Committee on Parole shall not be transferred prior to the scheduled hearing date. However, if the transfer is deemed unavoidable by the Warden due to security concerns, the Warden shall obtain prior approval for an exception from the DPS&C Chief of Operations or designee. Staff from the sending facility shall notify the Committee on Parole as soon as it is known that the offender must be transferred.

Comment: None

Protocol: Written policy and procedure.

Documentation: Facility logs. Documentation of transfers of DPS&C offenders to other than DPS&C facilities.

**B. USE OF PHYSICAL FORCE**

**II-B-001 Use of Force**  
(reference 7/1/2009 BJS III-005, ACA CJS 1-2B-01, Department Regulation C-02-006/OP-A-16)

The use of force is restricted to instances of justifiable self-defense, protection of others, protection of property, and prevention of escapes, and then only as a last resort and in accordance with appropriate statutory authority. Written policy, procedure, and practice govern the use of force and provide that force shall never be used as punishment.

Comment: None

Protocol: Written policy and procedure. Staff training curriculum.

Documentation: Facility records and logs. Incident reports. Training records.

**II-B-002 Use of Restraints**  
(reference 7/1/2009 BJS III-003, ACA CJS 1-4D-12, 1-2B-02, Department Regulation C-02-006/OP-A-16, C-03-003/OP-A-3, B-06-001 HC-29/IS-D-HCP40)

Written policy, procedure, and practice provide that mechanical restraints, such as handcuffs and leg irons, are never applied as punishment. There are defined circumstances under which supervisory approval is needed prior to application. Restraints on offenders for medical and psychiatric purposes are only applied in accordance with policies and procedures approved by the health authority, including:

- Conditions under which restraints may be applied;
- Types of restraints to be applied;
- Identification of a qualified medical or behavioral health professional who may authorize the use of restraints after reaching the conclusion that less intrusive measures are not a viable alternative;
- Monitoring procedures;
- Length of time restraints are to be applied;
- Documentation of efforts for less restrictive treatment alternatives;
- An after incident review.

Comment: Restraint devices should be used only to prevent self-injury, injury to others, or property damage. Restraints are not applied for more time than is necessary. Qualified medical professional refers to a person who has the education, credentials and experience and is permitted by law, within the scope of his or her professional practice act, to evaluate and care for patients. Qualified behavioral health professional refers to credentials above, except that they evaluate and care for behavioral health needs of patients.

Protocol: Written policy and procedure.

Documentation: Facility records and logs.

**II-B-002-1 Use of Restraints for Pregnant Offenders**  
(reference 7/1/2009 BJD III-003, 12/1/2011 BJD II-B-002, ACA CJS 1-2B-03-1, Department Regulation B-06-001 HC-08/IS-D-HCP33, La. R.S. 15:744.1 - 15:744.8)

Written policy, procedure, and practice complies with the following requirements:

**Restraints During Pregnancy-Related Transportation**

- Restraints shall not be used on a pregnant offender (1) during any pregnancy-related medical distress, (2) while she is being transported to a medical facility or LCIW unless there are compelling grounds to believe that the offender presents either of the following:
  - a) An immediate and serious threat of physical harm to herself, staff, or others; or
  - b) A substantial flight risk and the offender cannot be reasonably contained by other means.
- If restraints are utilized during transportation, the offender shall not be cuffed behind the back or restrained using waist restraints.

Comment: None

Protocol: Written policy and procedure.

Documentation: Facility records and logs.

**II-B-003 Use of Firearms**  
(reference ACA CJS 1-2B-06, Department Regulation C-01-008/OP-A-19, C-02-006/OP-A-16)

The use of firearms complies with the following requirements:

- Weapons are subject to stringent safety regulations and inspections;
- A secure weapons locker is located outside the secure perimeter of the facility;
- Except in emergency situations, firearms and authorized weapons are permitted only in designated areas to which offenders have no access;

- Employees supervising offenders outside the facility perimeter follow procedures for the security of weapons;
- Employees are instructed to use deadly force only after other actions have been tried and found ineffective, unless the employee believes that a person's life is immediately threatened;
- Employees on duty use only firearms or other security equipment that have been approved by the facility administrator;
- Appropriate equipment is provided to facilitate safe unloading and loading of firearms.

Comment: None

Protocol: Written policy and procedure. Staff training curriculum.

Documentation: Training records. Safety regulation and inspection reports. Photos of equipment used for unloading and reloading.

**II-B-004 Written Reports**  
(reference ACA CJS 1-2B-05)

Written reports are submitted to the facility administrator or designee no later than the conclusion of the tour of duty when any of the following occur:

- Discharge of a firearm or other weapon;
- Use of less lethal devices to control offenders;
- Use of force to control offenders;
- Offender(s) remaining in restraints at the end of the shift;
- Emergency distribution of security equipment.

Comment: None

Protocol: Written policy and procedure.

Documentation: Completed reports. Facility records and logs.

### C. CONTRABAND/SEARCHES

#### II-C-001 Procedures for Searches (reference ACA CJS 1-2C-01, 1-2C-04, Departmental Regulation C-02-003/OP-A-8)

Written policy, procedure and practice guide searches of facilities and offenders to control contraband. Manual or instrument inspection of body cavities is conducted only when there is reasonable belief that the offender is concealing contraband and when authorized by the facility administrator or designee. Health care personnel will conduct manual or instrument inspections in private.

Comment: None

Protocol: Written policy and procedure. Search procedures.

Process Indicators: Observation. Facility records and logs. Offender and staff interviews.

### D. ACCESS TO KEYS, TOOLS, UTENSILS

#### II-D-001 Key, Tool, and Utensil Control (reference 7/1/2009 BJJ III-004, III-004-1, ACA CJS 1-2D-01)

Keys, tools, culinary equipment and medical/dental instruments and supplies (syringes, needles, and other sharps) are inventoried and use is controlled. Written policy, procedure, and practice govern the control and use of keys, tools, culinary equipment, and medical/dental instruments and supplies.

Comment: None

Protocol: Written policy and procedure. Inventory forms.

Documentation: Facility logs. Documentation of perpetual inventories.

### PART III. ORDER

#### A. OFFENDER DISCIPLINE

#### III-A-001 Rules and Discipline (reference 7/1/2009 BJJ III-008, ACA CJS 1-2A-15, 1-3A-01, 1-6C-01, 1-6C-02, 1-6C-03, 1-6C-04, Department Regulation B-05-001/OP-C-1)

Prior to being placed in the general population, each offender is provided with an orientation that includes facility rules and regulations, including access to medical care. 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.

Comment: Penalties should be proportionate to the importance of the rule and the severity of the violation.

Protocol: Written policy and procedure. Rules. Offender handbook. Sanctioning schedule.

Documentation: Offender records. Disciplinary records. Receipt of disciplinary rules. Documentation of orientation.

### PART IV. CARE

#### A. FOOD SERVICE

#### IV-A-001 Food Storage Facilities (reference 7/1/2009 BJJ II-007)

There are sanitary facilities for the storage of all foods that comply with applicable state and/or federal guidelines.

Comment: None

Protocol: Inspection forms.

Documentation: Health Department inspection reports. Documentation of corrective action. Internal inspection report.