

IV-A-002 Food Service Facilities
(reference 7/1/2009 BJJ II-008)

Toilet and hand basin facilities are available to food service personnel in the food preparation area.

Comment: None

Protocol: Laws and regulations.

Documentation: Health Department inspection reports. Photos.

IV-A-003 Food/Dietary Allowances
(reference 7/1/2009 BJJ IV-003, ACA CJS 1-4A-01, Department Regulation C-06-001/IS-C-1)

The facility's dietary allowances are reviewed at least annually by a qualified nutritionist or dietician to ensure they meet the national recommended dietary allowances for basic nutrition for appropriate age groups. Menu evaluations are conducted at least quarterly by food service supervisory staff to verify adherence to the established basic daily servings. 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.

Comment: Copies of menu evaluations should be sent to the facility's health authority. Qualified refers to a person whose training, education and/or experience specifically qualifies him or her to do the job indicated in the guideline.

Protocol: Written policy and procedure. Recommended dietary allowances.

Documentation: Annual reviews. Nutritionist or dietician qualifications. Documentation of at least annual review and quarterly menu evaluations.

IV-A-004 Records of Meals Served
(reference 7/1/2009 BJJ IV-004, Department Regulation C-06-001/IS-C-1)

Written policy, procedure, and practice require that accurate records are maintained of all meals served.

Comment: None

Protocol: Written policy and procedure.

Documentation: Facility logs.

IV-A-005 Denial of Food as Discipline Prohibited
(reference 7/1/2009 BJJ IV-005, Department Regulation C-06-001/IS-C-1)

Written policy, procedure, and practice preclude the denial of food as a disciplinary measure.

Comment: None

Protocol: Written policy and procedure.

Documentation: Facility logs.

IV-A-006 Food Service Management
(reference 7/1/2009 BJJ IV-006, ACA CJS 1-4A-06, Department Regulation C-06-001/IS-C-1)

Written policy, procedure, and practice require that three meals (including two hot meals) are provided under staff supervision at regular meal times during each 24-hour period, with no more than 14 hours between the evening meal and breakfast. Variations may be allowed based on weekend and holiday food service demands provided basic nutritional goals are met. Offenders shall be provided ample opportunity to eat for each meal.

Comment: None

Protocol: Written policy and procedure. Meal schedules.

Documentation: Records of meals served and times served. Facility logs.

IV-A-007 Therapeutic/Special Diets
(reference 7/1/2009 BJJ IV-007, ACA CJS 1-4A-02, Department Regulation C-06-001/IS-C-1)

Therapeutic and/or special diets are provided as prescribed by appropriate clinicians or when religious beliefs require adherence to religious dietary laws. Written policy, procedure, and practice provide for special diets as prescribed by appropriate medical or dental personnel.

Comment: Therapeutic diets are prepared and served to offenders according to orders of the treating clinician or as directed by the responsible health official. Prescriptions for therapeutic diets should be furnished in writing to the food service manager, and rewritten quarterly. Therapeutic diets should be kept as simple as possible and conform as closely as possible to foods served other offenders. Offenders should not be required to take foods that are forbidden by their faiths and a nutritionally acceptable alternative shall be provided as a replacement when objectionable food is the main entrée.

Protocol: Written policy and procedure. Diet request form. Special diets.

Documentation: Health records. Diet records or forms. Documentation of Warden's approval of religious diet.

IV-A-008 Health Protection for Food Service
(reference ACA CJS 1-4A-04, Department Regulation C-06-001/IS-C-1)

There is adequate protection for all offenders and staff in the facility and for offenders and other persons working in food service. All persons involved in the preparation of the food receive a pre-assignment inspection, by appropriate kitchen staff, to ensure freedom from diarrhea, skin infections, and other illnesses transmissible by food or utensils. Offenders working in food services are monitored each day for health and cleanliness by appropriate kitchen staff. All food handlers are instructed to wash their hands upon reporting to duty and after using toilet facilities.

Comment: None

Protocol: Written policy and procedure.

Documentation: Inspection reports, completed forms. Documentation of daily monitoring for health and cleanliness.

B. HYGIENE

IV-B-001 Plumbing Fixtures - Toilets and Washbasins
(reference 7/1/2009 BJJ II-005, ACA CJS 1-4B-04)

Offenders have access to toilets and washbasins with temperature-controlled hot and cold running water 24 hours per day. Offenders are able to use toilet facilities without staff assistance when they are confined in their cells/sleeping areas.

Comment: Sanitary Code temperature ranges.

Protocol: Written policy and procedure.

Documentation: Maintenance records or reports. Inspections. Documentation of periodic measurement of water temperature. Photos.

IV-B-002 Plumbing Fixtures - Showers
(reference 7/1/2009 BJJ II-006, ACA CJS 1-4B-04)

Offenders, including those in medical housing units or infirmaries, have access to operable showers with temperature-controlled hot and cold running water 24 hours per day, on a reasonable schedule, (a minimum of three times per week). Water for showers is thermostatically controlled to temperatures ranging from 100 degrees to 120 degrees Fahrenheit.

Comment: None

Protocol: Written policy and procedure.

Documentation: Maintenance records or reports. Documentation of periodic measurement of water temperature. Inspections. Photos.

IV-B-003 Clothing
(reference 7/1/2009 BJJ IV-010, ACA CJS 1-4B-02)

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.

Comment: None

Protocol: Written policy and procedure.

Documentation: Documentation of clothing issue. Documentation of cleaning and storage.

IV-B-004 Hygiene/Bedding Issue
(reference 7/1/2009 BJJ IV-011, ACA CJS 1-4B-01)

The facility shall provide adequate bedding and linen, including a clean mattress, sheets, pillow and blanket, not to exclude a mattress with integrated pillow. There are provisions for linen and towel exchange at least weekly. There are provisions for blanket exchange at least monthly.

Comment: None

Protocol: Written policy and procedure.

Documentation: Documentation of issue and exchange.

IV-B-005 Personal Hygiene
(reference 7/1/2009 BJJ IV-012, ACA CJS 1-4B-03, Department Regulation B-06-001 HC-34/IS-C-3)

Articles and services necessary for maintaining personal hygiene shall be available to all offenders including items specifically needed for females. Such items shall be provided to any offender (male or female) who is indigent. Each offender shall be provided soap, toilet paper, toothbrush, toothpaste, and shaving equipment.

Comment: None

Protocol: Written policy and procedure.

Documentation: Documentation that items are provided. List of items available.

C. CONTINUUM OF HEALTH CARE SERVICES

IV-C-001 Access to Care/Clinical Services
(reference 7/1/2009 BJJ IV-013, ACA CJS 1-4C-01, 1-4D-01, 1-4D-03, 1-4D-04, 1-4C-08, Department Regulation B-06-001/IS-D-2, B-06-001HC-02/IS-D-HCP14, B-06-003/AM-C-4)

At the time of admission/intake, all offenders are informed about procedures to access health services, including any copay requirements, as well as procedures for submitting grievances. Medical care is not denied based on an offender's ability to pay. The facility has a designated health authority with responsibility

for health care services. When the health authority is other than a physician, final clinical judgments rest with a single, designated, responsible physician.

- Written policy, procedure, and practice provide for the delivery of health care services, including medical, dental and behavioral 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. Oral health services include access to diagnostic x-rays, treatment of dental pain, development of individual treatment plans, extractions of non-restorable teeth, and referral to a dental specialist, including an oral surgeon. Specialty non primary clinical services are covered by DPS&C. The requests shall be submitted by the facility staff using the software provided by DPS&C.

- In accordance with R.S. 15:831, DPS&C offenders may be assessed a co-payment for receiving medical or dental treatment, including prescription or nonprescription drugs. The co-payment fee schedule shall be approved by the DPS&C. Such fee schedule for DPS&C offenders housed in local jail facilities shall not exceed the DPS&C approved rate in accordance with Department Regulation B-06-001 HC-02/IS-D-HCP14, unless prior approval has been granted by the Secretary of the DPS&C.

- DPS&C offenders may be required to file a claim with his/her private medical or health care insurer, or any public medical assistance program, under which he/she is covered and from which the offender may make a claim for payment or reimbursement of the cost of any such medical treatment.

Comment: Any revision to copayment fee schedule requires approval of the DPS&C.

Protocol: Written policy and procedure.

Documentation: Documentation that offenders are informed about health care and the grievance system. A health record. Medical copayment fee schedule.

IV-C-002 Adequate Equipment and Supplies
(reference 7/1/2009 BJJ IV-014)

Adequate equipment and supplies for medical services are provided as determined by the health care authority and are in working order.

Comment: None

Protocol: Written policy and procedure. List of equipment/supplies as determined by the health care authority.

Documentation: Photos.

IV-C-003 Provision of Treatment
(reference 7/1/2009 BJJ IV-015, ACA CJS 1-4D-01, 1-4D-04, Department Regulation B-06-001/IS-D-2)

The facility has a designated health authority responsible for health care services. Requests for health services are triaged by health trained persons to ensure that needs are addressed in a timely manner in accordance with the severity of the illness. 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.)

Comment: The health authority is responsible for arranging all levels of health services, assuring the quality of all health services, and assuring that offenders have access to them.

Protocol: Written policy and procedure. Sample agreement or contract requirements with health care provider or authority. Job description.

Documentation: Documentation of health authority designation. Contract. Billing records. Sick call request form. A health record. Clinical provider schedules. Current credentials/licensure.

IV-C-004 Personnel Qualifications/Credentials
(reference 7/1/2009 BJJ IV-016, ACA CJS 1-4C-15, 1-4D-04)

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. Written policy, procedure and practice approved by the health authority require dispensing and administering prescribed medications by qualified personnel.

Comment: Standing medical orders are for the definitive treatment of identified condition. Qualified refers to a person whose training, education and/or experience specifically qualifies him or her to do the job indicated in the guideline.

Protocol: Written policy and procedure. Job descriptions. Standing orders. Copies of licensure requirements. Training curriculum.

Documentation: Health records. Completed medication administration form. Personnel records. Copies of current credentials or licensure. Documentation of compliance with standing orders. Health record entries. Staff training records.

IV-C-005 24 Hour Care
(reference 7/1/2009 BJJ IV-017, ACA CJS 1-4C-03, 1-4C-08)

Written policy, procedure, and practice ensure that offenders have access to 24-hour emergency medical, dental, and behavioral health services, including on-site first aid, basic life support, and transfer to community based 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-C-003), 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-C-004.

Comment: In the event that primary health services are not available back-up facilities or providers should be pre-determined. Qualified 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.

Protocol: Written policy and procedure.

Documentation: Designated facility. Provider lists. Transportation logs.

IV-C-006 Health Screens

(reference 7/1/2009 BJJ IV-018, ACA CJS 1-4C-09, 1-4C-10, 1-2A-14, Department Regulation B-06-001 HC-13/IS-D-HCP16)

Written policy, procedure, and practice require that all DPS&C offenders receive a health screening by health trained or qualified health care personnel upon intake into the facility unless there is documentation of a health screening within the previous 90 days. Screening is conducted in accordance with protocols established by the health authority. If completed by health trained personnel, all intake health screens are to be reviewed by health care personnel as soon as possible. If a facility uses a different screening form it shall be required to have at a minimum the questions in the Intake Health Care Screening form (IV-C-006-A) provided by DPS&C. 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 behavioral health problems and communicable diseases;
2. Current treatment plan;
3. Current medications, including psychotropic;
4. History of hospitalization;
5. Suicidal risk assessment;
6. Use of alcohol or other drugs including need for possible detoxification;
7. Possibility of pregnancy;
8. Observation of the following:
 - a. Appearance and behavior;
 - b. Body deformities and other physical abnormalities;

- c. Ease of movement;
- d. 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;
- e. Any physical impairment (hearing, vision, mobility) or other disability which would impede the offender's access to programs or services. Offenders identified with such 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.]

9. Current health insurance.

Comment: Health screening is necessary to detect offenders who pose a health or safety threat to themselves or others and who may require immediate health care. Health trained refers to correctional officers or other correctional staff who may be trained and appropriately supervised to carry out specific duties with regard to the administration of health care. Qualified 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. (See also II-A-010 for non-medical admission processes for newly admitted offenders.)

Protocol: Written policy and procedure. Screening form.

Documentation: Health records. Completed screening form. Transfer logs.

IV-C-006-1 Pregnancy Management

(reference Department Regulation B-06-001 HC-08/IS-D-HCP33)

Written policy, procedure and practice require that all pregnant offenders have access to obstetrical services by a qualified provider.

The local jail facility shall notify the Department's Medical Director, when a DPS&C offender is pregnant to ensure proper placement or if transfer to a DPS&C facility is necessary.

Comment: Transfer to a DPS&C facility is determined by the Department's Medical Director, in conjunction with LCIW's health care staff.

IV-C-007 Communicable Disease and Infection Control Program
(reference ACA CJS 1-4C-06)

Communicable diseases are managed in accordance with a written plan approved by the health authority in consultation with local public health officials. The plan includes for the screening, surveillance, treatment, containment, and reporting of infectious diseases. The plan shall comprise of testing to detect communicable diseases, including TB testing within 14 days of arrival at the facility. If there is documented evidence of TB testing within the last 12 months, new testing is not required. Qualified health care staff will evaluate for signs and symptoms of TB. Infection control measures include the availability of personal protective equipment for staff and hand hygiene promotion throughout the facility. Procedures for handling biohazardous waste and decontaminating medical and dental equipment must comply with applicable local, state, and federal regulations.

Comment: Communicable diseases require special attention.

Protocol: Written policy and procedure. Approved plan. Treatment guidelines.

Documentation: Health records. Clinic visit logs. Documentation of waste pick up and/or cleaning logs.

IV-C-008 Annual TB Testing
(reference 7/1/2009 BJJ IV-018-1, IV-018-2, Department Regulation B-06-001 HC-09A/IS-D-HCP22)

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. 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.

Comment: None

Protocol: Written policy and procedure.

Documentation: Health records.

IV-C-009 Chronic Care Program
(reference ACA CJS 1-4C-07, Department Regulation B-06-001 HC-11/IS-D-HCP34)

Offenders with chronic conditions, such as diabetes, hypertension and mental illness receive periodic care by a qualified health care provider in accordance with individual treatment plans, inclusive as deemed appropriate by the respective health care provider. For offenders whose chronic disease cannot be reasonably managed by the local jail facility, a Medical Transfer Request for DOC Offenders at Local Facilities Form C-05-004-B may be submitted to the Adult Reception and Diagnostic Center.

Comment: Chronic care guidelines are available from disease-specific organizations and various medical and physicians' associations. Qualified health care provider 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.

Protocol: Written policy and procedure. Chronic care protocols.

Documentation: Health records.

IV-C-010 Pharmaceuticals
(reference 7/1/2009 BJJ IV-019, ACA CJS 1-4C-15, Department Regulation B-06-001 HC-17/IS-D-HCP7)

Written policy, procedure, and practice approved by the health authority provide for the proper management of pharmaceuticals. Offenders are provided medication as prescribed.

Comment: None

Protocol: Written policy and procedure approved by health authority. Format for documentation of medication, inventory, and storage of medication.

Documentation: Health records, completed medication administration forms, inventories.

IV-C-011 First Aid Kits
(reference 7/1/2009 BJJ 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.

Comment: Periodic checks of first aid kits are encouraged to ensure kits are still current (not expired).

Protocol: Written policy and procedure.

Documentation: Location of first aid kits within the facility.

IV-C-012 Access to Sick Call
(reference 7/1/2009 BJJ IV-021, ACA CJS 1-4C-01, Department Regulation B-06-001 HC-01/IS-D-HCP13)

There is a process for all offenders to initiate requests for health services on a daily basis. 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:

- Facilities with fewer than 100 offenders - 1 time per week;
- Facilities with 100 to 300 offenders - 3 times per week;
- 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.

Comment: Qualified 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.

Protocol: Written policy and procedure.

Documentation: Sick call request form. Health record.

IV-C-013 Infirmary Care
(reference 7/1/2009 BJJ IV-022, ACA CJS 1-4C-04, Department Regulation B-06-001 HC-05/IS-D-HCP20)

If infirmary care is provided onsite, it complies with applicable state regulations and local licensing requirements. Provisions include 24-hour emergency on-call consultation with a physician, dentist and behavioral health professional. Written policy, procedure and practice provide that any offender who is identified

as requiring a medical, dental, or behavioral 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 DPS&C offender whose condition is problematic.

Comment: To ensure appropriate and coordinated transfer of healthcare management of DPS&C offenders in local jails who have health care needs, DPS&C form C-05-004-B should be completed in its entirety and faxed to 225-319-4253 at Elayn Hunt Correctional Center (Adult Reception & Diagnostic Center). The intake screening form and any other supporting documentation shall also be included when requesting transfer.

Protocol: Written policy or procedure.

Documentation: Admission or inpatient records. Staffing schedule. Completed form C-05-004-B.

IV-C-013-1 Medical Releases (Medical Parole, Medical Treatment Furlough, Compassionate Release)
(reference Department Regulation B-06-001 HC-06A/IS-D-HCP41, HC-06B/IS-D-HCP42, HC-06C/IS-D-HCP46)

Any offender sentenced to DPS&C custody that meets the medical criteria to be released on Medical Parole, Medical Treatment Furlough or Compassionate Release may be considered after submission of the required documentation in accordance with the corresponding Department Regulation to the DPS&C's Chief Nursing Officer via email to MedicalDirector@corrections.state.la.us or by fax to 225-342-7240.

Comment: None

Protocol: Written policy and procedure. Submittal of paperwork to DPS&C's Chief Nursing Officer.

Documentation: Health records. Documentation of approval of DPS&C's Chief Nursing Officer.

IV-C-014 Suicide Prevention and Intervention
(reference 7/1/2009 BJJ IV-023, ACA CJS 1-4C-13, Department Regulation B-06-001 HC-38/IS-D-HCP30)

There is a written suicide prevention and intervention program that is approved by a behavioral health professional who meets

the educational and license/certification criteria specified by his/her respective professional discipline. The program must include specific procedures for handling intake, screening, identifying and continually supervising the suicide-prone offender. All staff with responsibility for offender supervision are trained annually in the implementation of the program.

Comment: None

Protocol: Written policy and procedure. Training curriculum. Suicide-watch logs or forms. Written suicide program approved by behavioral health professional.

Documentation: Health records. Documentation of staff training. Documentation of suicide watches.

IV-C-015 Offender Deaths
(reference 7/1/2009 BJG IV-024, Department Regulation C-05-001/AM-I-4)

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 BJG I-C-001. 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).

Comment: None

Protocol: Written policy and procedure.

Documentation: Notification. Reporting requirements. Report to DPS&C.

IV-C-016 Notification
(reference ACA CJS 1-4D-06, Department Regulation C-02-008/OP-C-9, La. R.S. 15:833A)

A visit with an immediate family member when the offender is admitted to an intensive care unit (ICU) or trauma center due to a serious bodily injury or due to being a terminally ill offender for the duration of the offender's admission to the ICU or trauma center, unless the Warden or designee provides written notice

within 6 hours of the offender's admission to the ICU or trauma center to any immediate family member seeking visitation why such visitation cannot be granted, pursuant to La. R.S. 15:833(A) and Department Regulation C-02-008;

- If the offender's admission to the ICU or trauma center occurs between 8:00 p.m. and 4:00 a.m., the Warden or designee shall provide the required written notification within 24 hours of the time the serious bodily injury occurred.
- Pursuant to La. R.S. 15:833(A), the Warden or designee shall attempt to notify the offender's immediate family within 8 hours of the medical decision to transport the offender to the ICU or trauma center.
- Based on extenuating circumstances, the Warden or designee may extend the definition of an offender's immediate family member.

Comment: The persons to be notified should be designated in writing as part of the facility's admissions procedures.

Protocol: Written policy and procedure.

Documentation: Notification records.

D. HEALTH SERVICES STAFF

IV-D-001 Healthcare Quarterly Meetings
(reference 7/1/2009 BJG I-003, ACA CJS 1-4D-02)

The health authority meets with the facility administrator at least quarterly.

Comment: Minutes of quarterly administrative meetings may be used to meet the requirements for a quarterly report.

Protocol: Written policy and procedure.

Documentation: Documentation of meetings.

IV-D-002 Research
(reference 7/1/2009 BJG I-012, ACA CJS 1-4D-10)

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.

Comment: None

Protocol: Written policy and procedure.

**IV-D-003 Health Care Personnel/Job Descriptions
(reference ACA CJS 1-4D-04)**

Health care staff work in accordance with professional specific job descriptions approved by the health authority.

Comment: None

Protocol: Written policy and procedure.

Documentation: Job descriptions.

**IV-D-004 Confidentiality of Health Information/Individual Health Record
(reference ACA CJS 1-4D-07, 1-4D-18, Department Regulation B-06-001 HC-33/AM-D-5 and HC-25/IS-D-HCP9)**

Information about an offender's health status is confidential. Nonmedical staff only have access to specific medical information on a "need to know" basis in order to preserve the health and safety of the specific offender, other offenders, volunteers, visitors, or correctional staff.

An individual health record is maintained for all offenders in accordance with policies and procedures established by the health authority. The health record is made available to, and is used for documentation by all health care personnel. The active health record is maintained separately from the confinement case record and access is controlled. When an offender is transferred to DPS&C or another local facility, the offender's medical record is transferred as well.

Comment: See also II-A-008 for records/information that must be transferred with an offender who is transferred to another local jail facility or DPS&C facility.

Protocol: Written policy and procedure. Consent or authorization form.

Documentation: Health records. Completed consent forms. Completed refusal forms.

**IV-D-005 Informed Consent
(reference ACA CJS 1-4D-08, 1-4D-09, Department Regulation B-06-001 HC-26/IS-D-HCP10)**

Informed consent standards of the jurisdiction are observed and documented for offender care in a language understood by the offender. In the case of minors, the information consent of a parent, guardian, or legal custodian applies, when required by law. Offenders routinely have the right to refuse medical interventions. When health care is rendered against an offender's will, it is in accordance with state laws and regulations. Involuntary administration of psychotropic medications to offenders may only be accomplished by DPS&C.

Comment: None

Protocol: Written policy and procedure. Consent or authorization form.

Documentation: Health records. Completed consent forms. Completed refusal forms.

**IV-D-006 Emergency Response
(reference ACA CJS 1-4D-05, Department Regulation B-06-001 HC-24/IS-D-HCP44)**

Emergency medical care, including first aid and basic life support, is provided by all health care professionals and those health-trained correctional staff specifically designated by the facility administrator. All staff responding to health emergencies are trained in CPR. The health authority approves policies and procedures that ensure that emergency supplies and equipment, including automatic external defibrillators (AEDs) are readily available and in working order.

Comment: The facility administrator or health authority may designate those correctional officers who have responsibility for responding to health emergencies.

Protocols: Written policy and procedure.

Documentation: Verification of training. Records and certificates.

**IV-D-007 Internal Review/Quality Assurance
(reference ACA CJS 1-4D-17)**

The health authority approves policies and procedures for identifying and evaluating major risk management events related to offender health care, including offender deaths, preventable adverse outcomes and serious medication errors.

Comment: Reviews/reports can be facilitated by regular participation of the facility administrator and health authority. Evaluating data should result in more effective provision of health care services.

Protocol: Written policy and procedure.

Documentation: Evaluation of major risk management events.

E. Sexual Assault

**IV-E-001 Alleged and Substantiated Sexual Assaults
(reference 7/1/2009 BJJ III-016, ACA CJS 1-4D-15, 1-4D-13,
1-4D-16, Department Regulation A-04-002/PS-D-3,
C-01-022/OP-A-15)**

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) Information provided to offenders about sexual abuse/assault includes:

- Prevention/intervention;
- Self-protection;
- Reporting sexual abuse/assault;
- Treatment and counseling.

When the occurrence/allegation of sexual assault or threat involves a DPS&C offender, the facility shall report the incident to DPS&C immediately, as outlined in BJJ I-C-001.

An investigation is conducted and documented whenever a sexual assault or threat is reported. Investigative reports, that include DPS&C offenders, shall be submitted to the appropriate DPS&C Regional Team Leader on Form C-01-022-E.

Victims of sexual assault are referred under appropriate security provisions to a community facility for treatment and gathering of evidence.

Comment: The facility should report occurrences/allegations of sexual assault or threat to DPS&C offenders to DPS&C immediately.

Protocol: Written policy and procedure. Offender handbook.

Documentation: Documentation of reports to DPS&C. Investigative reports.

PART V. OFFENDER PROGRAMS AND ACTIVITY

A. OFFENDER OPPORTUNITIES FOR IMPROVEMENT

**V-A-001 Volunteers/Registration
(reference 7/1/2009 BJJ I-013)**

There is an official registration and identification system for volunteers.

Comment: None

Protocol: Written policy and procedure.

Documentation: Approved volunteer application/request. Volunteer identification.

**V-A-002 Volunteer Services
(reference 7/1/2009 BJJ I-014, Department Regulation B-08-004/PS-F-1)**

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

Comment: None

Protocol: Written policy and procedure.

Documentation: Activity schedules. Facility logs.

**V-A-003 Programs and Services
(reference 7/1/2009 BJJ V-001, ACA CJS 1-5A-01)**

Written policy, procedure, and practice provide for the availability of offender programs, services, and counseling. Such programming may be obtained from acceptable internal or external sources which should include, at a minimum, assistance in obtaining individualized educational program instruction at a variety of levels.

The local jail facility shall maintain class files on all DPS&C approved programming, whether the program is administered by DPS&C or other staff. The class files should include at a minimum:

1. Screening of offender(s) for program placement;
2. Offender application to program;
3. Program sign-in sheets and/or attendance rosters;
4. Signed copy of CTRP credit forms.
5. Documentation for staff oversight if program is not administered and/or overseen by DPS&C staff.

Comment: None

Protocol: Written policy and procedure.

Documentation: Activity schedules. Facility logs.

V-A-003-1 Educational Programming
(reference 7/1/2009 BJJ V-001, ACA CJS 1-5A-01)

The DPS&C and the facility encourage educational programming which includes:

1. Adult Basic Education and/or Literacy;
2. Industry Based Certification Training;
3. Pell-eligible Post-Secondary Training

Any planned or proposed programs for education in local jail facilities that house DPS&C offenders shall be submitted to the DPS&C Education Director.

Comment: None

Protocol: Written policy and procedure.

Documentation: Activity schedules. Facility logs.

B. PROGRAMS

V-B-001 Releasing Offenders
(reference 7/1/2009 BJJ IV-019-1, ACA CJS 1-4C-02, 1-5B-04, Department Regulation B-06-001 HC-17/IS-D-HCP7, B-08-013/PS-C-1, B-09-003/AM-C-2, R.S. 15:866.1)

Procedures for releasing offenders from the facility include, but are not limited to, the following:

- Return of personal property, to include any government issued identification card (i.e., driver's license) that may have been collected from the offender during the intake process.
- Provide offender with/and have him/her sign for any reentry transition document envelopes and all its contents.
- Provision of a listing of available community resources.
- Consideration by the prescribing health care practitioner for a provision of a 5-day supply of current maintenance medication (medication prescribed to stabilize a chronic medical or behavioral health illness), along with a prescription for a thirty (30) day of medication upon transfer or discharge.
- Prior to release, offenders with serious medical and behavioral health conditions are referred to available community services. Appropriate health information is shared with the new providers in accordance with consent requirements.
- Provision of adequate street clothing for indigent offenders. Offenders shall not release in any prison issued attire, including but not limited to jumpsuits, striped scrubs, or stenciled clothing.

Comment: None

Protocol: Written policy and procedure. Release forms and procedures.

Documentation: Completed release forms and documents. Facility records and logs. Offender records.

V-B-002 Visiting
(reference 7/1/2009 BJJ V-002, ACA CJS 1-5B-01, 1-5B-01-1, 1-5B-01-2, 1-5B-01-3, Department Regulation C-02-008/OP-C-9)

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. Conditions under which visits may be denied and visitors may be searched are defined in writing. Provisions are made for special visits in accordance with Department Regulation C-02-008.

Comment: Facilities are encouraged to perform a criminal background check on potential visitors (i.e., NCIC/LAACH)
Protocol: Written policy and procedure.
Documentation: Activity schedule. Facility logs.

V-B-003 Library Services
(reference 7/1/2009 BJD V-003, ACA 1-5C-04)

Reading materials shall be available to offenders on a reasonable basis.

Comment: None
Protocol: Written policy and procedure.
Documentation: Activity schedule. Facility logs.

V-B-004 Religious Programs
(reference 7/1/2009 BJD V-004, ACA CJS 1-5C-06, Department Regulation B-08-005/PS-E-1)

Written policy, procedure, and practice define and provide reasonable offender opportunity for religious practice.

Comment: None
Protocol: Written policy and procedure.
Documentation: Documentation of offender religious activities. Activity schedule.

V-B-005 Exercise and Recreation Access
(reference 7/1/2009 BJD V-005, ACA CJS 1-5C-01, Department Regulation C-01-012/PS-I-1)

Offenders have access to exercise and recreation opportunities. 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 DPS&C offenders. If a DPS&C 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.

Comment: None
Protocol: Written policy and procedure.
Documentation: Activity schedule. Facility logs.

V-B-006 Transitional Work Program/Standard Operating Procedures
(reference 7/1/2009 BJD V-006, Department Regulation A-04-002/PS-D-3)

Transitional Work programs shall be operated in accordance with the Standard Operating Procedures for Offender Transitional Work Programs established by the DPS&C.

Comment: None
Protocol: Written policy and procedure. Agreement between DPS&C and LSA.
Documentation: DPS&C Monitoring report.

V-B-007 Participation in Transitional Work Programs
(reference 7/1/2009 BJD V-007, Department Regulation B-02-001/IS-B-1)

Participation in transitional work programs by DPS&C offenders shall comply with R.S. 15:711 and DPS&C Department Regulation No. B-02-001/IS-B-1 "Assignment and Transfer of Offenders." Specific approval by the Secretary of DPS&C is required prior to program assignment of DPS&C offenders. Refer to Standard Operating Procedures for Offender Transitional Work Programs.

Comment: None
Protocol: Written policy and procedure.
Documentation: Approval for participation by the Secretary of DPS&C.

V-B-008 Offender Work Programs
(Reference 7/1/2009 BJD V-008, Department Regulation A-04-002/PS-D-3)

Participation in offender work programs by DPS&C offenders shall comply with the provisions of R.S. 15:708 (parish jails) or R.S. 15:832 (police maintenance).

Comment: Regulation should establish criteria for the selection of offenders, security, and discipline. No sex offenders should be assigned to offender work programs outside the facility.

Protocol: Written policy and procedure. Regulation.

Documentation: Offender voluntary participation. Sheriff's approval of work program request. Facility logs.

**V-B-009 Approval for Transitional Work Programs
(reference 7/1/2009 BJC V-009)**

Any sheriff interested in operation of a transitional work program facility shall obtain prior approval from the Chief of Operations. Refer to Standard Operating Procedures for Offender Transitional Work Programs.

Comment: None

Protocol: Written policy and procedure.

Documentation: Approval of Chief of Operations.

**V-B-010 Proposed Expansions
(reference 7/1/2009 BJC V-010)**

Any planned or proposed expansions for transitional work program 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 consideration and approval.

Comment: None

**V-B-011 Mail and Correspondence
(reference 7/1/2009 BJC VI-001, ACA CJS 1-5B-02, 1-5B-02-1, 1-5B-02-2, Department Regulation C-02-009/OP-C-7)**

Offenders may send and receive mail. Indigent offenders receive a specified postage allowance. Offenders are notified in writing when incoming or outgoing letters are withheld in part or in full. 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.

Comment: None

Protocol: Written policy and procedure. Offender handbook.

Documentation: Documentation that offenders are notified when mail is withheld. Documentation of justification for reading or rejecting mail. Documentation of receipt of mail.

V-B-012 Packages and Publications
(reference 7/1/2009 BJJ VI-002, Department Regulation C-02-009/OP-C-7)

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

Comment: None

Protocol: Written policy and procedure. Offender handbook.

Documentation: Documentation that offenders are notified when publication/package is withheld. Documentation of justification for reading/opening or rejecting publication/package. Documentation of receipt of publication/package.

C. REENTRY

V-C-001 Substance Abuse Programs
(reference 7/1/2009 BJJ VII-001, Department Regulation B-06-001 HC-40/IS-D-HCP31)

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

Comment: Participation in substance abuse programs can enhance an offender's successful reentry.

Protocol: Written policy and procedure. Activity schedule.

Documentation: Facility log. Activity schedule.

V-C-002 Reentry Programs
(reference 7/1/2009 BJJ VII-002)

The DPS&C and the facility encourages reentry 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.
5. Where feasible, recommend DPS&C offenders receive 100 hours of pre-release training at a regional reentry center prior to transfer to a transitional work program, or release from custody.

The local jail facility shall maintain reentry transition document envelopes for all DPS&C offenders, which include at a minimum, if applicable:

1. Any valid forms of identification;
2. Prescriptions and Medicaid card;
3. Community service referrals.

Comment: Facilities must provide 100 hours of pre-release training in accordance with La. R.S. 15:827 and 827.1, utilizing the DPS&C's Standardized Pre-Release Curriculum, which is available from the DPS&C Office of Offender Reentry, upon request. See also V-B-001 for guidelines on health care transferred to providers in the community upon release.

Protocol: Written policy and procedure. Community based service provider list.

Documentation: Documentation of employment opportunity. Documentation of two valid forms of identification. Residential plan.

V-C-003 Pre-Parole Preparation
(reference Department Regulation B-01-004/IS-B-7)

The facility shall complete Form B-01-004-C, Pre-Parole LARNA II Questionnaire for Local Jail Facilities, and submit via e-mail to DPS&C Headquarters at LOCALlarna@corrections.state.la.us or by fax to 225-342-0929 within the first two weeks of the month preceding the scheduled hearing.

Comment: None

Protocol: Parole board docket.

Documentation: Offender record. Completed questionnaire.

V-C-004 Parole Board Procedures
(reference Department Regulation B-01-001/IS-B-6, B-01-002/BOP3)

The facility Warden or his/her designee, of the local level facility in which the offender is housed, shall be present to provide information to members of the Parole Board regarding the offender's progress and disciplinary infractions during incarceration.

Comment: None

Protocol: Written policy and procedure. Parole board docket.

Documentation: Offender Record. Trip log. Documentation showing facility Warden or designee presence at parole board.

PART VI. JUSTICE

A. OFFENDER'S RIGHTS

VI-A-001 Access to Courts/Access to Legal Materials
(reference 7/1/2009 BJJ III-009, ACA CJS 1-6A-01, 1-6A-02, 1-6A-03, Department Regulation C-01-004/OP-C-10)

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 offender shall be transferred to the DPS&C.

Comment: None

Protocol: Written policy and procedure. Legal assistance/resource plan.

Documentation: Facility log.

VI-A-002 Access to Counsel
(reference 7/1/2009 BJJ III-010, ACA CJS 1-6A-02, Department Regulation C-01-004/OP-C-10)

Written policy, procedure, and practice ensure offenders' confidential access to counsel. Such contact includes, but is not limited to telephone communications, uncensored correspondence and visits.

Comment: None

Protocol: Written policy and procedure.

Documentation: Facility log. Record of attorney interviews.

VI-A-003 Protection from Abuse
(reference 7/1/2009 BJJ III-014, ACA CJS 1-6A-06)

Written policy, procedure, and practice protect offenders from personal abuse, corporal punishment, personal injury, disease, property damage, or harassment.

Comment: None

Protocol: Written policy and procedure. Training curriculum.

Documentation: Facility log. Incident reports. Staff training records.

B. FAIR TREATMENT OF OFFENDERS

VI-B-001 Discrimination
(reference 7/1/2009 BJJ III-011, ACA CJS 1-6B-02)

Written policy, procedure, and practice provide that program access and administrative decisions are made without regard to offenders' race, religion, national origin, gender, sexual orientation, or disability.

Comment: None

Protocol: Written policy and procedure.

Documentation: Facility records. Activity logs.

VI-B-002 Grievance Process
(reference 7/1/2009 BJJ III-015, ACA CJS 1-4C-01, 1-2A-16, 1-6B-01, Department Regulation B-05-005/OP-C-13)

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, the classification process, 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.

Comment: None

Protocol: Written policy and procedure. Grievance procedure. Offender handbook.

Documentation: Grievances. Remedy response to offender.

PART VII. ADMINISTRATION AND MANAGEMENT

A. RECRUITMENT, RETENTION, AND PROMOTION

VII-A-001 Training and Staff Development
(reference 7/1/2009 BJJ I-009, ACA CJS 1-1A-01, 1-1C-01, 1-1C-07, 1-4C-13, 1-4D-05, 1-4D-14, 1-7B-02, 1-7B-04, Department Regulation A-02-028/AM-F-22)

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 plan/ procedures;
4. Suicide precaution and signs of suicide risks;
5. Use of force policies;
6. Offender 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, within one year of employment.

Comment: Training plans should include requirements for in-service training in critical areas of operation, at least annually.

Protocol: Written policy and procedure.

Documentation: Less plans. Staff training records.

VII-A-002 Weapons Training
(reference ACA CJS 1-7B-06, Department Regulation C-01-008/OP-A-19)

All personnel authorized to use firearms and less-than-lethal weapons must demonstrate competency at least annually. Training includes decontamination procedures for individuals exposed to chemical agents.

Comment: None

Protocol: Written policy and procedure. Training curriculum.

Documentation: Personnel records. Training records.

B. FACILITY ADMINISTRATION

VII-B-001 Authority
(reference 7/1/2009 BJJ I-001)

There is a statute or constitutional provision authorizing the establishment of the local jail facility or its parent agency.

Comment: None

VII-B-002 Legal Assistance for Staff
(reference 7/1/2009 BJJ 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.

Comment: None

Protocol: Written policy and procedure.

Documentation: Personnel or training records.

VII-B-003 Independent Financial Audit
(reference 7/1/2009 BJJ I-005, La R.S. 24:513)

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.

Comment: None

Protocol: Written policy and procedure.

Documentation: Annual audit.

VII-B-004 Facility Insurance
(reference 7/1/2009 BJJ I-006)

Written policy, procedure, and practice provide for comprehensive facility insurance coverage.

Comment: None

Protocol: Written policy and procedure.

Documentation: Insurance policy.

VII-B-005 Offender Funds
(reference 7/1/2009 BJJ I-007, ACA CJS 1-7D-03, La R.S. 15:874)

Offenders' personal funds held by the facility are controlled by generally accepted accounting principles (GAAP). Any interest earned, other than operating funds, accrues to the benefit of the offenders.

Comment: None

Protocol: Written policy and procedure.

Documentation: Offender records.

VII-B-006 Organization
(reference 7/1/2009 BJJ I-015, ACA CJS 1-7D-01)

Written policies and procedures describe all facets of facility operation, maintenance, and administration, are reviewed annually and updated, as needed. New or revised policies and procedures are disseminated to staff. A file for each guideline shall be maintained with documentation (primarily written) to support compliance.

Comment: None

Protocol: Written policy and procedure. Index.

Documentation: Annual reviews. Dissemination to staff.

VII-B-007 Annual Compliance Statement
(reference 7/1/2009 BJJ 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, shall be submitted by January 31st each year, 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 expansion;
4. Any rehabilitative programs that are available;
5. Summary of any reentry initiatives/programs implemented by the facility.

Comment: None

Protocol: Written policy and procedure.

Documentation: Annual statement.

VII-B-008 Monthly Reporting
(reference 7/1/2009 BJJ III-007-1, Department Regulation C-05-001/AM-I-4)

Written policy, procedure, and practice ensure that any facility with DPS&C offenders report activities to the Chief of Operations on a monthly basis in accordance with Department Regulation C-05-001/AM-I-4. These reports shall be submitted on automated reporting forms provided by the DPS&C, no later than the 15th day of the month for the previous month's activities. Automated reporting shall be completed, by the appropriate DPS&C Regional Team Leader, no later than the 20th day of the month for the previous month's activities.

Comment: All facilities that house DPS&C offenders are required to report on a monthly basis. Refer to Department Regulation C-05-001/AM-I-4 for details on specific reporting requirements.

Protocol: Written policy and procedure.

Documentation: Monthly report.

VII-B-009 Staff Meetings
(reference 7/1/2009 BJJ I-003, ACA CJS 1-4D-02)

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.

Comment: None

Protocol: Written policy and procedure.

Documentation: Staff meeting minutes/notes.

C. REASONABLE ACCOMMODATION

VII-C-001 Facility Equipment/Reasonable Accommodation
(reference ACA CJS 1-7E-01)

Reasonable accommodation is made to ensure that all parts of the facility that are accessible to the public are accessible and usable by staff and visitors with disabilities.

Comment: None

APPENDIX A

Department Regulations and Forms listed below are referenced throughout the Basic Jail Guidelines. The latest version of these regulations may be accessed through the local facility's internet-based on-line monthly reporting system. Access and password information has been provided to local facility staff by the DPS&C Office of Adult Services.

Regulation #	Title
A-02-008 (AM-F-47)	Drug-Free Workplace
A-02-028 (AM-F-22)	Training and Staff Development
A-04-002 (PS-D-3)	Standard Operating Procedures for Transitional Work Programs
B-01-001 (IS-B-6)	Institutional Progress Report and Risk Need Assessment Packets
B-01-002 (BOP-3)	Employee Appearance Before the Parole Board and Board of Pardons
B-01-004 (IS-B-7)	Louisiana Risk Needs Assessments
B-02-001 (IS-B-1)	Assignment and Transfer of Offenders
B-03-001 (AM-D-3)	Composition/Location/Disposal of Active and Inactive Offender Records
B-05-001 (OP-C-1)	Offender Rulebook
B-05-005 (OP-C-13)	Administrative Remedy Procedure
B-06-001 (IS-D-2)	Health Care
B-06-001/HC-01 (IS-D-HCP13)	Access to Care and Clinical Services
B-06-001/HC-02 (IS-D-HCP14)	Health Care Co-payment
B-06-001/HC-05 (IS-D-HCP20)	Infirmary Care
B-06-001/HC-06A (IS-D-HCP41)	Medical Furlough
B-06-001/HC-06B (IS-D-HCP42)	Medical Parole
B-06-001/HC-06C (IS-D-HCP46)	Medical Treatment Furlough
B-06-001/HC-08 (IS-D-HCP33)	Pregnancy Management
B-06-001/HC-9A (IS-D-HCP22)	Tuberculosis
B-06-001/HC-11 (IS-D-HCP34)	Chronic Care/Special Needs
B-06-001/HC-13 (IS-D-HCP16)	Health Screens, Appraisals and Examinations
B-06-001/HC-17 (IS-D-HCP7)	Pharmaceuticals
B-06-001/HC-24 (IS-D-HCP44)	Notification

B-06-001/HC-25 (IS-D-HCP9)	Confidentiality
B-06-001/HC-26 (IS-D-HCP10)	Informed Consent: Voluntary & Involuntary Treatment
B-06-001/HC-29 (IS-D-HCP40)	Utilization of Medical Restraints
B-06-001/HC-33 (AM-D-5)	Offender Medical Records
B-06-001/HC-34 (IS-C-3)	Offender Hygiene
B-06-001/HC-38 (IS-D-HCP30)	Suicide Prevention, Suicide Intervention and Post Suicide Management
B-06-001/HC-40 (IS-D-HCP31)	Substance Abuse Programs, Management of Chemical Dependency and Detoxification
B-06-003 (AM-C-4)	Medical Reimbursement Plan
B-08-004 (PS-F-1)	Volunteer Services Program
B-08-005 (PS-E-1)	Faith Based Programs and Services
B-08-013 (PS-C-1)	Offender Reentry Program
B-09-003 (AM-C-2)	Offender Banking
C-01-004 (OP-C-10)	Attorney Visits
C-01-008 (OP-A-19)	Correctional Officer Firearms Training, Weaponry and Related Issues
C-01-012 (PS-I-1)	Recreation Activities
C-01-022 (OP-A-15)	Sexual Assault and Sexual Misconduct
C-02-001 (OP-A-5)	Reporting and Documenting Escapes and Apprehensions
C-02-003 (OP-A-8)	Searches of Offenders
C-02-006 (OP-A-16)	Use of Force
C-02-007 (OP-C-3)	Offender Drug and Alcohol Testing Program
C-02-008 (OP-C-9)	Offender Visitation
C-02-009 (OP-C-7)	Inmate Mail and Publications
C-02-010 (OP-B-3)	Safety and Emergency Management
C-03-003 (OP-A-3)	Escorted Absences
C-05-001 (AM-I-4)	Activity Reports/Unusual Occurrence Reports Operational Units
C-06-001 (IS-C-1)	Food Services

Form #	Title
B-01-004-C	Pre-Parole LARNA II Questionnaire for Local Jail Facilities
C-01-022-E	Standardized Case Report
C-05-001-X	Standardized Death Report Format
C-05-004-B	Medical/Mental Health Transfer Request for DOC Offenders at Local Facilities
	DOC Offender Transfer Form
IV-C-006-A	Intake Health Care Screening Form