

# Ouachita Correctional Center

## Policy and Procedure Manual

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**PAUL CAMPBELL, WARDEN**

**REGINALD MANNING, DEPUTY WARDEN**

Revised June, 2020

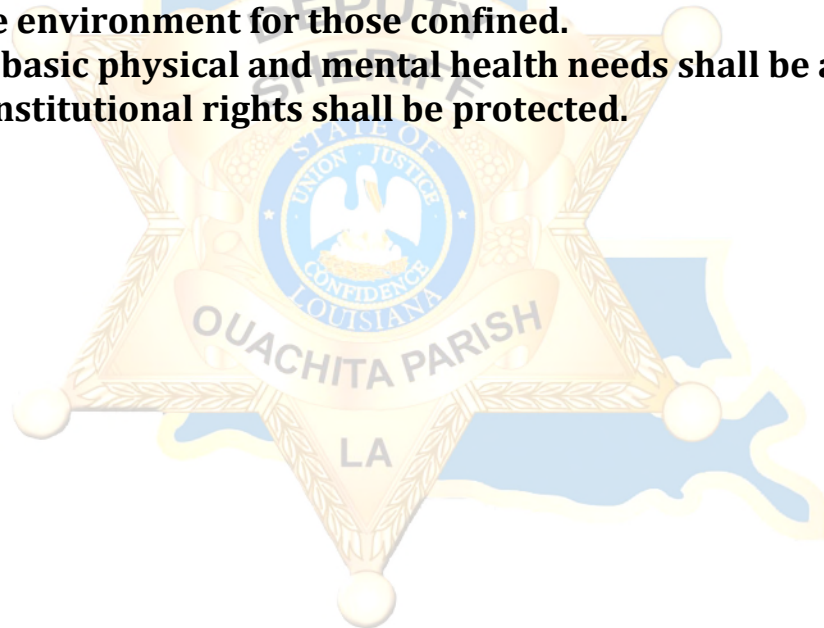
# **MISSION STATEMENT**

**The Mission of the Ouachita Correctional Center is the confinement of persons adjudicated as offenders or suspected offenders of the law as prescribed by the Louisiana Statutory Criminal Law and Procedure. The intent of such confinement is threefold:**

- 1. Confinement of certain persons as a punishment in and of itself.**
- 2. Confinement of certain persons on a pre-trial status to insure their appearance in court**
- 3. To protect the public.**

**The mission statement of the Ouachita Correctional Center is found in how these persons are treated during their confinement and, if within its reasonable capacity to do so, shall provide an opportunity for the positive personal growth of those confined and offer assistance for positive re-integration into the community upon their release. In keeping with these principles, the Correctional Center shall provide a safe and secure environment for those confined.**

**These persons basic physical and mental health needs shall be attended to and their constitutional rights shall be protected.**



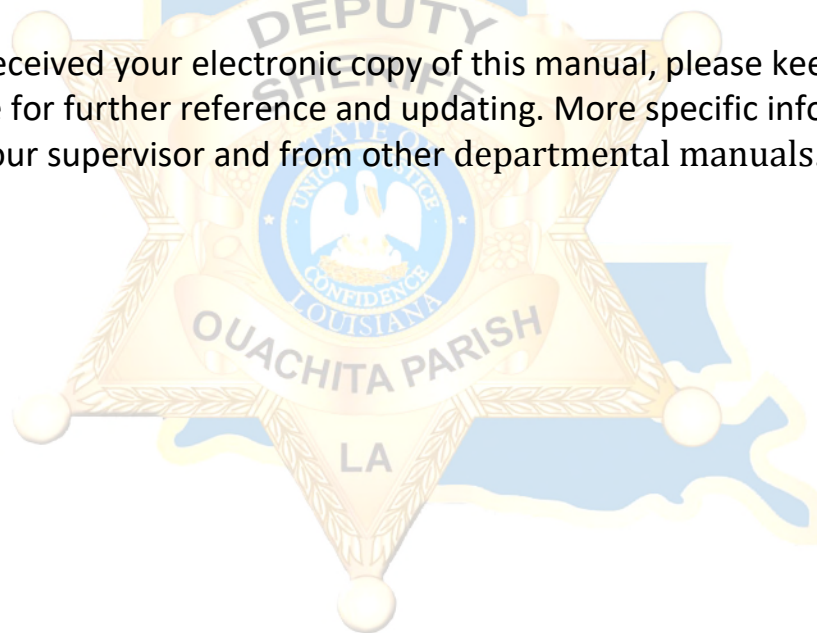
# INTRODUCTION

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The contents of this manual are for general information only, and they supersede any previous manuals or policies for the Ouachita Correctional Center and intended to supplement, not replace, the Ouachita Sheriff's Office Policy and Procedure Manual.

This manual has been designed to follow the Department of Public Safety and Corrections Basic Jail Guidelines, compiled in agreement with the Louisiana Sheriff's Association. These guidelines outline the minimum requirements which comply with court orders and protect the guaranteed rights of offenders incarcerated in correctional facilities. These guidelines also standardize operations and consistency of offender treatment in correctional facilities throughout the State of Louisiana.

After you have received your electronic copy of this manual, please keep it in a convenient place for further reference and updating. More specific information is available from your supervisor and from other departmental manuals.



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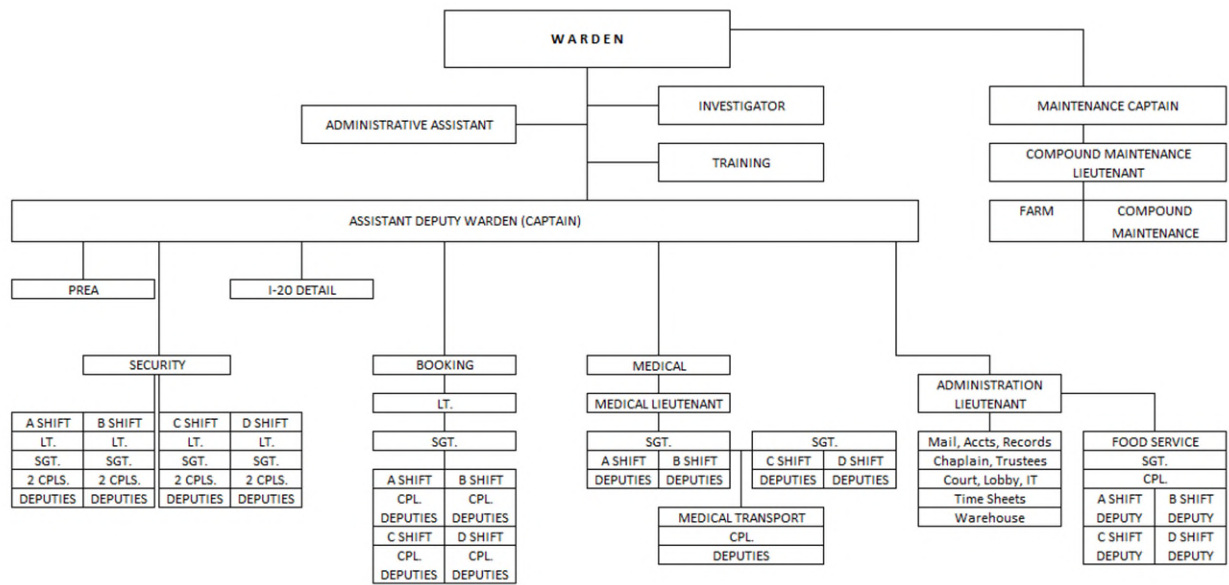
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# SECTION 100:

# SAFETY

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Category Safety	Number 101
Subject Safety/Sanitation Inspections [I-A-001]	Effective Date June 1, 2012

## SAFETY/SANITATION INSPECTIONS

### **Policy**

It shall be the policy of the Ouachita Correctional Center to provide written guidelines for safety and sanitation inspections for all Ouachita Correctional Center facilities.

### **101.1 Safety/Sanitation/Inspections**

To ensure compliance with all applicable laws and regulations of the State Sanitation Deputy and the State Fire Marshal, the Warden will ensure the following inspections are implemented:

- A. Weekly sanitation inspections of all facility areas by a qualified departmental staff member. This staff member will either be a trained fire/safety/sanitation Deputy, or qualified by virtue of training, education, and/or experience.
- B. Weekly inspections of all food service areas, including dining and food preparation areas and equipment.
- C. Water temperature in housing areas will be checked and recorded daily.
- D. Comprehensive and thorough monthly inspections by qualified departmental staff member for compliance with sanitation, safety and fire prevention standards.
- E. There will be at least annual inspections by the State Sanitation Deputy and the State Fire Marshal.
- F. Should any corrective action need to be taken, it will be reported to the Warden immediately.

Category Safety	Number 102
Subject Disposal of Materials [I-A-002]	Effective Date June 1, 2012

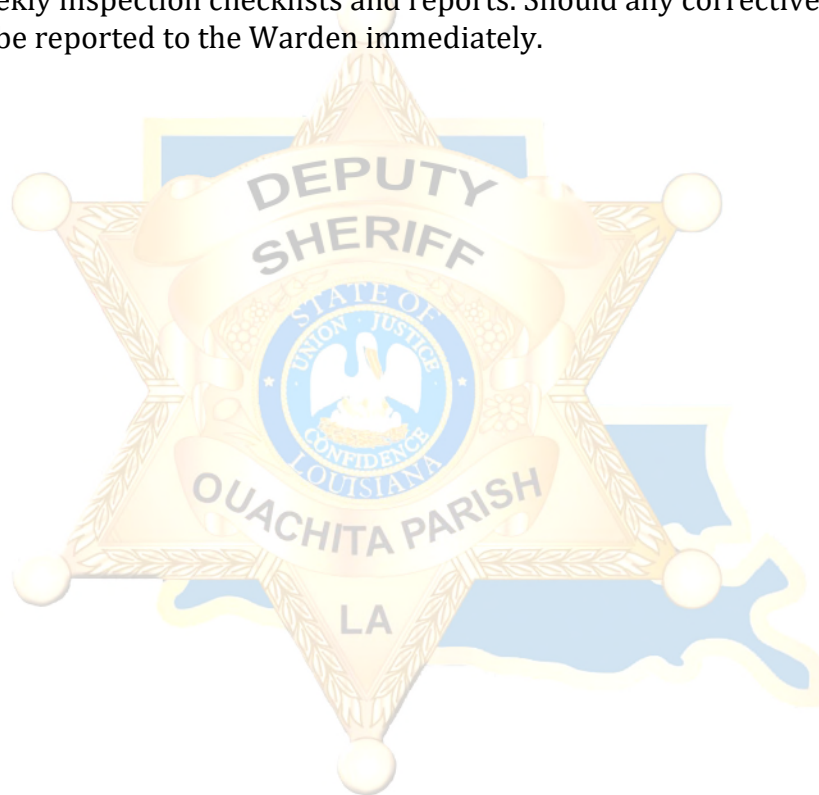
## DISPOSAL OF MATERIALS

### **Policy**

It shall be the policy of the Ouachita Correctional Center to provide written guidelines for the disposal of liquid, solid, and hazardous materials.

### **102.1 Disposal of Materials**

The Wardens designee shall be responsible in ensuring that the disposal of liquid, solid, and hazardous materials complies with applicable government regulations. This shall be included in the weekly inspection checklists and reports. Should any corrective action need to be taken, it will be reported to the Warden immediately.



Category Safety	Number 103
Subject Vermin and Pest Control [I-A-003]	Effective Date June 1, 2012

## VERMIN AND PEST CONTROL

### **Policy**

It shall be the policy of the Ouachita Correctional Center to have a written and implemented plan for the control of vermin and pests.

### **103.1 Vermin and Pest Control**

The control of pests and vermin will be through a state licensed pest control company on a regular schedule of treatment. This will also be supplemented by local treatment and preventive measures through the maintenance department.

Category Safety	Number 104
Subject Sanitation and housekeeping [I-A-004]	Effective Date June 1, 2012

## SANITATION AND HOUSEKEEPING

### **Policy**

It shall be the policy of the Ouachita Correctional Center to have a written housekeeping plan that provides for the ongoing cleanliness and sanitation of the facility.

### **104.1 Sanitation and Housekeeping**

- A. Correctional personnel will conduct inspections to ensure that:
  1. All areas are clean and orderly.
  2. Lighting, ventilation, and heating equipment function properly.
  3. All security devices perform properly.
  4. In group living areas, inspections shall include verification of appropriate supervision.
  5. All plumbing equipment, including toilets, laundry facilities, and showers/bathing areas, operate properly.
  6. Conduct a review of previous reports of deficiencies.
- B. Each offender will be required to:
  1. Maintain sanitary living conditions of his area as follows:
    - a. Cleanliness of his cell or living area including walls, floors, sink, toilet, windows; and
    - b. All other property within the cell or living area.
    - c. Such responsibilities shall be either posted in the common areas, in the living areas, or stated in the Offender Handbook.
  2. Cleaning materials and articles for cleaning will be issued by the Correctional Deputy in charge of that particular area.

- a. The offender(s) receiving such items will be responsible for the proper use of these articles.
- b. Each offender will sweep and mop the floor of his individual living area and deposit any trash in a specified container located in the living area.
3. The Correctional Deputy in charge of an area will:
  - a. Inspect the individual cells or living area of the offenders in his area.
  - b. Organize a team of offenders to clean common use areas of all offenders.
  - c. The team will be on a rotating basis, and no offender will be permanently assigned to this team. The duty of this team will be to sweep, clean, dust, and mop the areas of common use; pick up all trash from the area and deposit the trash into a specified container; and clean and mop all shower/bathing areas used in common.
  - d. The Correctional Deputy in charge of the area will inspect to see that no curtains, screens, paper, cellophane, or cardboard is hung in the living area. Nothing should be hung to obstruct views into or out of windows, doors, or cells. No "tenting" of bunks is allowed.
  - e. The Correctional Deputy shall inspect the cells and living areas daily. If any violations are found, he shall issue the offender a verbal or written warning and have the offender correct the deficiency. In the event of non-compliance or repeated violations, a written report shall be made and given to the Shift Supervisor. The Shift Supervisor, in cases of repeated or non-compliance, will initiate disciplinary procedures.
4. Back packs and shower areas - 1st and 3<sup>rd</sup> Saturday
  - a. Warehouse Deputy:

The work day before that Saturday; take the back packs to Farm 1 or maintenance Deputy to fill both back packs.  
(Take a cart because they will be heavy)  
Log the back packs out of the warehouse and take them to the closet on the medical hall. (First closet on the right) Go to master control and let the supervisor know the back packs have been placed in the closet. Enter the supervisors name on the warehouse log.

On Saturday, the **Security Supervisor** should log that Dy. ?? and offenders ?? on ?date? sprayed shower areas with the back packs in pods \_ \_ \_ \_ etc.

After the project is complete. Return the back packs to the closet.

On Monday, **Warehouse Deputy** will retrieve the back packs from the closet. The back packs will be logged back in and stored in the warehouse until the next scheduled cleaning day.



b. Security:

Assign a Deputy with two trustee workers. Make an entry into New World. Trustee workers will wear the orange rubber jackets with the back pack. Back pack must be worn with the safety straps and safety goggles. There will also be scrub brushes in the closet for the offenders to use. Each dorm should have at least two offenders that clean. Spray the shower area and let set for a few minutes. Scrub the walls and floors. Rinse the walls and floors. Once the spraying is complete; return the back packs, safety glasses and jackets to the closet.

C. Summary of areas to be inspected on a daily basis:

1. Cells/living areas.
2. Holding areas.
3. Detoxification areas.
4. Showers.
5. Infirmary.
6. Food preparation and storage areas.
7. Garbage and trash.

D. The Assistant Warden will ensure that:

1. Daily inspections shall be conducted of all institution areas by the Shift Supervisor.
2. Weekly inspections shall be conducted by the Warden, or his designee, of all institution areas.
3. Institutional sanitary practices shall be reviewed by state or local health authorities at least annually.
4. Laundry is collected, cleaned, and returned in an orderly fashion.

#### **104.2 Chemical Maintenance**

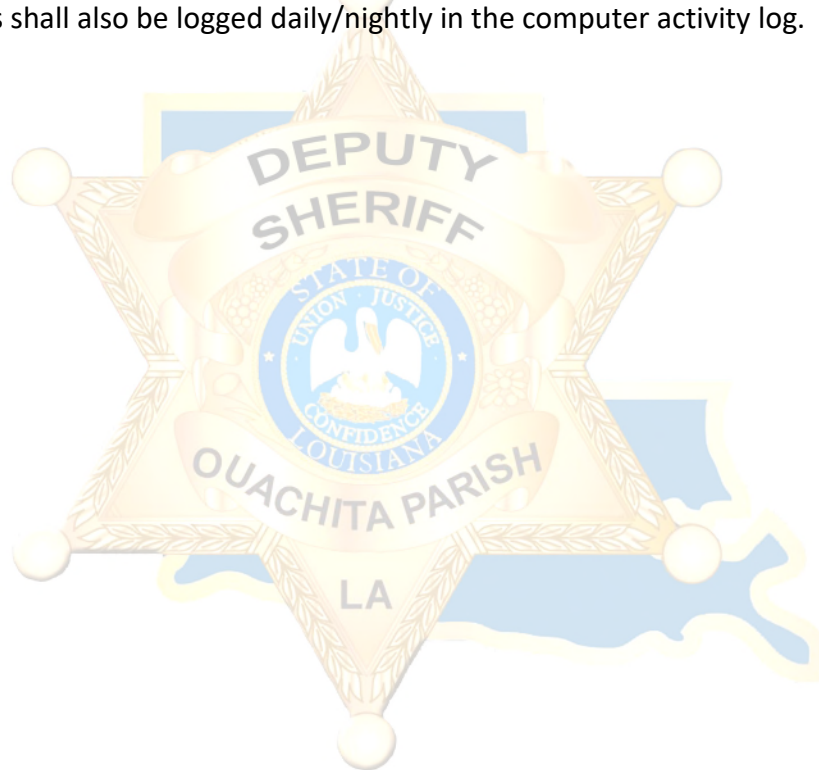
A. Warehouse Deputy is responsible for maintaining disinfectant cleaner and window cleaner.

1. Warehouse Deputy shall supervise offender trustee workers while filling/maintaining the chemical bottles.
2. Trustee workers must wear protective items while handling chemicals. Such as: rubber gloves and goggles. Trustee workers must wash their hands and arms after handling chemicals.
3. Deputy shall remove the locks and metal bars from lockers. Metal bars and locks shall NOT be in reach of or handled by any offender. Deputy shall supervise the trustee workers while they exchange out the chemical bottles.
4. Under NO circumstances shall an offender have the control/custody of keys, locks or metal bars.
5. Warehouse Deputy shall keep chemical logs in each locker to be used by security.



### 104.3 Chemical Disbursement Procedure for Deputies

- A. Every four day/night shift; security will retain the supplies of chemicals needed to sanitize and clean. Chemical lockers are labeled with the pod numbers. Deputy shall remove the locks and metal bars from lockers. Metal bars and locks shall NOT be in reach of or handled by any offender. Deputy shall supervise the trustee workers while they exchange out the chemical bottles.
1. The first day of the shift at 0600; Deputy shall retrieve 2 bottles of window cleaner and 2 bottles of disinfectant.
  2. Second – fourth day of shift; every morning - Deputy shall return bottles from the previous day and retrieve full bottles. Deputy must return bottles to get bottles.
  3. The top shelf of each locker has a chemical log to fill out.
  4. On the last night of the shift; the night shift will return all bottles to the lockers.
  5. Complete the chemical log and turn the log into administration.
  6. Chemicals shall also be logged daily/nightly in the computer activity log.



Category Safety	Number 105
Subject Water Supply [I-A-005]	Effective Date June 1, 2012

## WATER SUPPLY

### **Policy**

It shall be the policy of the Ouachita Correctional Center to have written guidelines regarding the potable water source for each facility.

### **105.1 Water Supply**

The Warden shall ensure that the potable water source and supply is certified at least annually by an independent, outside source in order to be in compliance with the State Sanitary Code and the requirements of the State Health Deputy. Any deficiencies will be addressed and approved by the state health Deputy.

Category Safety	Number 106
Subject Offender Transport [I-B-001]	Effective Date June 1, 2012

## OFFENDER TRANSPORT

### **Policy**

It shall be the policy of the Ouachita Correctional Center to have written procedures to govern offender escorted and unescorted absences.

### **106.1 DPS&C offenders**

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 "Escorted Absences."

### **106.2 Non-DPS&C offenders**

- A. All requests for medical furloughs will originate with the Medical Staff Supervisor. Applicable guidelines will be followed.
- B. All requests for escorted and unescorted absences will be directed to the Assistant Warden.
- C. All requests for medical furloughs and escorted or unescorted absences will be forwarded to the Warden for approval.
- D. The Warden has final authority for granting a medical furlough or escorted or unescorted absence.

### **106.3 Documentation**

- A. Escorted and unescorted absence request will be documented, including the reason for the request, i.e. medical, funeral, etc.
- B. If the transporting vehicle is involved in ANY incident, i.e. accident, the transportation Deputy MUST have all offenders checked by the duty nurse. Refusal for medical treatment will remain in the offender's medical file.

Category Safety	Number 107
Subject Emergency Plan [I-C-001]	Effective Date June 1, 2012

## EMERGENCY PLAN

### Policy

It is the policy of the Ouachita Correctional Center to have written policies and procedures in the event of an unusual or institutional emergency, 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, disasters (natural and man-made), power outages, and other disturbances, as well as evacuation plans approved by the Secretary of DPS&C.

Regardless of the nature of the emergency situation, the Warden must be notified immediately.

### 107.1 Riot

The following procedure will be used in the event of a riot in order to ensure that proper actions are taken to restore the order, safety, and security of the facility.

- A. The shift supervisor will:

[REDACTED]

- B. Control room personnel will:

[REDACTED]

- C. The Assistant Warden or Warden will:

[REDACTED]

- D. The Sheriff or his designee will [REDACTED]
- E. In case of a riot or large disturbance in one of the dorms, the following procedures will be followed:  
[REDACTED]
- F. Once control has been established, the C.E.R.T. Commander will see that all of the following occur:
1. Any and all injured parties receive medical attention.
  2. Make an accurate offender count.
  3. Place offenders in segregation as needed.
  4. All necessary reports are written.
  5. Make a survey of damage (take photographs).
  6. Ensure that all offenders in the riot are strip searched.
  7. Ensure the riot area is searched for weapons and contraband.
  8. Ensure that Deputies who use force or discharge any type of weapon submit a written report.
  9. Submit a written report to the Warden.
- G. The Criminal Investigation Center may be called upon to conduct a thorough investigation into the disturbance and the actions taken to bring the disturbance under control, and an investigation will be conducted by the Assistant Warden or Warden. The Warden will contact DPS&C should a state offender be involved in the incident.

### 107.2 Hostage situation

The following procedure will be used in the event of a hostage situation in order to ensure that proper actions are taken to restore the order, safety, and security of the facility.

- A. Upon notification of anyone being taken hostage, the following steps are to be taken:

[REDACTED]

5. The shift supervisor will maintain a log of all activities in the hostage area and on all orders given and procedures used to affect them.
- B. Any person who is taken hostage has no authority whatsoever, regardless of rank. Any and all instructions of the hostage are to be ignored.

- C. No offender is ever to be permitted to escape because of having one or more hostages.
- D. Only the Sheriff or his designee has the authority to deal with an offender holding a hostage.
- E. The Sheriff will designate a person(s) as the negotiator. This person may be department personnel from an outside agency. The assigned negotiator will be the only person to contact the abductor unless authorization is received from the negotiator or the Sheriff. The Sheriff may assign investigators to interview offenders to secure information which may assist negotiators.
- F. Use of deadly force:
  - 1. The decision to use deadly force will be made by the Sheriff or his representative. The Sheriff or his representative will complete a written report which details the reasons that the order to use deadly force was given.
  - 2. Once the abductor has surrendered or been apprehended, medical treatment will be administered to the abductor and/or hostage if needed. The area will be treated as a crime scene and the Criminal Investigations Center of the Ouachita Sheriff's Office or the Louisiana State Police Investigative Unit will conduct an investigation into the matter.
  - 3. The Warden of the facility will notify DPS&C of the incident if a state offender is involved.

### 107.3 Escapes

The following procedure will be used in the event of an escape in order to ensure that proper actions are taken to restore the order, safety, and security of the facility. It also requires the **immediate** notification of the Warden and Sheriff when an offender escapes or attempts to escape.

- A. If a correctional Deputy discovers that an offender has escaped from a correctional facility, he will immediately notify the shift supervisor.
- B. Once the shift supervisor has been informed of a possible escape,

[REDACTED]

- C. As soon as an escape or possible escape has been verified,

[REDACTED]

- D.

[REDACTED]

- E.

[REDACTED]

- F. All correctional Deputies involved are to submit a written report prior to the end of the shift. The Assistant Warden shall ascertain that all necessary reports are turned in to him and are properly written. Copies of these reports will be forwarded to the deputy assigned the complaint.
- G. The Assistant Warden, the Warden or designee will notify DPS&C of the escape if a state offender is involved. The Assistant Warden, Warden or designee will notify DPS&C if and when the offender is apprehended.

#### **107.4 Escape during transport**

The following procedure will be used in the event of an escape during transport in order to ensure a quick and effective response to any escape reported during transport. It also requires the **immediate** notification of the Warden and Sheriff when an offender escapes or attempts to escape during transport.

- A. The transporting Deputy will have the following information about the offender(s) being transported:
  - 1. Name, date of birth, physical and clothing description of the offender(s).
  - 2. Destination of each offender.
  - 3. Brief reason for transport.
  - 4. Documents needed for transport.
  - 5. List of phone numbers for OPSO.
  - 6. List of law enforcement agencies on the planned route.
  - 7. Document any/all information needed for reporting unusual occurrences.
  - 8. Appropriate road maps, credit cards for fuel purchases.

- B. If an offender escapes during transport, [REDACTED]
- C. [REDACTED]

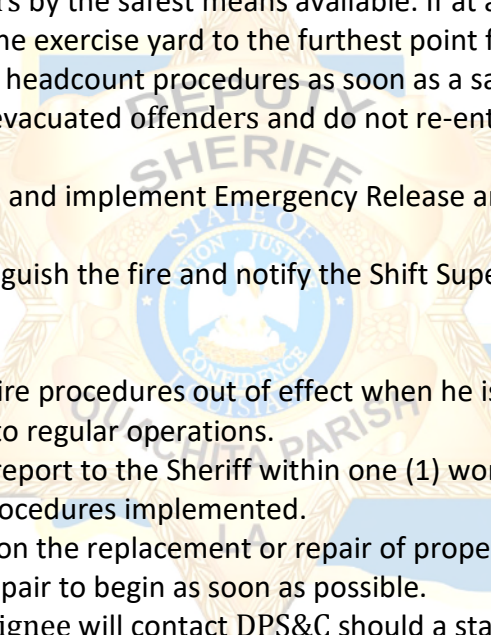
- D. The Assistant Warden, the Warden or designee will notify DPS&C of the escape if a state offender is involved. The Assistant Warden, the Warden or designee will notify DPS&C if and when the offender is apprehended.

#### **107.5 Fire emergency**

The following procedure will be used in the event of a reported fire in order to ensure that proper actions are taken to restore the order, safety, and security of the facility.

- A. The control room operator will:
  - 1. Notify the shift supervisor of a fire alert.
  - 2. Notify all personnel in the facility of a fire alert.
  - 3. Instruct all visitors in the facility to leave immediately.
  - 4. If a Warden or shift supervisor has not yet taken charge, implement evacuation procedures when contact with the on duty correctional Deputy is lost for more than three (3) minutes at a given time.



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5. Notify all personnel in the facility of the code in effect as soon as the duty correctional Deputy at the scene has made a determination.
  6. Control Room personnel will maintain a log of all emergency procedures that are/were executed.
  7. Upon confirmation of a fire, notify the fire department.
  - B. The shift supervisor will:
    1. Implement emergency evacuation procedures.
    2. Execute procedures to verify the duty correctional Deputy's offender head count.
    3. Communicate all instructions and orders through the most direct means possible.
    4. Monitor the progress of emergency procedures for as long as possible.
  - C. The duty correctional Deputy will:
    1. Upon discovery of a fire, quickly and cautiously make his way to the fire area, identify and report the appropriate situation to the control room personnel and receive instructions regarding implementation of the evacuation procedures.
    2. Release locks manually if the master locking system fails.
    3. Evacuate offenders by the safest means available. If at all possible, offenders should be evacuated to the exercise yard to the furthest point from the building.
    4. Conduct offender headcount procedures as soon as a safe area is reached.
    5. Remain with the evacuated offenders and do not re-enter the facility until relieved or instructed.
    6. Extinguish the fire and implement Emergency Release and Evacuation procedures for that area.
    7. Immediately extinguish the fire and notify the Shift Supervisor that the fire has been extinguished.
  - D. The Warden will:
    1. Take emergency fire procedures out of effect when he is satisfied that the facility can safely return to regular operations.
    2. Submit a written report to the Sheriff within one (1) working day detailing all emergency fire procedures implemented.
    3. Secure estimates on the replacement or repair of property or equipment for replacement or repair to begin as soon as possible.
    4. The Warden/Designee will contact DPS&C should a state offender be involved in the incident.

#### **107.6 Death notification**

The following procedure will be the process by which individuals so designated by the offender are notified in case of serious illness, injury, or death.

- A. Permission for notification
  1. The booking Deputy will, upon first encounter, obtain information from the offender of the person(s) to be notified in the event of a health emergency.
  2. In the event of serious illness, injury, or death of the offender, those persons listed will be notified by the Warden/Designee.
  3. The Warden, or his designee, will be notified immediately in the event of an offender's death from suicidal, accidental, natural, or unnatural causes.
- B. The Warden/Designee will:
  1. Notify the coroner.

2. Notify next of kin.
3. Arrange for an extensive investigation.
4. Notify DPS&C as soon as possible if a state offender is involved.
5. Notify in writing the appropriate court of original jurisdiction.
6. Notify in writing any agency that has placed a detainer on the offender.

#### **107.7 Serious illness or injury, assaults, and other acts of violence**

The following procedure exists for seriously ill offenders requiring medical, dental, or mental health needs for which care is not readily available from a local facility.

- A. Pre-trial / Parish Offenders
  1. Medical staff will notify the Assistant Warden or designee immediately upon learning of the offender's condition.
  2. The Assistant Warden or the designee will contact the appropriate detaining agency.
  3. The Assistant Warden or the designee will contact the facility medical director for assistance in having the offender admitted into the most appropriate medical facility.
  4. Arrangement will be made for transfer to the appropriate medical facility as quickly as possible.
- B. Department of Public Safety & Corrections Offenders
  1. The Department of Public Safety and Corrections will be notified by the Warden or the designee.
  2. The Warden or the designee will assist DPS&C in the transfer of the offender to the facility designated by the DPS&C.

#### **107.8 Severe weather warnings**

The following procedure will be used in the event of severe weather warnings.

- A. In the event of a severe weather warning, the master control room personnel will notify the Shift Supervisor, who will then monitor the weather advisory and take the necessary precautions for the safety of offenders and staff.
- B. Necessary steps are, but not limited to, the following:
  1. All offenders and staff outside the facility will be brought inside the facility.
  2. Offenders will be placed in their respective assigned dorms.
  3. If necessary, the facility will go to immediate lock down in all dorms. Commissary privileges, religious services, and visitation may be terminated if conditions warrant, but must be documented by the Shift Supervisor.
- C. Exceptions to this will be food service personnel who are actively engaged in the preparation of meals.
- D. When the severe weather advisory has been cancelled or expired, the Warden or Shift Supervisor will return the facility to normal operations.

#### **107.9 Disasters (Natural or Man-made)**

The following procedure will be used in the event of a disaster, natural or man-made.

- A. In the event of a disaster, the master control room personnel will notify the Warden, who will then monitor the situation and take the necessary precautions for the safety of offenders and staff.
- B. Necessary steps are, but not limited to, the following:

1. All offenders and staff outside the facility will be brought inside the facility.
  2. Offenders will be placed in their respective assigned dorms.
  3. If necessary, the facility will go to immediate lock down in all dorms. Commissary privileges, religious services, and visitation may be terminated if conditions warrant, but must be documented by the Shift Supervisor.
- C. Exceptions to this will be food service personnel who are actively engaged in the preparation of meals. Kitchen supervisor on duty will secure all entrances.
- D. When the situation has been resolved or deemed adequately safe, the Warden or Shift Supervisor will return the facility to normal operations.

#### **107.10 Power outages**

The following procedure will be used in the event of a power outage.

- A. In the event of a power outage, the master control room personnel will notify the Warden, who will then monitor the situation and take the necessary precautions for the safety of offenders and staff.
- B. Necessary steps are, but not limited to, the following:
1. Offenders will be placed in their respective assigned dorms.
  2. If necessary, the facility will go to immediate lock down in all dorms. Commissary privileges, religious services, and visitation may be terminated if conditions warrant, but must be documented by the Shift Supervisor.
- C. Exceptions to this will be food service personnel who are actively engaged in the preparation of meals. Kitchen supervisor on duty will secure all entrances.
- D. Staff will be aware of the location and identification of keys by touch in the event the primary electrical locking system fails, as well as be knowledgeable about evacuation routes.
- E. When the situation has been resolved or deemed adequately safe, the Warden or Shift Supervisor will return the facility to normal operations.

#### **107.11 Evacuations**

- A. Emergency Exits
1. All facilities exits will be properly positioned, clear, and distinctly and permanently marked to ensure the timely evacuation of offenders and staff in the event of fire or other emergency.
  2. All exits from offender living areas will be clearly marked and lead to a hazard free area. Specified area routes of evacuation will be clearly posted in appropriate areas.
- B. Fire/emergency evacuation plans
1. Fire/emergency evacuation plans will include the following:
    - a. The location of posted building and room floor plans.
    - b. Use of exit signs and directional arrows for traffic flow.
    - c. Staff drills, even when evacuation of extremely dangerous offenders may not be included.
  2. The evacuation plan will:
    - a. Include drawings which will be posted in the office of the Warden's Administrative Assistant of each facility and designated evacuation routes.
    - b. Have exit signs and/or directional arrows for traffic flows are installed in all areas where security permits.

- c. Require the facility to conduct fire/emergency drills to ensure that all personnel are capable of carrying out fire/emergency plans and procedures.
  - d. Be approved by the State Fire Marshal annually, and updated as necessary.
- C. Supervision during evacuation
  - 1. Correctional Deputies conducting emergency evacuations will ensure that adequate supervision is provided.
  - 2. Evacuation drills will be conducted on a schedule as required by State or Court ordered codes.

#### **107.12 Security and Communication**

In the case of an emergency, the facility will be secured and no movement of offenders will be allowed until such necessary movement can be done in an orderly manner and with proper security measures.

- A. Fire
  - 1. In the case of a fire at the facility, the offenders closest to the fire will be evacuated first. Offenders who are evacuated will be moved to a secured area outside the facility. Once the offenders near the fire are evacuated, the situation will be reassessed to determine if further evacuations are necessary.
  - 2. Personnel in the control room will immediately notify the fire department and the Ouachita Sheriff's Office communications room. The control room shall request street deputies to respond to the facility to help provide security until more correctional Deputies can arrive and relieve them. If it is unsafe for control room personnel to remain in the building, they will leave and set up a communications post outside using a portable radio. If the control room must be evacuated, the dorms would be evacuated by manually unlocking the outside doors with a key.
  - 3. If the building cannot be reoccupied once the fire is extinguished, DPS&C will be notified and requested to help house any offenders that cannot be accommodated by other parish facilities.
  - 4. Control room personnel will notify the Warden of the facility as soon as possible after emergency personnel (fire, police, medical, etc.) are notified.
- B. If a facility must be evacuated due to some other situation (gas leak, natural disaster, etc.), the control room will notify the Ouachita Sheriff's Office communications room and request assistance. Once there is adequate security personnel present, the facility will be evacuated a safe distance from the building. If the building cannot be reoccupied, DPS&C will be notified and their assistance will be requested in finding housing for those offenders that cannot be housed in other parish facilities.

#### **107.13 DPS&C emergency notification**

In the event of an unusual or institutional emergency, 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, the Warden or designee shall report the incident to the DPS&C, Office of Adult Services, 800-803-8748 during normal business hours or to the control center at Elayn Hunt Correctional Center, 800-842-4399 after hours, if state offenders are involved.



## 107.14 MASS EVACUATION

The Sheriff has the authority to order an evacuation. The Warden or Sheriff has the authority to approve/order early or emergency releases. The deadly force policy will not change for an evacuation. The Health Department has the authority to quarantine the facility. The Health Department & Fire Department determines when the facility is safe to house inmates again.

The evacuation plan and all designated tasks will depend on the extent of the emergency as well as the time element. Radio traffic will consist of (maintenance channel 4), (administration, kitchen, warehouse channel 3), (security, medical channel 2). Each section needs 2 radios for monitoring channels.

### A. On Site

1. Warden P. Campbell – is the Liaison to the Sheriff or his designee. The Warden will assume overall control of evacuation operations both on and off compound sites.
2. Deputy Warden R. Manning – will assume control of all direct on site evacuation operations. Captain is responsible for the coordination of the operations of all area supervisors on the Ouachita Correctional Center compound. The Captain is responsible for providing extra personnel to compound supervisors as needed. Will assume control of the onsite security section and be responsible for coordinating the operations of all on site security supervisors. The Captain is the deciding authority for all issues affecting security during the evacuation operations. Captain will perform the following tasks:
  - a. Decides the order of dorm evacuation
  - b. Establishes inmate pick up areas
  - c. Establishes and designates personnel used for notifying off duty personnel with the assistance of administration
  - d. Decides the meeting point for off duty personnel
  - e. Arranges transports for personnel to off compound sites
  - f. Coordinates with all off compound site supervisors
  - g. Responsible for integrating extra personnel into the evacuation operation
3. On Duty Shift Lieutenant (Security) – will coordinate the direct operations of all security personnel involved with the movement of the inmates while on the compound. These supervisors are the deciding authority for all issues affecting inmate movement inside the compound. The On Duty Shift Lieutenant in conjunction with the On Duty Shift Sergeant stationed in Master Control will:
  - a. Supervise and record inmate movement from the dorms as directed by the Security Lieutenant.
  - b. Communicate all directives to the dorms
  - c. Responsible for coordinating movement of O.C.C. personnel throughout the compound buildings
  - d. Directs incoming calls
  - e. Coordinates with other areas for pick-up of any equipment or supplies on the compound to be evacuated.
  - f. Issues vehicle keys

- g. Oversees safe removal of weapons from the lock box in Master Control (Only CERT members will access these weapons)
- 4. On Duty Shift Sergeant and Corporals – (Security) – will assume direct supervision of the Security Deputies in the dorm areas. The On Duty Shift Corporal stationed in the Control Room:
  - a. Relays all directives of the Shift Supervisor to the Shift Deputies
  - b. Supervises all deputies tasked with moving the inmates from the dorm areas to the pick-up point
  - c. Supervises the control room deputies to ensure access of O.C.C Staff and inmates through the doors and exits
  - d. Ensures all inmates out of the dorm area are integrated back into the dorm and readied for evacuation
  - e. Checks for accuracy on all inmate counts reported to the Shift Sergeant
  - f. Ensures that all pods and cells are cleared
  - g. Locks all control rooms after the pod is cleared
- 5. On Duty Shift Deputy (Security) – is responsible for dorm operations. The Shift Deputy in the dorm:
  - a. Will operate the doors and exits as needed to facilitate movement of inmates and/or O.C.C. staff
  - b. Ensures inmates are clothed and ready to move
  - c. Allows each inmate to carry personal laundry bag containing one complete change of clothing, hygiene items, and one roll of toilet paper (Any items carried by the inmates to the offsite compound will depend on the extent of the emergency as well as the time element)
  - d. Directs each inmate to stack mattresses in the day room for possible transport at a later time
  - e. Locks each empty cell to protect inmate property left in the lockers
  - f. Secures each inmate with waist chains and leg irons
  - g. Escorts inmates to the holding area to await transport to an off compound site.
- 6. All off duty O.C.C. personnel assigned to the onsite areas will integrate and assist as needed. Deputies on their days off will report as they are notified.

#### **On Site/Off Site**

Warden P. Campbell – Overall Control

#### **On Site**

Deputy Warden R. Manning – Evac Control/Onsite Supervision

On Duty Lieutenants – Evac. Control and Security

Dy. Yakima Smith – Onsite Administrative Classification

- 1. Print copies of the Alpha Roster from New World
- 2. Print out Pod Rosters from New World
- 3. Get a Work Roster from New World and go to worker dorm and find out who is out to work
- 4. Go by kitchen and find out who is at work



5. Get the contact list for all jobs with workers off compound and start calling the jobs once you have left the compound
6. After everything is loaded go back to Master Control with Alpha roster and assist the Shift Supervisor

Dy Harris – personnel files and assists with call center

On Duty Shift Supervisors/Security – Direct inmate evacuation

Dy. H. McConkey - Call Center – Onsite calling of deputies – Whichever shifts are not on duty call them in. When all deputies have been reached unplug your computer to take it off the compound with you.

Dy. V. Christy - Gather the current time sheets in your possession and take them with you. If possible, take computer with you. Finally take your employee roster with you.

Control Room Officers – Control all doors & exits

Remaining Security Staff Assigned – Escort inmates to safe & secure locations on the compound

On Duty Medical Sgt. – Aid inmates & staff as needed plus evacuation of medical section

A. Donna Norman, RN

1. Remain in medical to treat any injured deputies/inmates
2. Assist with removal of inmates from B-39 & B-40
3. Assist with telephones and communications during evacuation
4. Notify Master Control if any inmates need an ambulance transfer to LSU/Monroe
5. Box files to be removed

B. Cpl. B. Greer

1. Obtain medical bag, keys, and O2 from Medical Department
2. Assist inmates from B-39 and B-40 to the Sally Port or outside B-5 into the fenced in area where inmates will be secure. Wheelchairs are available outside B-40 if needed
3. Treat any injured deputies/inmates in secure area and when secured return to medical to assist D. Norman

C. LPN, EMT or 2 Deputies

1. Move both medicine carts from medical to the Sally Port or outside where available
2. Obtain MARS and move with medicine cart

D. Medical Transport Deputies

1. Assist with movement of inmates to a safe place
2. Assist with loading files for transportation
3. Assist with transportation of inmates to the new facility

E. Dy. Denise Freeman

1. Monitor telephones and call for “off duty” deputies to come to work for assistance
2. Box files to be transported to new facility

Booking officers – Evacuation of Booking area and Jail Cards

- A. Lt. Turner or Booking Deputies will extract all cells in the booking area and put leg irons on all inmates
- B. Cell evacuation orders is B-113, B-114, B-15, B-16, B-34 and B-33
- C. ISO Cells B-24, B-25, B-36 and B-38
- D. They will be escorted through door B-3 to the south end of the booking building fenced in area
- E. The security shift that is on duty will guard inmates until further notice

Dy. Giltner & Dy. Roberts – External hoses and water supply

Martin & Vickery – Utilities and Traffic Control

Cpl. B. Wallace – Medical Transportation

Sgt. J. Neeley – Secure Kitchen

B. Off Site

1. Sr. Inv. W. Murphy – will assume control of the offsite evacuation operations. Sr. Inv. W. Murphy is responsible for coordinating the operations of all area supervisors at the off compound evacuation sites. Sr. Inv. W. Murphy is the Liaison Officer to the Sheriff and the Warden. Sr. Inv. W. Murphy is also responsible for providing extra personnel to the offsite supervisors as needed.
2. Deputy Warden R. Manning (Security) – will assume control of the offsite security section. This supervisor is responsible for coordinating the operation of all off site security supervisors. This supervisor is the deciding authority for all issues affecting security during the evacuation operations. The Deputy Warden at the off site:
  - a. Will travel in the advance party to the site
  - b. Decides the command/communications center as well as the areas to be used by other sections while at the site
  - c. Establishes security perimeters
  - d. Establishes the receiving areas for the arriving inmates
  - e. Coordinates with all other area supervisors to ensure organized receiving and “start-up” operations
  - f. Supervises the security operation for organizing the inmates
  - g. Establishes communications with all other off site areas and the base at O.C.C.
3. Shift Sergeant (Security) – will coordinate the direct operations of all security personnel involved with the movement of inmates once they arrive. This supervisor is the deciding authority for all issues affecting inmate movement at the new location. The Shift Sergeant stationed in the command/communication center:
  - a. Supervises the inmate movement from the receiving area to the housing area as directed by the security Lt.
  - b. Communicates all directives to the deputies in the inmate areas

- c. Responsible for coordinating the movement of the staff throughout the buildings
  - d. Directs incoming communications
  - e. Coordinates with other areas to help establish all “comfort” services (such as food, water, restrooms, etc)
  - f. Directly integrates extra personnel into the operations as they arrive
- 4. Shift Corporal (Security) – will assume direct supervision of the security deputies in the housing areas. The Corporal stationed in the area:
  - a. Relays all directives of the shift supervisor to the shift deputies
  - b. Ensures the area to be used for inmate living areas are secure before being occupied
  - c. Coordinates with supervisors in other housing areas
  - d. Supervises the deputies to ensure smooth operation as the staff escorts the inmates into the areas
  - e. Supervises the deputies as they check and clear the inmates
  - f. Immediately reports any unsafe or trouble spots to the shift supervisor in the command/communication center
  - g. The corporal also reports all counts to the shift sergeant, counts are done hourly
- 5. Shift Deputy (Security) - responsible for the housing areas (dorms) and all inmate interaction. The Shift Deputy in the area:
  - a. Operates under direct supervision of the security corporal
  - b. Responsible for all inmate movement into and out of the areas
  - c. Ensures the inmate areas are secure and remain secure
  - d. Provides the “essentials” to the inmates as they are made available
  - e. Assist supervisors from all areas as needed in the operation “start-up”
  - f. Completes all reports as requested by the Shift Sergeant, including hourly head counts for accountability
  - g. Reports any and all signs of “unrest” or other trouble areas
- 6. Deputy Warden R. Manning – Overall Control
  - Lt. Oliver & Lt. Turner Admission Control
  - Lt Green – Offsite Supervision Control
  - Dy. C. Marchand & Dy. S. Goss – Administrative Classification
    - 1. Get a copy of the evacuation plan procedures
    - 2. Unplug the computer and printer from Lt. Breaux’s office and take to the new location
    - 3. Gather boxes of printer paper
    - 4. Load up all above items and proceed to the new location

Shift Supervisor/Off Deputies – Secure offsite inmates

Christy/Call Center – Calling of off deputies to report to the off compound site. Keep your Alpha Roster and Employee roster with you.

Control Room Officers – Assist off site security  
Remaining Security Staff – Secure off site area

Cpl. C. Wilson and nurses – Aid inmates & staff as needed/prep new medical area

A. Cpl. C. Wilson

1. Obtain medical/burn bag and assist with loading inmates into secure buses and assist in transportation with inmates to secure area for medical treatment
2. Once at the second facility, organize a medical room with medicine carts and provide proper medications to inmates

B. Dy Edith Bickford

1. Assist Cpl. C. Wilson

C. Off Duty Deputies

1. Assist nurses with loading medicine carts for transportation to secured area
2. Assist with loading inmates and transportation of inmates to a secure area
3. Assist Cpl. C. Wilson with providing a medical room and setting up a temporary medical department at the new facility

Booking officers/Shift – Booking & security of new inmates

A. Lt. Turner will take all booking documents, medical paperwork, and booking money to the off site location.

B. Booking Deputies will load all inmates in the booking area on the necessary buses and vans for transportation to off site location

C. After all vehicles are loaded Booking Deputies and booking personnel will make a final sweep of the booking cells to insure no one is left behind.

Warehouse/Dy. Y. Smith & Dy. R. Cobb – Dispense needed supplies

1. With Dy. J. Tindall get the administration hall man and the b-dinning hall man, go to the warehouse and start loading the evacuation items into your trucks
2. Stay together at all times, once the trucks are loaded contact the onsite commander and give them the names of the two inmates you have and proceed to the new location

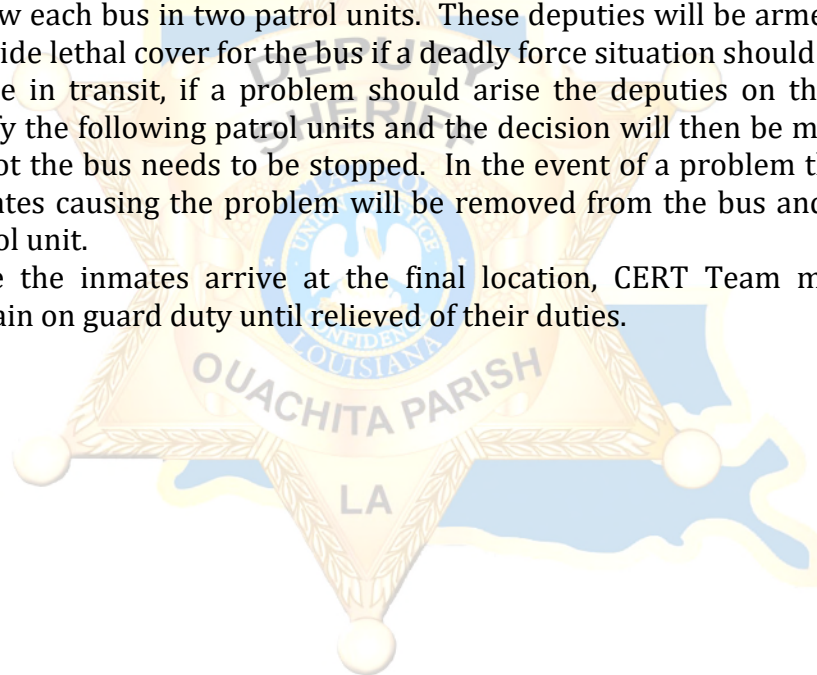
Dy. J. Vickery – Utilities and Traffic Control

Dy. K. Coates – Medical transportation

Sgt. K. Waalk – Feeding inmates

C. C.E.R.T Jail Evacuation Guidelines

1. In the event of a Jail Evacuation, the Lieutenant of security will notify the CERT Commander that the CERT Team needs to be deployed to the jail. At that time, the CERT Commander will notify both Team Captains to deploy their teams to the jail. It will be the Team Captain's responsibility to ensure each member is notified and responds to the jail in a timely manner.
2. Once the CERT Team is on the compound they will be briefed and begin removing all inmates from their dorms to the assigned area. All inmates are to be placed in restraints and loaded onto buses depending on the location they are being evacuated to.
3. Once all inmates are placed onto buses the CERT Team will divide into six teams of three. Each bus will be guarded by one CERT Team member and one security deputy both deputies assigned to the bus will be armed with less lethal weapons. These deputies are to remain in the front of the bus at all times for their safety. TWO Cert members and an OPSO SWAT member will follow each bus in two patrol units. These deputies will be armed and are to provide lethal cover for the bus if a deadly force situation should arise.
4. While in transit, if a problem should arise the deputies on the bus are to notify the following patrol units and the decision will then be made whether or not the bus needs to be stopped. In the event of a problem the inmate or inmates causing the problem will be removed from the bus and placed into patrol unit.
5. Once the inmates arrive at the final location, CERT Team members will remain on guard duty until relieved of their duties.





Category Safety	Number 108
Subject Immediate Release of Offenders [I-C-002]	Effective Date June 1, 2012

## IMMEDIATE RELEASE OF OFFENDERS

### **Policy**

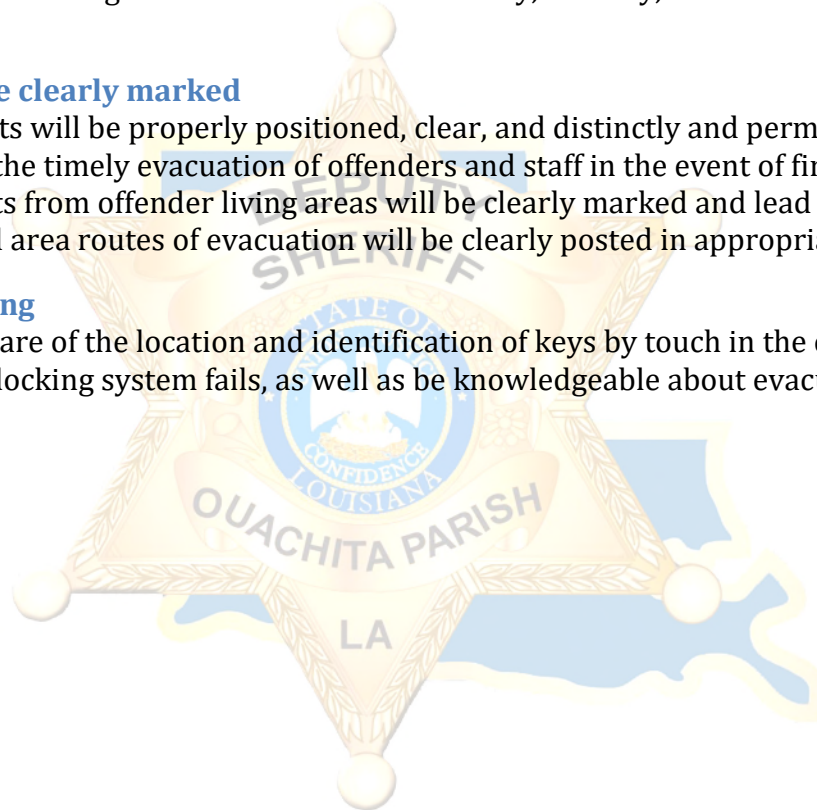
It is the policy of the Ouachita Correctional Center to have written policies and procedures regarding the immediate release of offenders from locked areas in the event of an emergency and provisions for a backup system. This includes designated exits in the facility to permit prompt evacuation of offenders and staff members in an emergency. Evacuation will be to designated areas to maintain safety, security, and control of the facility.

### **108.1 Exits will be clearly marked**

All facilities exits will be properly positioned, clear, and distinctly and permanently marked to ensure the timely evacuation of offenders and staff in the event of fire or other emergency. All exits from offender living areas will be clearly marked and lead to a hazard free area. Specified area routes of evacuation will be clearly posted in appropriate areas.

### **108.2 Staff Training**

Staff will be aware of the location and identification of keys by touch in the event the primary electrical locking system fails, as well as be knowledgeable about evacuation routes.





Category Safety	Number 109
Subject Fire Safety/Code Conformance [I-C-003]	Effective Date June 1, 2012

## **FIRE SAFETY/CODE CONFORMANCE**

### **Policy**

It shall be the policy of the Ouachita Correctional Center to have written procedures for ensuring compliance with the requirements of the state fire marshal.

### **109.1 Compliance**

All facilities will comply with the requirements of the state fire marshal. Any deficiencies will be addressed and approved by the state fire marshal. The state fire marshal approves any variances, exceptions, or equivalences.

### **109.2 Monitoring**

- A. The Ouachita Correctional Center will:
  1. Request fire prevention and protection services from the Louisiana State Fire Marshal's office.
  2. Permit annual inspection of the facility and a review of fire plans and procedures.
  3. Testing of all firefighting and detection equipment at least once yearly.
  4. Review procedures for ensuring fire department assistance in the event of fire.
  5. Have firefighting equipment readily available throughout the facilities.
- B. All facility personnel will be provided training in all aspects of fire prevention training, plans, and procedures by the Warden.
- C. All exits will be distinctly marked, illuminated, and be free of obstacles.
- D. Spot fire drills will be conducted at least once per month per shift to ensure all personnel are capable of carrying out fire plans and procedures in a minimum amount of time.
- E. The Assistant Warden will conduct inspections of the facility to ensure it complies with the State Fire Marshal requirements and reports and maintain records of all activities related to the development and maintenance of fire plans and procedures.

Category Safety	Number 110
Subject Facility Furnishings [I-C-004]	Effective Date June 1, 2012

## FACILITY FURNISHINGS

### **Policy**

It shall be the policy of the Ouachita Correctional Center to have written policies and procedures relating to fire-safety-performance requirements of facility furnishings.

### **110.1 Facility Furnishings**

The Warden or designee will ensure that all facility furnishings, including draperies, curtains, furniture, mattresses, bedding, wastebaskets, decorations, and any similar material that may burn, have been evaluated for fire safety prior to purchase or use.

Category Safety	Number 111
Subject Flammable, caustic, and toxic materials [I-C-005]	Effective Date June 1, 2012

## FLAMMABLE, CAUSTIC, AND TOXIC MATERIALS

### **Policy**

It is the policy of the Ouachita Correctional Center to ensure the proper storage and handling of all hazardous materials in accordance with all applicable laws and regulations of the governing jurisdiction.

### **111.1 Flammables**

- A. All flammable liquids shall be stored in accordance with State and local fire department rules and regulations.
- B. Only authorized personnel have access to this area.
- C. Smoking is prohibited in the immediate vicinity of all stored flammables.

### **111.2 Toxics / caustics**

- A. All hazardous products shall be stored in secured areas.
- B. Offenders shall not have access to bleach, aerosols, or flammables without supervision.
- C. Gloves, masks, and/or protective clothing shall be provided as needed.
- D. Flammable products considered highly hazardous shall not be distributed to, nor stored in, any detention area.
- E. Other products considered hazardous used for cleaning by offenders are to be used only under direct supervision of floor Deputies.
- F. All unused portions of these products will be returned to their respective storage closets.
- G. A running inventory shall be maintained by the Warden's designee.

Category Safety	Number 112
Subject Operational Capacity [I-C-006]	Effective Date June 1, 2012

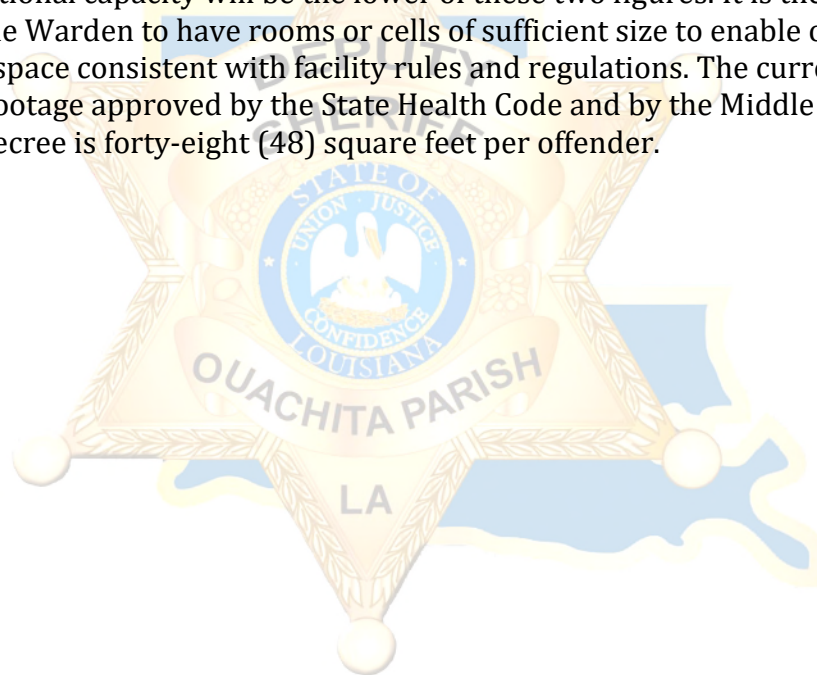
## OPERATIONAL CAPACITY

### **Policy**

It shall be the policy of the Ouachita Correctional Center to have written procedures for ensuring the number of offenders present does not exceed the operational capacity as determined by the state fire marshal and state health Deputy.

### **112.1 Operational capacity**

The number of offenders present will not exceed the operational capacity as determined by the state fire marshal and state health Deputy. The state fire marshal will determine a capacity based upon existing capabilities. The state health Deputy will determine a capacity based upon ration of plumbing fixtures to offenders and square footage. The operational capacity will be the lower of these two figures. It is the responsibility of the Warden to have rooms or cells of sufficient size to enable offenders to personalize living space consistent with facility rules and regulations. The current approved square footage approved by the State Health Code and by the Middle District through consent decree is forty-eight (48) square feet per offender.



# SECTION 200:

# SECURITY

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Category Security	Number 201
Subject Control [II-A-001]	Effective Date June 1, 2012

## CONTROL

### **Policy**

It is the policy of the Ouachita Correctional Center to have written procedures to ensure that there is 24-hour monitoring and coordinating of the facility's security, life safety, and communications systems.

### **201.1 24-hour monitoring**

The Warden or designee shall make certain that personnel are scheduled and equipment is in proper operating condition to ensure that there is 24-hour monitoring and coordinating of the facility's security, life safety, and communications systems.

### **201.2 Emergency power equipment**

In order to maintain the essential lights, power, and communications in an emergency during a commercial power loss, the Warden or designee will ensure that all emergency power equipment:

- A. Will be tested in accordance with established procedure to ensure serviceability.
- B. The Warden or designee will ensure that all emergency equipment in the facility is inspected.
- C. Each Shift Supervisor will be instructed on the operation of all emergency power equipment.

### **201.3 Security Camera System & Usage**

It is the policy of the Ouachita Correctional Center to have regulations governing the usage of the on-compound security system.

- A. The security system will be used only to assist the deputies in their daily duties of monitoring inmates and handling legitimate security-related matters.
- B. Access and ability to recover footage will be provided to personnel designated by the Warden and/or Captain. These personnel are expected to access/view the system in a responsible manner.
- C. Footage is only to be recorded with the permission of the Warden and/or Captain.

Category Security	Number 202
Subject Secure Perimeter [II-A-002]	Effective Date June 1, 2012

## **SECURITY PERIMETER**

### **Policy**

It is the policy of the Ouachita Correctional Center that the perimeter of the facility is secured in a way that provides that offenders remain within the perimeter and that without proper authorization, access by the general public is denied.

### **202.1 Access and restrictions**

The Warden will select perimeter security that reflects the facility's needs as determined by the size and degree of security required and ensure that all adjacent areas to the perimeter of the facility are visible.

### **202.2 Sally port entrances**

All entrance barriers shall be kept locked at all times and shall be under surveillance of the control room. All persons entering or leaving these entrances shall be checked and identified by personal recognition and/or identification papers.

A written record of all admissions/departures shall be maintained in the special Deputy log with the following information: date, time, name of agency represented, name of person visited, reason for entry, and time of exit.

### **202.3 Master control rooms**

The door to the master control room is to be kept locked at all times. No unauthorized personnel shall be permitted inside the control room. Those assigned to the control room are responsible for keeping it clean. No offender is allowed in the control room at any time.

The control room Deputy shall note on the facility's log the name of anyone entering the control room, the time they entered, and the time they left the control room. All logs will begin at 0001 hours and will end at 2400 hours each day.

### **202.4 Hallway doors**

All hallway doors shall be kept locked at all times. This includes all doors to storage rooms, kitchens, and laundry rooms when not in use.

### **202.5 Entrance and exit doors**

The Warden shall designate entrances and exits for offenders, visitors, and employees.

The master control room Deputy shall receive verification for any person to enter or exit any secured area.



Category Security	Number 203
Subject Sufficient Staff [II-A-003]	Effective Date June 1, 2012

### **SUFFICIENT STAFF**

#### **Policy**

It shall be the policy of the Ouachita Correctional Center to have a procedure for maintaining the minimum security staffing requirements in order to reflect good correctional practice. The Ouachita Correctional Center will also have a written organizational chart and staffing plan for all facilities encompassing the Correctional Center.

#### **203.1 Minimum security staffing requirements**

- A. Mandates of the Federal Courts require a specific number of Correctional Deputies per number of offenders.
- B. No shift can be short of the court ordered number of supervising Correctional Deputies.
- C. Should a Correctional Deputy become ill on duty, or cannot report for duty due to illness, a relief person must be found to fill this vacancy.
- D. Sudden illness, accidents, or deaths in families should be reported immediately to the Shift Supervisor, Assistant Warden, or Warden so proper accommodations may be made.

#### **203.2 Organizational chart**

An Organizational chart shall be established for all facilities. See Appendix A.

Category Security	Number 204
Subject Female offenders and female staff [II-A-004]	Effective Date June 1, 2012

### **FEMALE OFFENDERS AND FEMALE STAFF**

#### **Policy**

It shall be the policy of the Ouachita Correctional Center to have written procedures ensuring that at least one female staff member shall be on duty at all times for facilities that house female offenders.

#### **204.1 Female offenders and female staffing requirements**

The Warden and shift supervisor shall be responsible for ensuring that at least one female staff member is on duty at all times for facilities that house female offenders.



Category Security	Number 205
Subject No offender control over others [II-A-005]	Effective Date June 1, 2012

## **NO OFFENDER CONTROL OVER OTHERS**

### **Policy**

It is the policy of the Ouachita Correctional Center to have written procedures to prohibit giving an offender custodial authority over other offenders.

### **205.1 Offender supervision**

Correctional Deputies shall supervise all offender activities in their assigned areas and carefully observe all interactions among the offenders. They shall never leave assigned offenders unsupervised. Correctional Deputies shall never place an offender in charge of any detail or in any position of supervision over other offenders.

Offenders who work away from the facility and are not part of the work release program shall work under the supervision of members of the Ouachita Sheriff's Office, commissioned Deputies of other agencies (i.e. Louisiana State Police), or under the supervision of Auxiliary Deputies of the Ouachita Sheriff's Office. Offender workers are to start their workday no earlier than 0600 hours.

Any exceptions to this schedule must be approved by the Warden or designee.

Category Security	Number 206
Subject Staff log [II-A-006]	Effective Date June 1, 2012

## **STAFF LOG**

### **Policy**

It is the policy of the Ouachita Correction Center that personnel will maintain permanent written logs that contain complete and accurate information pertaining to the operational activities (routine and unusual) of the Ouachita Correctional Center facilities, prepare shift reports that record routine information, emergency situations, and unusual incidents. Logs are a vital source of information for the staff and an important form of documentation.

### **206.1 Correctional center logs**

The Assistant Warden will review the daily logs to ensure that complete and accurate information is being recorded by Correctional Center personnel during their respective shifts.

Correctional personnel assure correctness of daily logs pertaining to their specific duties when reporting for duty and before relieving on-duty personnel. Shift Sergeants will maintain complete and accurate jail logs pertaining to their specific duties during their shifts. All Correctional Center logs will be kept as permanent records.

Correctional logs will include at a minimum the following:

- A. Personnel on duty
- B. Offender population, including time and results of offender population counts and bed checks

- C. Time and results of security checks made
- D. Time, date, and name of offenders admitted or released
- E. All shift activities, routine or unusual incidents, as well as actions taken
- F. Entry and exit times of all visitors, including legal and medical
- G. All offender movements
- H. Notations of problems, disturbances, and distribution of emergency and security equipment
- I. Any disciplinary action taken
- J. Problems or unusual events
- K. In the event of an unusual or institutional emergency, 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, the Warden shall report the incident to the DPS&C, Office of Adult Services, 800-803-8748 during normal business hours or to the control center at Elayn Hunt Correctional Center, 800-842-4399 after hours, if state offenders are involved

### **206.2 Admission information data**

Corrections personnel will complete the Admission Information Form, located in JAIL MANAGEMENT SOFTWARE, developed by the Ouachita Correctional Center as the basis for gathering data. Booking Deputies will initiate an Admissions Information form on all offenders admitted during their respective shifts.

### **206.3 Offender population data**

Booking Deputies will verify the names, sex, and status of all offenders received or released during their respective shifts on the In/Out paper log. The SSgt on duty will verify the accuracy of the daily offender count by:

- A. Reviewing the count sheet to ensure that all offenders received or released are accounted for on the offender count form.
- B. Review the results of offender body counts conducted that day.
- C. Conduct a briefing with the Deputies of the shift on new admissions or releases.

Category Security	Number 207
Subject Counts [II-A-007]	Effective Date June 1, 2012

## COUNTS

### **Policy**

It is the policy of the Ouachita Correctional Center to have in place a system to physically count offenders. This system will provide the capability to count offenders assigned to outside work crews, offenders on furlough, and offenders on other temporary absences. Offender furloughs, escorted and unescorted absences of state offenders are governed by R.S. 15:811 and 833, and also DPS&C regulations C-03-002 and C-03-003.

#### **207.1 Observation of offenders**

Correctional Deputies shall personally observe each offender at no less than three times during their shift. The Control Room Deputy shall record all checks in the jail log. The information logged should contain at least the time and date of the observation and any other relevant information. The Correctional Deputy who makes the observations shall maintain additional supervision as determined and ordered by his shift supervisor.

#### **207.2 Formal headcounts**

A formal headcount is a written count conducted at specific times of the day and night in an organized manner. A formal headcount is conducted at the following times:

- A. AM Shift Change
- B. 2<sup>nd</sup> Meal Count
- C. 3<sup>rd</sup> Meal Count
- D. PM Shift Change
- E. Lock Down
- F. 1<sup>st</sup> Meal Count

#### **207.3 Informal headcounts**

An informal headcount is a count of offenders made while the offenders are engaged in work and daily living activities. These counts are made at irregular times and are reported only when an offender cannot be accounted for. Informal headcounts shall be made routinely by all Deputies supervising offenders. Visual informal headcounts shall be conducted at irregular intervals while offenders are engaged in daily activities. Shift supervisors may request Deputies for an accounting of offenders at any time.

#### **207.4 Electronic surveillance**

It is the policy of the Ouachita Correctional Center to have regulations governing the usage of the on-compound security system.

- A. Electronic surveillance devices shall be used only to enhance supervision of offenders and not as a substitute for personal staff supervision. These devices are never to be used as a primary source of offender supervision. All screens shall be visually monitored by the personnel assigned to the Control Room. Control Room personnel will monitor all security doors through observation of the control board, and when needed, dispatching a Deputy to physically check the door.

- B. If a monitor picture is lost, then the control room is to log the time the picture was lost and notify the shift supervisor. If the picture is not regained, then the Assistant Warden should be notified of the situation during normal duty hours.
- C. The security system will be used only to assist the deputies in their daily duties of monitoring inmates and handling legitimate security-related matters.
- D. Access and ability to recover footage will be provided to personnel designated by the Warden and/or Captain. These personnel are expected to access/view the system in a responsible manner.
- E. Footage is only to be recorded with the permission of the Warden and/or Captain.



Category Security	Number 208
Subject Offender population management system [II-A-008]	Effective Date June 1, 2012

## OFFENDER POPULATION MANAGEMENT SYSTEM

### **Policy**

It is the policy of the Ouachita Correctional Center that accurate and current records for each person detained in Ouachita Correctional facilities are maintained, including the admission, processing, and release of offenders. Offender records are a vital source of information and documentation.

### **208.1 Offender record file**

The Warden's Office will ensure that DOC offender file folders contain at a minimum the following information:

- A. Offender admissions form/affidavit
- B. Inventory forms and signed receipts for all clothing, property, money, and valuables taken from the individual
- C. Offender disciplinary reports
- D. Medical screening records
- E. Other information pertaining to the offender deemed necessary.

The following records shall be transferred with the offender at such time the offender is transferred to another local or DPS&C facility:

- A. Master prison form.
- B. Reports of disciplinary actions, grievances, incidents, or crime(s) committed while in custody
- C. Any government issued identification card (i.e., driver's license) that may have been collected from the offender during the intake process
- D. Offender health records. See also 432.1 [Offender medical records]

In addition to the maintenance of the above information, the following shall be collected and forwarded to the DPS&C Pre-Class Coordinator by the classification Deputy on convictions that are sentenced to hard labor in the state of Louisiana:

- A. Master prison form
- B. Photograph
- C. Fingerprint cards
- D. Bill of information and Court Minutes or Uniform Commitment for each conviction (for probation violators both the original sentencing minutes and the revocation minutes are required)
- E. Jail credit letter
- F. One Inventory Acknowledgement Form (cash and property receipts)

The Warden's office will ensure that offender records are maintained by personnel in compliance with the procedures of the Ouachita Correctional Center.



Category Security	Number 209
Subject Reception-Legal commitment and medical service [II-A-009]	Effective Date June 1, 2012

## RECEPTION-LEGAL COMMITMENT AND MEDICAL SERVICE

### **Policy**

It is the policy of the Ouachita Correctional Center to have a written procedure to ensure that all offenders are admitted in accordance with the law, that the offender is not in need of immediate medical attention, and in a manner designed to protect the safety of all persons and security of the facility.

### **209.1 Booking and intake procedures**

Personnel will follow the booking/intake procedures as outlined in this section. In general, booking/intake procedures should be complete within twenty-four (24) hours.

During booking/intake, the following actions will be taken:

- A. Verification of court commitment papers or other legal documentation of detention.
  1. Ensure that the offender is of proper age for admission. If the offender later advises that he is underage, the following will be done:
    - a. The Assistant Warden will be notified.
    - b. The booking agency will be notified.
    - c. The offender will be placed in Administrative Segregation until the offender's age can be verified.
    - d. If the offender is found to be of legal age, he will be returned to his assigned area.
    - e. If verification of age cannot be determined, then the initial age given by the offender at booking will be used.
  2. Ensure that committal documents have the signature of the committing authority.
  3. Ensure that the delivering authority has the authority to commit the offender.
  4. Ensure that the Arresting Deputy's name, badge number, and agency are on the affidavit.
  5. Ensure that the charges are listed on the booking form and date and time of arrest are recorded.
  6. When applicable, ensure that the judge's signature, sentence, or court status is recorded.
- B. Complete search of offender, clothing, and personal possessions.
- C. Disposition of clothing and personal possessions.
- D. Medical screening.
  1. No offender showing recent visible injury is to be admitted without a statement from the treating physician indicating that the offender is safe for placement in detention. If an offender is brought to a facility and is visibly injured, the booking Deputy is not to accept the offender from the arresting Deputy until the arresting Deputy has given the offender the opportunity to be treated and has documentation of the treatment. The responsibility for transport to a medical examination is the duty of the arresting Deputy, not the duty or responsibility of the Ouachita Correctional Center.



2. The Booking Deputy will make an initial assessment as to whether the offender should be accepted into the facility. If the Booking Deputy has any doubts, he will contact the Medical Staff personnel for advice. If any signs of visible injury, illness, or substance abuse are evident, admission is to be refused. The admitting agency is responsible for transportation, medical treatment, and securing statement from the attending physician. The Booking Deputy will log all persons and actions taken or not taken.
3. The medical authority shall:
  - a. Receive and review the medical questionnaire completed at intake.
  - b. Arrange for an infectious disease test, if needed.
  - c. Notify the shift supervisor in the event that emergency attention is needed on any offender.
4. Evaluated for potential risk to commit or become the victim of a sexual assault
- E. Telephone calls by offenders.
- F. Photographing and fingerprinting to include notation of identifying marks or unusual characteristics.
  1. The intake Deputy shall take photographs and fingerprint all offenders.
  2. The Deputy will note any identifying marks, tattoos, scars, or other characteristics of each offender.
  3. The Deputy will ensure that identifying data is complete.
- G. Orientations.
  1. During the orientation process, the booking Deputy shall ensure that each offender is notified that the Offender Handbook is located on the kiosk in each day room.
  2. The booking Deputy will ensure that each offender is notified that PREA information is located on the digital screens in the booking holding cells.
- H. The booking Deputy will ensure that interpreters are provided for offenders who do not speak or understand English.
- I. Any medication that is received at the intake process will be given to the medical staff.
- J. Any monitors removed during intake is place in a clear bag with name and SID# then given to administration. A "booking hold for" "ankle/alcohol monitor" is placed with pertinent information typed in the comments.
- K. Victim Notification Program = in addition to filling out the "booking notification" area; enter a "booking hold for" "VNP" with pertinent information typed in the comments.

## **209.2 Authorized agencies to book offenders**

- A. Local, state, and federal agencies that conform to established procedures may book offenders into a facility.
- B. All offenders entering the facility will be fingerprinted.
- C. The Deputy booking any offender in a facility will:
  1. Retain responsibility for any offender until all necessary work has been completed for the offender to be admitted to the facility.
  2. The delivering Deputy will remain with the offender until authorized to leave by the booking correctional Deputy or Shift Supervisor.
- D. Deputies in transit may house their wards/offenders into the facility.
  3. The ward/offender in transit will be placed into Administrative Segregation.

4. The transit Deputy is to notify the Shift Supervisor of their location for the night in the event of an emergency.
  5. The time that they will arrive to secure their wards/offenders the next day.
- E. Agency Deputies are to be made aware that the Ouachita Correctional Center does neither book nor hold juveniles.

### **209.3 Booking Holds/Detainers**

DETAINDER = may be placed on an offender with the holding document from the agency scanned into the document area of the jail management system. Fill in the comments section with pertinent information.

HOLDS = may be placed to prompt the releasing Deputy to review specific information such as: monitor needed, VNP needed, etc. etc. The comments section should be filled in with the pertinent information. Upon release: the task that created the hold must be completed and update the comment section of the hold prior to deactivating

### **209.4 Ankle Monitoring Device**

Arrest Intake = If an arrestee has a monitor on when he/she is accepted into Ouachita Correctional Center. Enter a "hold" in the jail management system. The comments section should be filled out with pertinent information. If the offender is not able to make bond; remove the monitor and place in a clear bag with offender name and SID# and turn it in to administration. Administration will contact the monitor company to let them know the offender is in jail and where the monitor can be picked up.

Release = when the offender is ready to be released; the booking release Deputy is to contact the monitor company to schedule when a monitor will be placed back on the offender.

If the monitor place denies placing a monitor on the offender; ask that representative to fax/e-mail documentation of the denial and why it is denied. Do not release the offender until clarification has been received from the Judge that placed the monitor on the offender. Booking may ask administration for assistance with contacting the Judge on this type matter.

Complete this task prior to deactivating the "hold" from the jail management system.

Anytime a monitor is ordered by the court; a "hold" shall be place on the offender in the jail management system.

### **209.5 Offender transfers**

Transfer of DPS&C offenders to other than DPS&C facilities shall be reported to the Office of Adult Services, telephone number (800) 803-8748 or by fax to (225) 342-3349. Prior notification of the Office of Adult Services when transferring 10 or more offenders to another local jail facility is required and shall be the responsibility of the sending facility.

A. Release to law enforcement agencies:

1. Jurisdiction of offenders will be with the court of original jurisdiction; or
2. The arresting agency.

B. Requests from other agencies:

1. All requests from other agencies for investigations on an offender will be denied if:
  - a. The request is not authorized in writing by the agency or court having original jurisdiction of the offender.
  - b. All court orders must carry a "True Copy" indication.
  - c. Must have written approval of the Assistant Warden, Warden or designee.

2. Release for investigation or court appearances must be approved by the Warden, Assistant Warden or designee.
    - a. All extradition matters will be handled by the booking supervisor.
    - b. The booking supervisor will secure a copy of the Court Order from the Extradition Hearing transferring custody of the offender to the requesting agency, or a copy of the court order showing the offender has waived extradition. A copy of the court order or subpoena must be provided by the requesting agency or court.
  3. Deputies assuming custody of the offender must have proper identification such as pictured commission identification, or a commission card and pictured driver's license. Never should only a badge or shield be considered proper identification.
  4. Documentation for release to other law enforcement agencies should indicate the following:
    - a. Offender's name and identifying information.
    - b. Reason for release.
    - c. Destination and agency assuming custody of the offender.
    - d. Approximate date and time for the return of the offender to Ouachita Correctional Center facility.
    - e. Signature of the Deputy(s) assuming custody of the offender.
  5. A copy of this form will be placed in the offender's file and the fact that the offender is no longer in the custody of the facility will be logged into the facility's log.
- C. Release of offender property to others
1. The release of an offender's property must be approved by the shift supervisor.
  2. If requested by another agency, an offender may consent to release his property, but must sign a release for specific property. The property must be inventoried and the offender signs the current inventory list. A copy is placed in the offender's file.
  3. If by court order, the items stipulated in the order are given to the Deputy executing the court order. A copy of the court order is placed in the offender's file. The shift supervisor will indicate on all property inventory forms/logs the following:
    - a. The name of the agency receiving the articles; and
    - b. The items removed.
    - c. The shift supervisor shall sign his name with the date and time of the removal, and then place the document into the offender's file.
  4. Items authorized by the offender to be released to others outside the Correctional facilities will be done as follows:
    - a. The entire bag will be released without the seal being broken and property verified.
    - b. The release form will indicate the name and address of the person receiving the property as well as the date and time of release. A notation will be made in the digital property log of the offender.
    - c. The offender and the person receiving the property will sign the release form.
    - d. The form will be placed into the offender's file.
- D. Offenders should not be transferred to other than DPS&C facilities within 60 days of release, unless for disciplinary reasons.

## 209.6 Releasing of offenders

1. Releasing document/s from court, DPS&C, or time served on parish time/s.
  - a. A release documents is faxed or delivered to booking from administration or An offender is listed on the monthly release form.
  - b. Run a NCIC check on the offender.
  - c. Check for any active warrants in the OPSO system.
  - d. Check for any detainers from other agencies.
  - e. Check for any holds that need to be completed prior to release.
2. Any active warrants are printed and the offender is re-booked.
3. Once the offender has completed local charges and/or time and a detainer from another agency is listed.
  - a. Contact the listed agency to verify the detainer is still valid.
  - b. Any activity that created a “hold” must be completed and the comment section updated prior to deactivating that hold.
  - c. INS/ICE detainers have only 48 hours to be picked up. Once a release has been received by booking; the 48 hour period begins. INS/ICE must pick up the offender within the 48 hours or the offender will be released from custody of the Ouachita Correctional Center.

## 209.7 Bonding agencies

1. Bonding agencies who are powered up for Ouachita parish and has been registered with the tax office at the Ouachita Parish Sheriff’s Office is allowed to be on the compound of O.C.C..
2. Each bondsmen with the registered bonding company shall be issued an ID from O.C.C.. Each bondsman must present this ID to gain access to the compound.
3. Bonding agencies shall utilize the booking e-mail to inquire about bonds and charges.
4. Bonding agencies shall utilize the booking e-mail to bond an offender out of O.C.C..
5. A bondsman shall bring the bonding documents to O.C.C. after the booking deputy has responded to the agencies e-mail.
6. Once the booking department has completed the bond and the offender is ready to be picked up; the booking deputy will contact the bonding agency. The bonding agency has two hours to pick up the offender.
7. Any bondsman having a current arrest shall not be allowed on compound for a period of 6 weeks.
8. Any bondsman having a current arrest and may be a threat to public safety (such as: homicidal, viable threats or suicidal) shall be banned from the compound for a period of 6 months.



Category Security	Number 210
Subject Booking Records Retention [II-A-010]	Effective Date June 1, 2012

## **BOOKING RECORDS RETENTION**

### **Policy**

It is the policy of the Ouachita Correctional Center to have a written procedure for processing booking records .

### **210.1 Booking Records Retention (update: April, 2018)**

1. Offender booking records must meet regulations (expired date + 10 years)  
Ouachita Correctional Center has adopted Expired Date + 11 years to accommodate for calculation months.

### **210.2 Process of booking record**

1. An offender is booked into the jail management system. All documents shall be scanned into the document section of the jail management system.
2. The Corporal of the shift and/or Sergeant/Lieutenant shall verify the intake documents and procedures.
3. The following business day; administration Headcount Clerk will process the Prisoner Type in the jail management system.
4. Upon release, the offender is processed, and the Corporal/Sergeant/Lieutenant shall verify the release documents and procedures.

Category Security	Number 211
Subject Out of state offenders [II-A-011]	Effective Date June 1, 2012

## **OUT OF STATE OFFENDERS**

### **Policy**

It is the policy of the Ouachita Correctional Center to have a written procedure regarding the release of offenders convicted and sentenced by courts outside the State of Louisiana.

### **211.1 Out of state convictions**

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 (state or federal) housed by the Ouachita Correctional Center shall be returned to an appropriate correctional facility located within the state where the offender was convicted and sentenced prior to the offender's release date.



Category Security	Number 212
Subject Classification system [II-A-012]	Effective Date June 1, 2012

## CLASSIFICATION SYSTEM

### **Policy**

It shall be the policy of the Ouachita Correctional Center to have a written offender classification plan that includes custody required and assignment to appropriate housing. The essential function for the system is to make appropriate decisions regarding classification issues within a facility. This system allows the most appropriate housing assignments within the scope of available information.

### **212.1 Classification**

All offenders entering the Ouachita Correctional Center will be classified into one or more of the following categories:

- A. Gender:
  1. Male
  2. Female
- B. Legal status:
  1. Misdemeanor Pre-trial.
  2. Felony Pre-trial.
  3. Sentenced-parish time.
  4. Sentenced-state time D.O.C.
- C. Special problems and needs, i.e. medical
- D. Behavior, i.e. violent offender
- E. Custody needs, i.e. escape risk
  1. Escape risk.
- F. Age, i.e. elderly or juvenile
- G. PREA classification in jail management, refer to Policy – 436.6 Screening for Risk of Sexual Victimization and Abusiveness

### **212.2 Initial classification**

Initial classification shall be conducted for each offender at the time he/she is booked into a facility. Offenders released on bond or court orders are exempt from classification. The booking Deputy shall make observations on unusual conduct and/or behavior and document the observations to assist in making housing assignments. Offenders will be classified using an objective classification process that at a minimum:

- A. Identified the appropriate level of custody for each offender
- B. Identified appropriate housing assignment

### **212.3 Data to be used on classification procedures**

- A. Pre-sentence arrest reports: These reports are sensitive documents and are available for Staff use only.
- B. Interviews: Interviews will be conducted with each offender after medical screening. The interview and medical screening information shall be used to aid in determining level of custody required.
- C. Medical and Psychological Screening: All offenders will be given a medical examination by medical authority within seventy-two (72) hours of admission. Should a medical report be received with the transferred offender, the Medical Authority will review such report for extraordinary conditions.
- D. Risk Assessment: A security risk assessment shall be conducted by the Booking Deputy using the following factors and given weight where appropriate:
  - 1. Age.
  - 2. Sex.
  - 3. Sentence length or bond amount.
  - 4. Medical/psychiatric status and history.
- E. Classification Documents: The Booking Deputy shall establish a packet for each offender containing the offender's name and identifying information, copy of booking information.

### **212.4 Institutional coordination**

When an offender is received and admitted from another institution, the booking Deputy will establish the precise and substantiated information from the sending institute; review the custody level; and behavioral and criminal history. This information is to be used in determining the current custody level at the receiving facility.

### **212.5 Assignment of custody level**

- A. Minimum: Offenders requiring the lowest level of supervision.
- B. Medium: Offenders requiring more than minimum supervision.
- C. Maximum: Offenders requiring the highest level of general population supervision.
- D. Administrative segregation: The reason(s) for any assignment to this category will be recorded in the offender's folder, and the Assistant Warden and Shift Supervisors will be notified in writing.

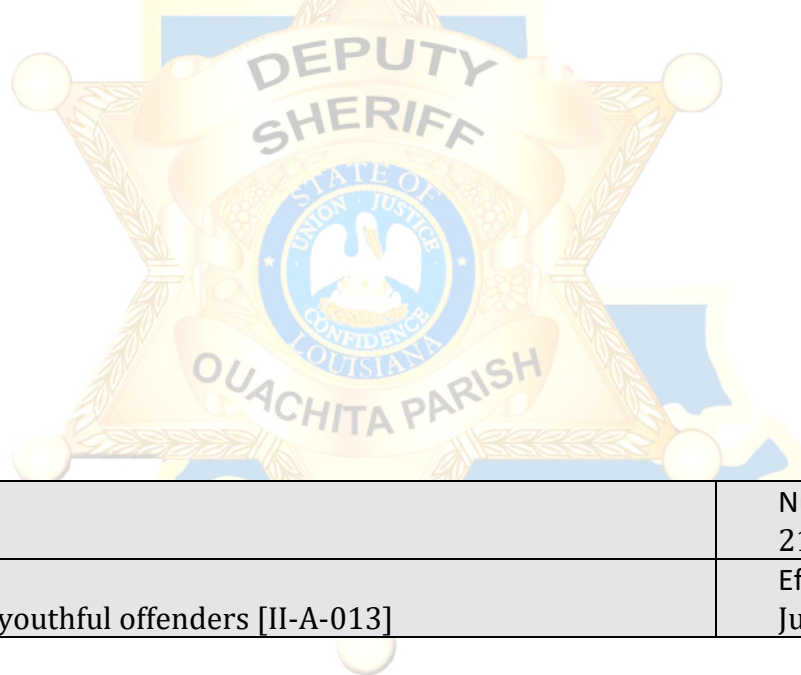
### **212.6 Assignment of living areas**

- A. Booking/Intake/Holding areas are for:
  - 1. Offenders who have been temporarily medically screened.
  - 2. Offenders who have bonded out.
  - 3. Offenders who have not been dressed into the facility uniform.
  - 4. Offenders who are awaiting medical clearance.
  - 5. Offenders who are a temporary risk to classification or booking.
  - 6. Offenders who are awaiting a court appearance.
- B. Medical Holding: Offenders who are awaiting medical clearance to be accepted or offenders who have developed medical problems and need to be watched by medical staff. Security Lieutenants and Sergeants along with medical supervisors make the decision on medical living areas for offenders with special need requirements of medical devices. Example: crutches, walkers, wheel chairs

- C. General population areas: Offenders will be assigned to living areas according to the custody level of the offender.
- D. Administrative/Disciplinary segregation: Offenders assigned to disciplinary confinement shall be those placed there as a result of disciplinary sanctions imposed by the disciplinary board. Offenders placed in administrative segregation may be placed there under circumstances defined elsewhere in this manual.
- E. Exceptions: If an offender's assigned living quarters are different than those listed above, the shift supervisor will document such and forward copies to appropriate staff.

#### **212.7 Movement to living areas**

- A. After the living area has been assigned, the Shift Supervisor will notify corrections deputy
- B. The Corrections Deputy will move the offender to the living area designated and:
  - 1. Notify the Correctional Deputy in that area.
  - 2. Notify the Master Control Room Deputy when moves are complete to ensure accuracy for future head counts



Category Security	Number 213
Subject Prohibition on youthful offenders [II-A-013]	Effective Date June 1, 2012

### **PROHIBITION ON YOUTHFUL OFFENDERS**

#### **Policy**

It shall be the policy of the Ouachita Correctional Center to have a procedure regarding offenders subject to juvenile jurisdiction to ensure these offenders are housed in adult facilities only under the conditions established by law.

#### **213.1 Juvenile records**

- A. Under no circumstances will information concerning juvenile criminal records be released by personnel of the Ouachita Sheriff's office except as authorized in Louisiana Code of Civil Procedure 13:1580.
- B. No records will be released to individuals, business, prospective employers, present employers, or other persons or corporations seeking information concerning juveniles

except to a bona fide law enforcement agency, and then only for the express purpose of crime prevention or apprehension purposed.

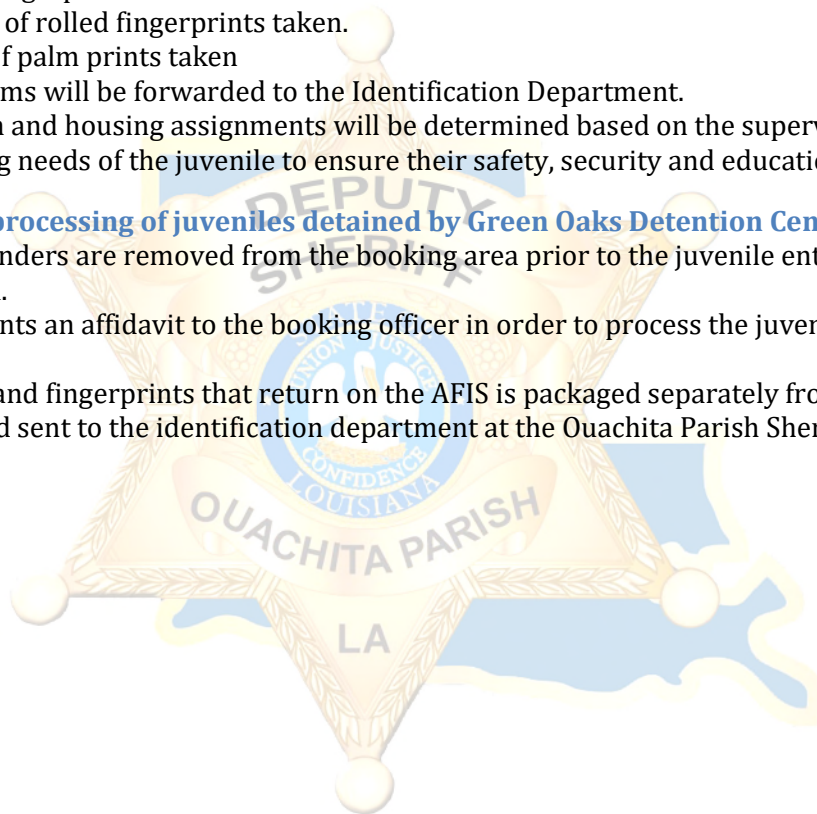
- C. Violation of this policy and state law will subject the offender to possible court action and fine.

#### **213.2 Juvenile processing**

- A. The Ouachita Correctional Center will not house juveniles except by written orders from a 4<sup>th</sup> Judicial District Judge.
- B. Juvenile photographs and/or fingerprints shall be maintained separate from other records in the Ouachita Sheriff's office. Juvenile photographs and/or fingerprints shall be forwarded to the Identification Department.
- C. Any child under the age of seventeen (17), taken into custody for a felony crime or misdemeanor involving a dangerous weapon, will be processed in the following manner:
  - 1. A juvenile arrest for should be filled out.
  - 2. Two photographs of the child taken.
  - 3. Two sets of rolled fingerprints taken.
  - 4. One set of palm prints taken
  - 5. These items will be forwarded to the Identification Department.
- D. Classification and housing assignments will be determined based on the supervision and programming needs of the juvenile to ensure their safety, security and education.

#### **213.3 Fingerprint processing of juveniles detained by Green Oaks Detention Center**

- A. All adult offenders are removed from the booking area prior to the juvenile entering the booking area.
- B. Officer presents an affidavit to the booking officer in order to process the juvenile on the AFIS.
- C. Photograph and fingerprints that return on the AFIS is packaged separately from adult offenders and sent to the identification department at the Ouachita Parish Sheriff Office.



Category Security	Number 214
Subject Separation in classification [II-A-014]	Effective Date June 1, 2012

#### **SEPARATION IN CLASSIFICATION**

##### **Policy**

It is the policy of the Ouachita Correctional Center that male and female offenders will be housed with reasonable sight and sound separation.

### **214.1 Separation in classification**

Sleeping quarters for females will be separate from those for males. Only female correctional Deputies are assigned for supervision of female offenders. Male and female offenders will be housed in different quarters with reasonable sight and sound separation.

Category Security	Number 216
Subject Photo Identification [II-A-016]	Effective Date June 1, 2012

### **PHOTO IDENTIFICATION**

#### **Policy**

It is the policy of the Ouachita Correctional Center to provide each DPS&C offender a photo identification card, which shall be carried on their person at all times.

#### **216.1 Photo identification**

Each offender shall be issued a photo identification card upon dress out, which the offender shall carry on their person at all times. Failure to carry identification may result in disciplinary action. The offender may be charged actual replacement cost for damaged or lost identification cards.

Category Security	Number 217
Subject Drug free workplace [II-A-017]	Effective Date June 1, 2012

### **DRUG FREE WORKPLACE**

#### **Policy**

It is the policy of the Ouachita Correctional Center to have written procedures for ensuring a drug-free work environment.

#### **217.1 Drug-free workplace**

The Ouachita Correctional Center has a legal responsibility and management obligation to ensure a safe work environment, as well as paramount interest in protecting the public by ensuring that its employees have the physical stamina and emotional stability to perform their assigned duties. No member or employee shall take or use narcotics or controlled substance drugs unless prescribed by a person licensed to prescribe medicine.

#### **217.2 Pre-employment testing**

Prior to employment with the Ouachita Correctional Center, all applicants considered for employment will be required to submit to a drug screening. Failure to submit to drug testing will result in immediate termination of employment consideration.



### **217.3 Post-accident testing**

During the course of employment, should an employee be involved in an incident and/or accident, it shall be at the discretion of the Warden/Designee to require a drug screening of the involved employee.

### **217.4 Reasonable suspicion/probable cause testing**

- A. Any member or employee who has reason to believe that another employee or member is illegally using drugs or narcotics shall report the facts and circumstances to their immediate supervisor.
- B. Any supervisor, who has reason to believe that an on-duty member or employee is under the influence or using drugs, narcotics, or alcohol, shall request that member or employee submit to whatever test is recognized by the courts at the time of the request (excluding blood tests). Any member or employee who refuses to take the required test may be relieved of their duties. Further disciplinary action may include termination.
- C. A supervisor may order a drug or alcohol test when there is documentation that a member or employee is impaired or incapable of performing their assigned duties, exhibits reduced productivity, is involved in excessive vehicle accidents, has high absenteeism, or exhibits behavior inconsistent with previous performance. The contents of the documentation shall be made available to the member or employee.
- D. Current members and employees may be ordered by a supervisor to take a drug or alcohol test:
  - 1. Where the allegation involves the use, possession, or sale of drugs or narcotics
  - 2. Where the allegation involves the abuse of alcohol
  - 3. Where there is a serious on-duty injury to the member, employee, or another person

### **217.5 Random drug testing**

- A. Employees of the Ouachita Correctional Center as a condition of their continued employment and to provide for a safe working atmosphere will be scheduled for random drug testing.
- B. The schedule of drug testing will be set by the Warden/Designee and the employee will report to the independent testing facility immediately.
- C. The Warden, or his designee, will be immediately notified of any positive results of drug testing.
  - 1. Any positive results of drug testing may result in the employee being suspended, with or without pay, or termination of employment.
  - 2. Failure of the employee to report to this independent facility at the designated time may result in immediate termination of employment.

Category Security	Number 218
Subject Offender drug testing [II-A-018]	Effective Date June 1, 2012

## OFFENDER DRUG TESTING

### **Policy**

It is the policy of the Ouachita Correctional Center to have written procedures to provide for alcohol/drug testing of offenders.

### **218.1 Offender alcohol/drug testing**

The Ouachita Correctional Center will conduct alcohol/drug testing of offenders, both randomly and for probable cause, a minimum of 5% of the offender population on a monthly basis.

Category Security	Number 219
Subject Offender Transfers [II-A-019]	Effective Date June 1, 2012

## OFFENDER TRANSFERS

### **Policy**

It is the policy of the Ouachita Correctional Center to have written procedures for transferring offenders to other facilities.

### **219 Offender transfers**

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).

- A. Release to law enforcement agencies:
  1. Jurisdiction of offenders will be with the court of original jurisdiction; or
  2. The arresting agency.
- B. Requests from other agencies:
  3. All requests from other agencies for investigations on an offender will be denied if:
    - d. The request is not authorized in writing by the agency or court having original jurisdiction of the offender.
    - e. All court orders must carry a "True Copy" indication.
    - f. Must have written approval of the Assistant Warden, Warden or designee.
  4. Release for investigation or court appearances must be approved by the Warden, Assistant Warden or designee.
    - c. All extradition matters will be handled by the booking supervisor.
    - d. The booking supervisor will secure a copy of the Court Order from the Extradition Hearing transferring custody of the offender to the requesting

- agency, or a copy of the court order showing the offender has waived extradition. A copy of the court order or subpoena must be provided by the requesting agency or court.
5. Deputies assuming custody of the offender must have proper identification such as pictured commission identification, or a commission card and pictured driver's license. Never should only a badge or shield be considered proper identification.
  6. Documentation for release to other law enforcement agencies should indicate the following:
    - f. Offender's name and identifying information.
    - g. Reason for release.
    - h. Destination and agency assuming custody of the offender.
    - i. Approximate date and time for the return of the offender to Ouachita Correctional Center facility.
    - j. Signature of the Deputy(s) assuming custody of the offender.
  7. A copy of this form will be placed in the offender's file and the fact that the offender is no longer in the custody of the facility will be logged into the facility's log.
- C. Release of offender property to others
8. The release of an offender's property must be approved by the shift supervisor.
  9. If requested by another agency, an offender may consent to release his property, but must sign a release for specific property. The property must be inventoried and the offender signs the current inventory list. A copy is placed in the offender's file.
  10. If by court order, the items stipulated in the order are given to the Deputy executing the court order. A copy of the court order is placed in the offender's file. The shift supervisor will indicate on all property inventory forms/logs the following:
    - d. The name of the agency receiving the articles; and
    - e. The items removed.
    - f. The shift supervisor shall sign his name with the date and time of the removal, and then place the document into the offender's file.
  11. Items authorized by the offender to be released to others outside the Correctional facilities will be done as follows:
    - e. The entire bag will be released without the seal being broken and property verified.
    - f. The release form will indicate the name and address of the person receiving the property as well as the date and time of release. A notation will be made in the digital property log of the offender.
    - g. The offender and the person receiving the property will sign the release form.
    - h. The form will be placed into the offender's file.
- D. Offenders should not be transferred to other than DPS&C facilities within 60 days of release, unless for disciplinary reasons.
- E. 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 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.

Category Security	Number 220
Subject Cell Checks [II-A-020]	Effective Date June 1, 2012

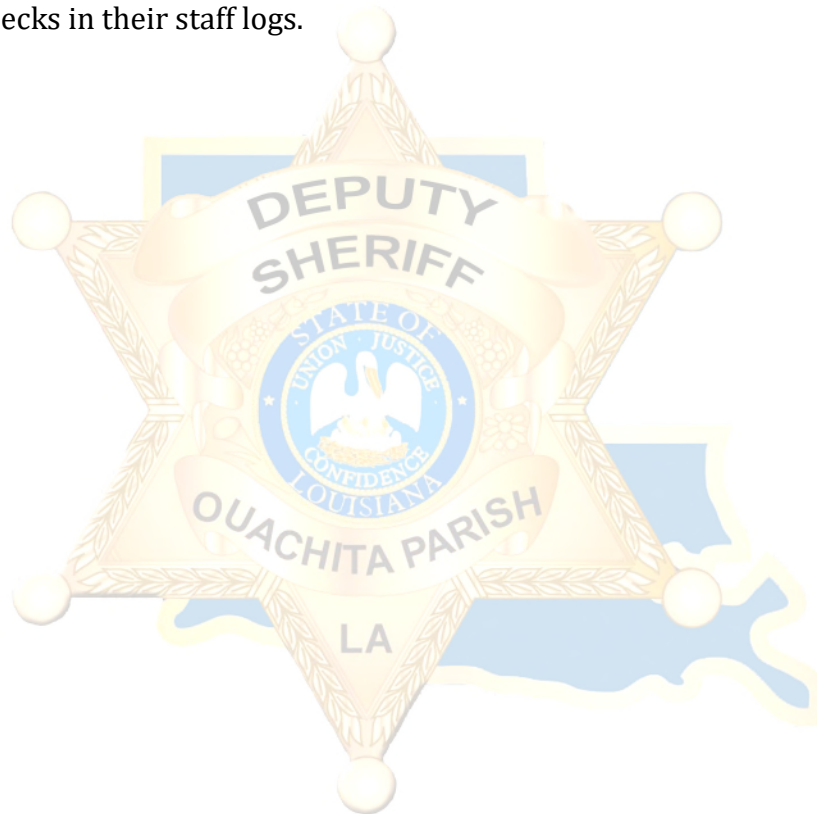
### CELL CHECKS

#### **Policy**

It is the policy of the Ouachita Correctional Center to have written procedures to conduct cell checks.

#### **220.1 Offender alcohol/drug testing**

The Ouachita Correctional Center will provide secure, safe housing by establishing the frequency of cell checks in all cellblock areas not to exceed four (4) hours. Staff will document these checks in their staff logs.



Category Security	Number 221
Subject Use of force [II-B-001]	Effective Date June 1, 2012

## USE OF FORCE

### **Policy**

It is the policy of the Ouachita Correctional Center to have a written policy regarding the use of force and provide that force shall never be used as punishment.

### **221.1 Use of physical force**

- A. The use of physical force shall be restricted to circumstances specified by law when necessary to accomplish a law enforcement task. **At no time will force be used as punishment.** The decision to use force will be based on reasonableness and necessity, not on emotions, and should be used as a means of last resort. Generally, the use of force is based on the need to protect oneself, to protect others, to protect property, to affect an arrest, and to prevent an escape. Malicious assaults or battery by Deputies constitutes gross misconduct.
- B. Deputies should avoid the use of unnecessary menacing actions. A Deputy may use only the degree of force which is reasonable and immediately necessary to protect himself. A Deputy should not use force merely because of offensive or insulting words.
- C. Whenever a Deputy, either on or off duty, is required to strike or use physical force against another person, he shall immediately call a superior Deputy to the scene, or if not practical, contact him as soon as possible following the incident and submit a written report to the Warden through normal channels. The routine use of restraints (use of restraints for transportation to court) does not require a special report.
- D. Correctional Deputies shall never display firearms unnecessarily or draw them in any public place except for inspection or official use. Deputies are required to report any deliberate or accidental discharge of firearms (except routine target practice). Deputies shall exhaust every means of apprehension before resorting to the use of firearms.

### **221.2 Use of deadly force**

Deadly force may be used by a Deputy in self-defense when that Deputy believes that he is in imminent danger of losing his life or receiving great bodily harm and that the use of deadly force is necessary to save himself or another from that danger. All state and federal laws and regulations must be observed.

### **221.3 Use of force to prevent an escape**

A correctional Deputy is justified in the use of force, but not deadly force, to prevent an escape of an offender, or a parish prisoner who is under sentence or awaiting trial for commitment of an offense, from the Ouachita Correction Center.

### **221.4 Use of oleoresin capsicum (OCAP)**

- A. Only oleoresin capsicum aerosol projectors will be used by the Ouachita Correctional Center. All line staff will be trained by a certified instructor in the use of OCAP. Any employee of the correctional Center will be authorized to carry OCAP while on duty



after he or she has been certified by a qualified instructor. OCAP will be available to be issued to correctional Deputies who have been certified in its use.

- B. Justification for Use: The decision to use OC Spray is based on the same criteria a Deputy uses when selecting to deploy a Taser, baton or any other less-lethal option. The decision must be made dependent on the actions of the subject(s) or threat facing the Deputy(s) or others, and the totality of the circumstances surrounding the incident. In any event, the use of OC spray must be reasonable and necessary based upon circumstances available to the Deputy(s).
- C. Members will not use OC aerosol sprays on subjects who are exhibiting only verbal and/or passive resistance (passive resistance means a subject offers no physical resistance to arrest, simply goes limp, and means no overt action or indication of aggressive behavior).
- D. Members will not use OC aerosol sprays on subject who are under physical restraint, unless the subject is still violently resisting and lesser means of controlling the subject have failed.
- E. If an Deputy uses OCAP against an offender, once the offender is subdued and conditions are safe, the following steps will be taken:
  - 1. The offender will be allowed to shower and receive clean clothes.
  - 2. The offender will be observed every ten (10) minutes for the next thirty (30) minutes after being sprayed. The offender will then be observed every thirty (30) minutes for the next two (2) hours.
  - 3. If any breathing problems or other medical problems are observed, the offender will receive necessary medical attention.

## **221.5 Use of Electronic Control Device (M26/X26/X2)(Taser)**

### **Electronic Incapacitation Devices**

The Conducted Energy Weapon (CEW) is an electronic incapacitation device. It is a defensive weapon, which is listed in the force continuum at the same level as O.C. spray, after soft empty hands. The CEW functions in two ways:

- 1) It uses compressed nitrogen to project two probes a maximum of 25 feet. An electrical signal is then sent to the probes, via small wires, which disrupts the body's ability to communicate messages from the brain to the muscles and causes temporary motor skill dysfunction.
- 2) Acts as a touch stun system when brought into immediate contact with a person's body.

The decision to use the CEW is based on the same criteria a deputy uses when selecting to deploy O.C. spray, a baton, or any other less-lethal option. The decision must be made dependent on the actions of the subject(s) or threat facing the deputy(s) or others, and the totality of the circumstances surrounding the incident. In any event, the use of the CEW must be reasonable and necessary based upon circumstances readily available to the deputy(s).

The CEW is classified as less-lethal force and shall not be used in situations requiring the use of deadly force.

The CEW is considered as an option along with other less-lethal types of force available to the deputy(s) in accordance with his/ their evaluation of the circumstances presented.

Any use of electronic incapacitation device contrary to the direction of this policy can result in the revocation of the deputy's right to use such product and may subject the deputy to disciplinary action.

### **Issuing of the CEW**

Departmental personnel shall only carry and use CEWs approved by the Sheriff. Members may only use department-approved cartridges.

Department-issued CEWs may be assigned to any personnel that have been certified in the use and deployment of the Taser M26/26.

Deputy will sign out a CEW at the beginning of the shift and it will be returned to Master Control at the end of the shift. It is the deputy's responsibility to notify a supervisor if an issue arises with the CEW.

Deputies will wear the CEW on the support-side (straight draw) of his person if he is wearing a firearm. Deputies working inside the facility may wear the CEW on either side. Deputies issued a CEW will not carry extra cartridges in their pockets due to the risk that static electricity could cause an unintentional discharge of the cartridge.

Deputies will test the battery strength by removing the cartridge, pointing the CEW in a safe direction, and test fire it. When the battery strength falls to 25%, the battery pack will be replaced and the used battery pack will then be used for training only.

### **Training & Certification**

All members who carry and/or use a CEW must first successfully complete a six-hour CEW training program to include written and practical tests. A mandatory re-certification program will be completed annually. The re-certification will be a minimum of two hours.

### **Use of CEW on persons**

The CEW is not a substitute for deadly force and should not be used in those situations. The CEW may be used in those situations where:

- 1) A subject is threatening himself, a deputy, or another person with physical force and other means of controlling the subject are unreasonable or could cause injury to the officer(s), the subject(s), or others, or;
- 2) Any other situation where, based upon information currently available to the deputy(s) indicates that the use of the CEW is not only necessary, but also would likely reduce the risk of injury or harm to the deputy(s), offender(s) or others while attempting to arrest or secure suspects, or;
- 3) Where alternate means of force have proven ineffective and the threat still exists to the deputy(s), subjects(s), and others.

Center mass below the chest of the body should be the target area when firing an CEW, particularly the center mass of the back; as clothing tends to be tighter on this part of the body. Personnel encountering subjects wearing heavy or loose clothing on the upper body should consider targeting the legs. The head and face should not be targeted unless the appropriate level of force can be justified.

The Taser is discouraged from use on obviously pregnant females, individuals with known heart conditions, children, and the infirm.

The CEW will never be used punitively or for purposes of coercion. It is to be used as a way of averting a potentially injurious or dangerous situation. The CEW has an effective range of 19 feet with a 25 foot cartridge. Range less than 3 feet may not provide adequate distribution of the probes to allow the unit to function to its full effectiveness. Firing the CEW at a subject at a range closer than 3 feet is not dangerous to the subject; however a follow up drive-stun may be necessary to gain the appropriate effect.

Prior to the deployment of a CEW, the person deploying has the responsibility to visually and physically confirm that tool selected is a CEW and not a firearm. The deploying person should notify any on-scene assisting Deputies that they intend to deploy a CEW. Immediately prior to deploying the CEW, the deploying person should announce, if feasible, "TASER! TASER! TASER!" The announcement should be made only if circumstances permit and if it would not endanger any civilians, deputies, or the suspect. The Deputy will the notify Master Control that a Taser has been deployed.

The CEW has the ability to ignite flammable liquids. It will not be deployed at subjects who have come in contact with flammable or in environments where flammables are obviously present. Proper consideration and care should be taken when deploying the CEW on subjects who are in an elevated position or in other circumstance where a fall may cause substantial injury or death. Deputies must be prepared to justify such a deployment.

#### DUTIES AFTER DEPLOYMENT

Immediate action should be taken to care for the injured, to apprehend any suspects, and to protect the scene. Once the subject is restrained or has complied, the CEW should be turned off.

A CEW will not be left unattended except in exigent circumstances as when a Deputy is forced to act alone in taking custody of an immediate threat.

Medical personnel will be summoned to the scene to assess the subject by a Supervisor if needed.

Removal of probes in other areas shall be done by OCC medical personnel. Medical staff will provide first aid following removal of probes by applying iodine or alcohol wipes, and band aids to the probe sites as needed. Medical staff should inspect the probes after removal to ensure that the entire probe and probe barb has been removed. In the event that a probe, or probe barb has broken off and it is still embedded in a subjects skin; the subject should be provided appropriate medical attention to facilitate the removal of the object.

Photographs will be taken of probe impact sites and any other related injuries.

Probes that have been removed from skin will be treated as biohazard sharps. They should be placed point down into the expended cartridge bores and secured with tape.

Deputies will attempt to locate the yellow, pink, and clear colored "micro-dots" dispersed at the time of the cartridge firing. These will be collected and placed into evidence with any expended cartridges.

Involved personnel will attempt to locate and identify any witnesses to the incident.

Deputies shall refrain from discussing the incident until the arrival of an on scene shift supervisor. The involved personnel will brief them of the circumstances surrounding the incident and what action has taken place.

The deploying Deputy will complete a CEW Deployment Report.

Subjects controlled by the use of CEW will not be transported face down.

### SUPERVISOR RESPONSIBILITIES:

The first supervisor on scene should ensure that proper care is given to injured officers and/or citizens. He/She should ensure all responsibilities of the Deputy have been carried out regarding care for the injured, apprehension of the suspects, and protection of the scene.

The supervisor shall ensure the proper notifications of OCC Command staff are made as soon as possible. The supervisor shall notify the Shift Supervisor if any traumatic injuries have occurred due to the use of force involving the CEW.

The Shift Supervisor will notify the Security Division Captain, who in turn should notify the Warden.

The Warden shall determine if detectives shall be called to investigate the incident.

All other written reports associated with the incident shall also be completed before the end of the shift and forwarded in the same manner.

Update: 7-31-10

Update: 3-8-13

Update: 1-6-14

Update: 9-8-17

## **221.6 Impact Munitions**

### **Impact Munitions**

#### **A. 12 ga. Bean-bag Round**

This policy pertains to the use of the 12 ga. Drag stabilized bean-bag round used by OCC Security. It does not pertain to the use of other specialty impact munitions that may be used by the CERT Team on tactical operations. The OCC CERT SOP covers the use of specialty impact munitions utilized by the CERT Team (See CERT supplemental)

#### **Definition:**

The 12 ga drag stabilized round is generated from Defense Technology. It is a translucent 12-gauge shell loaded with a 40 gram, tear shaped bag, made from cotton and ballistic material blend filled with #9 shot. This design uses four (4) stabilizing tails. The 12 ga. Drag stabilized round utilizes smokeless powder as the propellant.

1. The 12 ga. Shotgun used to deliver the rounds will be issued to properly trained personnel only. The shotgun used will be a Remington 870 pump action. The shotgun will have an orange stock indicating that it is a less-than-lethal shotgun. At NO TIME IS IT TO BE LOADED WITH LIVE AMMUNITION, EVEN DURING RANGE TRAINING SESSIONS.
2. The Training Division will approve the proper 12 ga. Bean-bag round.
3. It is the deputy's responsibility to ensure the rounds that are loaded in the less-lethal shotgun are in-fact 12 ga. Drag stabilized bean-bag rounds prior to deploying the round at a subject.

#### **Application:**



The 12 ga. Drag stabilized round is intended to be direct fired. The level of threat, target distance, size, and clothing should be considered before deployment. The 12 ga. Drag stabilized round proves most successful in incapacitation when used within its optimal energy zone of approximately 20 to 50 feet. The primary target zone should be the buttocks, thigh, and calf. This target area maximizes the likelihood of incapacitation and minimizes the potential for serious injury.

The 12 ga. Drag stabilized round can be used against a subject holding a potential weapon, other than a firearm, in order to close distance so the subject can be secured after compliance.

It can be used in conjunction with a Taser, once in range, along with other less-lethal options.

The 12. ga. Drag stabilized round can also be deployed in crowd control situations to protect the riot line, cover or enhance chemical munitions, or target agitators, and organizers of the crowd.

The chest, spine, head, and neck should only be targeted when maximum effectiveness is desired to meet a level of threat escalating to the use of deadly force.

The 12 ga. Drag stabilized bean-bag round falls into the Force Array as an Intermediate Weapon.

When possible, the deputy should have another deputy provide cover with other less-lethal options.

#### **Medical Attention**

Medical attention will be provided to all involved parties, upon securing of the scene. OCC Medical staff will determine if individuals are to be transported to a hospital for medical attention.

#### **Documentation**

Photographs are to be taken of all impact areas of the subject's body along with full body photos. The photographs are to be logged in as evidence.

The shell hull and the expended round is to be collected and logged into evidence. The member will fill out an OPSO less-lethal use form with all other reports.

### **221.6 Use of weaponry documentation**

Whenever a correctional Deputy is involved in an incident involving the use of force, that Deputy shall submit a written report on the Incident Report Form to the shift supervisor as soon as possible and before the conclusion of his/her tour of duty. The shift supervisor will verify that the report includes the names of personnel and offenders involved. He will assure that the report includes a full description of the nature of the incident. The shift supervisor shall review and forward the report to the approved supervisors list.

### **221.7 Medical treatment for injured persons**

- A. If a correctional Deputy must use force in the performance of his or her duties, any injuries sustained as a result will be treated as soon as possible.
- B. If a correctional Deputy is injured, he or she will be transported by ambulance or transportation immediately.



- C. If an offender is injured, the medical staff on duty shall be contacted and she and the shift supervisor will determine whether the offender will be taken to see a doctor. If the offender requires emergency treatment by a physician, then the offender will be transported to LSU Health Sciences Center/E. A. Conway Medical Center. The seriousness of the injury will also dictate whether the offender is to be transported by a transportation Deputy or by ambulance. If it is determined that the offender does not require emergency treatment by a physician, the nurse will examine him and treat according to standing orders. After the examination, the nurse may have the offender see a physician at a later date or have him immediately transported to an emergency room for further treatment.

Category Security	Number 222
Subject Use of restraints [II-B-002]	Effective Date June 1, 2012

## USE OF RESTRAINTS

### Policy

It is the policy of the Ouachita Correctional Center to have a written policy and procedure that provides for the use of restraints only as a precaution against escape, during transfer, for medical reasons, or as a prevention against offender self-injury, injury to others, or property damage. A written report will be prepared following all uses of force and restraints (except routine use of restraints for transporting offenders) and will be submitted to the Shift Supervisor. It is also the policy that all such restraining devices be used only for the stated reasons and never as punishment.

### 222.1 Restraints - transportation

Any time an offender is transported to or from the facility (except those who have been approved by administration for non-restraint transport) the transporting Deputy is to make sure that the offender is placed in handcuffs and leg restraints. This includes offenders who are taken to court. The handcuffs and leg restraints are to be placed on the offender in a safe manner and the handcuffs and leg restraints are to be double locked.

### 222.2 Restraints – medical reasons

- A. Correctional Personnel shall use restraints as a security measure on offenders who present a danger to themselves, or who present a danger to other offenders or staff members. Under no circumstances shall restraints be used as a disciplinary measure. Any use of restraints will be documented and a copy forwarded to the appropriate personnel.
- B. Use of restraints for medical reasons shall be approved by the Shift Supervisor and/or duty Lieutenant, upon recommendation of the Medical Authority. Security and safety of offenders and staff will be the primary consideration in the use of all restraints after less intrusive measures have been eliminated as viable alternatives.
- C. All use of restraints for medical reasons shall be entered by Medical Staff into the appropriate section of the offender's medical record. These entries shall include the

purpose for the use of restraints, justification for the type of restraints used, and length of time for which restraint measures are to be imposed. This report will be completed as soon as the security of the circumstances permits and before the end of the shift. The duty Lieutenant will be notified immediately, if during normal working days, or by phone if at night or on weekends and legal holidays. A copy of the written report will be forwarded to the Warden's office.

### **222.3 Restraints – protecting the offender and others**

Restraints may be used when moving an unruly offender from one area of a facility to another for the protection of the Deputies. The restraints shall be removed only when it is safe for the Deputy to do so, but shall not be applied for more time than is necessary. If less restrictive measures were not utilized, it shall be documented. Should restraints need to be utilized on a pregnant offender, Medical Personnel and the Warden must be contacted and the offender must be closely monitored. Pregnant offenders will only be restrained with front secured handcuffs.

### **222.4 Restraints – monitoring**

Anytime it is necessary for an offender to be restrained, that offender shall be closely monitored until the restraints are removed.

Category Security	Number 223
Subject Use of firearms [II-B-003]	Effective Date June 1, 2012

## **USE OF FIREARMS**

### **Policy**

It is the policy of the Ouachita Correctional Center to ensure that sufficient security equipment, including firearms, is available to meet the facility's security needs and to ensure control of such equipment.

### **223.1 Security equipment**

- A. The availability and control of security equipment shall be the responsibility of the Warden with the approval of the Sheriff. The type and quality of security equipment shall be based on an analysis of the physical plant and offender population profile.
- B. Any control equipment issued or authorized by the Warden shall be readily accessible to any Deputy who is trained or certified in its use. Any types of weapons are not permitted in the control room of any facility. The only exception to this is the OC spray canisters and Tasers issued by the Center.
- C. Any emergency or self-defense equipment not specifically authorized by the Warden shall be considered contraband and appropriate action will be taken against anyone introducing such equipment into the facility.
- D. All security equipment is subject to stringent safety regulations and subject to inspection.

### 223.2 Firearms control

- A. Firearms shall not be permitted within the security perimeter of any facility at any time unless authorized by the Warden, Sheriff or designee.
- B. Any Deputy of a facility shall ensure that all firearms possessed by armed Deputies about to enter a facility are secured in the weapons locker in the sally port area. All others will secure their weapons in their vehicles outside the security perimeter.
- C. The Warden will ensure that appropriate equipment is provided to facilitate the safe unloading and loading of weapons.

### 223.3 Weapons

- 1. Off duty carrying is not mandatory by POST certified deputies, but it is highly recommended.
- 2. Pre-Academy certified deputies **will not** be allowed to carry off duty until they have completed an LA POST academy.
- A. Only Transportation Deputies will be permitted to carry handguns on duty and under the following conditions:
  - 1. The Deputy has been designated as a Transportation Deputy by the Sheriff or Warden.
  - 2. The person has qualified on the firearms course as designated above.
  - 3. The person is engaged in the actual transport of or travel to a location to transport an offender.
  - 4. Only department issued or approved firearms will be carried.
- B. Weapons, such as expandable batons, ASP, or chemical spray may be carried on duty by a certified deputy.
- C. Pocket knives are to be property secured on person of the deputy.

### 223.4 Firearms training

Personnel are also required to qualify twice yearly in the use of firearms. This is to ensure a hazard free environment within the security perimeter of the Correctional facilities.

- A. Training will be a part of annual training and P.O.S.T. recertification of correctional Deputies.
- B. Administrative and management personnel shall be required to maintain firearms certification and recertification.
- C. Only transportation Deputies will carry weapons while on duty, but not beyond the administrative or sally port areas unless authorized by the Warden or Sheriff.
- D. Administrative personnel will be authorized to carry weapons when transporting offenders, when on official duty away from the correctional facility, or as directed by the Warden, Sheriff or designee.
- E. Training on deadly force will follow guidelines set forth by OPSO and LA State Law.

Category Security	Number 224
Subject Written reports [II-B-004]	Effective Date June 1, 2012

## WRITTEN REPORTS

### **Policy**

It shall be the policy of the Ouachita Correctional Center that written reports are submitted to the Warden regarding the use of force against an offender.

#### **224.1 Written reports**

Written reports will be submitted to the Warden/Designee no later than the conclusion of the shift whenever any of the following incidents occur:

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

Category Security	Number 225
Subject Procedures for searches [II-C-001]	Effective Date June 1, 2012

## PROCEDURES FOR SEARCHES

### **Policy**

It is the policy of the Ouachita Correctional Center to have a written procedure that provides for the searches of facilities and offenders to control contraband and to provide for its disposition. Further, when a new crime is suspected, all evidence is maintained and made available to the appropriate authority. This policy is to aid in the detention of contraband and provide for the safety, health, and security of all persons: staff, offenders, or visitors of the facility.

#### **225.1 Security searches**

##### **A. Searching methods**

Only two methods of searching will be used to search offenders; the strip search or a through the clothing/personal search of an offender's person and clothing without stripping them. A strip search will only be conducted by a correctional Deputy of the same sex as the offender being searched. Female offenders will only be searched by female correctional Deputies.

##### **B. When offenders are to be searched**

1. Booking: On entry to booking, offenders will pass through Rapiscan System. Once cleared by booking; entry will be allowed. Arrestees will be instructed to step into scan area and turn to their left while being scanned. Arresting officer will wait outside of the scanning area a few feet away. Once cleared by the booking deputy; the second sliding door will open for the arrestee and arresting



- officer to enter the booking area. Once an arrestee has been cleared for entry, their image shall be removed from the monitor immediately. In the event of an uncooperative arrestee, the system may have to be bypassed.
2. No deputies or arresting officers shall be scanned without the permission of the Warden or his designee.
  3. The body image scanner shall only be used in a professional manner and for the accomplishment of daily duties.
  4. The Rapiscan System poses no dangers or restrictions for use for individuals wearing pacemakers; arrestees who are pregnant will bypass the system.
  5. Staff members who are pregnant shall not use the manual activator that is directly attached to the machine.
  6. Booking: When an offender is brought to the facility to be booked on a criminal charge, he/she will undergo a thorough clothing/personal search before the booking process begins.
  7. The body image scan shall only supplement the standard booking pat-down. The standard pat-down shall still be required of all arrestees.
  8. Entering a housing unit the first time: After an offender is booked into the facility and he/she is unable to make bond, he/she will be searched before being placed in a housing unit.
  9. Entering the housing unit from a secured area: If an offender leaves his/her housing unit, but stays within the secured area of the facility, then he/she must undergo a thorough clothing/personal search before re-entering the housing unit.
  10. Entering a facility from outside the facility: Any time an offender enters a facility from a work detail or from work release, he/she will be strip searched before being moved to a housing area or before leaving the company of the escorting Deputy.
  11. After contact visits: Any offender receiving a contact visit will be strip searched immediately after the visit and before he/she enters their housing unit.
  12. Any time the Deputy thinks necessary: An offender may be searched at any time a Deputy feels that the search is necessary to maintain the security of the facility or when the Deputy suspects that an offender may possess contraband.
- C. If during a strip search a Deputy sees or suspects that the offender has contraband or any other object secreted in any body cavity, then the Deputy is to immediately restrain that offender and transport him to a medical facility for examination by a physician. An Deputy will never remove an object from a body cavity (mouth, ear, anus, vagina, etc.).
- D. Electronic detection devices may be used to detect metal in a person's clothing, possessions, or on their body. However, this type of search is not to be substituted for the strip search or the thorough clothing/personal search.
- E. The Ouachita Correctional Center does not have a procedure regarding, nor practice enforcing, a blanket strip search policy. The following criteria must be met before a strip search may be conducted on an offender during booking:
1. Nature of the offender's charges: When a new offender is brought into the facility, if he is brought in on a misdemeanor (non-weapon, non-violent and non-drug) charge he cannot be strip searched just because he is being booked. However, if the offender has any felony or misdemeanor charges involving weapons, violence, or drugs, then that offender can be strip searched during booking.



2. Offender's reasonably recent criminal history: If an offender has a reasonably recent history of drug charges or any other charge that, within itself, would be reason enough for a strip search, this constitutes a reason for him/her to be strip searched. This is because there is a reasonable suspicion of risk of bringing that contraband into the facility.
3. Reliable information received: If there is reliable information which would allow the Deputy to strip search that offender prior to placing him with other offenders, i.e. arrested in a high drug traffic area and reasonably believed to be involved in drug sales.
4. Offender's behavior: No matter what the charges are, if the offender is acting strange, nervous, jittery, combative, or any other way that would lead a reasonable person to believe that he may have something on him, the correctional Deputy may strip search that offender.



Category Security	Number 226
Subject Key, tool, and utensil control [II-D-001]	Effective Date June 1, 2012

## KEY, TOOL AND UTENSIL CONTROL

### **Policy**

It is the policy of the Ouachita Correctional Center that keys, tools, culinary equipment, and medical/dental instruments and supplies are inventoried and controlled to ensure the safety of all persons within the facility.

### **226.1 Key control**

- A. The Warden and Assistant Warden shall maintain a log of each key issued and to whom it was issued. Also included will be the number of each type of key available.
- B. Keys are not to be handled by offenders at any time for any reason.
- C. Only those keys necessary for the performance of the correctional Deputy's duty at his assigned station are to be issued.
- D. Any malfunction of a lock should be reported immediately to the shift supervisor who will report the malfunctioning lock in writing to the Assistant Warden.
- E. No correctional Deputy or staff employee will have unrecorded institutional keys or locks in their possession. Duplication of any key is expressly forbidden unless authorized in writing by the Warden or Sheriff.
- F. Keys of one Center are not to be issued to a staff member of another Center without authorization by the person charged with key control.
- G. The only time a correctional Deputy or staff member should handle the keys to an area he is not assigned is during relief for meals, break time, or in an emergency situation

### **226.2 Tool maintenance**

- A. Any tool may be used as a weapon and therefore must be accounted for at all times. The maintenance Deputy, or in his absence the shift supervisor, will check out the necessary tools only to the correctional Deputy in charge of the detail needing the tools.
- B. The maintenance Deputy will list the type and number of tools checked out on a receipt. The receipt will be placed on the master tool control sheet and signed by the correctional Deputy and the maintenance Deputy.
- C. Upon completion of the work detail, or at the end of the shift, the tools will be turned over to the maintenance Deputy, who will check the tools against the receipt to ensure that all tools are accounted for. In the event of a tool breaking, all parts must be returned to the maintenance Deputy or shift supervisor at the end of the job or shift. All parts of the broken tool must be returned before a replacement tool is purchased.
- D. It will be the responsibility of the maintenance Deputy to indicate on the master tool control inventory that the tool was broken and sent to be repaired or replaced.
- E. At the end of the job or shift, the maintenance Deputy and correctional Deputy will sign the receipt indicating that all tools have been returned and the receipt will be kept by the maintenance office.

### **226.3 Tool inventory**

The maintenance Deputy shall ensure that a complete inventory of all tools and equipment is maintained. The inventory shall include a list of all tools and equipment along with serial numbers of each or the Ouachita Correctional Center identification number if such tools cost more than \$500.00.

### **226.4 Private contractor / repair and maintenance**

- A. Private contract repair or contract maintenance workers employed by or under contract to perform service, maintenance, repair, or construction within the correctional facility shall submit to an inspection of all tools, tool boxes, and related equipment prior to admittance into or release from the correctional facility's security perimeter.
- B. The shift supervisor shall assign a correctional Deputy to inspect the tools and escort the worker into and around the facility. The correctional Deputy will ensure that proper security and safety precautions are maintained.
- C. Offenders will not be permitted to assist in private contractor maintenance, nor permitted in the immediate area where the work is being performed. The exception to this policy will be for offenders to assist in the moving of heavy objects to expedite the repair or maintenance service.

### **226.5 Medical equipment and medications**

- A. Medical equipment shall be maintained in the safest manner possible. Tools, medicines, and supplies of hazardous nature shall be kept in a locked cabinet.
- B. The nurse shall maintain an accurate inventory of instruments, medicines, and tools.
- C. Reserve stocks of hypodermic needles and syringes shall be kept in a secure area. Accurate and current inventories shall be maintained. Only the minimum number of syringes and needles necessary for proper offender services shall be available for daily use. These items shall be kept in a convenient, secure place. Any used or unserviceable syringes and needles shall be disposed of according to medical procedures.
- D. Narcotics and controlled drugs shall be stored, dispensed, and inventoried in compliance with federal, local, and state laws.

### **226.6 Food service utensils**

- A. All tools and utensils, including but not limited to knives, will be kept in a secured area when not in use. A tool check sheet will be kept in the kitchen office for record keeping when any tools or utensils are issued to offenders. The Deputy issuing the utensil is responsible for signing the tool out to a specific offender and accounting for its return.
- B. Before the serving of any meal, all utensils not essential in the serving of the food are to be accounted for and secured.
- C. The kitchen supervisor is responsible for checking the utensil inventory sheet to see that all utensils are present or accounted for at the end of the shift.

### **226.7 Lost utensils and tools**

- A. Any utensil or tool lost or broken shall be reported immediately to the shift supervisor. A lost/broken tool or utensil report shall be forwarded to the appropriate supervisors. The report shall include the tool or utensil lost or broken, the circumstances surrounding the incident, the name of the person the tool or utensil was issued to, the

date, and the time. A copy of this report will be kept in the control file of the section where the incident occurred and it shall remain there until the tool or utensil is found.

- B. When any tool or utensil has been lost or misplaced, any offender(s) who had access to the area where the tool was lost will be held at that location until a thorough search has been made of the area and of all offenders having access to the area.
- C. The Assistant Warden of the facility will keep a file with all tools or utensils reported lost or missing. All tools or utensils confiscated during searches or shakedown will be checked against this file. Identifiable and serviceable tools and utensils found shall be forwarded to the Assistant Warden who will return it to the inventory and remove it from the lost file. If previously replaced, the found tool or utensil will be placed in a secure storage area until the inventory log can be adjusted to show its inclusion. If the tool or utensil is unserviceable, it shall be sent to the Warden/Designee for destruction.

Category Security	Number 227
Subject Medical security regulations	Effective Date June 1, 2012

## MEDICAL SECURITY REGULATIONS

### **Policy**

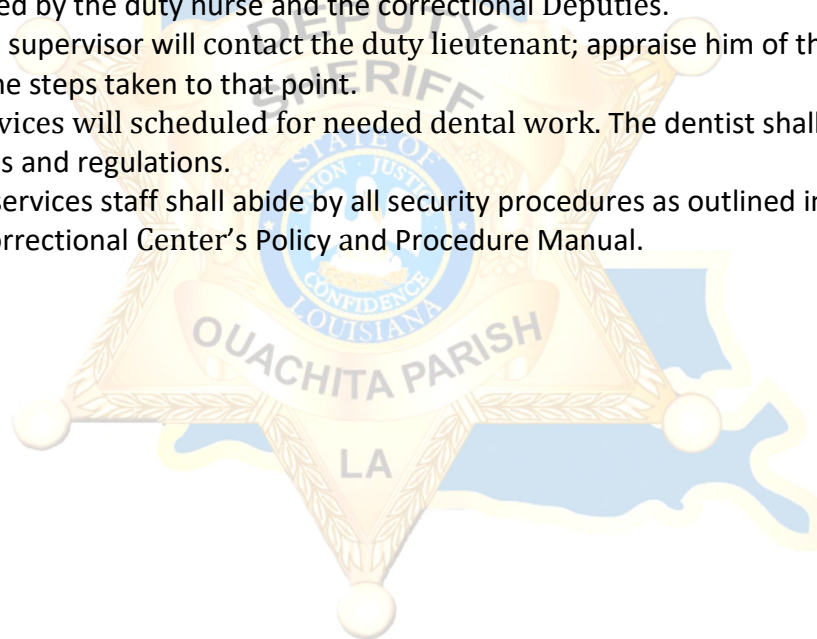
It is the policy of the Ouachita Correctional Center that medical, dental, and mental health matters involving clinical judgments are the sole province of the responsible physician, dentist, and/or psychiatrist or qualified psychologist; however, security regulations applicable to facility personnel are paramount and apply to all health personnel.

### **227.1 Medical security regulations**

- A. All medical personnel shall
  - 1. Secure all medications, instruments, and needles at all times.
  - 2. Deposit all used syringes and needles in appropriate and secure containers, and when full, follow procedures for proper disposal.
  - 3. Maintain control of their equipment, personal gear, and drugs.
  - 4. Never leave an offender patient alone without supervision in an examination room or other areas where there is access to medical supplies or equipment.
- B. Correctional Deputies will provide security during treatment within limits of the required facility minimal staffing level and are responsible for the collection of sick call slips. Security will also be provided when responding to medical emergencies. Medical staff is responsible for the dispensing of medication.
- C. If at any time personal safety of medical staff is endangered, they shall remove themselves from the area. Should a correctional Deputy or shift supervisor feel that the medical staff is in danger, they shall request the medical staff to leave the area immediately. Medical staff will then stand by to render medical aid that may be necessary. In the event of a security lockdown, correctional Deputies will secure the area before medical staff enters. Any medical services staff injured by offenders shall report same by completion of an incident report.
- D. Medical services staff shall report to the Warden in writing any security infractions by offenders, such as personal threats, attempts to steal equipment or drugs, attempts to

break into medical supply cabinets or rooms, and hostile actions directed towards medical staff or correctional Deputies.

- E. Medical services staff are responsible for and held accountable for all keys issued to them during their shifts and securing all clinic areas daily.
- F. Mental health crisis
  - 1. Mental health crisis, as defined in this policy and procedure manual, is defined as situations when the offender appears
    - a. To be in immediate danger of hurting himself.
    - b. Causing injury to other offenders or staff.
    - c. Causing damage to facility property.
    - d. Agitated beyond control.
    - e. Unresponsive to questions.
  - 2. The shift supervisor will contact the duty nurse for advice and notify the control room. He will take the necessary actions to resolve the situation or maintain the situation until the duty nurse arrives, if necessary.
  - 3. The duty nurse will assess the situation, and if necessary, contact the duty physician as soon as possible. Any instructions from the duty physician will be followed exactly as ordered by the duty nurse and the correctional Deputies.
  - 4. The shift supervisor will contact the duty lieutenant; appraise him of the situation, and of the steps taken to that point.
- G. Medical services will scheduled for needed dental work. The dentist shall abide by all security rules and regulations.
- H. All medical services staff shall abide by all security procedures as outlined in the Ouachita Correctional Center's Policy and Procedure Manual.





Category Security	Number 228
Subject Offender property control	Effective Date June 1, 2012

## OFFENDER PROPERTY CONTROL

### Policy

It is the policy of the Ouachita Correctional Center to have a written procedure to ensure the safe and secure control of all offender property.

### 228.1 Offender property

- A. During booking/intake, the booking Deputy shall search the offender and accept all offender property.
- B. The booking Deputy shall separate all property and place all cash, money orders, and checks into an envelope and the offender sign the property sheet, and then enter money into the cash kiosk machine located in the booking office. All other valuables (jewelry, watches, chains, rings, etc.), property, and personal papers shall be properly packaged and be described accurately and as simply as possible when logged into JAIL MANAGEMENT SOFTWARE. Inside property is assigned an inside BIN #.
- C. If there is excess property;  
**Booking Deputy** - should assign an outside BIN# to that bag. BIN #s are in the 2000 range. Mark that bag with this BIN#. If it takes more than one BIN; assign each bag a BIN and mark that BIN# on each of the bags.
- D. **Security** - Excess property: dress out Deputy should go through the excess property and take out the hygiene items, photos, bible, and legal paperwork. The offender is allowed to have those items. All food items are to be destroyed immediately. This shall prevent bugs/rodents in the property rooms. Fill out an "OCC Property Release Form" listing the excess property. Offender must sign the form and understand that the excess property should be picked up or sent to the offender's home at his expense within ten (10) days. Excess property which is not picked up or shipped within the ten (10) days shall be disposed of by the facility. All excess property must be stored in the outside property room.  
All excess property must be picked up or shipped home.
- E. **Security** - "OCC Property Release Form"  
Write the outside BIN # on the release form. Make **three** copies.  
One for: Dy. Regena Cobb's mail box in admin or e-mailed to her.  
One for: the property bag.  
One for: master control's property release binder.  
Original goes in his booking folder.
- F. Any offender wanting to ship their property home shall need to communicate with administration (Dy. Cobb) before the 10 days has expired. All excess property must be picked up or shipped home.

- G. **Security** - When the offender has been changed into facility issued clothing, the offender's personal clothing is placed into a bag and labeled. Only the following items of clothing shall be permitted in storage for each offender:
1. One (1) pair of pants/shorts/sweat pants.
  2. One (1) shirt.
  3. One (1) pair of dress or casual shoes; and
  4. One (1) belt.
- H. Property sheet shall be signed by the Deputy and by the offender. Proper identification shall be placed on each package containing the offender's property.
- I. All authorized personal property shall be stored and secured in the inside property area.
- J. At any time an offender is given any of his property, the following steps shall be taken:
1. The offender shall place his initials and the date of the action on the line describing the property on the form in the jail card located in the booking release office.
  2. If there is more than one type of article, and the offender takes only one (1), the Deputy shall place a line through the number and write the new number above.
  3. The offender and Deputy shall initial and date this change on the property control sheet in the jail card and JAIL MANAGEMENT SOFTWARE shall be updated to show released items.

## **228.2 Release of offender property**

- A. Released to the offender:
1. Releasing deputy must check for more than one BIN #. The offender may have excess property that has not been picked up or destroyed. The offender is required to sign for the release of his property. If an offender refuses to sign, the releasing Deputy signs the property inventory and has another Deputy witness.
  2. For any missing offender property, the Shift Supervisor shall complete a written report describing the exact items, a description of the items not returned, and, if known, why the items were not returned. Reports shall be filed in the property control log, and a copy sent to the Warden/Designee.
- B. Release of offender property to others:
1. If requested by another agency, an offender may consent to release his property, but must sign a release for specific property. The property must be inventoried and the offender signs the current inventory list. A copy is placed in the offender's file and logged in to JAIL MANAGEMENT SOFTWARE.
  2. If by court order, the items stipulated in the order are given to the Deputy executing the court order. A copy of the court order is placed in the offender's booking file. The Shift Supervisor shall indicate on the inventory slip and within JAIL MANAGEMENT SOFTWARE the following:
    - a. The name of the agency receiving the articles; and
    - b. The items removed.
    - c. The Shift Supervisor shall sign his name with the date and time of the removal, and then place the document into the offender's booking file.
  3. Items authorized by the offender to be released to others outside the Correctional facilities shall be done as follows:

- a. The release form shall indicate the name and address of the person receiving the property as well as the date and time of release.
- b. The offender and the person receiving the property shall sign the release form.
- c. The form shall be placed into the offender's file and its contents logged into JAIL MANAGEMENT SOFTWARE.

### **228.3 Destroying Excess Property**

#### **A. Destroying excess property:**

1. Deputy goes through the property and removes any usable clothing. That clothing shall be washed and placed in the surplus clothing area. Property being destroyed is placed in a solid trash bag. Deputy will update the JAIL MANAGEMENT SOFTWARE on all items that are destroyed. Trash bag shall be placed in the dumpster behind the kitchen when the IESI truck is coming on compound.

### **228.4 Women's Transitional Work Program**

#### **A. Transferred to OCC F-dorm that shall later go to WTWP:**

1. The offender is going to WTWP; booking can assign a BIN # using the numbers between 5000 – 5040. Booking shall list "all property" that goes to WTWP. WTWP needs to go through the offender's property and let the offender keep the following: hygiene items, bible, pictures and legal paperwork. This property can be given to the offender at the time she dressed out and taken to F-dorm. The remainder of the offender's property shall be stored in WTWP.
2. Once booked in. WTWP can take the offender to master control area and ask Master Control to assign a bed in cell 124 or other available authorized cell as needed.
3. WTWP takes the offender by the warehouse Deputy to get worker clothing to change into. Once the offender is in OCC worker clothing; she is to be escorted to F-dorm key area so the offender can be escorted to the dorm.
4. If WTWP is unable to dress out the offender. The offender can be dressed out at night by security but placed in cell 124 or other available authorized cell as needed in a jumper. WTWP can change the jumper into trustee clothing the next day and give her the limited property. (Hygiene, bible, pictures, legal paperwork).

#### **B. Hiring an OCC offender into WTWP:**

1. Provide the approval letter from DOC to the Deputy that handles the trustee workers.
2. Offenders are in F-dorm . . .
  - d. WTWP and the offender take her "in cell" property to WTWP.
  - e. Take the offender to master control area. Get all of the offender's property from master control area. Dress the

offender in her street clothes, property from master control area.

f. Go to booking so that all the offender's property can be re-assigned a BIN # between 5000 – 5040.

g. The offender is ready to be transported to WTWP.

**C. Firing an offender from WTWP:**

1. Inform Master Control that WTWP has fired an offender.
2. WTWP needs to go through the offender's property and allow her keep the following authorized property: hygiene, bible, pictures and legal paperwork. These items can be placed in a laundry bag.
3. WTWP shall fill out a property release form listing the excess property and have the offender to sign a property release form that is instructing the offender that she has 10 days to have the property picked up. The excess property collected remains in the possession of WTWP until such time it is released or shipped to a designated person. Any shipping of offender property will be at the financial expense of the offender to which the property belongs. (In the case that no WTWP personnel are on compound, OCC personnel will place the excess property with property release form in the WTWP office as necessary.)
4. WTWP shall bring the offender and the authorized property to Booking.
5. Booking shall re-assign offender's property to an OCC BIN #. Booking shall put the clothing in a white trash bag and label it. Booking takes the property and places it in the assigned OCC BIN.
6. Booking will re-ask the PREA Screening Questionnaire.
7. The offender will be housed in B34 or other authorized Booking area until dress out procedures are conducted next.
8. Upon dress out, F dorm deputies will show the PREA Offender Awareness Training Video, if not shown in Booking holding cell, and have the offender sign the corresponding PREA Awareness Training Form. The form will be turned in to be scanned into their Master Booking Record by records. \*M/C and F dorm will log the PREA video as watched in the appropriate logs.
9. WTWP shall then write the needed report to support the firing of the offender. If the report is written on a DOC disciplinary; forward a copy of the DOC report to OCC records in administration area and complete an incident under "TWP – DOC Report." Scan



the appropriate DOC Disciplinary Documents in “Incident Documents” section of the report.

**\*NOTE\* = IN THE EVENT THAT WTWP IS NOT ON COMPOUND;  
SECURITY SHALL FOLLOW THE SAME POLICY/PROCEDURE.**

Category Security	Number 229
Subject Emergency sick call	Effective Date June 1, 2012

### EMERGENCY SICK CALL

#### **Policy**

It shall be the policy of the Ouachita Correctional Center to have a procedure for offenders requesting emergency medical services to receive immediate medical care.

#### **229.1 General**

The medical department of the Ouachita Correctional Center is staffed 24 hrs a day. In addition, the medical staff holds regular sick calls on Tuesday and Thursday of each week, with requests due in medical no later than 0800 hours. In the event that a sick call day needs to be rescheduled, the medical department will notify each dorm. An offender may place an emergency sick call request at any time; however, the request must be a legitimate acute event that cannot wait until the designated time for regular sick call.

#### **229.2 Contacting medical staff**

These steps should be followed when contacting a nurse to respond to an emergency sick call request:

- A. Each control room will notify on duty medical staff of emergency.
- B. Medical staff will respond in person to access.

#### **229.3 Offender placing emergency sick call requests**

These steps should be followed when the offender places an emergency sick call request:

- A. The offender **MUST** place the emergency sick call request
- B. The offender **MUST** complete the emergency sick call request form
- C. The ranking deputy may place the emergency sick call request when the following conditions apply:
  1. The offender is unresponsive
  2. The offender exhibits acute distress
- D. When the key deputy contacts the nurse, the following information should be provided:
  1. The offender's name
  2. The reason for the request



#### **229.4 Offender returning from off compound medical appointment**

In the event that an offender has returned from a medical related appointment, take all documentation to medical staff on duty. The nurse will review all documentation and make any required changes to offenders' medical file.

#### **229.5 Offender returning from hospital**

In the event that an offender has returned from the hospital, take all documentation to medical staff on duty. The nurse will review all documentation and make any required changes to offenders' medical file and request housing change from Shift Supervisor if needed for medical purposes.

#### **229.6 Offender admission into the facility**

In the event that an offender has been recently booked into the facility and requires administration of medication or states a history of diabetes, the ranking deputy should contact the on duty medical staff.

- A. The family will need to provide medications directly to the medical staff during regular business hours.

Category Security	Number 230
Subject Pregnant Female Offenders	Effective Date June 1, 2012

#### **Pregnant Female Offenders**

##### **Policy**

It is the policy of Ouachita Correctional Center to have a written policy and procedure that provides for the care of pregnant female offenders and their baby/babies.

##### **230.1 Care**

All pregnant females brought into Ouachita Correctional Center will have a pregnancy test performed per medical deputy. When pregnancy is confirmed, offender is placed on next MD visit where all her information is obtained and recorded. Offender is placed on Pre natal vitamins and an OB/GYN appointment is made with University Health/Monroe with who we are under contract for their services. Pregnant females are placed on a bottom bunk, provided with a snack sack at night, and a double mattress is issued after the offenders second trimester. OCC also has a drug withdrawal protocol for pregnant offenders. These offenders are considered "high risk" and are seen per University Health Medical Center/Monroe High Risk Clinic. After birth, post natal care is continued as ordered per MD.

##### **230.2 Restraints**

Any time a pregnant female is transported, they are restrained with front secured handcuffs. The length of time the restraints are on will be documented with the time and date applied and removed in the appropriate log, Inmate Activity Log. No pregnant females are to be tased.

# SECTION 300:

# ORDER

Category Order	Number 301
Subject Offender discipline [III-A-001]	Effective Date June 1, 2012

## RULES AND DISCIPLINE

### **Policy**

It is the policy of the Ouachita Correctional Center to follow and provide the DPS&C “Disciplinary Rules and Procedures for Adult Offenders” to the offender population. The following procedures are to ensure the rights of all offenders in the correctional facilities and to establish a fair and impartial process of handling disciplinary issues. If the Sheriff or Warden 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.

### **301.1 Disciplinary rules and procedures – general**

This section constitutes clear and proper notice for each offender placed in the Ouachita Correctional Center facilities.

In the event of a genuine emergency, such as a serious disturbance disrupting normal operations or a natural disaster, the Sheriff, Warden, or designee may suspend any and all disciplinary rules and procedures for the duration of the emergency.

Full hearing must be held within a reasonable time after the end of the emergency for those offenders who were subject to serious sanctions.

### **301.2 Definitions**

For the purposes of this section, the following definitions will apply.

1. Administrative Segregation - A temporary holding area, preferably a cell, where an offender is housed when the offender's continued presence in the general population poses a threat to life, property, self, staff, other offenders, the security or orderly running of the institution or the offender is the subject of an investigation. In addition, offenders who are pending transfer to another institution or pending assignment or reassignment within an institution may be held in Administrative Segregation.
2. Appeal - A request by an offender for review of a disciplinary decision.
3. Attempt - When an offender has intent to violate any disciplinary rule, whether or not he actually takes a position, step or action toward violating the rule or is successful in violating the rule.
4. Classification - A process for determining the needs and requirements of those for whom confinement has been ordered and for assigning them to housing units, work assignments

- and programs according to their needs and existing resources. Classification actions, even if resulting from an incident handled in the disciplinary process, are not disciplinary sanctions.
5. Confidential Informant - Person whose identity is not revealed to the accused offender but who provides an employee(s) with information concerning misbehavior or planned misbehavior.
  6. Conspiracy -Two or more persons working in combination for the specific purpose of violating any disciplinary rule.
  7. Counsel and Counsel Substitutes - Counsel is an attorney-at-law of the offender's choice who has been retained by the offender or offender's family for the purpose of representing the offender. Counsel Substitutes are persons not admitted to the practice of law, but offenders who aid and assist, without cost or fee, an accused offender in the preparation and presentation of his defense and/or appeal.
  8. Custody -The type of housing and the level of supervision required for an offender. Custody assignments will reflect public safety as the first priority, staff and offender safety within the institution as the second priority and then institutional or offender need.
  9. Disciplinary Detention - A punitive holding area where offenders are temporarily confined in a restricted situation after being so sentenced by the Disciplinary Board.
  10. Disciplinary Detention/Extended Lockdown -A maximum security area for confining offenders.
  11. Disciplinary Report - A report on the approved form filed by an employee who has reason to believe that an offender(s) has violated one or more disciplinary rules. The Disciplinary Deputy/Disciplinary Board may hear the Disciplinary Report; however, the party hearing the Disciplinary Report cannot have initiated the report.
  12. Extra Duty -Work to be performed in addition to an offender's regular job assignment as specified by the proper institutional authority. This work is performed without the benefit of incentive wages, if applicable.
  13. Hearings -A fair and impartial review conducted by the Disciplinary Deputy/ Disciplinary Board.
  14. Incentive Pay - Compensation paid to an offender in the physical custody of the Department and who is eligible to receive incentive wages and who has performed satisfactory work in the compensation grade in which he has been classified, unless he opts to receive in lieu of incentive wages in accordance with La. R.S. 15:571.3. See Department Regulation No. B-09-001 "Offender Incentive Pay and Other Wage Compensation" for additional information.
  15. Investigation Report - A report submitted for disposition to the Disciplinary Board detailing the facts uncovered in an investigation.
  16. Maximum Custody - Assignment of an offender based upon the need to protect the offender, other offenders, the public, staff or the institution. This includes temporary assignment to Administrative Segregation or assignment to Disciplinary Detention/ Extended Lockdown, Working Cellblocks and Maximum Custody Dormitory, and may include Protective Custody/Extended Lockdown. Movements inside the secure perimeter of a facility by maximum custody offenders are closely monitored by staff and may include the utilization of restraints in accordance with written institutional procedure. Movement outside of a secure perimeter is accomplished only under armed supervision or when appropriately restrained or otherwise secured and appropriately supervised.

17. *Medium Custody* - Assignment of an offender to a general population dormitory housing area. Movement outside of a secure perimeter is accomplished only under armed supervision or when appropriately restrained or otherwise secured. Written institutional procedure governs internal movement controls.
18. *Minimum Custody* - Assignment of an offender to a general population dormitory housing area. Movement outside of a secure perimeter is accomplished only under armed supervision or when appropriately restrained or otherwise secured. Written institutional procedure governs internal movement controls.
19. *Posted Policy* - Policy memorandums detailing what behavior is required or forbidden of offenders and generally reflecting the individual needs of the facility. Posted policies must be distributed and posted in such a manner that offenders are placed on notice as to what behavior is required or forbidden and that sanctions may be imposed should the policy be violated.
20. *Prison Rape Elimination Act of 2003 ("PREA")* - A federal law enacted to establish a zero-tolerance standard for the incidence of rape concerning offenders sentenced to the custody of the Department.
21. *Rescinded* - to invalidate (an act, measure, etc.) by a later action or a higher authority.
22. *Protective Custody/Extended Lockdown* - A classification utilized when an offender has a verifiable need for protection.
23. *Sanction* - A disciplinary penalty.
24. *Security* - The physical construction characteristics of the facility in terms of perimeter security, building construction type and internal movement controls.
25. *Segregation* - Generic term used to encompass Administrative Segregation, Protective Custody and Disciplinary Detention.

### 301.3 Disciplinary rules

An offender found guilty of violating one or more of the rules defined below will be sanctioned according to the penalty schedule designated for the rule and the type of hearing provided.

1. *Contraband (Schedule B)*: No offender shall have under his immediate control any illicit drugs, any product that could be used to adulterate a urine sample, unauthorized medication, alcoholic beverage, yeast, tattoo machine, or tattoo paraphernalia, syringe or any type weapon, cellular phone or other electronic communications device, or any other item not permitted by Department Regulation or institutional posted policy to be received or possessed or any other item detrimental to the security of the facility. Money is contraband. Any item not being used for the purpose for which it was intended will be considered contraband if it is being used in a manner that is clearly detrimental to the security of the facility. Possession of cigarettes and other smoking materials, i.e. cigarette lighters, pipes, etc., are deemed to be contraband.
2. *Contraband Attempted (Schedule A)*: To smuggle or attempt to smuggle prohibited items into or out of the facility will be in violation of this rule.

The area of immediate control is an offender's person, his locker(s) or storage area, his cell, his room, his bed, his laundry bag and his assigned job equipment (such as, but not limited to, his desk, his tool box or his locker at the job) or the area under his bed on the floor unless the evidence clearly indicated that it belonged to another offender. Contraband found in a cell shared by two or more offenders will be presumed to belong



to all equally.

Any offender who is tested and has a positive reading on a urinalysis or breathalyzer test will be considered in violation of this rule. An offender who refuses to be tested or to cooperate in testing, as well as an offender who alters his urine specimen, will also be found in violation of this rule (including being unable to provide a urine specimen within three hours of being ordered to do so.)

3. *Defiance (Schedule B)*: No offender shall commit or threaten physically or verbally to commit bodily harm upon an employee, visitor, guest or their families. This includes throwing any object, liquid or substance, or spitting or attempting to spit on an employee, visitor, guest or their families. No offender shall curse or insult an employee, visitor, guest or their families. No offender shall threaten an employee, visitor, guest or their families in any manner; however, an offender may advise an employee of planned legal redress even during a confrontational situation (although an offender's behavior in such a situation shall not be disrespectful or violate any other disciplinary rule.) No offender shall obstruct or resist an employee who is performing his proper duties. No offender shall try to intimidate an employee to make the employee do as the offender wants him to do. An employee, visitor, guest or their families shall not be subject to abusive or insulting conversation, correspondence, phone calls or gestures.
4. *Disobedience (Schedule A)*: Offenders must obey the posted policies for the facility in which they are confined. They must obey signs or other notices of restricted activities in certain areas, safety rules or other general instructions. The only valid excuse for Disobedience or Aggravated Disobedience is when the immediate result of obedience would result in bodily injury (this includes incapacity by virtue of a certified medical reason.)
5. *Disobedience, Aggravated (Schedule B)*: Offenders must obey direct verbal orders cooperatively and promptly and not debate, argue or ignore the orders before obeying. The last order received must be obeyed when orders conflict. Even orders the offender believes improper must be obeyed; grievances must be pursued through proper channels. Sanctions imposed by the Disciplinary Deputy/Disciplinary Board are to be carried out by the offender. Violations of duty status will apply to this rule as will a violation of an order from the Disciplinary Board. The only valid excuse for Disobedience or Aggravated Disobedience is when the immediate result of obedience would result in bodily injury (this includes incapacity by virtue of a certified medical reason.)
6. *Disorderly Conduct (Schedule A)*: All boisterous behavior is forbidden. This includes, but is not limited to, horseplay and/or disorderly conduct. Offenders shall not jump ahead or cut into lines at the canteen, recreational activities, dining/kitchen area or during group movements of offenders. Visitors and guests shall be treated courteously and not be subjected to disorderly or intrusive conduct. Offenders shall not communicate verbally into or out of cellblocks or other housing areas.
7. *Disrespect (Schedule A)*: Employees, visitors, guests or their families shall not be subject to disrespectful conversation, correspondence, phone calls, actions or gestures. Offenders shall address employees, visitors, guests or their families by proper title or rank or by "Mr.," "Mrs." or "Miss" whichever is appropriate.
8. *Escape or Attempt to Escape (Schedule B)*:
  - a. Attempted escape: The attempt to commit a simple or aggravated escape as defined herein.
  - b. Simple escape: The intentional, unauthorized departure of an offender under



circumstances in which human life was not endangered, including but not limited to: from the grounds of an institution, a designated area or place within an institution, the custody of a Corrections' employee while off the grounds of an institution or the custody of any law enforcement Deputy; the departure of a work release offender from the designated area where he is legally confined; the failure of an offender participating in a work release program to report or return from his planned employment or other activity at the appointed time, or who leaves the job site for any reason without permission; or the failure of an offender on furlough to return to his place of confinement at the appointed time.

- c. Aggravated escape: The intentional, unauthorized departure of an offender under circumstances in which human life was endangered, including but not limited to: from the grounds of an institution, a designated area or place within an institution, the custody of a Corrections' employee while off the grounds of an institution or the custody of any law enforcement Deputy; the departure of a work release offender from the designated area where he is legally confined; the failure of an offender participating in a work release program to report or return from his planned employment or other activity at the appointed time, or who leaves the job site for any reason without permission; or the failure of an offender on furlough to return to his place of confinement at the appointed time. For the purpose of this rule, the commission of a crime while on escape constitutes aggravated escape.

Note: All costs associated with an escape may be recovered in accordance with procedures outlined in Department Regulation No. B-05-003 "Imposition of Restitution."

9. *Fighting (Schedule B)*: Hostile physical contact or attempted physical contact is not permitted. This includes fist fighting, shoving, wrestling, kicking and other such behavior. Contact does not necessarily have to be made for this rule to be violated.

Self-Defense Clarification: Self-defense is a complete defense and can be established to the Board by the offender demonstrating that his actions did not exceed those necessary to protect himself or others from injury.

10. *Fighting, Aggravated (Schedule B)*: Offenders shall not fight with each other using any object as a weapon (including any liquid or solid substances thrown or otherwise projected on or at another person.) When two or more offenders attack another offender without using weapons, the attackers are in violation of this rule, as are all participants in a group or "gang" fight. The use of teeth will also be sufficient to constitute a violation of this rule. No offender shall intentionally inflict serious injury or death upon another offender. Contact does not necessarily have to be made for this rule to be violated.

Self-Defense Clarification: (Refer to clarification under Rule No. 10.)

11. *Gambling (Schedule B)*: No offender shall operate or participate in any game of chance involving bets or wagers or goods or other valuables. Possession of one or more gambling tickets or stubs for football or any other sport is a violation. No offender shall operate a book-making scheme. Possession of gambling sheets with a list of names or codes, point spreads, how much owed, or how much wagered will be considered a violation.
12. *Habitual Offender (Schedule B)*: An offender who has established a documented pattern of behavior indicating that he is an escape risk or that he is dangerous to himself or others is a habitual offender. An offender who has established a documented pattern of hostile,

disruptive behavior by accumulating three (3) major violations or a total of five (5) violations within a six (6) month period is also considered a habitual offender. Major violations are as follows: Rules 1,2,3,5, 8, 10, 14, 15, 17, 19, 20, 21, 26, and/or Incident Reports concerning escape, violence, strong-arming, theft or smuggling of contraband.

13. *Intoxication (Schedule B)*: No offender shall be under the influence of any intoxicating substance while in physical custody. Returning from a furlough under the influence of an intoxicating substance is a violation.

14. *Malingering (Schedule B)*:

- a. A qualified medical staff person (as defined by the institution's designated Health Authority) determines that an offender has made repeated and frequent complaints at sick call having little or no merit; or
- b. A qualified medical staff person (as defined by the institution's designated Health Authority) determines that an offender has sought emergency medical treatment, not during scheduled sick call, when there was no ailment or when there was a minor ailment that was or could have been properly handled at sick call.

15. *Property Destruction (Schedule B)*: No offender shall destroy the property of others or of the state. No offender shall alter his own property when the result of such alteration is to render the article unsuitable according to property guidelines. Flooding an area and the shaking of doors ("racking down") are not permitted. Standing or sitting on face bowls is a violation. Whether or not the offender intended to destroy the property and/or the degree of negligence involved may be utilized in defense of the charge.

*An offender found in possession of damaged clothing, bedding, or facility equipment shall replace the item(s) at cost to the offender.* Subject to the rules and regulations of Ouachita Correctional Center, the accused offender has the option, in cases involving damage to property of forty (\$40) dollars or less, making immediate restitution or requesting the case be heard by the Disciplinary Board.

*If the accused offender request to make immediate restitution, a facility incident report, detailing the damaged item(s) shall be issued by the accusing officer.* This report shall be accompanied by a restitution form, detailing the total cost and signed by the offender, accusing officer and a witness. If the accused offender request the case be heard by the Disciplinary Board, a facility disciplinary report, detailing the damaged item(s), shall be issued by the accusing officer. This report shall be accompanied by a restitution form detailing the total cost and signed by the deputy. In such a case, if the accused receives a guilty verdict, the offender is subject to a sentence that could result in additional penalties.

16. *Radio Abuse/TV Abuse (Schedule A)*: Radios must be used in accordance with the posted policies of the facility. Televisions must be played at a reasonable volume so as not to disturb others. Violations of posted policies regarding radios/tv's may be processed under this rule. In addition to any sanction that may be imposed by the Disciplinary Deputy/Disciplinary Board, the ranking employee on duty may confiscate the radio and it will be stored until the offender is released.

17. *Self-Mutilation (Schedule B)*: No offender shall deliberately inflict or attempt to inflict injury

upon himself or upon a consenting offender or consent to have an injury inflicted upon him. Tattooing oneself, tattooing another person, piercing of any parts of the body and alterations to teeth are specifically included in this rule. Not included are obvious suicide attempts.

18. *Sex Offenses, Aggravated (Schedule B)*: Nonconsensual and/or consensual sexual acts involving offender-on-offender, offender-on-staff or non-incarcerated persons are strictly prohibited. Contact by any offender of any person without the person's consent or of a person who is unable to consent or refuse through coercion is strictly prohibited. (There is no consensual sex in a custodial or supervisory relationship.) The following sexual behaviors are prohibited:

- a. Nonconsensual Sexual Act (offender-on-offender): Contact between the penis and the vagina or the penis and the anus including penetration, however slight; contact between the mouth and the genitalia, anus, groin, breast, inner thigh or buttocks; penetration of the genitalia of another offender by a hand, finger or other object. No offender shall sexually harass another offender by force or threat of force;
- b. Abusive Sexual Contact (offender-on-offender): Contact such as, but not limited to, intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, buttocks and/or mouth of any person. No offender shall sexually assault another offender by force or threat of force;
- c. Sexual Misconduct (offender-on-offender): Contact or attempted contact between the penis and the vagina or the penis and the anus including penetration or attempted penetration, however slight; contact or attempted contact between the mouth and the penis, vagina or anus; penetration or attempted penetration of the anal or genital opening of another offender by a hand, finger or other object; carnal copulation by two or more offenders with each other, or by one or more offenders with an implement or animal(s); two or more offenders who have obviously been interrupted immediately before or after carnal copulation. Use of the genital organs of one of the offenders is sufficient to constitute the offense. Offenders may not participate in any sexual activity with each other;
- d. Sexual Misconduct (offender-on-staff or non-incarcerated person): Contact or attempted contact between the penis and the vagina or the penis and the anus including penetration or attempted penetration, however slight; contact or attempted contact of the mouth and the penis, vagina or anus; penetration or attempted penetration of the anal or genital opening of another person by a hand, finger or other object; two or more persons who have obviously been interrupted immediately before or after carnal copulation. Offenders may not participate in any overt sexual activity with staff or non-incarcerated persons. Offenders may not participate in any sexual activity with staff or non-incarcerated persons;
- e. Obscenity: No offender shall deliberately expose the genital organs and/or masturbate in view of staff or non-incarcerated persons;
- f. Other Prohibited Sexual Behavior (offender-on-offender, offender-on-staff or non-incarcerated person): No offender shall: make sexual remarks, gestures or sounds; flirt; exchange personal items, etc. or make sexual threats in conversation by correspondence or telephone;
- g. Overt display of affection in a manner that may elicit sexual arousal with anyone is

prohibited;

- h. There can be no consensual sex between an employee and an offender. Failure to report any improper advances made by an employee on an offender may result in a violation of this rule.

19. *THEFT (Schedule B)*: No offender shall steal from anyone. Forgery, which is a form of theft, is the unauthorized altering or signing of a document(s) to secure material return and/or special favors or considerations. (The very act of the forgery will constitute proof of the crime. It need not have been successful in its conclusion.) Fraud, which is also a form of theft, is the deliberate misrepresentation of fact to secure material return and/or special favors or considerations. An offender who knowingly submits obviously false information to any employee within the Department of Public Safety and Corrections is guilty of this violation. Lying to the Secretary or Warden on appeal or in any other part of the Administrative Remedy Procedure or in correspondence will also be a violation. Those who file Administrative Remedy Requests that are frivolous or deliberately malicious may be disciplined under this rule. No offender shall have stolen items under his immediate control. No offender shall have institutional property under his immediate control unless he has specific permission; this includes institutional foodstuffs. (Refer to Rule No. 1. for the definition of "area of immediate control.")
20. *Theft – Attempted (Schedule A)*: Attempts to steal or to perpetrate a fraud or forgery are not permitted. This rule applies to such attempts in which the perpetrator received no return for his effort. Stolen property or unauthorized institutional property (including any amount of institutional food items) discovered in a location that raises a presumption of guilt against a specific offender, but not discovered in his area of immediate control as defined in Rule #1, shall be a violation of this rule.
21. *Unauthorized Area (Schedule A)*: An offender must be in the area in which he is authorized to be at that particular time and date, or he is in an unauthorized area. No offender shall go into any housing unit other than that to which he is assigned (this includes standing in the doorway) unless he has permission.
22. *Unauthorized Food (Schedule A)*: No offender shall have under his immediate control any food not sold by the commissary or otherwise permitted. No offender shall possess institutional food items under his immediate control outside the area where meals are served without permission. No offender shall take extra portions of rationed food items served at mealtime.
23. *Unsanitary Practices (Schedule A)*: Offenders must not spit or drop litter anywhere but into a proper receptacle. Offenders must not smoke. Offenders must maintain themselves, their clothing and their shoes in as presentable a condition as possible under prevailing circumstances. Each offender is responsible for keeping his bed and bed area reasonably clean, neat and sanitary. Beds will be made according to the approved posted policy at the facility. Offenders must wear issued uniforms in dayroom at all times. This means the uniform must be completely zipped or buttoned.



24. *Work Offenses (Schedule A)*: Offenders must perform their assigned tasks with reasonable speed and efficiency. Though offenders have specific job assignments, it may be required that they do work other than what their job assignments require. This work shall also be done cooperatively and with reasonable speed and efficiency. Being present, but not answering at the proper time at work roll call is a violation. (A school assignment is considered to be a work assignment for the purposes of this rule.) Offenders operating vehicles or machinery will do so in a cautious and safe manner in conformity with state laws and institutional policies. Minor misbehavior such as, but not limited to, talking instead of working.
25. *Work Offenses, Aggravated (Schedule B)*: An offender who flatly refuses to work or to go out to work or who asks to go to Administrative Segregation rather than work is in violation of this rule, as is an offender who disobeys repeated instructions as to how to perform his work assignment. Hiding out from work or leaving the work area without permission is a violation. Falling far short of fulfilling reasonable work quotas is not permitted. Other violations include the following: being absent or late for work roll call without a valid excuse (such as No Duty or callout) is a violation, as is not reporting for Extra Duty assignment. Being late to work or to school assignment is a violation. (A school assignment is considered to be a work assignment for the purposes of this rule.) Offenders must perform their work assignments cooperatively and satisfactorily. If an offender refuses to report for work duty, he will be placed in the security cell pending disciplinary action.
26. *Posted Policy Violation (Schedule B)*: Any violation of properly posted policy, which may be changed at any time to meet the needs of this facility, will be chargeable under one or more of the above
27. *Security Risk*: Any offender determined to be a security risk will be assigned to a security cell until it is determined he is no longer a risk.
28. *Disturbance (Schedule B)*: No offender shall create or participate in a disturbance. No offender shall incite any other person to create or participate in a disturbance. A disturbance is considered as two or more offenders involving acts of force or violence toward persons or property or acts of resistance to the lawful authority of Correctional Deputies and/or other law enforcement Deputies under circumstances which present a threat of injury to persons, to property, or to the security and good order of the institution.
29. *General Prohibited Behaviors (Schedule B)*: The following behaviors, which may impair or threaten the security or stability of the unit or well-being of an employee, visitor, guest, offender or their families are prohibited:
- Strong-arming or using threats of violence or perceived harm or reprisal to secure gain or favor for oneself or others;
  - Directly or indirectly threatening harm to oneself (except obvious suicide attempts), another offender, an employee, a visitor, a guest or their families;
  - Threatening, planning, conspiring or attempting to commit a violation of the rules of behavior for adult offenders or state and federal laws; aiding or abetting another



- offender involved in committing a violation of the rules or state and federal laws;
- d. Engaging in or making an attempt to engage in a non-professional relationship with an employee, visitor, guest, their families or other person the offender may come in contact with while incarcerated;
  - e. Trafficking in drugs or alcohol, stolen goods or sexual favors;
  - f. Organizing or participating in a scam or similar behavior; i.e. attempting to hoard prescription drugs;
  - g. Making unsolicited contact or attempted contact with the victims of the offender's criminal activity or any immediate family member of the victim;
  - h. Bribing, influencing or coercing anyone to violate institutional policies procedures, rules, or state and federal laws or to attempt to do so;
  - i. Giving an employee anything of any value;
  - j. Harassing behaviors conducted via telephone, correspondence or during activities, etc;
  - k. The communication of statements or information known to be malicious, frivolous, false, and/or inflammatory, the purpose of which is reasonably intended to harm, embarrass, or intimidate an employee, visitor, guest, offender or their families; (This rule shall not apply to information and/or statements communicated for the express purpose of obtaining legal assistance.)
  - l. Unapproved use of telephones, computers and/or office equipment without approval; including but not limited to using another offender's State ID to place calls,  
3-Way calling, contacting victim, chirping and selling or trading phone time.
  - m. Purchasing or trading for offender legal or other services. Performing legal work for another offender or being in possession of another offender's legal work when not assigned as a Counsel Substitute or when not approved by the Warden. (It is a violation for any offender to give or receive anything of value relative to the provision of paralegal services.) An offender may not perform or be in possession of staff legal work;
  - n. Communicating or visiting with non-incarcerated persons when not approved or communicating or visiting with any person after being given instructions not to communicate or visit with that person;
  - o. Participating in a loud or boisterous argument or dispute even when a fight does not ensue;
  - p. Participating in, organizing or advocating a work stoppage;
  - q. Making or attempting to make credit purchases;
  - r. Abusing the Administrative Remedy Procedure;
  - s. Belonging to a gang, advocating membership in a gang, or participating in any gang related activities, including any form of gang or group identification or signaling;
  - t. Misrepresenting oneself to an employee, visitor, guest or the public;
  - u. Starting or attempting to start a fire and/or attempting to heat substances utilizing electrical/mechanical devices or any other means;
  - v. Failing to cooperate with an investigation;
  - w. Any behavior not specifically enumerated herein that may impair or threaten the security or stability of the unit or well-being of an employee, visitor, guest, offender or their families may still be the subject of a disciplinary report and all Schedule B penalties except for forfeiture of good time.

### 301.4 Penalty schedule

Sanctions must fit the offense and the offender. An offender with a poor conduct record may receive a more severe sanction than an offender with a good conduct record for the same offense. Even so, serious offenses call for serious penalties. An offender who violates more than one rule or the same rule more than once during an incident may receive a permissible sanction for each violation. After a finding of guilt for a new violation, a previously suspended sanction may be imposed as well as a new sanction. State and federal criminal laws apply to offenders. In addition to being sanctioned by prison authorities, offenders may also be prosecuted in state and federal court for criminal conduct. Restitution may be imposed in accordance with Department Regulation No. B-05-003 "Imposition of Restitution" and is not considered a disciplinary penalty and may be assessed in addition to any other permissible penalties.

An offender who has established a documented pattern of behavior indicating that he is dangerous to himself or others is a Habitual Offender. This includes an offender who has been convicted of three major violations or a total of five violations in a six month period. Major Violations are Schedule B offenses. A Habitual Offender may receive Schedule B penalties following a finding of guilt of a Schedule A offense when he has established a documented pattern of hostile or disruptive behavior as defined above.

*Penalty Schedule - Disciplinary Report (Heard by Disciplinary Deputy/Low Court):* After a finding of guilt, the Disciplinary Deputy may impose one or two of the penalties below for each violation:

1. Reprimand;
2. Extra Duty - up to four days for each violation;
3. Loss of Minor Privilege - up to two weeks.

Minor Privileges are as follows:

1. Radio and/or TV;
2. Recreation and yard activities;
3. Telephone (except for emergencies and legal);
4. Commissary;
5. Any other similar privilege.

*Penalty Schedule - Disciplinary Report (Heard by Disciplinary Board/High Court):* After a finding of guilt, the Disciplinary Board may impose one or two of the penalties below for each rule violation:

#### Schedule A

1. Reprimand;
2. Extra Duty - up to four days for each violation;
3. Loss of Minor Privilege - up to four weeks;
4. Disciplinary Detention - up to five days for each violation;
5. Forfeiture of Good Time - up to a maximum of 30 days for each violation;
6. Housing change;
7. Job Change;
8. Confinement to dormitory, room or cell - up to 28 days; (This does not exclude participation in work, meals, medical or other essential call-outs.)

#### Schedule B

1. Reprimand;
2. Extra Duty - up to eight days for each violation;

3. Loss of Minor Privilege - up to 12 weeks, unless the violation involved abuse of that privilege, then up to 24 weeks;
4. Disciplinary Detention - up to 28 days for each violation;
5. Forfeiture of Good Time as follows:
  - a. Attempted escape (simple or aggravated) -up to a maximum of 180 days for each violation;
  - b. Escape (simple or aggravated) - up to a maximum of all good time earned on that portion of the sentence served prior to the escape;
  - c. All other Schedule B violations, up to a maximum of 180 days for each violation.
6. Housing change;
7. Job change;
8. Confinement to dormitory, room or cell - up to 30 days; (This does not exclude participation in work, meals, medical or other essential call-outs.)
9. Failure to earn incentive wages - up to one year.
10. Custody change from minimum to medium custody status; (Imposition of this sanction may include transfer to another institution.) Any change of quarters, job change or other changes that may result from imposition of this sanction are not a separate penalty for purposes of this section unless expressly indicated as a sanction.
11. Custody change from minimum or medium custody status to maximum custody status; (Working Cellblock or Disciplinary Detention/Extended Lockdown. Imposition of this sanction may include transfer to another institution.) Any change of quarters, job change or other changes that may result from imposition of this sanction are not a separate penalty for purposes of this section unless expressly indicated as a sanction.
12. Loss of visiting privileges if the violation involves visiting, to be reviewed by the Warden or designee every 90 days; (Department Regulation No. C-02-008 "Offender Visitation" governs restrictions relative to non-contact versus contact visiting and is not considered a disciplinary penalty.)

*Penalty Clarifications:*

*Good Time:* An offender is presumed to have earned his good time for the month on the first day of the month and may forfeit such good time at any point during the month.

*Incentive Pay:* Any offender who has his incentive pay forfeited as a disciplinary sanction shall return to the introductory pay level for a six month period upon reinstatement of his right to earn incentive pay. At the end of the six month period, the offender's pay will be automatically adjusted to the lowest pay rate for the assigned job.

*Suspended Sentences:* The Disciplinary Deputy/Disciplinary Board may suspend any sanction for a period of up to 90 days. The period of suspension begins on the date of the issuance of the ruling. When the time period has expired, the report itself remains a part of the record, although the sanction may no longer be imposed.

### **301.5 Disciplinary Deputy**

The disciplinary Deputy shall be the Assistant Warden/Designee, and he shall set the date and time for all hearings.

- A. Duties of the disciplinary Deputy include:
  1. Check the disciplinary reports filed each morning and catalog reports according to date and time.
  2. Schedule hearings as soon as possible following alleged violations.

3. Organize hearings by:
  - a. Establishing the time the hearing will take place.
  - b. Notify appropriate persons/staff and/or witnesses
  - c. Preparing and transmitting a notice of disciplinary hearing form to all concerned.
4. Advise the offender in writing at least twenty-four (24) hours prior to the hearing of:
  - a. The charges against him; and
  - b. The offender's rights regarding the hearing.
5. The disciplinary Deputy shall:
  - a. Call the hearing to order.
  - b. See that the hearing is conducted in an orderly manner.
  - c. Allow the offender to present his defense.
    1. This defense may consist of live testimony and documents that must be relative to the hearing.
    2. Ensure security concerns of testimony and documents presented.
6. Follow the procedures to expunge the offender's record if the offender is found not guilty.
- B. The disciplinary Deputy may take the following actions:
  1. Change the initial charge to a more appropriate charge. Should this be done then the record must reflect in writing any changes.
  2. Dismiss any charge when it is determined that the offender is not guilty of the infraction.
  3. Impose any and all sanctions imposed as may be deemed proper.
- C. The decision of the disciplinary Deputy must be in written form, and entered into the disciplinary log book. Also, a copy is given to the offender, a copy placed in the offender's folder, and a copy to the Warden's Office.
- D. The Warden may:
  1. Approve the decision.
  2. Modify the decision.
  3. Reverse any action of the disciplinary Deputy.
- E. An offender's appeal of the disciplinary Deputy's decision:
  1. Must be addressed to the Lieutenant.
  2. Must be in writing and within seven (7) days from the date of receipt of the disciplinary Deputy's findings.
  3. The Warden will review the offender's appeal within five (5) days (Legal holidays and weekends excluded).

### **301.6 Offender rights**

- A. An offender incarcerated in a facility operated by the Ouachita Sheriff's office may not be punished except for conduct which violates an existing facility rule or regulation. The punishment may not exceed the maximum punishment for the offense stipulated in the DPS&C "Disciplinary Rules and Procedures for Adult Inmates".
- B. An offender accused of an infraction of an existing facility rule or regulation shall be given written notice of the charge against him. The notice shall identify the rule alleged to have been violated and state the essential facts supporting the alleged violation. The notice shall be served upon the accused at least 24 hours prior to the hearing, unless waived by the offender.



- C. The accused must be afforded an opportunity to appear before an impartial hearing Deputy to respond to the charge. In no event shall any person who brought or assisted in bringing the charge, or who participated in any way with the investigation of the facts on which the charge was based, or who has any personal interest in the outcome of the disciplinary hearing, serve as the hearing Deputy.
- D. The offender facing disciplinary proceedings shall be allowed to call witnesses and present documentary evidence relevant to his defense unless the hearing Deputy determines that permitting such offender to do so would be unduly hazardous to facility safety or security, or to be repetitious, or unduly burdensome to the facility. Testimony of witnesses may be stipulated.
- E. When the accused is functionally illiterate or when the complexity of the issue makes it unlikely that the offender will be able adequately to collect and present the evidence in his case, the accused shall, in preparation of his defense to the disciplinary charges, be free to seek the assistance of a fellow offender, or else be furnished adequate substitute assistance from the facility staff or free-world personnel.
- F. As soon as practicable after the conclusion of the hearing, the hearing Deputy shall make a written statement of fact setting forth the evidence relied upon and the reasons for the disciplinary action taken. A copy of this written statement shall be made available to the offender. In the event that revelation of certain evidence upon which the hearing Deputy relies will endanger facility security or the safety of offenders or other personnel, the hearing Deputy may omit same from the written statement. In any case where such omission is deemed necessary by the hearing Deputy, the written statement shall contain the fact of the omission and the basis thereof.
- G. If the Sheriff or Warden believes that a loss of good time is appropriate, then the incident should be documented and the offender transferred to the Department of Corrections.

### **301.7 Record of hearing**

A written record of each disciplinary hearing and decision shall be maintained and a copy of such decision shall be given to the offender.

- A. The chairperson of the disciplinary hearing committee shall assign a member or staff person to record:
  - 1. The proceedings of the disciplinary hearing disposition form.
  - 2. All hearings by the disciplinary hearing committee in the log book.
  - 3. The disciplinary hearing disposition report shall state:
    - a. The date and time of the hearing.
    - b. Names of board members present.
    - c. Name(s) of offender(s) accused.
    - d. Violations.
    - e. Witnesses appearing or excluded.
    - f. Evidence admitted or excluded.
    - g. Correctional Deputies present.
    - h. Offender representative(s).
    - i. Statements made.
    - j. Findings of the committee, and reasons thereof.
- B. Disposition hearing report will be:



1. Given in writing to the offender within forty-eight (48) hours of finalization.
  2. Information on appeal rights and process.
- C. Chairman of the disciplinary committee:
1. Shall maintain a copy of the hearing for record purposes.
  2. Shall place one in the offender's file.

### **301.8 Offender rules and regulations handbook**

There are established written rules and regulations that specify the expected behavior of all offenders and the sanctions that may be imposed for various classifications of violations. Sanctions may include those listed and any other appropriate under the circumstances. A copy of these rules and regulations shall be provided to all offenders and the Staff of the Ouachita Correctional Center. This is to ensure that the offender and Staff are aware of what are expected behaviors and the consequences of misbehavior.

- A. Staff shall provide the offender with a copy of the Offender Rules and Regulations at the time of initial classification and prior to placement in general population. The Offender Rules and Regulations should be written in English or Spanish. If the offender cannot read, the Rules and Regulations will be read to him. If the offender is hearing impaired, a person who can translate into sign language may be used.

The Staff shall have the offender sign his name certifying a receipt and understanding of the Rules and Regulations. This certification will then be placed into the offenders file.

The terms of the handbook may be changed in writing and distributed to offenders as the Warden or Sheriff deem appropriate.

- B. The Warden or Sheriff or designee shall review the Offender Rules and Regulations on an annual basis. Any changes and/or updated procedures are to be given and/or explained to the Ouachita Correctional Center staff and offenders. A change should not be placed into effect until all offenders and staff has been informed.
- C. All Correctional Deputies and staff members will receive training with regard to offender rules and regulations during orientation and prior to assignment. All Correctional Deputies and staff who directly supervise offenders will receive on-going in-service training. Shift supervisors will monitor the Correctional Deputies' adherence to their individual enforcement of the rules and regulations. If a shift supervisor finds it necessary to counsel with a Correctional Deputy concerning his inaction regarding enforcing rules and regulations, he should conduct the meeting in private and never in front of offenders or other staff personnel. If this does not resolve the problem, a written report to the Warden should be made indicating in detail the problem, what has been done to resolve the situation, and the outcome.

The Assistant Warden will counsel the Correctional Deputy in an effort to resolve the problem and notify the Warden in writing of all steps taken in the matter. The Assistant Warden will monitor the situation through the Shift Supervisor and keep the Warden informed of any progress or lack of progress in the situation.

### **301.9 Criminal misconduct**

When an offender is alleged to have committed a crime, the case is referred to appropriate law enforcement officials for possible prosecution.

Upon receiving information that an offender has committed an offense covered by Statutory Law (Louisiana Criminal Code Title 14: et seq.), the Correctional Deputy will notify the Shift Supervisor, complete a disciplinary report, and preserve any evidence.

The Shift Supervisor will secure the crime scene and protect any evidence if necessary, then notify the Warden and the investigator on call. If necessary, place the offender(s) in Administrative Security.

### **301.10 Segregation-general**

Offenders in segregation will essentially be provided the same issue and exchange of clothing, bedding and linen, laundry, barbering, and hair care services as offenders in the general population. Exceptions will be permitted when found necessary by the Shift Supervisor with approval of the Assistant Warden.

- A. When services to those in segregation are not the same or identical to those of the general population, it shall be recorded in the log.
- B. Offender dress in segregation will be according to the dress code for the general offender population who are not of trustee status.
- C. Offenders will be provided with sanitary linen and clean clothing on the same schedule basis as the general offender population. If an offender attempts to injure himself, or if there is good reason to believe that he will, then the following will apply:
  1. Bedding will be restricted from his room.
  2. Medical staff will be informed immediately of all such cases; and
  3. The offender will be observed by a Correctional Deputy every fifteen (15) minutes and each viewing will be logged by the Correctional Deputy.
- D. Offenders in segregation shall have the opportunity to shave and shower a minimum of three (3) times per week and before any court appearances. If conditions permit, these offenders shall be allowed to shower and shave daily. If the offender shower and shave causes a security problem, then it shall be terminated, and the Assistant Warden will review the security problem and issue necessary orders.

The Key Correctional Deputy will document refusals to shower or shave on the log and document all showers and shaves done by the offender on the log.

If an offender cannot manage an acceptable level of personal hygiene, the Medical Staff will be contacted and they will:

1. Immediately begin a regimen of treatment and control instituted.
  2. Contact the Medical Director for immediate orders.
  3. Log all such actions to include date, time, and location.
  4. Submit a written report to the Assistant Warden on such actions.
  5. If any offender presents a security problem, the Shift Supervisor will submit a written report to the Assistant Warden, and the procedure for restricting the offender from showering or shaving will be implemented.
- E. An offender in segregation will be allowed to have his hair cut on the same schedule as the general offender population. Security reasons may alter the time but will not exceed forty-eight (48) hours difference.
  - F. Personal property:
    1. Personal property is permitted in segregation cells if it is not deemed a security hazard or that the offender may injure himself or damage property. Offenders in

- segregation are not allowed commissary items except for personal hygiene items and writing materials are allowed.
2. An offender in administrative segregation will retain all rights to:
    - a. Phone use.
    - b. Visitation.
    - c. Law library.
    - d. Religious practices.
  - G. All hygiene conditions given or taken from an offender shall be logged by the Shift Supervisor.
  - H. Offenders in administrative and disciplinary segregation will be provided access to law library to ensure their right to prepare legal matters.
  - I. Offenders in administrative segregation will receive exercise opportunities outside their cells to maintain health, unless security or safety considerations dictate otherwise. Offenders in disciplinary segregation shall exercise in their cell area.
    1. High security risk offender shall exercise alone with no other offenders in the same area.
    2. If it is necessary to restrict the exercise of offenders in administrative segregation, approval from the Assistant Warden is required. In cases of immediate restrictions, the restriction is carried out immediately.
      - a. The Shift Supervisor will be notified.
      - b. A report is submitted to the Assistant Warden for his approval of restriction prior to the end of the shift. The report will be noted on the individual log, indicating the reason and basis for such action. A copy of this report will be placed into the offender's individual file.
    3. Two (2) Correctional Deputies are to be present when a door is opened for any reason or when a segregated offender is out of his cell.
    4. Offenders in disciplinary segregation shall always exercise alone and only in their cell area or designated area.
    5. DPS&C offenders in segregation requiring special security supervision needs which preclude the opportunity for outdoor recreation should be transferred to the DPS&C. The Warden's office will make the necessary arrangements for such transfer.

### **301.11 Administrative segregation**

Administrative segregation will be more restrictive than the general population, and will be used when an offender(s) safety is threatened, staff or visitor's safety is threatened, other offender's safety is threatened, to break up disruptive group, and/or to await classification or transfer.

Administrative segregation shall be only as restrictive as necessary to accomplish the goals of preserving the safety and security of the facility.

Administrative segregation may be used immediately by action of staff or after review of a written report to the shift supervisor, Assistant Warden, Warden, or Sheriff.

After an offender has been placed in administrative segregation, the following steps must be taken:

- A. The Correctional Deputy or staff member instituting administrative segregation will:
  1. Verbally inform the offender of the reason for the segregation.

2. As soon as possible, and before the end of the shift, report the action to his supervisor in writing.
- B. The Shift Supervisor will:
  1. Review the reasons for such action.
  2. Allow the offender to verbally present his view.
  3. Confirm the necessity for segregation.
  4. Notify the assistant warden in writing of his actions.
- C. The Assistant Warden shall confirm, modify, or reverse the administrative segregation, then notify the Warden of the situation and his decision.

Length of administrative segregation may be continued based on a weekly review and verification by the Warden of the justification for continuance.

All such actions regarding administrative segregation shall be in writing and entered into the offender's folder.
- D. Visitation
  1. Consistent with security of themselves and others, offenders in administrative segregation will be allowed visiting privileges as per the general population.
  2. Visitation will be non-contact for offenders in administrative segregation.
  3. Exceptions include visits from legal counsel of record and access to courts.
  4. Offenders in segregation are not allowed video visitation.
- E. Telephones
  1. Offender telephones may be used by the offenders whenever phone privileges have been allowed.
  2. Offenders have access to telephones at any time, except the following:
    - a. Lockdown.
    - b. Headcounts.
    - c. When security of the facility is threatened.
    - d. When the Assistant Warden has disapproved their use while in segregation.
  3. No more than 30 minutes per call, except when speaking to legal counsel. The offender is responsible for time usage. If abused, privilege may be removed by the Shift Supervisor.
  4. No offender will utilize the telephone for communicating with another offender in the facility or in another detention/correctional facility in or out of the state, solicitation of funds, any illegal or immoral acts, to contact any victim or witness, or ordering of any publications or subscriptions. All such orders must be in writing and sent through normal mail procedures of the facility. Any offender found in violation of these restrictions will be subject to disciplinary action.
- F. Programs and services
  1. Any restriction of a program or service to an offender in administrative segregation shall be written and forwarded to the Shift Supervisor. The report will contain the Deputy's name responsible for the request and the reason and basis for the action.
  2. The Shift Supervisor will review and forward to the Assistant Warden for approval.
  3. The Shift Supervisor is responsible for notations in the log book of the restrictions and reasons for it.



### **301.12 Disciplinary segregation**

Offenders in disciplinary segregation shall be allowed telephone privileges for the purpose of access to courts and responding to a family emergency as determined by the Assistant Warden.

- A. The Correctional Deputy shall accept verbal requests from offender in disciplinary segregation for phone calls and determine if the request is for access to the courts, or a valid response to a family emergency. The information acquired will be given to the Shift Supervisor, who will:
  - 1. Authorize or deny the telephone request.
  - 2. Document his decision on the offender log.
  - 3. If the request is denied, the Shift Supervisor will provide the offender with a Request Form to be completed by the offender and direct the completed Request Form to the Assistant Warden.
- B. Offenders in disciplinary segregation shall have no visitation except legal counsel consistent with security.
- C. Offenders in disciplinary segregation shall not have video visitation.

### **301.13 Federal Offender housing changes**

The Local Government shall immediately notify the concerned Chief Deputy U.S. Marshal, or his/her designee, when a member of a vulnerable population is placed in restrictive housing or their restrictive housing status changes.

The Local Government shall also provide reports to the USMS on a monthly basis listing all USMS detainees who were detained in restrictive housing, and the reasons for their assignment to restrictive housing. The report shall be submitted to the Chief Deputy U.S. Marshal, or his or her designee, no later than the tenth day of each month in a standard format established by the USMS.

The Local Government shall have a comprehensive suicide-prevention program in place incorporating all aspects of identification, assessment, evaluation, treatment, preventive intervention, and annual training of all medical, mental health, and correctional staff.

For the purposes of this Agreement, “restrictive housing” means any type of detention that involves all of the following three basic elements:

- 1. Removal from the general population, whether voluntary or involuntary;
- 2. Placement in a locked room or cell, whether alone or with another detainee; and
- 3. Inability to leave the room or cell for the vast majority of the day, typically 22 hours or more.

For this purposes of this Agreement, “vulnerable population” means juveniles and individuals with serious mental illness.



# SECTION 400: CARE

Category Care	Number 401
Subject Food storage facilities [IV-A-001]	Effective Date June 1, 2012

## FOOD STORAGE FACILITIES

### **Policy**

It is the policy of the Ouachita Correctional Center to provide sanitary facilities for the storage and preparation of all foods that comply with applicable state and/or federal guidelines.

### **401.1 Storage and sanitation**

The Warden will ensure that the kitchen floor space will be sufficient for the quantity of food prepared, ensuring adequate space for food processing, storage, and refrigeration, and to ensure that the square footage allowed for the facility kitchen floor space is appropriate for the needs of the facility, as well as compliance with state and/or federal guidelines regarding the sanitation of these facilities.

### **401.2 Food preparation**

- A. Dried food (beans) will be soaked overnight in the cooler for the next day's use.
- B. Fresh potatoes for the next day's use will be peeled the afternoon before, and then refrigerated until used.
- C. Fresh vegetables for the next day's use will be prepared the afternoon before, and then refrigerated until used.
- D. Frozen foods will be taken from the freezer only as needed.
- E. Frozen foods will be thawed only in the cooler.
- F. Foods will not be prepared too far in advance of serving.
- G. Foods according to the manner to be served will be kept hot or cold.
- H. Only government inspected meat and poultry will be used.

### **401.3 Food storage**

- A. Non-perishable, dry storage food items will be stored in the storeroom only. All foods of this type will be placed on shelves. No food items will be stored on the floor.
- B. All non-perishable dry food containers, once opened, will be stored in a sealed container and dated as to the date opened, and then stored at temperatures no higher than 45 degrees.
- C. Perishable food items will be stored in the cooler or freezer, whichever is appropriate. Cooler temperature will be maintained between 35 to 40 degrees Fahrenheit. Freezer temperature will be maintained at 20 degrees or below.
- D. Food items stored in the cooler will be covered at all times.
- E. Cleaning materials will not be stored in food areas.
- F. Food storage will not be allowed for staff personal use.

#### 401.4 Cleaning procedures and schedule

- A. Produce areas will be inspected daily and cleaned as necessary. Doors will remain locked when not in use.
- B. Outside areas
  - 1. Any outside area used in the preparation of foods will be cleaned immediately after use and inspected daily.
  - 2. All boxes will be broken down, and along with any trash, will be placed into the dumpster.
  - 3. Dumpster area will be cleaned regularly.
  - 4. Garbage cans will be kept clean daily by washing with soap, water, and a disinfectant. Also by the use of garbage bags.
  - 5. All restrooms will be kept clean at all times and inspected regularly.
- C. Kitchen
  - 1. Floor will be scrubbed with soap and water after each meal.
  - 2. Walls cleaned daily.
  - 3. Windows cleaned daily.
  - 4. All kitchen appliances will be cleaned after each use.
  - 5. Deep fryer will have the grease strained as needed and changed once per week.
  - 6. Stoves, including burners, will be cleaned daily.
  - 7. Stove hoods will be cleaned daily. Stove hood filters will be cleaned regularly.
  - 8. Pots, pans, and utensils, if used, will be cleaned after each meal.
  - 9. Work tables will be cleaned after each use.
  - 10. Cooler cleaned every day.
  - 11. Exterior of refrigerator cleaned daily.
  - 12. Interior of refrigerator cleaned daily.
  - 13. Sinks cleaned after each use.
  - 14. Garbage placed into the dumpster after each meal.
  - 15. Monthly spraying for insects under supervision of a Correctional Deputy.
  - 16. All other items as required under the local, state, or federal health agency guidelines.

#### 401.5 Temperature of food

Potentially hazardous foods requiring cooking shall be cooked to heat all parts of the food to a temperature of at least 140 degrees Fahrenheit except for:

- A. Poultry- Poultry, poultry stuffing, stuffed meats, and stuffed foods to at least 165 degrees Fahrenheit with no interruption of the cooking process.

Category Care	Number 402
Subject Food service facilities [IV-A-002]	Effective Date June 1, 2012

### FOOD SERVICE FACILITIES

#### **Policy**

It is the policy of the Ouachita Correctional Center to provide written documentation that all food service personnel comply with health regulations.

#### **402.1 Available sanitary facilities**

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

Category Care	Number 403
Subject Food/dietary allowances [IV-A-003]	Effective Date June 1, 2012

### FOOD/DIETARY ALLOWANCES

#### **Policy**

It shall be the policy of the Ouachita Correctional Center to have a procedure that requires 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. Facilities shall also provide a tray/plate and utensils for each meal.

#### **403.1 Food/dietary allowances**

- A. The Ouachita Correctional Center will have a system of dietary allowances reviewed at least annually by a dietician. This will ensure proper diets are maintained. A file will be kept for a period of 1 year for DPS&C review.
- B. Menu review
  1. The menu will be planned at a minimum of 1 week in advance.
  2. The menu will be reviewed and signed off on quarterly.

Category Care	Number 404
Subject Records of meals served [IV-A-004]	Effective Date June 1, 2012

### RECORDS OF MEALS SERVED

#### **Policy**

It shall be the policy of the Ouachita Correctional Center to have a procedure that requires accurate records are maintained of all meals served.

#### **404.1 Meal service records**

- A. The food service director shall keep on file a review report of all menu plans served for a period of 1 year for DPS&C review.
- B. The facility's control room operator will record the time and date of meal service, and will note on the log any deficiencies or offender refusals.

Category Care	Number 405
Subject Denial of food as discipline prohibited [IV-A-005]	Effective Date June 1, 2012

#### **DENIAL OF FOOD AS DISCIPLINE PROHIBITED**

##### **Policy**

It shall be the policy of the Ouachita Correctional Center to have a procedure that prohibits the denial of food as a disciplinary measure.

#### **405.1 Denial of food**

It is the policy of the Ouachita Correctional Center that food is a basic human need and denial of food will not be used as a disciplinary measure. The Warden will ensure that food and water, or lack thereof, will not be used as a disciplinary measure.

Category Care	Number 406
Subject Food service management [IV-A-006]	Effective Date June 1, 2012

#### **FOOD SERVICE MANAGEMENT**

##### **Policy**

It shall be the policy of the Ouachita Correctional Center to have a procedure that requires three (3) meals, of which two (2) are hot meals, are provided at regular meal times during each 24 hour period, with no more than fourteen (14) hours between the evening and breakfast meals. Variations may be allowed based on weekend and holiday foods service demands provided basic nutritional goals are met. Offenders will also be provided ample opportunity to eat.

#### **406.1 Notification**

Food service personnel will receive headcounts from all dorms. The headcount will be given according to the number of offenders to be fed. Correctional Deputies on duty will be permitted to eat all meals at the facility. For security reasons, Correctional Deputies are not to have any delivery of foods.

#### **406.2 Meal schedules**

- A. Offender Meal Schedules
  - 1. Breakfast: 02:40 a.m.
  - 2. Lunch: 09:40 a.m.
  - 3. Dinner: 14:40 p.m.

B. Staff Feeding Schedule

1. The Administrative Staff schedule will be set by the Warden to ensure the administrative office is properly staffed during the noon meal.
2. Correctional Deputies schedule will be determined by the Shift Supervisor, depending on the security needs of his shift.

C. Offenders on a work program outside the facility will be:

1. Returned to the facility for lunch; or
2. Provided with a lunch to take to the job site; or
3. Other arrangements as approved by the Warden or Sheriff





Category Care	Number 407
Subject Therapeutic/special diets [IV-A-007]	Effective Date June 1, 2012

## **SPECIAL DIETS**

### **Policy**

It shall be the policy of the Ouachita Correctional Center to have a procedure that provides for special diets as prescribed by appropriate medical or dental personnel, or for the offender's religious beliefs.

#### **407.1 Special diets**

- A. Medical diets will be authorized only by medical or dental authorities.
- B. The food service department shall receive any written requests for special diets from the medical unit.
- C. Keep diets as simple as possible and see that they conform as closely as possible to meals served to other offenders in the general population.
- D. Substitutions or variations in the planned special diet shall be of such to ensure nutritional value; and
- E. Keep requests for special diets on file for a period of one (1) year.

#### **407.2 Religious diets**

- A. Religious diets will be authorized by the Warden.
- B. The Warden, Sheriff, or their designee may contact a minister of the particular faith for confirmation of dietary restrictions for a particular faith.
- C. Any such dietary restrictions and available substitutions will be in writing and maintained on file.
- D. The food service department shall receive a written request for special religious diets from the Warden.
- E. Keep religious diets as simple as possible while providing for adherence to legal requirements.
- F. Substitutions or variations conform to legal requirements; and
- G. Keep requests for special religious diets on file for one (1) year.

Category Care	Number 408
Subject Health protection for food service [IV-A-008]	Effective Date June 1, 2012

## HEALTH PROTECTION FOR FOOD SERVICE

### **Policy**

It is the policy of the Ouachita Correctional Center to provide written documentation that all food service personnel comply with health regulations.

#### **408.1 Orientation**

- A. The Food Service Supervisor or designee shall provide two (2) weeks training and orientation for food services staff; and
- B. Adhere to the state environmental health rules and regulations; and
- C. Maintain a file of all training.

#### **408.2 Inspections**

The Food Service Supervisor shall conduct weekly sanitation inspections of all food service areas and any problems shall be logged and corrected. The Food Services Supervisor or designee will visually inspect each offender assigned to food services daily before assignment to ensure:

- A. Clean uniforms are worn daily.
- B. Proper personal hygiene is maintained daily.
- C. Proper hair restraints (head and facial) are worn.
- D. Kitchen trustees do not have open cuts or sores, diarrhea, skin infections, or other illnesses transmissible for food or utensils.
- E. That all meals are prepared and served only by individuals designated as kitchen workers.
- F. That all kitchen workers wash their hands upon returning to duty and after using toilet facilities.
- G. Only those Correctional Deputies assigned to supervise food preparation are permitted in the food preparation and kitchen areas.

Category Care	Number 409
Subject Plumbing fixtures-toilets and wash basins [IV-B-001]	Effective Date June 1, 2012

### PLUMBING FIXTURES – TOILETS AND WASH BASINS

#### **Policy**

It is the policy of the Ouachita Correctional Center to have a procedure that provides each offender with twenty-four (24) hour access to toilets and wash basins.

#### **409.1 General population**

In general population, each offender shall have access to toilets and access to hand washing basins, temperature-controlled hot and cold running water, available for use twenty-four (24) hours a day.

#### **409.2 Segregation areas**

Segregation rooms will provide living conditions that approximate those of the general offender population when in areas other than rubber rooms.

#### **409.3 Rubber Rooms**

Rubber rooms will be afforded the toilet and shower access designated in 410.1

#### **409.4 Handicap accessible**

The Warden will ensure that new construction and renovations will comply with applicable laws in reference to handicapped persons.

Category Care	Number 410
Subject Plumbing fixtures-showers [IV-B-002]	Effective Date June 1, 2012

### PLUMBING FIXTURES-SHOWERS

#### **Policy**

It is the policy of the Ouachita Correctional Center to have a procedure that provides each offender with access to shower facilities.

#### **410.1 General population and segregation areas**

Each offender, in general population and segregation areas, will be provided access to operable showers on a reasonable schedule (a minimum of three times per week).

#### **410.2 Handicap accessible**

The Warden will ensure that new construction and renovations will comply with applicable laws in reference to handicapped persons.

### **410.3 Water temperature**

- A. Maintenance employees shall check boilers at least once per week to ensure that the water temperature maintained for shower areas and food preparation areas are in accordance to the Louisiana State Department of Public Health Standards, ranging from 100 degrees to 120 degrees Fahrenheit.
- B. Boilers are to be inspected weekly to ensure proper mechanical operation.
- C. If the water temperature exceeds or falls below the standard degree of temperature:
  - 1. The Warden, or his designee, will be notified immediately.
  - 2. The maintenance personnel will make the necessary adjustments to bring the water temperature in line with Health standards. If this does not solve the problem, then proper outside mechanical repairs will be ordered immediately

Category Care	Number 411
Subject Clothing [IV-B-003]	Effective Date June 1, 2012

## **CLOTHING**

### **Policy**

It shall be the policy of the Ouachita Correctional Center to have a written procedure to provide adequate institutional clothing for offenders.

#### **411.1 Clothing issue - general**

The Ouachita Correctional Center will provide offenders adequate institutional clothing appropriate to the season and the offender's work status, including adequate changes of clothing to allow for regular laundering.

The shift supervisor shall ensure the appropriate clothing is available to all authorized offenders. Appropriate clothing will be issued according to the dorm in which the offender is placed.

#### **411.2 Special clothing and equipment**

Protective and special equipment will be issued to offenders participating in special work assignments. Clothing and equipment issue will be commensurate with the requirements necessary for the health and safety of the offenders. The shift supervisor will ensure that all offenders will be issued the proper clothing per the work assignment for each offender.

#### **411.3 Work release clothing**

The clothing needs of an offender participating in work release shall be the responsibility of the employer and/or the offender. The work release supervisor will ensure that any offender who participates in a work release program has the proper equipment and clothing provided by the employer and/or the offender.

Category Care	Number 412
Subject Hygiene/bedding issue [IV-B-004]	Effective Date June 1, 2012

### HYGIENE/BEDDING ISSUE

#### **Policy**

It shall be the policy of the Ouachita Correctional Center to have written procedures for the issuance of bedding and linen to all offenders upon entry into a facility.

#### **412.1 DPS&C offenders**

DPS&C offenders entering into Ouachita Correctional facility shall be issued the following items:

- A. One (1) mattress
- B. Two (2) sheets
- C. Two (2) towels.
- D. One (1) washcloth
- E. One (1) laundry bag
- F. One (1) blanket
- G. One (1) cup
- H. One (1) pillow
- I. One (1) pillow slip

#### **412.2 Replacement of bedding and linen**

All linens and mattresses will be cleaned prior to issuance. Linens will be exchanged at least once a week. This includes towels and washcloths. Blankets will be exchanged monthly. The offender may be charged actual replacement cost for laundry bags if the loss is due to the offender's negligence. Master Control and Medical cells shall exchange blankets and linens the first Sunday of each month.

Category Care	Number 413
Subject Personal hygiene [IV-B-005]	Effective Date June 1, 2012

### PERSONAL HYGIENE

#### **Policy**

It shall be the policy of the Ouachita Correctional Center to have written procedures for the issuance of personal hygiene supplies to all offenders upon initial entry into a facility.

#### **413.1 Personal hygiene supplies**

All male or female offenders, indigent or otherwise, entering into Ouachita Correctional facility will be issued the following items:

- A. One (1) bar of soap.
- B. One (1) toothbrush.
- C. One (1) tube of toothpaste.
- D. One (1) roll of toilet paper.



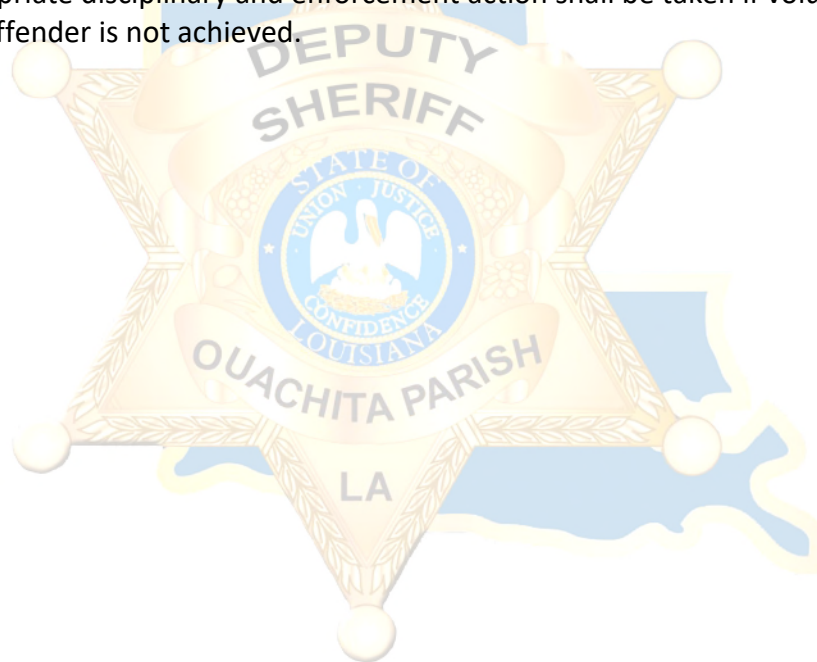
- E. One (1) comb.
- F. Feminine hygiene articles may be available upon request.

#### **413.2 Replacement of hygiene supplies**

Personal hygiene items will be issued monthly upon request. Other supplies are available through the commissary. Razors will be returned before a replacement is issued.

#### **413.3 Personal Hygiene**

Offenders will have no ducktails, Mohawks, hippie-style or any extreme haircuts. Afro-style haircuts will be kept reasonably short, neatly trimmed, and not over 2 ½ inches long. Sideburns should be neatly trimmed and not allowed to grow below the bottom of the ear. Hair will not be allowed to grow longer than the collar of the work shirt or detention suit as it is normally worn, nor over the ears. Offenders cannot change hair color while incarcerated. ½ inch beards and mustaches will be allowed. Male and Female offender finger nails will be kept at no longer than 1/8<sup>th</sup> of an inch beyond end of fingertip. Facial hair, other than moustaches is prohibited for anyone whose primary assigned job is in the kitchen, requires handling food OR assigned a trustee job. Appropriate disciplinary and enforcement action shall be taken if voluntary compliance by an offender is not achieved.



Category Care	Number 414
Subject Access to care/clinical services [IV-C-001]	Effective Date June 1, 2012

## ACCESS TO CARE/CLINICAL SERVICES

### **Policy**

It shall be the policy of the Ouachita Correctional Center to have written procedures for the delivery and offender notification of health care services available, including medical, dental, and mental health services under the control of a designated health care authority, who shall be a physician or licensed or registered health care provider or health agency; any co-pay requirements; and procedure for submitting grievances.

#### **414.1 Offender notification.**

Upon intake, offenders will be notified of:

- A. Procedures to access health services
- B. Co-pay requirements
- C. Procedures for submitting grievances

#### **414.2 Access to health care services**

- A. Health care services, including medical, dental, and mental health services, will be delivered under the control of a designated health care authority, who shall be a physician or licensed or registered health care provider or health agency.
- B. Access to these services shall be unimpeded in the sense that correctional staff will not approve or disapprove offender requests for services in accordance with the facility's health care plan.
- C. Oral health care services include treatment of dental pain, development of individual treatment plans, extraction of non-restorable teeth, and referral to dental specialists, including an oral surgeon.
- D. Sick call shall be conducted no less than four (4) times per week at all facilities operated by the Ouachita Correctional Center.
- E. Offenders in segregation whose custody status preclude attendance at sick call will be provided such services in the place of the offender's detention. Medical staff shall not conduct sick call alone in the segregated areas. At least one (1) Correctional Deputy will accompany the medical staff if security conditions warrant.

#### **414.3 Medical co-payments by offenders**

- A. Medical reimbursement plan
  1. Medical or dental treatment reimbursement plans will comply with DPS&C guidelines and parish ordinances, which comply with R.S. 15:831, and shall include reimbursements for prescription or nonprescription drugs. The co-payment fee shall be approved by DPS&C.
  2. Reimbursement plans for DPS&C and non-DPS&C offenders will be identical.
  3. No offender will be denied medical care due to inability to pay co-payments or make reimbursements.
  4. DPS&C offenders are required to file a claim with his private medical or health care insurer, or any public medical assistance program, under which he is covered and

- from which the offender may make a claim for payment or reimbursement of the cost of any such medical treatment.
- B. Offenders requesting medical care shall be charged \$10.00. This charge will be assessed against the offender's account.
1. Should a scheduled return appointment be made by medical staff or referral to a medical facility such as LSU-S / E.A. Conway, dentist, or mental health services, there will be no charge for these referrals or return appointments.
  2. After an offender has been released from care by medical staff, and he initiates a request for treatment for the same illness or injury, he may be charged the \$10.00 again.
  3. No fees will be charged for any contacts that are originated by the Warden or medical staff.
- C. Offenders shall not be charged for the following scheduled services:
1. Annual/biannual physicals and health assessment.
  2. Lab work.
  3. X-Rays.
  4. Tuberculosis testing, Tetanus Toxoid, and other treatments instituted by the facility or for public health reasons.
  5. Initial entry assessments to the facility. Self-initiated requests or treatment for conditions identified in the health assessment may be subject to co-payment.
  6. EKG's, dressing charges and other treatments ordered by a qualified health care provider.
  7. Referral visits to outside agencies such as charity hospitals and mental health clinics.
  8. Work related injuries or illness, as determined by the Warden and medical staff.
  9. Whenever the fee is waived by the Warden/Designee.
  10. Social service programs such as substance abuse groups.
- D. Prescriptions
1. A charge of \$6.00 for each new prescription written and dispensed. Should the illness or injury be chronic or long-term there will be a \$3.00 charge for refills each month.
  2. No charge for psychiatric medications or medications prescribed for public health reasons.
- E. Over the counter medications
1. The more common over the counter medications will be available for purchase through the commissary. A list of these medications will be indicated on the commissary order form.
  2. The over the counter medications purchased through the commissary will be limited to packets containing two (2) tablets each with a limit of three packets per purchase. Number of packets allowed in possession is limited to ten (10) at any time of each kind sold through the commissary. Any excess over the allowed ten (10) packets will be confiscated.
  3. Other over the counter medications will be available through medical services.
- F. Indigent and non-indigent offenders
1. No offender will be denied any medical care. Correctional staff shall not approve or disapprove offender requests for health care services.

2. All charges for medical care will be assessed against the offender's account on a negative balance basis.
3. Any funds received by the offender will be placed in his account and facility charges will have first priority on these funds.

Category Care	Number 415
Subject Adequate equipment and supplies [IV-C-002]	Effective Date June 1, 2012

### ADEQUATE EQUIPMENT AND SUPPLIES

#### **Policy**

It shall be the policy of the Ouachita Correctional Center to have written procedures for ensuring adequate equipment and supplies for medical services are provided and are in working order.

#### **415.1 Adequate medical equipment and supplies**

The designated health care authority, who shall be a physician or licensed or registered health care provider or health agency, will determine what equipment and supplies are necessary for medical services. The Warden or designee will ensure that said equipment and supplies are provided and are in good working order.

Category Care	Number 416
Subject Provision of treatment [IV-C-003]	Effective Date June 1, 2012

### PROVISION OF TREATMENT

#### **Policy**

It shall be the policy of the Ouachita Correctional Center to have written procedures that provide for anyone who provides health care services to offenders be licensed, registered, or certified as appropriate to their respective professional disciplines.

#### **416.1 Medical personnel - general**

The Ouachita Correctional Center shall have a designated health authority responsible for health care services. Anyone who provides health care services to offenders must 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. These licenses and certifications will be kept in the employee's personnel file. Medical personnel shall be able to triage offender requests for health care services to ensure that needs are addressed in a timely manner in accordance with the severity of the illness.

Standing orders are used in the treatment of offenders only when authorized in writing by a physician or dentist. These standing orders are used in the treatment of identifiable conditions and for the on-sight emergency treatment of an offender.

Category Care	Number 417
Subject Personnel qualifications/credentials [IV-C-004]	Effective Date June 1, 2012

## PERSONNEL QUALIFICATIONS/CREDENTIALS

### **Policy**

It shall be the policy of the Ouachita Correctional Center to have written procedures that provide for Correctional or other personnel who do not have health care licenses may only provide limited health care services.

#### **417.1 Limited health care service providers**

Correctional or other personnel who do not have a health care license 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 P.O.S.T. training. The Warden or designee will be responsible to ensure that at least one (1) Correctional Deputy per shift is trained in First Aid and CPR.

Category Care	Number 418
Subject 24 hour care [IV-C-005]	Effective Date June 1, 2012

## 24 HOUR CARE

### **Policy**

It shall be the policy of the Ouachita Correctional Center to have written procedures that provide for 24 hour emergency medical services.

#### **418.1 Emergency medical services - general**

Every Ouachita Correctional Center facility will provide twenty-four (24) hour emergency medical, dental, and mental health services availability which includes on-site first aid, basic life support, provisions for emergency evacuation of offenders from the facility, use of an emergency vehicle when needed, use of one (1) or more designated hospital emergency rooms or other appropriate health facilities, emergency on-call physician and dental services when the emergency health facility is not located in a nearby community, and security procedures that provide for the immediate transfer of offenders when appropriate. Decisions regarding access to emergency medical services are not to be the sole province of correctional or other non-health personnel except in accordance with 417.1 [Limited health care service providers].



Category Care	Number 419
Subject Health screens [IV-C-006]	Effective Date June 1, 2012

## HEALTH SCREENS

### **Policy**

It shall be the policy of the Ouachita Correctional Center to have written procedures that require all offenders to receive a health screening by health trained or qualified health care personnel upon intake into the facility unless there is documentation of a medical screening within the previous 90 days. Screening will be conducted in accordance with protocols established by the health authority. 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.

#### **419.1 Preliminary medical screening**

- A. The booking Deputy will use a preliminary screening form before booking begins. This screening shall include:
  1. Current medical, dental, or mental health problems and communicable diseases
  2. Current treatment plan
  3. Current medications, including psychotropic
  4. History of hospitalization
  5. Suicide risk assessment
  6. Use of alcohol or other drugs including need for possible detoxification
  7. Possibility of pregnancy
  8. Observation and documentation of:
    - 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 and services. Offenders identified with such impairment or disability shall be transferred to the DPS&C for further evaluation and determination of appropriate housing placement.
  9. Current health insurance,
  10. Person(s) to be notified in case of an emergency will be completed and signed by the offender.
- B. The shift supervisor will review for completion and determine if housing should be in general population or if special housing is warranted.
- C. Screening for substance abuse:
  1. The Correctional Deputy booking the offender will verify that the offender is not disorientated; the offender must know where he is, the date, and what is taking place. The offender must not be seriously aggravated and displaying inappropriate

- behavior, such as not being able to control anger, having visions or hallucinations, or being seriously depressed and expressing suicidal intentions.
2. If the offender appears to have a substance abuse problem, the booking Deputy will place the offender into a holding cell after searching and removing all items that could be used to harm himself. Visually observe the offender's behavior every fifteen (15) minutes, contact Medical Staff for evaluation, and contact the duty Warden for further orders. Ensure that oncoming shifts are informed of all procedures done and those that are incomplete.
  3. The Booking Deputy will document all the above in the Daily Log. If the incoming offender shows any signs of substance abuse or injury upon entry, the Booking Deputy will refuse to accept the offender and direct the Arresting Deputy to take the offender for medical examination and treatment.
  4. A statement from the treating physician as to condition, treatment, and safety to place the offender in detention must be obtained. Only upon receipt of this information can booking be continued.
  5. All medications in the possession of the offender will be secured and the need verified in writing by the Medical Staff. All medication will be turned over to the Medical Staff for distribution as prescribed.

#### **419.2 Screening by health care personnel**

- A. Within the first twenty (24) hours, but no later than seventy-two (72) hours, offenders will be screened by health care personnel. This screening will include:
  1. Current medical, dental, or mental health problems and communicable diseases
  2. Current medications, including psychotropic
  3. History of hospitalization
  4. Suicide risk assessment
  5. Use of alcohol or other drugs including need for possible detoxification
  6. Possibility of pregnancy
  7. Observation and documentation of:
    - 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 and services. Offenders identified with such impairment or disability shall be transferred to the DPS&C for further evaluation and determination of appropriate housing placement.
  8. Current health insurance,
  9. Person(s) to be notified in case of an emergency will be completed and signed by the offender
  10. Allergies to medications, foods, or clothing,
  11. Medical history, including family history,

12. A physical exam, which includes checking:
- Blood pressure
  - Heart rate
  - Respiration
  - Lung sounds
  - Temperature
  - Height
  - Weight
- B. Health care personnel will complete an intake update form for offenders who have been previously incarcerated within the facility. The update form will contain, in addition to the information listed above, information regarding:
1. Doctor or dentist visits since release,
  2. Changes in address and/or emergency contact information,
  3. Current medications,
  4. Return doctor or dentist appointments scheduled,
  5. New tattoos, piercings, scars, rashes, trauma, and changes in dental conditions



Category Care	Number 420
Subject Communicable disease and infection control program [IV-C-007]	Effective Date June 1, 2012

## **COMMUNICABLE DISEASE AND INFECTION CONTROL PROGRAM**

### **Policy**

It is the policy of the Ouachita Correctional Center to have written procedures for managing communicable and infectious diseases, including a plan approved by the health authority in accordance with local public health officials.

### **420.1 Communicable disease and infection control plan**

Medical staff shall ensure that a written plan approved by the medical authority in consultation with local health officials addresses:

- A. Screening offenders for communicable diseases
- B. Surveillance of possible infected offenders
- C. Treatment for offenders
- D. Containment of infected offenders
- E. Proper reporting of infectious diseases

This plan shall include testing for 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. Medical staff shall also evaluate for signs and symptoms of TB.

### **420.2 Personal protective equipment**

- A. Availability and accessibility of PPE
  1. Medical Staff is responsible for monitoring the inventory of PPEs and will notify the Ouachita Sheriff's Office purchasing agent for requisition should the supply get low.
  2. Each employee is responsible for knowing the location of appropriately and properly sized protective equipment, and for advising the Shift Supervisor if adequate supplies are not available to them for the duration of the shift.
  3. Each employee is responsible for inspecting protective equipment before use. Defective pieces should be discarded or exchanged, whichever is applicable.

### **420.3 Decontamination/disposal**

Any garment/object that is penetrated by blood or other potentially infectious material shall be placed in a designated container for storage, washing, decontamination, or disposal. Hazardous waste containers are located in the Medical Office.

Category Care	Number 421
Subject Annual TB testing [IV-C-008]	Effective Date June 1, 2012

## ANNUAL TUBERCULOSIS TESTING

### **Policy**

It shall be the policy of the Ouachita Correctional Center to have written procedures that require annual testing or medical evaluation for signs and/or symptoms of tuberculosis on all offenders and employees. Annual TB testing will be provided at no cost to the offenders.

#### **421.1 Offender TB testing**

All offenders after initial screening will be given a TB skin test. The TB skin test will be administered by the Medical Staff of the facility at least annually for all offenders. The skin test is given by intradermal injection of purified protein derivative (PPD). Multiple puncture test (Tine Test) is not acceptable. Offenders with past positive skin tests and/or verifiable and documented proof of prophylactic treatment are not required to submit to the test. This group is required to undergo a chest x-ray evaluation if any suspicious signs and symptoms appear.

#### **421.2 DPS&C notification**

The Ouachita Correctional Center's 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.

#### **421.3 Employee TB testing**

- A. All employees upon being hired will be given a TB skin test. The skin test will be administered by the medical staff by injection of purified protein derivative (PPD). It will be repeated annually. The Ouachita Correctional Center will provide the test to all employees at no cost. Any follow up treatment due to a positive skin test result will be through the Regional TB Surveillance Office as per State Health Department Regulations.
- B. New or present employees who refuse the TB test when offered are required to:
  1. Provide verifiable and documented proof of past positive TB test with treatment.
  2. Have the test conducted at a place of their choosing, at the employee's expense within 10 days of notification of the need for the test.
  3. Have verifiable and written documentation of the test results forwarded to the Warden/Designee.
- C. Failure of an employee to adhere to required testing will result in suspension without pay for a period of five (5) days to have the required test performed.
- D. Failure to provide verifiable and written documentation of testing after the five (5) day suspension will result in termination of employment.



Category Care	Number 422
Subject Chronic care program [IV-C-009]	Effective Date June 1, 2012

## **CHRONIC CARE PROGRAM**

### **Policy**

It shall be the policy of the Ouachita Correctional Center to have written procedures that ensure offenders with chronic conditions receive proper medical care.

#### **422.1 Chronic care program**

Offenders with chronic conditions, such as diabetes, hypertension, and mental illness, shall receive periodic checks by medical staff to evaluate the offender's individual treatment plans, inclusive as deemed appropriate by the medical authority. For DPS&C offenders whose chronic disease cannot be reasonably managed by the facility, a Medical/Mental Health Transfer Request, Form C-05-004-B, may be submitted to the Adult Reception and Diagnostic Center.

Category Care	Number 423
Subject Pharmaceuticals [IV-C-010]	Effective Date June 1, 2012

## **PHARMACEUTICALS**

### **Policy**

It shall be the policy of the Ouachita Correctional Center to have written procedures that provide for the proper management of pharmaceuticals.

#### **423.1 Offender medication**

Offenders are provided medication as prescribed. All medication and medical supplies for offenders will be stored in a locked medicine cabinet. Medication will be administered by a ranking correctional Deputy (sergeant or corporal) as directed by the medical authority.

#### **423.2 Accountability**

- A. The shift supervisor is accountable for administering offender medications on their respective shifts.
- B. All medication will be issued according to the orders of the Medical Authority.
- C. Medication will be ingested in front of the dispensing Deputy.
- D. Medication will not be given to offenders to return to their respective living quarters to ingest.

#### **423.3 Administering medication**

- A. Administering prescribed medication:
  1. During their respective shift, the Medical Supervisor will:
    - a. Ensure that prescribed medication is administered to offenders as ordered by the Medical Authority.

- b. Ensure that the offender swallows his medication at the time it is given.
  - c. Inspect the inside of the offender's mouth to ensure that the medication was swallowed.
  - d. Complete the medication form, sign it, and have the offender sign it upon receipt of his medication.
  - e. Ensure that all medication is returned to the medical office and that the office is locked.
2. All prescription medications given by injection will be done by a RN or LPN if approved by the Medical Authority.
- B. Administering non-prescription medication: Offenders are allowed to purchase and possess up to ten (2) doses of non-prescription drugs from the commissary.

#### **423.4 Documentation**

- A. The shift LPNs will record all prescription medication administered during their respective shifts on the facility's medication form. If the offender refuses to take a medication, the shift LPN will document his refusal and have the offender sign and date each entry. If the offender refuses to sign the refusal form, it will be signed by the LPN and a witness.
- B. Offenders will not be given non-prescription medication to take to the living areas for ingestion.
- C. No employee will administer medication to an offender from another offender's prescription.
- D. All medication must be labeled containing the name of the medication, the prescription dosage, time to be administered, date of the prescription, and the offender's name.

#### **423.5 Offender release or transfer**

All prescribed medication of offenders who are transferred to another facility will be delivered to the medical authority of that facility with a transfer summary. Offenders will be provided with a twenty-four (24) hour supply of current maintenance medication (medication prescribed to stabilize an illness or symptoms of illness) upon discharge, along with a prescription for a five (5) day supply of current medications.

Category Care	Number 424
Subject First aid kits [IV-C-011]	Effective Date June 1, 2012

### **FIRST AID KITS**

#### **Policy**

It shall be the policy of the Ouachita Correctional Center to have written procedures that provide for the availability of first aid kits in areas of the facilities as designated by the Ouachita Correctional Center's responsible health care authority which shall be immediately accessible to housing units.

#### 424.1 First aid kits

The Warden or designee will ensure that first aid kits will be placed in areas of the facilities designated by the responsible health care authority. These first aid kits will be immediately accessible to housing units.

Category Care	Number 425
Subject Access to sick call [IV-C-012]	Effective Date June 1, 2012

#### ACCESS TO SICK CALL

##### Policy

It shall be the policy of the Ouachita Correctional Center to have written procedures that require sick call to be 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.

#### 425.1 Sick call

Offenders may request sick call request forms to initiate requests for health services. Sick call will be 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. Verification of license and/or certification will be on file in the Warden's office.

#### 425.2 Sick call-general population

Sick call shall be available to offenders operated by the Ouachita Correctional Center no less than four (4) times per week.

#### 425.3 Sick call- segregated offenders

Offenders in segregation whose custody status precludes attendance at sick call will be provided services in the place of the offender's detention. Medical staff will not conduct sick call alone in the segregated area. At least one (1) correctional Deputy will accompany the medical staff in security conditions warrant.

Category Care	Number 426
Subject Infirmity care [IV-C-013]	Effective Date June 1, 2012

## INFIRMARY CARE

### **Policy**

It shall be the policy of the Ouachita Correctional Center to have written procedures that provide for any offender who is identified as requiring a medical, dental, or mental health need for which care is not readily available from the Ouachita Correctional Center facilities to receive alternate care.

#### **426.1 Pre-trial / Parish Offenders**

If an offender be identified as requiring medical, dental, or mental health needs for which care is not readily available from the Ouachita Correctional Center facilities:

- A. Medical staff will notify the Assistant Warden immediately upon learning of the offender's condition.
- B. The Assistant Warden/Designee will contact the facility medical director for assistance in having the offender admitted into the most appropriate medical facility.
- C. Arrangement will be made for transfer to the appropriate medical facility as quickly as possible.

#### **426.2 DPS&C offenders**

If an offender be identified as requiring medical, dental, or mental health needs for which care is not readily available from the Ouachita Correctional Center facilities:

- A. DPS&C will be notified by the Warden/Designee.
- B. The Warden/Designee will assist DPS&C in the transfer of the offender to the facility designated by the DPS&C.
- C. To ensure appropriate and coordinated transfer of healthcare management of DPS&C offenders who require transfer due to medical, dental, or mental health needs for which care is not readily available from the Ouachita Correctional Center, DPS&C Form C-05-004-A should be completed in its entirety and faxed to 225-319-4253 at Elayn Hunt Correctional Center (Adult Reception & Diagnostic Center).

Category Care	Number 427
Subject Suicide prevention and intervention [IV-C-014]	Effective Date June 1, 2012

## SUICIDE PREVENTION AND INTERVENTION

### **Policy**

It shall be the policy of the Ouachita Correctional Center to have written suicide prevention and intervention program that is approved by a mental health professional who meets the education and license/certification criteria specified by his/her respective professional discipline. All staff with responsibility for offender supervision will be trained in the implementation of the program.

### **427.1 Suicide prevention and intervention program**

- A. During the intake/booking process, Correctional Deputies will complete a brief medical intake and forward this form to medical. Should an inmate be identified as being a suicide risk, the offender shall be placed on suicide watch as outlined below.
- B. Correctional Deputies are also to be on constant observation and will report any offender to his shift supervisor if the offender exhibits the following behaviors any time during their incarceration:
  1. Keeps to himself and speaks very little to others.
  2. When he does speak, he says little and usually says it slowly.
  3. Extremely restless, pacing up and down, and wrings hands.
  4. May cry and be unable to sleep.
  5. Quiet and subdued.
  6. Threatens suicide.
  7. Begins to give away personal items.
- C. The Shift Supervisor will immediately place the offender on suicide watch and do the following:
  1. Contact the medical staff.
  2. The offender is to be dressed in quilted smock.
  3. The offender is to be placed into a holding cell.
  4. The offender placed on suicide watch will be observed and logged at least every fifteen (15) minutes.
  5. Meals served to offenders on suicide watch will be served on disposable plates and utensils.
  6. Only the medical MD will be able to remove an offender from suicide watch.
  7. If an offender is placed on suicide watch, his personal property should be removed from the dorm and stored.
  8. An offender on suicide watch will not be allowed to have any property in the cell.
- D. Medical staff will notify the Assistant Warden and contact the Center's Physician.
- E. The Assistant Warden or designee will contact DPS&C to arrange for transfer should the offender is a state offender.
- F. If the offender is not a DPS&C offender, the Medical Staff will follow the orders of the Center's Physician and make necessary appointments with the Mental Health Center as soon as possible.



- G. Transportation for the appointment will be arranged through the Transportation Section.
- H. Correctional Deputies shall be provided annual training in suicide prevention and intervention.

Category Care	Number 428
Subject Offender deaths [IV-C-015]	Effective Date June 1, 2012

## **OFFENDER DEATHS**

### **Policy**

It shall be the policy of the Ouachita Correctional Center to have written procedures to govern the actions to be taken in the event of an offender's death while in the custody of the Ouachita Correctional Center.

#### **428.1 Death notification**

In the event of an offender's death while in the custody of the Ouachita Correctional Center:

- A. The Warden, or his designee, will be notified immediately in the event of an offender's death from suicidal, accidental, natural, or unnatural causes.
- B. The Warden/Designee will:
  - 1. Notify the coroner. All attempts to notify the coroner regarding any death shall be documented in the log book.
  - 2. Notify next of kin.
    - a. The booking Deputy will, upon first encounter, obtain information from the offender of the person(s) to be notified in the event of a health emergency. This information will be written on the preliminary screening form, which the offender will sign his approval as to the person(s) to be notified.
  - 3. Arrange for an extensive investigation.
  - 4. Notify DPS&C as soon as possible if a state offender is involved.
    - a. The Warden shall report the incident to the DPS&C, Office of Adult Services, 800-803-8748 during normal business hours or to the control center at Elayn Hunt Correctional Center, 800-842-4399 after hours.
    - b. A written report of all offender deaths shall also be submitted to DPS&C on Form C-05-001-X (via email to [catanotify@corrections.state.la.us](mailto:catanotify@corrections.state.la.us) or via fax to 225-342-3349).
  - 5. Notify in writing the appropriate court of original jurisdiction.
  - 6. Notify in writing the initial arresting agency.
  - 7. Notify in writing any agency that has placed a detainer on the offender.

Category Care	Number 429
Subject Healthcare quarterly meetings [IV-D-001]	Effective Date June 1, 2012

### HEALTHCARE QUARTERLY MEETINGS

#### **Policy**

It shall be the policy of the Ouachita Correctional Center to have written procedures to provide for quarterly meetings regarding offender medical care delivery.

#### **429.1 Healthcare quarterly meetings**

- A. The designated medical authority for the Ouachita Correctional Center will meet with the Warden/Designee on a quarterly basis.
- B. The minutes of these meeting shall be recorded and documented.

Category Care	Number 430
Subject Research [IV-D-002]	Effective Date June 1, 2012

### RESEARCH

#### **Policy**

It is the policy of the Ouachita Correctional Center that the use of offenders for medical, pharmaceutical, or cosmetic experiments is prohibited. This policy does not preclude individual treatment of an offender based on his need for a specific medical procedure which is not generally available.

#### **430.1 Medical experiments prohibited**

Offenders will not be allowed to participate in experimental projects. Offenders may volunteer to sign a living will, indicating that they do not wish to be kept on a life support system at the medical center.

Category Care	Number 431
Subject Health care personnel/job description [IV-D-003]	Effective Date June 1, 2012

### HEALTH CARE PERSONNEL/JOB DESCRIPTION

#### **Policy**

It shall be the policy of the Ouachita Correctional Center that there is written procedures for ensuring health care staff work in accordance with professional specific job description approved by the health authority.

#### **431.1 Medical care duties-offenders prohibited**

- A. Offenders, regardless of license, registered status, or certification, will not be allowed to perform any medical procedures/services.

- B. On duty medical personnel:
  - 1. Will always be aware of this policy.
  - 2. Any attempt to circumvent this policy will result in disciplinary actions against the responsible Medical Personnel, Correctional Deputy, or offender.
  - 3. Offenders permitted in Medical areas will be accompanied by a Correctional Deputy.
  - 4. All medical records will be secured except for the record of the offender being treated at the time. The offender's medical folder will be kept closed except for review and entries to be made by the Medical Personnel.

#### **431.2 Designated health authority**

- A. The designated health authority shall be a licensed Physician in the State of Louisiana.
- B. The Medical Authority shall be responsible for:
  - 1. Establishing written standing orders for treatment of offenders by medical personnel within the Corrections Center.
  - 2. Training and supervising all medical personnel within the Center.
- C. Medical Staff of the Correctional Center will hold sick call four (4) days a week at the Ouachita Correctional Center. Arrangements shall be made with health care specialists in advance of need.

#### **431.3 Mental health services**

- A. Mental health care services are delivered under the control of the designated health authority or the local State Mental Health Clinic. Arrangements are made with health care specialists in advance of need.
- B. The Medical Director will be responsible for arranging for the referral of all non-court and court ordered mental health services.

#### **431.4 Dental health services**

- A. Dental care services are delivered under the control of the designated health authority, which shall be a Louisiana Licensed Dentist.

#### **431.5 Registered nurses (RN) and/or Licensed practical nurse (LPN)**

- A. Registered Nurses (RN) and/or Licensed Practical Nurses (LPN) will be assigned to the Ouachita Correctional Center and will work under the supervision of the Warden. Their duties are unique in that they will also receive instructions from the medical doctors and/or medical supervisors as far as their medical duties are concerned.
- B. Assignments will be coordinated between the Warden, the RN, LPN, and/or medical doctors. The RN/LPN is responsible for their personal familiarization of the current consent decree under which the Ouachita Corrections Center is working and any updating that may be forthcoming from the federal courts. They will be qualified to give IM shots, oral medications, and provide emergency care when and if necessary. Proof of this ability will be kept on file in the Warden's office along with copies of their updates Louisiana State RN and/or LPN certificates.
- C. They shall also be responsible for dispensing medicine, ordering medicine for offenders, preparing lists for doctor's sick call, filing reports of sickness, dressing wounds, and making appointments with hospitals, private doctors, mental health clinics, etc.

- D. The RN/LPN is also responsible for assisting doctors during doctor's sick call, filling out all intake sheets and medical reports on offenders shortly after time of arrest, and checking vital signs of offenders. RN/LPNs give TB tests to all offenders and employees.
- E. The RN/LPN will be responsible for triaging requests for health services to ensure the needs of the offenders are addressed in a timely manner in accordance with the severity of the illness.



Category Care	Number 432
Subject Confidentiality of health information [IV-D-004]	Effective Date June 1, 2012

## CONFIDENTIALITY OF HEALTH INFORMATION

### **Policy**

It shall be the policy of the Ouachita Correctional Center to have written procedures relating to ensuring the confidentiality of offender medical records.

#### **432.1 Offender medical records**

- A. The Warden's office will ensure that a medical file is maintained for each individual offender detained at the Ouachita Correctional Center facility. This file will include, at a minimum:
  1. Medical screening form
  2. Health intake form
  3. All medical findings, diagnoses, and treatment
  4. All requests for medical treatment
  5. All prescriptions
  6. The date, time, and place, of all medical encounters and discharges from treatment
- B. Information regarding an offender's health status will remain confidential, and all medical records shall be secured in the medical station. Nonmedical staff only has 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.
- C. The following entries and forms must be approved by the medical authority and all records will remain under the direction of the medical authority:
  1. The complete screening form.
  2. Prescribed medications and their administration.
  3. Laboratory, X-Ray, and diagnostic studies.
  4. Signature and title of each document.
  5. Consent and refusal forms.
  6. Release of information forms, if required.
  7. Place, date, and time of health encounters.
  8. Discharge summary of hospitalization.
  9. Health service reports from dental, psychiatric, and other consultations.
- D. When an offender is transferred to another facility, their medical records will be sent as part of the transfer package. A copy of the medical records may be kept by medical services.
  1. Administration will provide Medical Services with a list of offender transfers on a daily basis.
  2. The medical personnel will prepare a transfer form for offenders being transferred to another facility. The transfer form will list the current medications prescribed,



current diet, physical activity limitations, allergies, and other pertinent medical information and records.

3. See also 208.1 [Offender record file].

Category Care	Number 433
Subject Informed consent [IV-D-005]	Effective Date June 1, 2012

### INFORMED CONSENT

#### **Policy**

It shall be the policy of the Ouachita Correctional Center to have written procedures regarding informed consent for offender care.

#### **433.1 Informed consent**

The Ouachita Correctional Center shall have an informed consent form written in the language understood by the offender and approved by the medical authority. During the medical screening at intake, personnel shall have the offender sign the consent form, which will be placed into the offender's medical file. In the case of juveniles, the consent form must be signed by a parent, guardian, or legal custodian.

Offenders routinely have the right to refuse medical intervention, but such refusals must be documented. When health care is rendered against an offender's will, it must be accordance with state laws and regulations. Involuntary administration of psychotropic medications to DPS&C offenders may only be accomplished by DPC&C.

Category Care	Number 434
Subject Emergency response [IV-D-006]	Effective Date June 1, 2012

### EMERGENCY RESPONSE

#### **Policy**

It shall be the policy of the Ouachita Correctional Center to have written procedures for responding to medical emergencies.

#### **434.1 Medical emergency**

- A. Warden will be responsible to ensure that at least one (1) Correctional Deputy per shift is trained in First Aid and CPR. Additionally health-trained correctional staff may be designated by the Warden. All staff responding to medical emergencies must be trained in First Aid and CPR.
- B. The medical authority shall ensure that emergency supplies and equipment, including automatic external defibrillators (AEDs) are readily available and in working order.
- C. When any Corrections personnel discover an offender or employee who is in need of emergency medical attention, he will notify the Control Room Deputy of the emergency and provide:

1. Whether offender or employee.
  2. Location of the emergency.
  3. Type of emergency (breathing problem, chest pains, a fall, bleeding, etc.).
- D. The Correctional Deputy will then begin appropriate First Aid Treatment.
- E. The Control Room Deputy will notify the Shift Supervisor and Medical Personnel.
- F. There will be an immediate lockdown of the areas adjacent to the location of the ill or injured person.
- G. The Shift Supervisor or Medical Personnel will ascertain the severity of the medical emergency and will contact the Control Room to summon an ambulance if necessary. The Shift Supervisor will designate a Correctional Deputy to meet the ambulance personnel and take them to the site of the injured person.
- H. In the event of simultaneous emergencies, the highest ranking Medical Deputy will triage.
1. Immediate care category will be critical injuries/illness that threaten life and require immediate care.
  2. Other categories will include injuries/illness that are non-life threatening.
- I. In the event of a major disaster incident, the Medical Deputy will request additional aid through the ranking Security Deputy.
- J. Correctional Personnel will promptly implement procedures to ensure that all offenders and staff in need receive emergency medical attention.
- K. The Shift Supervisor/Duty Nurse will log in writing all instructions received from physicians and transmit them to the attending staff.
- L. If the Medical Authority cannot be contacted, the Shift Supervisor will have the injured or sick offender or staff person transported by the quickest and safest means available to the Emergency Room at LSU-Monroe Medical Center. The Control Room Deputy will call ahead and advise the LSU-Monroe ER that a patient is en-route.
- M. The Shift Supervisor will assign a staff person to stay with the patient for the duration of the emergency.
- N. The staff person discovering the emergency will complete a report before the end of his shift.
- O. The Shift Supervisor will record the emergency and action taken in his log.
- P. Should the ill/injured person be a Correctional Deputy/Staff, the Warden and Assistant Warden will be immediately notified by the Control Room Deputy. Then the Correctional Deputy/Staff next of kin or designated contact person will be notified.
- Q. The Deputy escorting the offender will require the attending physician to provide written instructions for further medical care, if needed.

Category Care	Number 435
Subject Internal review/quality assurance [IV-D-007]	Effective Date June 1, 2012

## INTERNAL REVIEW/QUALITY ASSURANCE

### **Policy**

It shall be the policy of the Ouachita Correctional Center to have written guidelines for revising and updating procedures relating to offender health care approved by the medical authority.

#### **435.1 Revising policies and procedures**

Policies and Procedures play a vital role in the daily operation of the Ouachita Correctional Center. The Ouachita Correctional Center will ensure that 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, are approved by the Center's medical authority. These reviews may be facilitated during the regular scheduled quarterly meeting between the medical authority and Warden.

Should the need arise, the Ouachita Correctional Center shall revise existing policies and procedures and develop new policies and procedures; these will address changing requirements or new practices, and will ensure that comprehensive and uniform policies and procedures are maintained.

When the need for a new policy or the revision of an existing one has been determined, the Warden or Medical Director will submit this draft to the medical authority, who will approve or modify as needed. The draft will then be submitted to the Sheriff for approval. When and if approved, the Warden/Designee will:

- A. Conduct a meeting to train all Correctional Center personnel in the use of new policy and/or procedure; and
- B. Distribute the revisions to the employees by notice of memo or other written methods

Category Care	Number 436
Subject Alleged and Substantiated Sexual Assaults PREA [IV-E-001]	Effective Date June 1, 2012

### **ALLEGED AND SUBSTANTIATED SEXUAL ASSAULTS PREA [IV-E-001]**

#### **Policy**

It is the policy of the Ouachita Parish Sheriff's to have written procedures to provide for the prevention, detection, response, reporting, and investigation of alleged and substantial sexual assaults in accordance with the Prison Rape Elimination Act (PREA).

#### **436.1 PREA – General**

It shall be the policy of the Ouachita Parish Sheriff's Office to strictly enforce its zero tolerance for all sex related offenses within Ouachita Parish Correctional Center and Transitional Work Programs facilities. The Ouachita Parish Sheriff's Office will make the detection and prevention of prison rape a top priority within each facility, and will investigate all allegations of sexual misconduct in an effort to provide a safe and appropriately secure environment, free from the threat of sexual abuse for all staff members, volunteers and offenders, in accordance with the standards identified in the Prison Rape Elimination Act of 2003 (PREA; Public Law 108-79) **§115.11 (a)**

#### **PROCEDURAL GUIDELINES:**

- A. The Ouachita Parish Sheriff's Office shall comply and operate within the identified standards established by the Prison Rape Elimination Act of 2003 (Federal Law 42 U.S.C.15601 ET. Seq.)
- B. This policy shall apply to all staff members, volunteers, official visitors and other agency representative's as defined in this policy who enter Ouachita Parish Sheriff's Office and/or Correctional Center to render a service.
- C. The Ouachita Parish Sheriff's Office will establish a guideline to the following set of policies in this section to address each standard identified in the Prison Rape Elimination Act in an effort to maintain compliance with Federal Regulations.
- D. **Prison Rape Elimination Act (PREA)**  
The Prison Rape Elimination Act is the first United States federal law passed dealing with the sexual assault of prisoners. The bill was signed into law by President George W. Bush on September 4<sup>th</sup>, 2003. PREA applies to all federal and state prisons, jails, police lock-ups and private facilities. The major provisions of PREA are to implement national standards for the prevention, detection, reporting, investigating and prosecution of all incidents of prison rape and sexual abuse. PREA also mandates that agencies allow multiple avenues for offenders or staff to report incidents of sexual abuse without fear of retaliation; to ensure agencies have established methods of information gathering, documenting and tracking of all alleged and substantiated reports of prison rape; and to compile, review and provide to the public an annual statistical analysis of all such incidents in an effort to improve the agency's security and response measures.



## **E. DEFINITIONS:**

1. **Abusive Sexual Contact:** Contact without a person's consent or when a person is unable to consent or refuses to consent. Including but not limited to; intentional touching, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh or buttocks where the intent to abuse, arouse, or gratify sexual desire. This does not include kicking, grabbing or punching genitals when the intent is to harm or debilitate rather than to sexually exploit.
2. **Agency:** A Federal, State, local or private organization with direct responsibility for the operation of any facility that confines offenders in accordance with policies as set by the governing, corporate or non-profit authority.
3. **Consent:** Words or overt actions by an individual who is functionally competent to give informed approval, indicating a freely given agreement to have sexual intercourse or sexual contact.
4. **Contractor:** A person who provides services on a recurring basis pursuant to a contractual agreement with the Ouachita Sheriff's Office.
5. **Direct Staff Supervision:** Supervising offender activity by maintaining direct sight and sound contact from a control room/ security station or by being in the same room with the offenders.
6. **Dry Cell Status:** A visual monitoring process which, after reasonable suspicion has been established, allows for the placement of an offender/offender in a cell for the safe recovery of internally concealed instruments, contraband, other evidence.
7. **Exigent Circumstances:** A set of temporary and unforeseen circumstances that require immediate action in order to combat a threat to the security or institutional order of a facility.
8. **False Allegations:** Any false report or falsification during an investigation of sexual assault. No person shall knowingly make a false statement or knowingly swear or affirm the truth of a false statement previously made.
9. **Gender Non-conforming:** A person whose appearance or manner does not conform to traditional societal gender expectations.
10. **Offender:** Any person incarcerated or detained under the authority of the Ouachita Parish Sheriff's Office
11. **Intersex:** means a person who's sexual or reproductive anatomy or chromosomal pattern does not seem to fit typical definitions of male or female. Intersex medical conditions are sometimes referred to as disorders of sex development.
12. **Indecent Exposure:** The deliberate display of an individual's uncovered genitalia, buttocks, or breast in the presence of another person with the intent to insult, offend, and entice a sexual response or for sexual gratification. This does not include exposure during medical examinations or searches when conducted appropriately by staff during the course of their official duties.
13. **Investigation Outcome Categories**



- a. **Substantiated allegation:** An allegation that was investigated and the investigation determined the incident to have occurred.
  - b. **Unfounded allegation:** An allegation that was investigated and the investigation determined that the incident did not occur.
  - c. **Unsubstantiated allegation:** An allegation that was investigated and the investigation produced insufficient evidence to make a final determination as to whether or not the incident occurred.
  - d. **Pending allegation:** An allegation that is under investigation and the outcome cannot be decided or settled due to awaiting DNA or other evidence to conclude the investigation.
- 14. **Juvenile:** Any person under the age of 18, unless under adult court supervision and confined or detained in Ouachita Parish Correctional Center.
  - 15. **LGBTI:** An acronym for Lesbian, Gay, Bisexual, Transgender, Intersex and Gender Non-conforming offenders.
  - 16. **Medical Health Practitioner:** A health professional who, by virtue of education, credentials, and experience, is permitted by law to evaluate and care for patients within the scope of his or her professional practice. A “qualified medical practitioner” refers to such a professional who has completed specialized training for treating sexual abuse victims.
  - 17. **Mental Health Practitioner:** A mental health professional who, by virtue of education, credentials, and experience is permitted by law to evaluate and care for patients within the scope of their professional practice. A “qualified mental health practitioner” refers to such a professional who has completed specialized training for treating sexual abuse victims.
  - 18. **No Contact Status:** A written order to given to a staff member, volunteer, contractor, and/or other agency representative stating they are to have no physical contact, writing, phone calls, third-party contact, or contact by any other means available to a specific offender/offender for the duration of an investigation or until the investigation is determined to be unsubstantiated.
  - 19. **Official Visitor:** Individuals who are not employed by the Ouachita Parish Sheriff’s Office that are authorized to enter Ouachita Parish Correctional Center to provide a service. This may include vendors, attorneys, contractors, and delivery drivers, service personnel repairing equipment, construction workers employed by contractors and any other person authorized by Correctional Administrators. Family members of offenders are not included in this definition.
  - 20. **Other Agency Representative:** A person employed by another State, Local, Federal or private agency that interacts with, transports, supervises or houses offenders in any official capacity prior to, during, or after the offender is remanded to the custody of the Ouachita Parish Sheriff’s Office.
  - 21. **Pat-down Search:** A running of the hands over the clothed body of an offender by a staff member to determine whether the offender possesses contraband.
  - 22. **PREA Screening Checklist:** A document used to assess an offender’s potential for being a sexual predator or their probability of being a victim of sexual abuse.

23. **PREA Violation:** Any act of sexual misconduct between a staff member, contractor, volunteer and an offender or from one offender to another.
24. **Protective Pairing:** An arrangement where one offender exchanges protection for sexual and other favors.
25. **Sexual Abuse:** Includes but is not limited to, subjecting another person to any sexual act by force, persuasion, inducement, or enticement; or subjecting another person who is incapable of giving consent by reason of their custodial status, physical or mental state, to sexual contact, rape, molestation, prostitution or any other form of sexual exploitation.
26. **Sexual Harassment:** Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one person directed towards another, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing or obscene language or gestures.
27. **Sexual Misconduct:** Any deliberate behavior or act of a sexual nature inflicted upon or directed towards another person with or without their consent or when such conduct offends, insults or gratifies a sexual desire of either person.
28. **Staff:** Individuals who are employed by the Ouachita Parish Sheriff's Office on a full or part-time basis or Counselors and other personnel employed by the Louisiana Department of Public Safety and Correctional who operate in an official capacity for or provides services to offenders within an Ouachita Parish Sheriff's Office Correctional and/or Transitional Work Program facilities.
29. **Transgender:** A person whose gender identity (i.e., internal sense of feeling male or female) is different from the person's assigned sex at birth.
30. **Volunteer:** An individual who donates time and effort on a recurring basis to enhance the activities and programs, or provides spiritual guidance for offenders in Ouachita Parish Sheriff's Office Correctional and/or Transitional Work Program facilities.
31. **Voyeurism:** The viewing, observing, spying upon, or invading the privacy of an offender for reasons unrelated to official duties; peering at an offender who is using the toilet in their cell to perform bodily functions; requiring an offender to expose their buttocks, genitals or breasts; taking images of all or part of an offender's naked body or of an offender performing bodily functions.
32. **Youthful offender:** Any person under the age of 18 who is confined in Ouachita Parish Correctional Center.

Category Care	Number 436.2
Subject Sexual Abuse	Effective Date June 1, 2012

## 436.2 Sexual Abuse

### **PURPOSE:**

This Policy and Procedure will establish guidelines as to what is sexual abuse, sexual misconduct and sexual harassment in an effort to maintain compliance with all Local, State and Federal Regulations in a correctional setting in accordance with the Prison Rape Elimination Act.

### **POLICY:**

It shall be the policy of the Ouachita Parish Sheriff's Office to provide a safe, humane and appropriately secure environment, free from the threat of sexual abuse, sexual misconduct and sexual harassment for all staff members, volunteers or official visitors and offenders by maintaining a program of preventing, detecting, responding to, as well as reporting, investigating and tracking of all alleged and substantiated reports of such behavior.

### **PROCEDURAL GUIDELINES:**

#### **A. Sexual Abuse, Sexual Misconduct and Sexual Harassment between Staff, Official Visitors, Volunteers, Other Agency Representatives and Offenders.**

1. There is no consensual sex in a custodial or supervisory relationship. Acts of sexual abuse, sexual misconduct or sexual harassment between staff members, official visitors, volunteers, other agency representatives and offenders is inconsistent with professional and ethical principles, department regulations and is in violation of LA RS 14:134.1.
2. Acts of sexual abuse, sexual misconduct or sexual harassment by staff members, official visitors, volunteers or other agency representatives against offenders; or retaliation against offenders who refuse to submit to sexual activity, or intimidation of a witness may be a crime. Retaliation against individuals because of their involvement in the reporting or investigation of sexual abuse, sexual misconduct or sexual harassment is strictly prohibited.
3. All cases involving sexual abuse, sexual misconduct and sexual harassment will be formally investigated and if appropriate, will be referred to the District Attorney for prosecution.
4. All incidents of sexual abuse, sexual misconduct or sexual harassment may result in corrective and/or disciplinary action, up to and including termination. Failure to report such incidents may result in disciplinary action up to and including termination. In addition, if an investigation is warranted, the case will be referred to the District Attorney for prosecution.

## B. PREA Violations

1. Acts of sexual misconduct that constitutes a PREA violation will be identified and addressed below in sections “a” and “b” of this policy. The Ouachita Parish Sheriff’s Office will strictly enforce the departments zero tolerance stance for all forms of sexual abuse, sexual misconduct and sexual harassment as defined by but not limited to the following. **§115.11(a)**.

### a. Offender on Offender

- aa. **Sexual Abuse:** Includes any of the following acts if the offender does not consent or was coerced into such act by overt or implicit threats of violence; or is unable to consent or refuse:

- aaa. Non-consensual Sexual Acts: Contact between the penis and the vulva or the penis and the anus, including penetration, however slight. Contact between the mouth and the penis, vulva, or anus; or penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument.

- bbb. Abusive Sexual Contact: Intentional non-penetrative touching, either directly or through the clothing of the genitalia, anus, groin, breast, inner thigh, or buttocks of another person, excluding contact incidental to a physical altercation.

- bb. **Sexual Harassment:** Repeated and unwelcome sexual advances, requests for sexual favors, verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one offender directed toward another.

### b. Staff Member, Volunteer, Official Visitor or Other Agency Representative on Offender

- aa. **Sexual Abuse:** Includes any of the following acts, with or without consent of an offender. Sexual relationships of a romantic nature between staff members, official visitors, volunteers or other agency representatives and offenders are included in this definition.

- aaa. Sexual Misconduct: Any attempt, threat, request or intentional contact between the penis and the vulva or the penis and the anus, including penetration, however slight. Contact between the mouth and the penis, vulva, or anus; or penetration of the anal or genital opening of an offender, however slight, by a hand, finger, object, or other instrument, excluding contact incidental to a medical examination. Sexual misconduct also includes occurrences of indecent exposure, invasion of privacy or staff voyeurism for reasons unrelated to official duties or where there is intent to abuse, arouse or gratify a sexual desire.

- bb. **Sexual Harassment:** Repeated verbal comments or gestures of a sexual nature to an offender by a staff member, official visitor, volunteer or other agency representative, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing or obscene language or gestures.



Category Care	Number 436.3
Subject PREA Prevention Planning	Effective Date June 1, 2012

### 436.3 PREA Prevention Planning

#### **PURPOSE:**

This Policy and Procedure describes the prevention planning in the Ouachita Parish Sheriff's Office in regards to sexual abuse, sexual harassment or sexual misconduct.

#### **POLICY:**

It shall be the policy of the Ouachita Parish Sheriff's Office to establish the prevention planning of the Prison Rape Elimination Act in Ouachita Parish Sheriff's Office and through OPSO designated personnel, contractual requirements from private and public agencies, supervision and monitoring, housing of youthful offenders, limits of cross gender viewing and searches, the steps taken to aid offenders with disabilities, employee hiring and promotional standards, the correctional facility design and enhancements of technology.

#### **PROCEDURES:**

##### **A. PREA Coordinator §115.11**

1. The Ouachita Parish Sheriff's Office shall designate an upper-level, agency-wide PREA Coordinator with sufficient time and authority to develop, implement and oversee the agency's efforts to comply with PREA standards in all of its correctional facilities. **§115.11 (b)**
  - a. The Ouachita Parish Sheriff's Office PREA Coordinator shall have oversight of all activities to develop, implement and oversee the Department's efforts to comply with the PREA Standards.
  - b. Designated Deputy(s) shall serve as the PREA Compliance Manager(s) for their facilities and will work closely with the PREA Coordinator to maintain compliance with the PREA standards. **§115.11 (c)**
  - c. Each Warden and/or Director shall submit the names of prospective PREA Compliance Manager(s) along with their position and title to the Internal Affairs Division Major and PREA Coordinator. Each submittal shall be reviewed for approval by the Internal Affairs Division Major and PREA Coordinator.
  - d. PREA Compliance Manager(s) shall be responsible for the following:
    - aa. To promote awareness of sexual abuse, sexual misconduct and sexual harassment and how to prevent, detect and respond to such incidents within their facilities;
    - bb. To serve as a liaison between their facility and the PREA Coordinator or other administrative staff;



- cc. To ensure that all incidents of sexual abuse, sexual misconduct or sexual harassment are documented and forwarded to the PREA Coordinator in a timely manner;
- dd. To ensure that all staff and offenders within their facilities have received training and information on PREA related issues, including screening assessments, reporting procedures and proper protocol for responding to incidents of sexual abuse;
- ee. For monitoring and preventing retaliation against anyone who reports or cooperates with investigations of sexual abuse, sexual misconduct or sexual harassment. This shall include assigning a Retaliation Monitor officer to oversee individual offenders;
- ff. For all other PREA related responsibilities to ensure compliance.

**B. PREA contracting requirements §115.12**

1. The Ouachita Parish Sheriff's Office will require all private and public agencies that provide services for the confinement of Ouachita Parish detainees/offenders to adopt and comply with PREA regulations. Any new contracts or contract renewals shall include a requirement that such entities or agencies be obligated to adopt and comply with the Ouachita Parish Sheriff's Office zero tolerance policy toward sexual abuse. **§115.12 (a)**
  - a. Contractors will comply with the Prison Rape Elimination Act of 2003 (Federal Law 42 U.S.C.15601 ET. Seq.), all applicable PREA Standards and Ouachita Parish Sheriff Office policies related to PREA for preventing, detecting, monitoring, investigating, and eradicating any form of sexual abuse within the Ouachita Parish Sheriff Office /Programs/Offices owned, operated or contracted.
  - b. The Ouachita Parish Sheriff's Office will conduct announced and/or unannounced compliance monitoring visits to include "on-site" monitoring. Failure to comply with PREA standards and OPSO policies may result in termination of the contract. **§115.12 (b)**

**C. Supervision and Monitoring §115.13**

1. Each facility of the Ouachita Parish Sheriff's Office shall have in place a staffing plan that provides for adequate levels of staffing and where applicable, video monitoring, in an effort to maintain appropriate security procedures.
  - a. Ouachita Parish Sheriff's Office Correctional and Transitional Work Program facilities' staffing plans will be submitted and reviewed annually. In calculating adequate staffing levels and determining the need for video monitoring systems, facility staffing plans shall consider the following criteria:
    - aa. Generally accepted detention and correctional practices;
    - bb. Any judicial findings of inadequacy;
    - cc. Any findings of inadequacy from Federal investigative agencies;
    - dd. Any findings of inadequacy from internal or external oversight bodies;
    - ee. All components of the facility's physical plant (including "blind-spots" or areas where staff or offenders may be isolated);
    - ff. The composition of the offender population;

- gg. The number and placement of supervisory staff;
  - hh. Institution programs occurring on a particular shift;
  - ii. Any applicable State or local laws, regulations, or standards;
  - jj. The prevalence of substantiated and unsubstantiated incidents of sexual abuse; and
  - kk. Any other relevant factors. **§115.13 (a)(b)(c)**
2. Warden(s) and/or Director(s) at each facility will establish minimum coverage requirements for each shift within their facility. Such requirements will be determined by the number of mandatory positions within each facility and the amount of manpower required to adequately provide coverage to ensure the safety and security of the institution, offender's, staff and visitors.
- a. If the number of staff that reports for duty fails to meet the minimum coverage requirements, the shift supervisor will initiate measures to call in and/or hold over sufficient staff to comply with the facilities staffing plan.
  - b. The shift supervisor will immediately notify the Warden(s)/Director(s) of the shortage of manpower if the minimum staffing requirements cannot be met by holding over staff. Overtime hours should be avoided, but the provision of sufficient security staff will take priority.
  - c. In situations where a shift falls below the minimum staffing requirement, supervisors may utilize the Ouachita Parish Sheriff's Office Paid Detail program or Comp Time (K-Time) program approved through Correctional Administration staff and/or centers Wardens to maintain compliance with facility staffing plans.
- §115.13 (c)**
3. Security checks will be performed at each facility to maintain security awareness and to inspect security systems for effectiveness.
- a. Security checks will be conducted daily at each facility to ensure video monitoring systems and other security measures are functioning properly.
  - b. Security checks will be documented daily to maintain security awareness and to prevent or identify any potential security issues. **§115.13 (c)**
4. Shift Supervisors will conduct unannounced rounds to assess security needs and to document maintenance issues, potential staffing issues or security issues.
- a. Both day shift and night shift supervisors will conduct and document periodic rounds of the facility to ensure security awareness and to identify potential problems.
  - b. The Ouachita Parish Sheriff's Office prohibits staff from alerting other staff members that these supervisory rounds are occurring unless such announcement is related to the legitimate operational functions of the facility.
- §115.13 (d)**

#### **D. Youthful offenders §115.14**

1. It shall be the policy of the Ouachita Parish Sheriff's Office to house youthful offenders in a safe, humane, and appropriately secure environment.
- a. **Custody requirements for youthful offenders**

aa. It is the policy of the Ouachita Parish Sheriff's Office that youthful offenders will not have sight, sound, or physical contact with adult offenders through the use of a shared day room, holding cell, or other common area. **§115.14 (a)**

aaa. In situations where youthful offenders and adult offenders are in areas where they may have such contact, staff will provide direct supervision at all times. **§115.14 (b)**

bb. Facility staff will attempt to avoid placing youthful offenders on a segregated housing status to comply with this policy, but the safety of the youthful offender will take precedence.

aaa. Youthful offenders will be allowed access on a scheduled basis to the recreation area designated for youthful offenders.

bbb. Absent exigent circumstances, staff will not deny youthful offenders daily exercise or recreation or access to education services, work opportunities, or other programs offered at the facility. **§115.14 (c)**

**b. Admittance of youthful offenders to Ouachita Parish Correctional Center**

aa. Intake/Booking staff shall notify the on-duty supervisor of any offender being processed that is under eighteen (18) years of age.

bb. Booking staff will ensure that all youthful offenders are screened and assigned to the designated housing area at the Ouachita Parish Correctional Center (OCC).

aaa. All male youthful offenders will be assigned to Alpha Cells 217, 219, 220, 243, 245, and/or 261. If the cells are unavailable, youthful male offenders will be housed in Bkg Cell# 33 or Bkg Cell# 113 unless OCC is housing a youthful female offender in which case youthful males will be placed in alternative housing options. If further housing arrangements are made staff will ensure it is a safe, humane, and appropriately secure environment.

cc. The supervisor will ensure that procedures for housing youthful offenders are followed and will inform the Warden and/or Assistant Warden(s) of the youthful offender's custody status.

aaa. The Warden and/or Assistant Warden(s) will notify Medical Staff/Mental Health services that a youthful offender has been admitted to the facility within 72 hours of their arrival.

**c. Youthful Offender Services**

aa. Services for all youthful offenders will be coordinated by the Warden and/or Assistant Warden(s) along with Medical/Mental Health staff during their time of confinement at the Ouachita Parish Sheriff's Office. The frequency and times of the programs available to all youthful offenders may vary depending their specific needs, court schedules, etc.

bb. Youthful offenders will be offered programming at a minimum of one hour a week with a mental health clinician, counselor, educational volunteer, and/or programming services contractor/volunteer.

aaa. Youthful offenders will also be afforded the opportunity for additional programs through education and substance abuse where applicable.

- bbb. Youthful offenders will be afforded at least one appointment with a mental health clinician and/or counselor.
- cc. Once a month, a list of any new youthful offenders admitted to the OCC will be made available to the Ouachita Parish School Board (Address: 100 Bry St., Monroe, LA 71201) or any entity that is contracted to provide educational services, and substance abuse to be screened for additional programming eligibility.

**E. Limits to cross gender viewing and searches §115.15**

1. The Ouachita Parish Sheriff's Office only permits same sex searches. Deputies **WILL NOT** conduct strip searches or intrusive body cavity searches on an offender of the opposite sex. During emergencies or other exigent circumstances requiring the immediate need, deputies may conduct a pat search (frisk) on an offender of the opposite sex with proper authorization from a supervisor. All searches will be conducted in a professional and respectful manner and in the least intrusive manner possible, consistent with security needs. **§115.15 (a)**
  - a. Facilities shall not restrict an offender's access to regularly available programming or other out-of-cell opportunities in order to comply with this policy unless:
    - aa. Staff has reason to believe that the offender poses a threat to security or to the safety of others
    - bb. That the offender is in possession of contraband or has committed a rule violation;
    - cc. Or any other circumstances requiring the offender to be searched in accordance with the guidelines established in the Ouachita Parish Sheriff's Office policies and procedures pertaining to Searches. **§115.15 (b)**
  - b. All Deputies receive training on same sex pat searches (frisk) as part of their mandatory training. **§115.15 (f)**
  - c. Deputies must document any search conducted on a member of the opposite sex. This rule applies to all types of searches identified in the Ouachita Parish Sheriff's Office policies and procedures pertaining to Searches. **§115.15 (c)**
  - d. Offenders shall be allowed to shower, perform bodily functions, and change clothing without being viewed by nonmedical staff of the opposite sex, except in exigent circumstances or when such viewing is incidental to routine cell checks.
    - aa. Upon entering a housing unit occupied by offenders of the opposite sex, staff will announce "Male on the Floor" or "Female on the Floor", or any other phrase to the same effect, to inform the offenders of their presence.
    - bb. The purpose of the announcement is to allow offenders the opportunity to ensure they are appropriately dressed and avoid unnecessary exposure or embarrassment.
    - cc. The announcement will be documented in a daily log by the Control Room operator or Deputy assigned to that area to provide documentation for standard compliance **§115.15 (d)**
  - e. Offenders will not be searched for the sole purpose of determining their gender. If the offender's gender is unknown, it may be determined during conversations



with the offender or, if necessary, by learning that information as part of a broader medical examination conducted in private by medical staff. **§115.15 (e)**

**F. Offenders with disabilities and offenders who are limited English proficient**  
**§115.16**

1. The Ouachita Parish Sheriff's Office shall take reasonable steps to ensure access to all aspects of the Department's efforts to prevent, detect and respond to sexual abuse, sexual misconduct and sexual harassment for offenders who speak languages other than English, those who are visually impaired, deaf or otherwise disabled, or who have limited reading skills. **§115.16 (a)**
  - a. The Ouachita Parish Sheriff's Office will ensure that written materials are provided in formats or through methods that ensure effective communication with offenders who are disabled, including offenders who have intellectual disabilities, limited reading skills, or who are blind or have low vision. **§115.16 (b)**
  - b. The Ouachita Parish Sheriff's Office will provide offender's with access to interpreters who can communicate effectively, accurately and impartially to explain facility rules, policies, and procedures for reporting incidents of sexual abuse.
    - aa. The Ouachita Parish Sheriff's Office will not rely on offender interpreters, offender readers or other types of offender assistants when an offender who doesn't speak English reports sexual abuse, except in limited circumstances where an extended delay in obtaining an effective interpreter could compromise the offender's safety, the performance of first-responders duties, or the investigation of the offender's allegations. **§115.16 (c)**

**G. Employee Screening-Hiring and promotions §115.17**

The citizens of Ouachita Parish rely upon the Ouachita Parish Sheriff's Office to employ committed, competent, and highly motivated individuals of good character.

1. The Ouachita Parish Sheriff's Office shall not hire or promote employees, and shall not enlist the services of any contractor or volunteer who may have contact with offenders that:
  - a. Has engaged in sexual abuse in a community confinement facility, jail, lockup or prison.
  - b. Has been convicted of engaging in or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse.
  - c. Has been civilly or administratively adjudicated to have engaged in the above conduct. **§115.17 (a)**
2. The Ouachita Parish Sheriff's Office shall consider any and all incidents of sexual harassment in determining whether to hire or promote employees who may have contact with offenders. **§115.17 (b)**
  - a. Background checks for all new employees, contractors, or volunteers will be conducted by the Personnel Division. **§115.17 (c)(d)**



- b. OPSO Personnel Division staff along with the PREA Coordinator or designee will ensure that criminal background records checks are conducted every five years on all current employees, volunteers, and contractors who work in, or provide services at any of the Ouachita Parish Sheriff's Office Correctional and/or Transitional Work Program facilities. **§115.17 (e)**
- 3. OPSO Personnel Division staff will inquire about any alleged or reported acts of misconduct described in paragraph (1.) of this policy for prospective new employees.
  - a. OPSO Internal Affairs Division and/or Personnel Division staff shall provide necessary information to the Correctional Administrative Staff prior to any promotion.
    - aa. Ouachita Parish Sheriff's Office policy mandates that all prospective new hires and current employees disclose any act of misconduct identified in paragraph (1.) of this policy. *\*Refer to OPSO Internal Affair documentation\** **§115.17 (f)**
  - b. Applicants for hire or current employees who fail to disclose or who provides false information about such conduct shall be subject to disciplinary action up to and including termination or removal from the hiring process. **§115.17 (g)**
- 4. Unless prohibited by law, the Ouachita Parish Sheriff's Office shall provide information on substantiated allegations of sexual abuse, sexual misconduct or sexual harassment involving a former employee, upon receiving a request from an institutional employer for whom the employee has applied to work. **§115.17 (h)**

#### **H. Facility Design/ Upgrades to technology §115.18**

- 1. When designing or acquiring new facilities or in planning any substantial expansion or modification of existing facilities. The Ouachita Parish Sheriff's Office will consider the effect of the design, acquisition, expansion, or modification of such facilities in an effort to improve security measures through the use of video monitoring systems and the deployment of security staff. **§115.18 (a)**
  - a. The Ouachita Parish Sheriff's Office will utilize video monitoring systems, electronic surveillance systems, or other monitoring technology when installing or updating such systems within its facilities to enhance security efforts and to protect offenders from sexual abuse. **§115.18 (b)**
  - b. Ouachita Parish Sheriff's Office Administrators will meet with facility Warden/Director, Assistant Wardens, OPSO PREA Coordinator, and the PREA Facility Compliance Managers annually to review the effectiveness of each facility's security systems and ensure that all identified security issues are addressed.

Category Care	Number 436.4
Subject PREA RESPONSIVE PLANNING	Effective Date June 1, 2012

#### 436.4 PREA Responsive Planning

##### **PURPOSE:**

This Policy and Procedure describes the responsive planning of the Ouachita Parish Sheriff's Office in regards to sexual abuse, sexual harassment or sexual misconduct

##### **POLICY:**

It shall be the policy of the Ouachita Parish Sheriff's Office to establish the responsive planning of the Prison Rape Elimination Act in Ouachita Parish Correctional Center and Transitional Work Program Facilities through OPSO evidence protocol, medical examinations, and referrals for investigations.

##### **PROCEDURES:**

#### **A. Evidence protocol and forensic medical examinations §115.21**

1. It is the policy of the Ouachita Parish Sheriff's Office that all evidence and/or property seized as part of an investigation or used in the commission of a crime be documented, secured and controlled to allow for the timely disposal or transfer of such items considered evidence in a disciplinary hearing or criminal investigation. **§115.21 (a)**
2. All items seized in connection with any criminal investigation conducted by the Ouachita Parish Sheriff's Office will be documented (OPSO Evidence Submittal/Transfer Form) and turned over to the Evidence custodian to be logged into evidence. Reference OPSO Policy D-7 Evidence.
  - a. Investigators of the Ouachita Parish Sheriff's Office shall ensure that all aspects of an investigation of sexual abuse, including the handling of evidence and forensic examinations are conducted appropriately and in accordance with nationally recognized standards for both adolescents and adults. **§ 115.21 (b); §115.21 (h); §115.21 (f); §115.21 (g)**
  - b. Victims of sexual abuse shall have access to forensic medical examinations whether on site or at an outside facility without financial cost where evidentiary or medically appropriate.
    - aa. Such examinations shall be performed by Sexual Assault Forensic Examiners or Sexual Assault Nurse Examiners (Ouachita Parish Coroner's Office) where possible. If SAFE's or SANE's are not available, the examination can be performed by other qualified medical practitioners. Staff will document all efforts to provide SAFEs or SANEs. **§ 115.21 (c); §115.21 (h)**
  - c. The PREA coordinator or other designated staff will ensure that a Victim Advocate is notified immediately upon receiving a report that an alleged sexual abuse has occurred. **§ 115.21 (d)**

- aa. The Victim Advocate shall consult with the assigned investigator and offer assistance to the alleged victim as is appropriate.
- bb. As requested by the victim and with the alleged victim's consent, either in writing or on audio tape, the Victim Advocate may participate in supporting victims throughout the forensic medical examination process (ensuring compliance in confidentiality laws) and investigatory interviews and shall provide emotional support, crisis intervention, information and referrals. The Victim Advocate may not obstruct or interfere with the course of the investigation in any manner. **§ 115.21 (e)**

**B. Policies to ensure referrals for investigations §115.22**

1. The Ouachita Parish Sheriff's Office shall ensure that an administrative or criminal investigation is completed for all incidents or allegations of sexual abuse, sexual misconduct and sexual harassment within any Ouachita Parish Sheriff's Office Correctional and/or Transitional Work Program facility(s) according to OPSO policy D-6. **§ 115.22 (a)**
  - a. Ouachita Parish Sheriff's Office staff will ensure that allegations of sexual abuse, sexual misconduct or sexual harassment are referred to appropriate personnel within the Ouachita Parish Sheriff's Office to conduct a proper investigation based on the severity and or circumstances surrounding the incident.
    1. The Ouachita Parish Sheriff's Office shall publish its zero tolerance policy on incidents of sexual abuse, sexual misconduct and sexual harassment on its website as well as through signs posted throughout Ouachita Parish Sheriff's Office facilities that will provide information on how to report such incidents directly to investigators or to other agencies such as the PREA Hotline. **§ 115.22 (b)**
  - b. Incidents involving allegations of sexual abuse, sexual misconduct and sexual harassment reported to staff to have taken place at another facility not operated by the Ouachita Parish Sheriff's Office or in another agency's jurisdiction will be documented and forwarded to appropriate personnel within such facility or jurisdiction with the legal authority to conduct the investigation.
    - aa. The Ouachita Parish Sheriff's Office PREA coordinator or other designated staff member responsible for reporting such incidents to an outside agency or facility for investigation will ensure that all referrals are documented.
    - bb. The PREA coordinator or other designated staff member will ensure that the Warden and/or Director will be notified of the situation prior to contacting the other facility or agency if possible.
    - cc. If the incident requires immediate notification due to the potential loss of evidence, safety of an individual involved in the incident or to ensure the integrity of the investigation due to the severity of the alleged offense, the PREA Coordinator or other designated staff member will report the alleged incident to the other facility or agency first and then notify the Warden and/or Director immediately afterwards. **§ 115.22 (c)**

- c. The Ouachita Parish Sheriff's Office PREA Coordinator or other designated staff will provide assistance to investigators from other facilities or agencies as needed during the course of their investigation.
- aa. The Ouachita Parish PREA Coordinator or other designated staff member will ensure that investigators from outside agencies or facilities are provided with or allowed access to reports or other official documents pertaining to the incident; any and all evidence available at the time of the investigation; interviews either in person or by use of video equipment with the alleged victim and or suspect or any other persons who may have information or knowledge of the incident.
- d. Based on the severity and or circumstances surrounding the incident, the Ouachita Parish PREA Coordinator or other designated staff member will ensure that all aspects of the investigation are handled properly by immediately notifying Ouachita Parish investigators and initiating the procedures outlined in section A of this policy to assist in the collection, preservation and documentation of potential evidence, including forensic medical examinations and victim advocate notifications if the need exists for such actions until investigators from the other agency or facility can effectively take over the investigation.
- aa. All information and evidence collected by Ouachita Parish Sheriff's Office investigators will be turned over to investigators from the other facility or agency upon their involvement in the case. ***§ 115.22 (c); § 115.22 (d); § 115.22 (e)***
- All alleged and substantial reports of sexual assaults shall be submitted to the DPS&C on Form C-01-002-E via email to [catanotify@corrections.state.la.us](mailto:catanotify@corrections.state.la.us) or via fax to 225-342-3349.

Category Care	Number 436.5
Subject PREA TRAINING AND EDUCATION	Effective Date June 1, 2012

#### **436.5 PREA Training and Education**

##### **PURPOSE:**

This Policy and Procedure establishes education and training pursuant to the Prison Rape Elimination Act for Ouachita Parish Sheriff's Office employees, volunteers, contractors, investigators, and offenders.

##### **POLICY:**

It shall be the policy of the Ouachita Parish Sheriff's Office to provide education and training pursuant to the Prison Rape Elimination Act for Ouachita Parish Sheriff's Office employees, volunteers, contractors, investigators, and offenders.



## **PROCEDURES:**

### **A. Employee training §115.31**

1. All training on sexual abuse, sexual misconduct and sexual harassment pursuant to the PREA standards shall be monitored and documented by the Ouachita Parish PREA Coordinator or other designated staff member. Training and information on the PREA standards will be provided during new hire orientation and conducted annually for all current personnel. All personnel employed prior to the implementation of the PREA standards will receive training within 1 year of the effective date. **§115.31 (c)**

- a. **New Hire Orientation:** All new hires will receive comprehensive training and information on the Prison Rape Elimination Act during Orientation.
  - aa. Orientation training will include a review of OPSO PREA policies & procedures and will outline departmental expectations for all staff members to make preventing; detecting, reporting and responding to reports of sexual abuse a top priority during the performance of their daily duties.
  - bb. All new hires will take the PREA training course "Your Role: Responding to Sexual Abuse" from the National Institute of Corrections and receive training regarding cross gender searches.
- b. **Annual Training:** Staff as defined in this policy will receive annual policy & procedure updates and refresher training related to the PREA standards.
  - aa. The annual review will provide staff with additional information by using the latest resources available, such as videos and other training material will be provided by the PREA Coordinator.
  - bb. All information provided to staff during annual training will be relevant to maintaining compliance with the PREA standards, OPSO PREA policies and any other applicable state or federal laws, including proper search procedures, communication methods and conduct protocol for staff to follow when interacting with transgender offenders.
  - cc. Annual PREA policy updates and refresher training will be tailored to represent the offender population within every Ouachita Parish Correctional facility for both male and female staff members.

#### **§115.31 (a)(b)**

- c. **Documentation:** The Ouachita Parish Training Division Staff and/or PREA Coordinator will document, through employee signature or electronic verification all training and information provided to staff during new hire orientation and annual training to verify they understand the training and information they have received.
  - aa. All newly hired employees and support personnel will sign the OPSO Sexual Assault and Sexual Misconduct with Offenders/Offenders Acknowledgement form, acknowledging the Ouachita Parish Sheriff's Office zero tolerance policy on sexual misconduct and sexual harassment. The signed form will be maintained in their personnel file in OPSO Training Division (Patrol), OCC Administrative Office (OCC and WTWP), or MTWP Administrative Office (MTWP). **§115.31 (d)**



## **B. Volunteer and Contractor training §115.32**

1. Volunteers and contractors as defined in OCC #436.1 will receive training and information related to the PREA standards, OPSO PREA policies and their responsibilities to report incidents or suspected incidents of sexual abuse, sexual misconduct and sexual harassment.
  - a. Training for volunteers and contractors will include a review of the Ouachita Parish Sheriff's Office zero tolerance policy on sexual abuse, sexual misconduct and sexual harassment and how to report such incidents. **§115.32 (b)**
    - aa. Annual training for volunteers and contractors will include PREA policy updates and information on how to prevent, detect, report and respond to incidents involving sexual abuse, sexual misconduct and sexual harassment. **§115.32 (a)**

All volunteers and contractors will sign the Ouachita Parish Sheriff's Office Acknowledgement of Responsibility Form acknowledging the Ouachita Parish Sheriff's Office zero tolerance policy on sexual abuse, sexual misconduct and sexual harassment. The signed form will be maintained in their individual files. **§115.32 (c)**

## **C. Offender education §115.33**

1. The Ouachita Parish Correctional Center will provide offenders at each facility with information on the Prison Rape Elimination Act and the Ouachita Parish Sheriff's Office zero tolerance policy on sexual abuse, sexual misconduct and sexual harassment. The Center will maintain documentation of all PREA related information provided to offenders. **§115.33 (e)**
  - a. Upon intake at each of the Ouachita Parish Correctional facilities, offenders will be either issued an Offender Intake Packet containing information on, or be given instructions on how to retrieve the information from the facility kiosk(s):
    - aa. Sexual assault/ assault awareness
    - bb. Definitions of sexual abuse and staff sexual misconduct
    - cc. Self-protection and prevention
    - dd. Reporting procedures
    - ee. Treatment and Counseling**§115.33 (a)**
  - b. Within 30 days of intake, facilities will provide offenders with additional training and information on how to prevent, detect and report incidents of sexual abuse, sexual misconduct and sexual harassment. Offenders will also receive additional written and verbal information on PREA regarding:
    - aa. Their right to be free from the threat of sexual abuse, sexual misconduct and sexual harassment and their right to be free from the threat of retaliation for reporting such incidents
    - bb. The Ouachita Parish Sheriff's Office policy on responding to all suspected or reported incidents of sexual abuse, sexual misconduct and sexual harassment to ensure each incident is appropriately investigated.
    - cc. Offenders will also be required to watch the PREA training and education video, "Speaking Up, Discussing Prison Rape". **§115.33 (b)**

- c. All offenders confined by the Ouachita Parish Sheriff's Office will receive the training and information outlined in section C-b of this policy within one year of the effective date of the PREA standards. **§115.33 (c)**
  - aa. The PREA training video is available in English and Spanish formats for both males and females and is closed captioned for the hearing impaired.
  - bb. Provisions will be made to provide PREA training as necessary for offenders who are visually impaired, deaf, or otherwise disabled, as well as to offenders who have limited reading skills. **§115.33 (d)**
- d. Information on PREA and the Ouachita Parish Sheriff's Office zero tolerance policy will be posted throughout each facility. This information will be provided in both English and Spanish formats. **§115.33 (f)**

**D. Specialized training: Investigations §115.34**

- 1. The Ouachita Parish Sheriff's Office will ensure that its investigators have received specialized training to properly conduct investigations of sexual abuse, sexual misconduct and sexual harassment that meets or exceeds National standards. **§115.34 (a) (d)**
  - a. Training for investigators will include but not be limited to, the proper use of Miranda and Garrity warnings, interview and interrogation techniques for offenders as well as victims, crime scene management, evidence collection protocol and criteria required to substantiate a case for administrative action or prosecution referral. **§115.34 (b)**
    - aa. Documentation of all training will be maintained in employee personnel files. **§115.34 (c)**

**E. Specialized training: Medical and Mental Health care §115.35**

- 1. Training and information on the PREA standards will be provided to all full and part time medical staff during new hire orientation. Specialized training and policy update/ refresher training on the PREA standards will be conducted annually. **§115.35 (d)**
  - a. Mental Health staff for the Ouachita Parish Corrections Division will receive PREA related training as required and provided by the Louisiana Department of Public Safety and Corrections.
    - aa. Mental health staff and other DOC personnel may receive PREA related training or attend specialized training courses provided by the Ouachita Parish Sheriff's Office.
  - b. All Ouachita Parish Corrections Division Medical Staff will receive training on:
    - aa. How to detect and assess signs of sexual abuse and sexual harassment;
    - bb. How to preserve physical evidence of sexual abuse;
    - cc. How to respond effectively and professionally to victims of sexual abuse and sexual harassment; and
    - dd. How and to whom to report allegations or suspicions of sexual abuse and sexual harassment. **§115.35 (a)**

- c. Medical and Mental Health care staff will ensure that all forensic medical examinations and victim services are referred to appropriate personnel to properly respond to and investigate incidents or suspected incidents of sexual abuse, sexual misconduct or sexual harassment. **§115.35 (b)**
- d. The Ouachita Parish Training Division Staff and/or PREA Coordinator will document, through signature or electronic verification all training and information provided to Medical and Mental Health care staff during new hire orientation and annual training to verify they understand the training and information they have received. Documentation on all PREA related training provided to Medical/Mental health staff will be maintained in their personnel file. **§115.35 (c)**

Category Care	Number 436.6
Subject SCREENING FOR RISK OF SEXUAL VICTIMIZATION AND ABUSIVENESS	Effective Date June 1, 2012

#### 436.6 Screening for Risk of Sexual Victimization and Abusiveness

##### **PURPOSE:**

This Policy and Procedure establishes screening for risk of sexual victimization and abusiveness and how that data is used in regards to the Ouachita Parish Sheriff's Office.

##### **POLICY:**

It shall be the policy of the Ouachita Parish Sheriff's Office to have procedures for the screening of offenders to assess their risk of victimization and abusiveness and the use of this data concerning housing assignments, job and/or program eligibility.

##### **PROCEDURES:**

#### **A. Screening for risk of sexual victimization and abusiveness §115.41**

- a. Staff at Ouachita Parish Sheriff's Office will screen all new offenders to determine their risk or potential risk of being sexually abused by, or sexually abusive towards other offenders.
- b. During the booking process, staff will interview and evaluate all in-coming offenders utilizing the results of the PREA Screening Checklist to determine the following:
  - aa. Whether the offender has a mental, physical, or developmental disability;
  - bb. The age of the offender;
  - cc. The physical build of the offender;
  - dd. Whether the offender has previously been incarcerated;
  - ee. Whether the offender's criminal history is exclusively nonviolent;
  - ff. Whether the offender has prior convictions for sex offenses against an adult or child;

- gg. Whether the offender is or is perceived to be gay, lesbian, bisexual, transgender, intersex, or gender nonconforming;
- hh. Whether the offender has previously experienced sexual victimization;
- ii. The offender's own perception of vulnerability; and
- jj. Whether the offender is detained solely for civil immigration purposes.

***§115.41(a) (b) (c) (d) (e)***

- c. Within 30 days of an offender's initial PREA screening, staff will re-assess the offender's risk of victimization or abusiveness based upon any additional or relevant information received. ***§115.41 (f)***
- d. An offender's risk level shall be reassessed when warranted due to a referral, request, incident of sexual abuse, or receipt of additional information that bears on the offender's risk of sexual victimization or abusiveness. ***§115.41 (g)***
- e. Offenders may not be disciplined for refusing to answer, or for not disclosing complete information in response to PREA screening questions. ***§115.41 (h)***
- f. All PREA screenings will be performed by designated personnel and all interviews will be conducted in a private setting in order to ensure that sensitive information is not exploited to the offender's detriment by staff or other offenders. ***§115.41 (i)***

**B. Instructions for utilizing the PREA Screening Checklist**

**1. Identifying Data:**

- a. **Facility:** TYPE/WRITE the name of the facility at which the screen was conducted.
- b. **Offender name:** TYPE/WRITE the offender's full name.
- c. **SID number:** TYPE/WRITE the offender's SID number.
- d. **Reason for screening:** Indicate the reason for the screening. The three reasons are:
  - aa. New admission (Initial Intake)
  - bb. Regular or annual review
  - cc. Special screening (Other)
    - aaa. The special screening is to be used at any time due to reasons that suggest the offender's current predator/victim designation is no longer accurate.

- 2. **Possible Victim Factors:** This section of the form contains the factors that are to be used to determine whether the offender should be assessed as either a PREA HRSV (High Risk Sexual Victim) (Blue) or PREA NSRI (No Significant Risk Indicated) (Green). For each factor the Screener must list the source(s) used to make such an assessment, including self-reporting. In conducting this assessment, the Screener will review the offender's records file, plus conduct an interview in a private setting.

**a. Possible Victim Factor Questions**

- aa. C3 First time incarcerated: Check "yes" if this is the first time the offender has been incarcerated. This must be based on formal records and the offender's criminal history.



- bb. B1 Physical disability, developmental disability: Offender is developmentally disabled or offender is physically disabled to the extent that assistance is required with the activities of **daily** living when living in a non-skilled nursing setting (cell or dorm).
- cc. C1 Mental disability: Check “yes” if the offender falls within any of the mental health labels based on mental health testing results. This assessment assumes that medical/mental health staff has completed the proper testing.
- dd. C2 History of past sexual abuse: Check “yes” if there is any indication that the offender has been sexually abused in any setting. Any offender that reports prior sexual victimization will be offered mental health follow up within 14 days.
- ee. C4 Are you or do others perceive you to be lesbian, gay, bisexual, transgender, intersex or gender non-conforming?: Check “yes” if the offender states that he/she is **or is** perceived to be lesbian, gay, bisexual, transgender, intersex or gender non-conforming.
- ff. C5 Do you consider yourself vulnerable to sexual assault?: Check “yes” if the offender states he/she feels vulnerable to sexual assault while in a correctional setting.
- gg. C6 Youthful age (under 18): Check “yes” if the offender is under the age of 18 at the time of the screening based on the offender’s official date of birth.
- hh. C7 Elderly (65 or older): Check “yes” if the offender is 65 years or older at the time of the screening based on the offender’s official date of birth.
- ii. C8 Small physical stature-Males (5’6” 140 lbs. or less)/Females (under 5’0” 100 lbs. or less): Check “yes” if the offender fits this physical description or based on their medical record. Offender’s stature may impair the offender’s ability to defend self against others.
- jj. C9 Detained solely for civil immigration purposes: Check “yes” if the offender is being detained only for civil immigration purposes.
- kk. C10 Does the offender have an exclusively non-violent criminal history: Check “yes” if the offender has not committed any violent charges. This must be based on formal records and the offender’s criminal history.
- ll. C11 Does the offender have a previous conviction of sex offense against an adult or child: Check “yes” if the offender has a previous conviction against an adult or child. This does not include his/her current conviction. This must be based on formal records and the offender’s criminal history.
- mm.A1 Victim of prison rape or sexual assault: Check “yes” if there is any formal documentation that the offender has a history of being raped or has been sexually assaulted while incarcerated in any juvenile, parish, state or federal correctional facility. This factor includes self-reported allegations of “consensual” sex with correctional staff. Self-reported allegations by the offender should be referred to the appropriate investigative agency and PREA Facility Compliance Manager.



b. PREA HRSV(Blue) Designation Process

- aa. Each factor has a point value (A=Automatic Designation; B= 2 points each and C=1 point each).
- bb. If item A1 is checked "yes" the offender shall be designated as a PREA HRSV (Blue).
- cc. A total of 4 points or higher will indicate a designation PREA HRSV (Blue).
- dd. All other offenders are to be preliminarily designated as PREA NSRI (Green) meaning there is no significant risk of sexual victimization.
- ee. If the offender is a youthful offender, the above appropriate level of classification will have **JUV** attached to notate their youthful status and risk level of sexual victimization or abusiveness.

3. **Possible Predatory Factors:** This section of the form contains the factors that are to be used to determine whether the offender should be assessed as either a PREA HRSP (High Risk Sexual Predator) (Red) or PREA NSRI (No Significant Risk Indicated) (Green). For each factor the Screener must list the source(s) used to make such an assessment, including self-reporting. In conducting this assessment, the Screener will review the offender's records file, plus conduct an interview in a private setting.

a. Possible Predator Factor Questions

- aa. A1 History of predatory sexual behavior or sexual intimidation in an institutional and/or community setting: Check "yes" if there is any documented evidence in the offender's jail record, other official documents, or self-reporting indicating involvement in institutional and/or community sexual predatory behavior such as sexual assault, rape or related threats. ***All violations of La DPS&C Rule 21 violations should not be seen as "sexually predatory behavior." Generally, there should be a victim of this documented sexual predatory behavior not just "Obscenity."***

Policy Update: 5-29-19: For classification related to community sexual predatory behavior and/or sexual intimidation, The offender must have been required to register as part of his/her sentence not just been convicted of a sex offence against a person, **and** be categorized as a Tier 3. Individuals classified as a Tier 1 and Tier 2 by a recognized legal judicial system or authority will also be counted as a yes for this question if they have a pending Tier 3 charge. If the pending Tier 3 charge is dismissed, then the individual can be reviewed to determine classification status. Persons with out of state sex offense convictions will be reviewed and classified by the offense conviction equivalent of state in which the facility resides.

Policy Update: 1-29-2020: For classification review related to community sexual predatory behavior and/or sexual intimidation. Offenders classified as HRSP (Red) based on community sexual predatory behavior and/or sexual intimidation due to Tier 3 classification or a Tier 1 or 2 with pending Tier 3 charges by a legal judicial system or authority will be reviewed by designated staff after six months of being housed within the facility. The review will be

to determine if a reduction of classification to a NSRI (Green) would be appropriate based the documented behavior of the offender. The determination would be made by the PREA Coordinator or designee based on the available facility or outside agency incidents and disciplinary reports or any legal documentation pertaining to the individual under review. If any documentation indicated the offender under review had exhibited sexually predatory behavior within the facility or other facility then the HRSP (Red) classification would remain in place and reviews would be conducted annually. Any presence of a Substantiated PREA violation within a facility whereas the subject of the review was the perpetrator will result in automatic classification as a HRSP (Red) to remain in place unless otherwise determined and documented by the PREA Coordinator, Warden, or appropriate designee. Offenders classified as Tier 1, Tier 2, or Tier 3 by a legal judicial system or authorities are able to be housed with others classified as HRSP (Red) as needed and deemed appropriate by supervisors responsible for housing of offenders on a case by case basis.

- bb. B1 Current conviction for sex offense against an adult or child: Check “yes” if the offender has a current conviction of sex offense against an adult or child.
  - cc. B2 Prior conviction for sex offense against an adult or child: Check “yes” if the offender has any prior convictions of sex offense against an adult or child.
  - dd. B3 Current conviction for non sexual violent offense against an adult or child: Check “yes” if the offender has a current conviction for a non-sexual violent offense against an adult or child.
  - ee. B4 Prior conviction for non sexual violent offense against an adult or child: Check “yes” if the offender has any prior convictions of non-sexual violent offense against an adult or child.
  - ff. B5 History of institutional violence: Assault is defined as physical confrontation at a high level with intent to cause harm or coercion. Striking an offender with a lock in a sock would be an assault. For PREA screening purposes, a simple fight due to a disagreement while engaged in activities such as a basketball game would not be an assault.
- b. PREA HRSP (Red) Designation Process
- aa. Each factor has a point value (A=Automatic Designation; B= 1 points each).
  - bb. If item A1 is checked “yes” the offender shall be designated as a PREA HRSP (Red). Please see provisions for policy update on 1-29-2020 based on offenders classified based on community sexual predatory behavior and/or sexual intimidation due to Tier 3 classification or a Tier 1 or 2 with pending Tier 3 charges by a legal judicial system or authority (See §115.41-B-3-a-aa).
  - cc. A total of 4 points or higher will indicate a designation PREA HRSP (Red).
  - dd. All other offenders are to be preliminarily designated as PREA NSRI (Green) meaning there is no significant risk of sexual victimization.

ee. If the offender is a youthful offender, the above appropriate level of classification will have **JUV** attached to notate their youthful status and risk level of sexual victimization or abusiveness.

4. **Override Instructions:** An instance may arise when a designation may be overridden due to unscored factors or information not queried within the assessment. In these instances, an administrative override may be used at the discretion of the Warden of the facility or his/her designee. It is the expectation that the reason for the override will be thoroughly documented on the bottom of the screening form.
5. **Completed by:** TYPE/WRITE name of person completing the screening.
6. **Date Completed:** TYPE/WRITE the date the screening form was completed.

**C. Use of screening information §115.42**

1. Decisions concerning housing assignments, job or program eligibility for offenders confirmed or deemed high risk predators or victims will be the responsibility of the classification officer. Such decisions will be based on the PREA checklist, file record review, prior and current behavior. If a mental health evaluation is indicated, a referral will be made to mental health professionals. Offenders classified as Tier 1, Tier 2, or Tier 3 by a legal judicial system or authorities are able to be housed with others classified as HRSP (Red) as needed and deemed appropriate by supervisors responsible for housing of offenders on a case by case basis. Annual reviews will be scheduled for all offenders at the time of booking. Those offenders who are classified as HRSP (Red) based on community sexual predatory behavior and/or sexual intimidation due to Tier 3 classification or a Tier 1 or 2 with pending Tier 3 charges by a legal judicial system or authority will be provided with a one-time special review after six months of incarceration within the facility to determine if reclassification from HRSP (Red) to NSRI (Green) is appropriate based on any available documentation. This review will be conducted by the PREA Coordinator or designee and documented by PREA Screening Checklist. **§115.42 (a)**
  - a. Booking Personnel will document the results of the PREA screen and will notify their shift supervisor and/or the facility Warden/Director and/or Assistant Warden to determine appropriate housing options, including possible single cell housing for those offenders' confirmed or deemed high risk predators or victims. **§115.42 (b)**
  - b. In deciding whether to assign a transgender or intersex offender to a facility for male or female offenders, and in making other housing and programming assignments, the agency shall consider on a case-by-case basis whether such placement would ensure the offender's health and safety, and whether the placement would present management or security problems. **§115.42 (g)**
    - aa. During the classification interview process, corrections staff shall conduct an assessment to determine if the transgender offender has a history of sexual abuse. The findings shall be a factor in assignment of housing, work, education and program eligibility for all transgender offenders. **§115.42 (c)**
    - aaa. PREA screenings on transgender offenders will be conducted a minimum of every six months or twice a year to determine any changes in

housing or program eligibility and to identify any threats to safety experienced by the offender. **§115.42 (d)**

bbb. A transgender offender may be housed in administrative confinement, when his/her presence in general population poses a threat to self, staff, other offenders, or to ensure the orderly operation of the facility.

Transgender offenders shall be housed in administrative confinement based upon any of the following:

1. A history of vulnerability to victimization including sexual assault/battery and/or sexual harassment;
2. A history of sexual battery/assault; behavior consistent with the potential of being a sexual perpetrator;
3. The offender expresses or implies safety concerns;
4. Pending permanent housing assignment. **§115.42 (e)**

ccc. Transgender offenders shall be allowed the opportunity to shower separately from other offenders. **§115.42 (f)**

**D. Protective custody §115.43**

1. Offenders who need to be separated from general population for their protection may be assigned to a segregated housing unit and placed in Protective Custody status.
  - a. An offender that has submitted a written or verbal request for protection may immediately be placed in Protective Custody by a shift supervisor or other designated staff member until their case can be reviewed by the facility's Warden or his/her designee.
2. Offenders who do not wish to be assigned to segregated housing and are considered a high risk for sexual victimization; or have been classified as high risk predators may be placed in Involuntary Segregation until an assessment of all available alternative housing assignments can be made.
  - a. If an assessment cannot be immediately conducted, the facility may hold the offender in Involuntary Segregation for no more than 24 hours while completing the assessment. **§115.43 (a)**
3. Once the assessment is complete and a suitable housing assignment becomes available, the offender may be reassigned to that housing unit.
4. If after the assessment there are no other means of separating the offender from high risk predators, staff will document the basis of their concern for the offender's safety and the reason why no alternative means of separation were available. **§115.43 (d)**
5. Offenders may be assigned to involuntary Protective Custody only until alternative means of separation from likely abusers can be arranged. Such assignments shall not ordinarily exceed a period of 30 days. **§115.43 (c)**
  - a. Every 30 days, the Warden or his/her designee will review the offender's status to determine whether there is a continuing need for separation from the general population. **§115.43 (e)**
6. Offenders placed in protective custody shall be allowed access to the same privileges and other out of cell opportunities as the rest of the offender population, except in cases where their presence would be disruptive to the running of the program or their



movement outside of a secure housing unit would compromise the safety and security of others or the institution.

- a. If accesses to facility programs or other out of cell opportunities are restricted, the facility shall document the opportunities that have been limited, the duration of the limitation and the reasons for such limitations. **§115.43 (b)**

Category Care	Number 436.7
Subject REPORTING OF PREA ALLEGATION	Effective Date June 1, 2012

### **436.7 Reporting of PREA Allegation**

#### **PURPOSE:**

This Policy and Procedure establishes the ways and means for a PREA allegation in the Ouachita Parish Sheriff's Office to be reported.

#### **POLICY:**

It shall be the policy of the Ouachita Parish Sheriff's Office to have available numerous means for staff, offenders, and third party reporting of an allegation of sexual abuse, sexual harassment, and/or sexual misconduct or acts of retaliation by offenders or staff.

#### **PROCEDURES:**

##### **A. Screening for Offender Reporting §115.51**

1. Offenders may report sexual abuse, sexual harassment and sexual misconduct or acts of retaliation by other offenders or staff for reporting such incidents, as well as incidents of staff neglect or violations of responsibilities that contributed to the offender's situation, using any of the methods identified below.
  - a. Writing a letter to a staff member or supervisor, family member, or other trusted source, including any public or private agency;
  - b. Using the Grievance/ARP process;
  - c. Dropping a note in a Staff Housing Box;
  - d. Contacting the **PREA SEXUAL ASSAULT HOTLINE §115.51 (b)**;
  - e. Telling a counselor, community case manager, medical or mental health staff, Warden or Assistant Warden, PREA Facility Compliance Manager, parent/guardian, chaplain or minister, or any other trusted source. **§115.51(a)**
2. Offenders or other individuals reporting incidents on behalf of an offender who is being detained for civil immigration purposes will be provided with information on how to contact relevant consular officials as well as officials with the Department of Homeland Security. **§115.51(b)**



3. Offenders or staff members who have knowledge of other offenders who were or may have been victims of sexual abuse, sexual harassment or sexual misconduct may anonymously report such incidents to any public or private agency or by any other method including those outlined in section "A-1" of this policy.
  - a. Any and all reports, including anonymous reports will be taken seriously and investigated.
  - b. Staff members may also report such incidents by following the procedures outlined in OPSO Policy# F-27 III Internal Grievance **§115.51(d)**
4. Any staff member who receives a report of sexual abuse, sexual harassment or sexual misconduct, verbally or by any other means will immediately notify their supervisor of the situation and ensure that an incident report is completed.  
**§115.51(c)**
  - a. In every case where the alleged aggressor is a Staff Member, both of the subjects will be separated and there will be no contact between the alleged aggressor and the alleged victim.

**B. Exhaustion of administrative remedies §115.52**

1. An offender may use the Administrative Remedy Procedure (ARP) as a means to report allegations of sexual abuse, sexual misconduct and sexual harassment.  
**§115.52(a)**
  - a. There is no time limit imposed on offender complaints regarding allegations of sexual abuse. The facility staff responsible for handling the complaint may apply otherwise-applicable time limits to any portion of a grievance that does not allege an incident of sexual abuse.
  - b. Offenders who file an ARP for alleged incidents of sexual abuse will not be required to use an informal grievance process or other informal method of seeking a resolution to such alleged incidents with staff.
  - c. The formal procedures for offenders to file a grievance/ARP are described in OCC # 605.1-605.9 Grievance process. Facility staff will respond to complaints in accordance with the procedures outlined in this policy. **§115.52(b)**
2. An offender who alleges sexual abuse by a staff member may submit a grievance/ARP without submitting it to the staff member who is the subject of the complaint.
  - a. Any staff member who receives such a complaint will ensure that it is not referred to the staff member who is the subject of the complaint. **§115.52(c)**
3. A final decision on the merits of any portion of a grievance/ARP alleging sexual abuse shall be issued within 90 days of the initial filing of the grievance.
  - a. Computation of the 90 day time period shall not include time consumed by the offender in preparing the administrative appeal.
  - b. The Ouachita Parish Sheriff's Office may claim an extension of up to 70 days to respond, if the normal time period for response is insufficient to make an appropriate decision. In such case, the Offender shall be notified in writing and provided with a date by which a decision will be made.

- c. At any level of the administrative process, including the final level, if an offender does not receive a response within the allotted time, including any properly noticed extension, the offender may consider the absence of a response to be a denial at that level. **§115.52(d)**
4. Third parties, including fellow offenders, staff members, family members, attorneys, and outside advocates, shall be permitted to assist offenders in filing requests for administrative remedies relating to allegations of sexual abuse, and shall be permitted to file such requests of behalf of Offenders.
  - a. If a third party files such a request on behalf of an offender, the alleged victim must agree to have the request filed on their behalf and must personally pursue any subsequent steps in the administrative remedy process.
  - b. If the offender declines to have the request processed on their behalf, the agency shall document the offender's decision. **§115.52(e)**
5. Any emergency grievance/ARP received alleging that an offender is subject to a substantial risk of imminent sexual abuse shall be immediately turned over or reported to a supervisor.
  - a. After receiving the emergency grievance/ARP, the supervisor shall notify appropriate personnel of the situation and take immediate corrective action to ensure the safety of the alleged victim.
  - b. Response to an emergency grievance/ARP shall be provided within 48 hours, of the initial filing of the grievance/ARP.
  - c. The final decision shall be provided within 5 calendar days of the initial filing of the grievance.
  - d. The initial response and the final decision shall document whether the offender is in substantial risk of immanent sexual abuse and action taken in response to the emergency grievance/ARP. **§115.52(f)**
6. Disciplinary action may be taken against any offender for filing a grievance/ARP related to alleged sexual abuse if it is determined that the grievance/ARP was filed in bad faith. **§115.52(g)**

**C. Resident access to outside support services and legal representation §115.53**

1. Facilities will work cooperatively with the staff of probation agencies, shelter facilities, courts, local law enforcement agencies and appropriate private agencies to assist in providing offenders with access to outside victim advocates for emotional support and other services related to sexual assault. Offenders shall be provided access to the following:
  - a. Mailing addresses;
  - b. Telephone numbers, including toll-free hotline numbers where available, of local, state, or national victim advocacy or rape crisis organizations; **§115.53(a)**
  - c. Facility staff shall inform offenders, prior to giving them access, of the extent to which such communications will be monitored and the extent to which reports of abuse will be forwarded to authorities in accordance with mandatory reporting laws.

- d. Offender mail correspondence to outside advocates or agencies will be treated as legal mail. **§115.53(b)**
2. Persons detained solely for civil immigration purposes, the facility shall enable reasonable communication between offenders and these organizations and agencies, in as confidential a manner as possible.
3. The Ouachita Parish Sheriff's Office will maintain copies of agreements or attempts to enter into memoranda of understanding with community service providers that are able to provide offenders with confidential emotional support services related to sexual abuse. **§115.53(c)**
4. The Ouachita Parish Sheriff's Office will ensure that all victims of sexual assault will receive the same level of care as if they were in a community setting.

**D. Third party reporting §115.54**

1. The Ouachita Parish Sheriff's Office will provide the public with information on how to report sexual abuse and sexual harassment on behalf of an offender.
    - a. The information will be made available to the public through the Ouachita Parish Sheriff's Office website and by posting signs on how to report incidents either directly to the Ouachita Parish Sheriff's Office or to outside organizations.
- §115.54**

Category Care	Number 436.8
Subject RESPONSE FOLLOWING PREA ALLEGATION	Effective Date June 1, 2012

**436.8 Response Following a PREA Allegation**

**PURPOSE:**

This Policy and Procedure describes the response to a PREA allegation in the Ouachita Parish Sheriff's Office once reported.

**POLICY:**

It shall be the policy of the Ouachita Parish Sheriff's to establish duties and protocol for OPSO staff, other agencies, non-law enforcement personnel, in the response of a PREA allegation in accordance with the Prison Rape Elimination Act of 2003 (Federal Law 42 U.S.C.15601 ET. Seq.).

**PROCEDURES:**

**A. Screening for Staff and agency reporting duties §115.61**

1. All Ouachita Parish Sheriff Office staff members, as defined in OCC #436.1 E are required to immediately report any knowledge, suspicion or information regarding

incidents of sexual abuse, sexual misconduct or sexual harassment as well as any acts of retaliation against others who have reported such incidents.

- a. All staff members will be required to immediately report any knowledge, suspicion or information regarding incidents of staff neglect or violations of responsibilities that may have contributed to an incident of sexual abuse, sexual misconduct or sexual harassment.
- b. All staff members are required to immediately report any knowledge, suspicion or information regarding acts of staff neglect or violations of responsibilities that may have contributed to acts of retaliation against others for reporting such incidents.

**§115.61(a)**

2. If an offender discloses prior sexual victimization or assault during intake screening, staff and/or Medical/Mental Health staff will report the allegations according to policy and all information will be documented and turned over to appropriate personnel to investigate.
  - a. Staff having direct knowledge of an incident of sexual abuse, sexual misconduct or sexual harassment shall submit to his/her immediate supervisor a written report by the end of their assigned shift.
  - b. Any volunteer, Official visitor or other agency representative as defined in OCC #236.1 section E, or any other person from a public or private agency who provides a service to offenders under custody of the Ouachita Parish Sheriff's Office who has reasonable cause to believe that an offender has been or is being sexually harassed or abused, must immediately report the suspicion verbally to the on duty supervisor or other personnel of the Ouachita Parish Sheriff's Office, other Law Enforcement Agency or Private Agency to be investigated. **§115.61(e)**
3. Unless otherwise precluded by Federal, State, or local law, medical and mental health practitioner's shall be required to report sexual abuse pursuant to A-1 of this section and to inform offenders of the practitioner's duty to report, and the limitations of confidentiality, at the initiation of services. **§115.61(c)**
4. If the alleged victim is under the age of 18 or is considered a vulnerable adult, mental health and medical staff shall report the allegation to the appropriate services agency as required by mandatory reporting laws.
  - a. Mandatory Reporters include the following:
    - aa. **Health practitioners**
    - bb. **Mental health**/social service practitioners
    - cc. Teacher or child care providers
    - dd. **Police officers or law enforcement**
    - ee. Commercial film and photographic print processors
    - ff. Mediators
    - gg. **Clergy** (exception for information obtained under the seal of confession)
    - hh. Any person over the age of 18 who witnesses sexual abuse of a child
    - ii. Anyone who assists in teaching children



- jj. Bus drivers
- kk. Coaches
- ll. Professors or university staff members whether paid or volunteers
- mm. Organizational or youth activity providers. (any person who is providing organized activities for children, including administrators, employees, volunteers of any day camp, summer camp, youth center or youth recreation program or other organization that provide organized activities for children)
- b. Protective Service Agencies
  - aa. Louisiana Department of Health and Hospitals (phone# 1-800-898-4910).
  - bb. Louisiana Department of Children & Family services (phone# 1-855-452-5437). **§115.61(d)**
- 5. Staff shall not reveal any information related to a report of sexual abuse to anyone other than their supervisors or investigators.
  - a. Information about the incident will only be provided to designated personnel deemed necessary to ensure the integrity of the investigation; provide treatment to those in need and to ensure proper safety and security measures are taken. **§115.61 (b)**

**B. Agency protection duties §115.62**

- 1. Ouachita Parish Sheriff's Office will take immediate steps to protect all offenders believed to be at risk of sexual abuse.
  - a. Ouachita Parish Sheriff's Office staff is required to report and respond to all allegations of sexual abuse, sexual misconduct and sexual harassment.
  - b. Ouachita Parish Sheriff's Office staff is expected to assume that all reports of sexual victimization, regardless of the source of the report (i.e. "third party, anonymous, verbal, etc.") are credible and respond accordingly.
- 2. Upon learning of an allegation that an offender was sexually abused or that an offender is subject to a substantial risk of imminent sexual abuse, the first staff member to respond to the report will be required to separate the alleged victim from the abuser.
  - a. Staff will then initiate the procedures identified in section D of this policy under the direction of the shift supervisor. **§115.62**

**C. Reporting to other confinement facilities §115.63**

- 1. Upon receiving an allegation that an offender was sexually abused or sexually harassed while confined at another facility. The Ouachita Parish PREA coordinator or the Warden of the facility where the report was made will notify the Director/Warden or the PREA Coordinator/ Compliance Manager of the facility where the alleged abuse occurred to ensure the allegation is investigated. **§115.63(a)**



- a. The Ouachita Parish PREA Coordinator will ensure that the notification is made and that all of the supporting documentation is provided to the other agency representatives' as soon as possible, but no later than 72 hours after receiving the allegation. **§115.63(b)**
  - b. The Ouachita Parish PREA Coordinator will document such notification using the Ouachita Parish Sheriff's Office Notification of PREA Allegation to/From Outside Agency Report. **§115.63(c)**
2. The facility Director/Warden where the alleged abuse occurred will be responsible to ensure that all allegations are investigated in accordance with the standards identified in the Prison Rape Elimination Act (PREA; Public Law 108-79).  
**§115.63(d)**
3. Staff members who receive a report of any form of sexual abuse, sexual misconduct or sexual harassment of an offender that has recently been released from the Ouachita Parish Sheriff's Office will immediately notify their supervisor and complete an incident report of the allegations.
  - a. If the reported incident is an emergency or requires immediate attention, the staff member will immediately provide a verbal report of the incident to their supervisor and the Warden and/or Assistant Warden of the facility.
  - b. Within twenty-four hours of receiving a written or verbal report involving sexual abuse, the Warden and/or Assistant Warden will ensure that the incident is reviewed and, if required, will ensure it is turned over to appropriate personnel to be investigated.

#### **D. First Responder Duties §115.64**

1. **Staff Responsibilities:** When a deputy receives a report that an offender is subject to a substantial risk of imminent sexual abuse or sexual harassment, they are required to take immediate action to protect the alleged victim.
  - a. Deputies are required to report and respond to all allegations of sexually abusive behavior and sexual harassment, regardless of the source of the report.
  - b. All allegations of sexual abuse and sexual harassment shall be handled in a confidential manner throughout the investigation.
  - c. Priorities by order of importance for deputies responding to an incident involving sexual abuse are:
    - aa. The safety and welfare of the victim or others as necessary
    - bb. The safety of personnel
    - cc. Restoring order and maintaining security
    - dd. Protecting and preserving the crime scene and property
    - ee. Ensuring that initial notifications are made to essential personnel
2. **Non-Law Enforcement Personnel Responsibilities:** Upon discovery or notification of a potential sexual abuse or sexual harassment incident. All volunteers, contractors, official visitors or other non-law enforcement personnel are required to take action to protect the alleged victim. Such actions may include, but not be limited to any of the following:

- a. If the incident involves sexual abuse, request that the alleged victim not take any actions that could destroy potential physical evidence. Such actions include washing, brushing their teeth, changing clothes, urinating, defecating, drinking, or eating.
- b. Notify facility staff or supervisors or report the incident directly to the Ouachita Parish Sheriff's Office main office by calling (318) 329-1200
- c. Call the PREA Sexual Assault Hotline to report the incident
- d. By contacting any other public or private agency to report the incident.

***§115.64(b)***

3. **Response Protocol- Incidents Involving Staff:** Deputies receiving a report of sexual abuse or sexual harassment involving another staff member should immediately report the incident to their supervisor and follow the guidelines established in section D-4 of this policy.

- a. If the incident involved sexual abuse, ensure that the alleged victim not take any actions that could destroy potential physical evidence.
- b. Preserve and protect the potential crime scene area in accordance with the procedures identified in section D-7 of this policy.
- c. Stay with or monitor the offender and provide protection until further notice from the supervisor.

4. **Response Protocol- Sexual Abuse:** Staff at the Ouachita Parish Sheriff's Office will take the following actions when responding to a report or discovery of offender on offender sexual abuse.

- a. **Separate the Victim from the Offender:** Notify the Shift Supervisor and request assistance. Take appropriate action to protect the alleged victim by ensuring sight and sound separation of everyone involved in the incident.

***§115.64 (a)(1)***

- aa. Deputies will ensure that the alleged victim and the alleged abuser not take any actions that could destroy potential physical evidence. Such actions include washing, brushing their teeth, changing clothes, urinating, defecating, drinking, or eating. ***§115.64 (a)(3)(4)***

- b. **Check for Injuries:** Remain at the scene until assistance arrives and conduct an initial medical assessment on everyone involved in the incident.

- aa. Deputies will notify medical staff or request EMS if emergency medical care is needed.

- c. **Preserve Physical Evidence:** Have the alleged victim change clothes over a clean sheet in order to collect any potential forensic evidence that may fall from their person.

- aa. The sheet along with the offenders clothing shall be collected as evidence and inventoried using OPSO Evidence Submittal / Transfer Form.

- bb. The items will then be placed in a paper bag. The bag(s) will then be sealed and tagged with the offenders name, date, time, and SID#.

- cc. The bag(s) will then be placed in a secure location where deputies will maintain a chain of evidence log until it is turned over to investigators.

- d. **Preserve the Crime Scene:** Preserve and protect the potential crime scene area in accordance with the procedures identified in section D-7 of this policy.  
**§115.64 (a)(2)**
  - e. **Notify Essential Personnel:** The Supervisor or designee will ensure that notifications are immediately made to the Facility Warden/Director and/or Assistant Warden, PREA Coordinator and Medical staff.
    - aa. The Facility Warden or their designee will contact the Ouachita Parish Sheriff's Office main office to have any additional personnel dispatched if needed.
  - f. **Maintain Security:** Deputies will maintain security and provide assistance as needed throughout the investigation in accordance with the Coordinated Response Procedures identified in section E of this policy and will remain on sight until they are relieved of duty.
  - g. **Documentation:** Staff will complete an OPSO Incident Report and submit it as directed by their supervisor to essential personnel. All reports will be completed and turned in before end of duty.
5. **Response Protocol- Sexual Harassment:** Deputies responding to a report or discovery of offender on offender sexual harassment should immediately call for assistance and notify the shift supervisor of the incident.
- a. **Separate the Victim from the Abuser:** Separate the victim from the abuser and, if necessary, take appropriate action to ensure their safety and wellbeing by changing housing assignments of the offenders involved.
    - aa. If no other alternative housing assignments are available, supervisors may temporarily assign the alleged victim and/ or offender to segregation.
  - b. **Initial Investigation:** Conduct general interviews to ascertain any information and if there is any sufficient evidence to secure to potentially substantiate the allegations of sexual harassment.
  - c. **Documentation:** Each deputy that responded to the incident will complete an OPSO Incident Report and submit it to the shift supervisor prior to departing shift.
    - aa. The supervisor will then make sure that the incident report is forwarded to the PREA Investigator for further review and/ or investigation as needed.
  - d. **Investigation:** If the investigator determines the allegations are substantiated, the offenders involved in the incident shall be referred to Medical/Mental Health staff for consultation.
    - aa. The offender will be referred for administrative disciplinary actions for violating the Ouachita Parish Sheriff's Office zero tolerance policy on sexual harassment.
    - bb. The offender will be informed that continued violations for sexual harassment or other sexualized behavior will result in changes to their classification status, reassignment to a housing unit and/or facility that is more restrictive and discharge from or deemed ineligible to participate in certain facility programs, as applicable.
6. **Response Protocol- Consensual Sexual Activity/ Sexualized Behavior :** For reports or allegations of Sexual Activity where the involved offenders independently

report a non-coercive consensual sexual encounter, responding supervisory staff shall:

- a. **Separate the Offenders:** Ensure that the offenders involved are separated.
  - b. **Interview:** Conduct general interviews on each offender separately to determine if the sexual contact was consensual or nonconsensual.
  - c. **Documentation:** Ensure that an Incident Report is completed and submitted for further investigation.
  - d. **Notify Essential Personnel:** Notify the Warden, Assistant Warden and Medical/Mental Health staff of the incident.
    - aa. The Assistant Warden and/ or the Warden will investigate the incident further to determine if the sexual activity was in fact consensual.
    - bb. If the investigation determines that the sexual activity was consensual, both of the offenders will be referred for administrative disciplinary actions and referred to Medical/Mental Health for consultation.
7. **Crime Scene Procedures:** When establishing a crime scene for incidents involving sexual abuse, deputies will take the following actions:
- a. The first deputies to respond to the incident will establish boundaries by identifying the focal point of the crime scene area.
    - aa. Considerations should be made to include the surrounding areas beyond the initial scope of the crime scene, such as areas that are accessible to the crime scene where potential evidence may exist.
    - bb. If the crime scene cannot be secured or is determined to be contaminated due to the amount of time that has passed or other disqualifying factors. Deputies will photograph or videotape the crime scene area, collect, document and secure all items or potential evidence.
  - b. To maintain the integrity of the crime scene, safeguard potential evidence and minimize contamination, the shift supervisor will tape off or place other types of barriers around the crime scene and designate a deputy to secure the area.
    - aa. Prior to the investigators arrival, the deputy assigned to secure the crime scene will ensure that no one eats, drinks, or liters near the crime scene; touches anything unnecessarily or moves items associated with the crime scene.
  - c. Once the crime scene has been established, the only people authorized to enter the area will be the assigned investigator(s) or other designated personnel involved in the investigation.
    - aa. The deputy responsible for securing the crime scene will restrict all unnecessary movement and activity around the crime scene and ensure that all nonessential personnel and bystanders are removed from the area.
    - bb. Administrators and command staff will wait for investigators to arrive before entering the crime scene and will only do so with approval from the investigator(s).
    - cc. Other designated personnel responding to the incident may assist in securing the crime scene, but will not be permitted access to the crime scene area.



- d. The deputy responsible for securing the crime scene will document and maintain all names, authority and times of anyone entering or exiting the crime scene area.
- e. The supervisor will ensure that all personnel assigned to secure the crime scene remain on-site until they have been debriefed on the incident and relieved of duty.
  - aa. The supervisor will ensure that all personnel assigned to secure the crime scene has completed and submitted all required paperwork and passed along all relevant information regarding the incident prior to their departure.

#### **E. Coordinated Response § 115.65**

- 1. It is the policy of the Ouachita Parish Sheriff's Office to ensure coordinated actions are taken in response to an incident of sexual abuse among facility staff, medical and mental health personnel, investigators, and administrators.
  - a. **Facility Staff**
    - aa. Responding Deputies: Immediately notify supervisor of the situation and follow the procedures identified in section D of this policy- First Responder Duties.
    - bb. Control Room Deputies: Deputies assigned to the Control Room will document all activity in the daily log as the situation evolves.
      - aaa. Control Room Deputies will maintain the daily log in accordance with the procedures outlined in OCC policy.
      - bbb. Control Room Deputies will provide security and monitor all activity within their area of control.
      - ccc. Control Room Deputies will initiate special observations and will make notifications to essential personnel as directed by their supervisor.
    - cc. Transport Deputies: Deputies assigned to transport offenders involved in a sexual abuse incident to a designated hospital emergency room will consult with medical staff and investigators prior to preparing the offender(s) for transport.
      - aaa. If applicable, procedures for preparing the offender(s) for transport may include having them undress over a clean sheet in order to collect any potential forensic evidence that may fall from their person.
      - bbb. The sheet along with the offenders clothing and other personal items in their possession at the time shall be collected as evidence and inventoried using OPSO Evidence Submittal/Transfer form.
      - ccc. Deputies will make sure to provide appropriate supplemental clothing to the offender(s) to wear prior to their departure from the facility.
      - ddd. The items will then be placed in a paper bag and the bag will be tagged with the offenders name, date, time, and SID#.
      - eee. The bag will then be sealed with tape to prevent items from being removed from or falling out of the bag and to eliminate potential contamination of the evidence.



- fff. The bag(s) will then be placed in a secure location.
- ggg. Deputies will maintain a chain of evidence log for each bag until it is logged into evidence.
- dd. All Deputies: shall not reveal any information related to a sexual abuse incident to anyone other than to the extent necessary to make treatment, investigation, and other security and management decisions.

**b. Shift Supervisors**

- aa. Supervisors will respond to the scene to assess the situation and to oversee the response process.
- bb. Ensure appropriate medical care is or has been provided to those in need.
- cc. Determine the need for temporary placement in segregation or holding cells in an effort to maintain sight and sound separation of everyone involved in the incident.
  - aaa. If applicable, assign deputies to provide direct supervision of the victim and the offender to ensure they take no actions that could destroy potential physical evidence.
- dd. Supervisors may initiate a "Dry Cell Status" until a determination can be made as to the amount of time that has passed since the alleged incident took place and the possibility that physical evidence may still exist.
  - aaa. If deemed necessary, the supervisor may authorize the Dry Cell Status and have the water supply to the cell temporarily turned off and the toilet flushed to prevent the destruction or disposal of potential physical evidence.
  - bbb. Offenders that have been assigned to a Dry Cell will be placed on a medical watch in a camera cell if possible. If a camera cell is not available then a deputy will be assigned to provide periodic observation.
  - ccc. No offender who has been placed in a "Dry Cell" shall remain in such status any longer than is necessary to determine the existence of suspected contraband or to obtain physical evidence for the purpose of a criminal investigation.
- ee. Offenders who have been placed on Dry Cell Status will be evaluated as often as necessary by medical personnel based on their assessment of the offender's physical condition.
- ff. Assign a deputy to secure the potential crime scene area in accordance with the procedures identified in section D-7 of this policy.
- gg. Notify the facility Warden and Medical staff of the situation.
- hh. Notify the Ouachita Parish Sheriff's Office Main Office (318) 329-1200 to have an incident number and PREA Investigator assigned and notified.
  - aaa. If a PREA Investigator is not immediately available then the case will be assigned to the next On-Call PREA Investigator.
- ii. The supervisor will make sure that all personnel remains on-site and provides assistance until they have been debriefed on the incident and submitted all required paperwork prior to being relieved of duty.

- jj. Supervisors will utilize the OPSO Sexual Assault Protocol Checklist to ensure that notifications have been made and that response procedures have been appropriately followed.
- kk. If the incident involves another staff member, the supervisor will immediately separate the victim from the accused staff member until direct instructions are received from the Warden, Assistant Warden.
- c. **Wardens /Assistant Wardens**
  - aa. Facility Wardens/Assistant Wardens will immediately notify the Internal Affairs Division staff or their designee of all incidents involving staff sexual abuse or staff sexual misconduct.
    - aaa. If the allegations include another staff member, the facility Warden will consult with the Internal Affairs Division staff to initiate an internal investigation and implement appropriate administrative actions to separate the staff member from the alleged victim.
    - bbb. Administrative actions may include, but not be limited to: initiating a staff transfer to another facility, using available leave options, issuing a “No Contact Status” or any other effective means of separation until the conclusion of an investigation.
  - bb. The Warden/Assistant Warden will then contact the on duty Internal Affairs Division staff to have an Investigator dispatched to the facility.
    - aaa. The Warden/Assistant Warden will then notify the Facility PREA Compliance Manager and ensure that Medical/Mental Health Staff has been notified of the incident.
  - cc. The Warden/Assistant Warden or Facility PREA Compliance Manager will then, if applicable, immediately report to the scene to ensure that all aspects of the investigation are handled appropriately.
    - aaa. Wardens will work closely with the PREA Coordinator, Facility PREA Compliance Managers, and Ouachita Parish Internal Affairs Investigator(s) as well as Medical/Mental Health staff to make sure that the offenders involved in the incident receive proper treatment and access to support services.
    - bbb. The Wardens will ensure that the incident is appropriately documented and that all required paper work has been submitted.
    - ccc. The Warden will make sure that all official notifications are made to essential support service personnel such as victim advocates. **§ 115.64 (b)**
    - ddd. The Assistant Warden or designee will immediately report to the scene and notify the victim that they are their assigned Victim Advocate and shall accompany and support them through the forensic medical examination process and investigatory interviews and shall provide emotional support, crisis intervention, information, and referrals.
- d. **Ouachita Parish Investigators**
  - aa. An Ouachita Parish Sheriff’s Office investigator will be assigned to initiate an investigation on all reported incidents of sexual abuse.

- bb. Investigators will be responsible for following departmental protocol for sexual abuse investigations.
  - cc. Investigators will work closely with the Facility Warden and/or Director, Medical/Mental Health Staff, Victim Advocate, PREA Coordinator, and Facility PREA Compliance managers to ensure that response efforts and investigation procedures are conducted in accordance with the provisions identified in the Prison Rape Elimination Act (PREA; Public Law 108-79)
- e. **Medical Staff**
- aa. Medical staff will conduct an initial assessment of the alleged victim or others as needed, and will provide treatment for injuries requiring immediate medical attention.
    - aaa. If Medical staff is not available, the supervisor, investigator or other authorized personnel may call EMS to treat injuries requiring immediate medical attention.
    - bbb. Medical Staff will be responsible for maintaining documentation of any injuries sustained by all offenders that were involved in the incident.
  - bb. Medical/Mental Health Staff will notify their Mental Health practitioner of the incident to provide counseling to victims of sexual abuse or others as needed.
  - cc. Medical staff will assist investigators and facility staff by arranging and/ or providing instructions for ensuring that appropriate medical or forensic examinations are performed as needed, and that they are performed by qualified medical professionals who are experienced in the use of a rape kit for the collection of forensic evidence.
    - aaa. If Medical staff is not available, the investigator or other authorized personnel may call EMS to transport the victim or others to a designated hospital emergency room or may contact a certified SAFE or SANE professional to report to the facility to collect forensic evidence.
    - bbb. If the offender refuses to undergo the forensic exam, medical staff will ensure that the offender signs a medical refusal form and will maintain documentation in the offender's medical file.
  - dd. Medical staff will be responsible for providing ongoing medical assistance as needed and maintaining documentation of medical care provided to all offenders who were involved in the incident.
    - aaa. Medical staff will maintain documentation of referrals to mental health specialists or any other medical services or programs to assist in the victim's recovery, investigation and collection of evidence.
    - bbb. Medical staff will ensure that the victim is tested for sexually transmitted diseases, including prophylactic treatment if needed.
    - ccc. Medical staff will schedule follow-up medical appointments or procedures and provide ongoing medical treatment to the victim as needed in accordance with the guidelines identified in section OCC #436-11 B.

ddd. Medical staff will provide treatment and other necessary services to the victim without financial cost and regardless of whether the victim names the abuser or cooperates with the investigation.

eee. Medical staff shall provide alleged victims or others with mental health services consistent with the level of care available in the community.

**f. Mental Health staff**

aa. Mental Health Staff will conduct evaluations and monitor victims of sexual abuse or others as needed.

bb. Mental Health staff will provide treatment which shall include, as appropriate, follow-up services and treatment plans in accordance with the procedures outlined in section OCC #436-11 C.

cc. Mental Health staff will provide access to counseling and advocacy services for all victims of sexual abuse or others as needed to address both immediate and ongoing needs.

dd. Mental Health staff shall provide alleged victims or others with mental health services consistent with the level of care available in the community.

ee. Mental Health staff will work closely with facility staff, administrators, investigators, facility PREA Compliance Manager, and the PREA Coordinator to ensure that appropriate treatment and counseling is provided to each offender that was involved in a sexual abuse incident.

**g. Facility PREA Compliance Managers**

aa. The Facility PREA Compliance Manager will work closely with facility staff members, administrators, command staff, investigators and medical and mental health staff to ensure response efforts are in compliance with the standards identified in the Prison Rape Elimination Act.

bb. If an Immigration Custom Enforcement (ICE) detainee is involved in the alleged incident, the Facility PREA Compliance Manager will notify the PREA Coordinator.

cc. The Facility PREA Compliance Manager will meet with facility Wardens, PREA Coordinator, and Corrections Division Major and/or Internal Affairs Commander to review and evaluate each incident of sexual abuse in accordance with section OCC #436-12 A (Sexual Abuse Incident Review).

**h. PREA Coordinator**

aa. The Ouachita Parish PREA Coordinator or their designee will report to the scene and work closely with facility staff members, administrators, command staff, investigators and medical and mental health staff to ensure response efforts are in compliance with the standards identified in the Prison Rape Elimination Act.

bb. If an Immigration Custom Enforcement (ICE) detainee is involved in the alleged incident, the PREA Coordinator shall notify ICE agents as soon as possible or within a two hour time frame after receiving the initial report.



- aaa. The PREA Coordinator will ensure that a copy of the incident report is forwarded to ICE agents within 24 hours of the initial notification.
- cc. The PREA Coordinator will meet with facility PREA Compliance Manager, facility Wardens, Corrections Command Staff and Internal Affairs Division Staff to review and evaluate each incident of sexual abuse in accordance with section OCC #436-12 A (Sexual Abuse Incident Review).

**F. Preservation of ability to protect residents from contact with abusers § 115.66**

1. The Ouachita Parish Sheriff's Office will NOT enter into or renew any collective bargaining agreement that will limit the agency's ability to remove staff members accused of sexual abuse from having contact with the alleged victim during an investigation. **§ 115.66 (a)**
2. The Ouachita Parish Sheriff's Office will explore all options to separate the alleged victim from the accused staff member during the investigation. Such options may include, but not be limited to initiating a staff transfer to another facility, using available leave options, issuing a "No Contact Status" or any other effective means of separation until the conclusion of an investigation.
3. Any staff member and/or offender that has been placed on a "No-Contact" status shall be removed from such status and documentation placed in their personnel file following a determination that the allegation of sexual abuse is unsubstantiated. **§ 115.66 (b)**

**G. Agency protection against retaliation §115.67**

1. Ouachita Parish Sheriff's Office staff along with the PREA Coordinator will take immediate steps to protect all offenders and staff that report or cooperate with sexual abuse, sexual misconduct or sexual harassment investigations from retaliation by other offenders or staff.
  - a. After receiving a report of sexual abuse, the PREA Coordinator will notify a designated Retaliation Monitor to conduct status checks every 30 days on offenders or staff who have reported incidents of sexual abuse or have allegedly been victims of sexual abuse.
    - aa. Such status checks shall continue for up to 90 days to monitor the offender or staff member's behavior for changes that may indicate or suggest possible acts of retaliation by other offenders or staff. The designated retaliation monitor shall promptly notify the PREA Coordinator of any suspected or reported acts of retaliation. **§115.67 (a)(d)**
    - bb. The designated Retaliation Monitor will include in their evaluation any offender disciplinary reports, housing or program changes, or negative performance reviews or reassignments of staff. Such monitoring shall continue beyond 90 days if the initial monitoring indicates a continuing need. **§115.67 (c)**
  - b. Ouachita Parish Sheriff's Office staff will consider multiple protective measures, such as housing changes or transfers for offender victims or abusers, removal of alleged staff or offender abusers from contact with victims, and emotional



support services for offenders or staff that fear retaliation for reporting sexual abuse or sexual harassment or for cooperating with investigations. **§115.67 (b)**

2. If any other individual who cooperates with an investigation expresses a fear of retaliation, the Ouachita Parish Sheriff's Office shall take appropriate measures to protect that individual against retaliation. **§115.67 (e)**
3. The obligation to monitor offenders, staff members or any other individual who reported sexual abuse, sexual misconduct or sexual harassment shall terminate if the investigation determines that the allegation is unfounded. **§115.67 (f)**

#### **H. Post-allegation protective custody §115.68**

1. Facility Warden/Director and/or Assistant Wardens, in consultation with Medical and Mental Health staff will make the final decision regarding housing placement for alleged victims of sexual abuse.
  - a. The safety, security, and well-being of the alleged victim will be the primary focus in these decisions to ensure that the alleged victim is not housed in the same area as an offender that is or is considered to be a potential sexual predator.
  - b. Any use of a segregated housing assignment to protect an offender who is alleged to have suffered sexual abuse shall be subject to the procedures identified in section OCC #436-6 D.

Category Care	Number 436.9
Subject PREA INVESTIGATIONS	Effective Date June 1, 2012

#### **436.9 PREA Investigations**

##### **PURPOSE:**

This Policy and Procedure establishes the guidelines for investigating a PREA allegation.

##### **POLICY:**

It shall be the policy of the Ouachita Parish Sheriff's Office that all allegations, including third party and anonymous report of sexual abuse, sexual misconduct and sexual harassment are reported and investigated promptly, thoroughly, and objectively. **§115.71 (a)**

##### **PROCEDURES:**

#### **A. Screening Criminal and Administrative Investigations §115.71**

##### **1. Investigation Guidelines**

- a. The Ouachita Parish Sheriff's Office shall investigate all allegations, including third party and anonymous reports of sexual abuse, sexual misconduct and

sexual harassment are reported and investigated promptly, thoroughly, and objectively. **§115.71(a)**

- aa. Initial investigations may be conducted by designated facility staff on incidents of offender on offender sexual harassment or other sexualized behavior when the alleged incident clearly and definitively constitutes a facility rule violation and that no criminal act was attempted or committed.
- b. Administrative or criminal investigations will be conducted in accordance with PREA standards for all allegations of sexual abuse, sexual misconduct and sexual harassment. **§115.71 (k)**
- c. Sexual abuse investigations shall be conducted by investigators from the Ouachita Parish Sheriff's Office Investigators, Criminal Investigations Division and/or Internal Affairs Division that have received appropriate training in accordance with section OCC #22-5 D Specialized training: Investigations and are qualified to conduct such investigations. **§115.71(b)**
- d. Ouachita Parish Sheriff's Office Investigators shall be responsible for gathering and preserving direct and circumstantial evidence, including any available physical and DNA evidence and any available electronic monitoring data.
  - aa. Investigators shall interview alleged victims, suspected perpetrators, and witnesses; and shall review prior complaints and reports of sexual abuse involving the suspected perpetrator. **§115.71(c)**
- e. When the quality of evidence appears to support criminal prosecution, the agency shall conduct compelled interviews after consulting with prosecutors as to whether compelled interviews may be an obstacle for subsequent criminal prosecution. **§115.71(d)**
- f. The credibility of an alleged victim, suspect, or witness shall be assessed on an individual basis and shall not be determined by the person's status as offender or staff.
- g. Ouachita Parish Sheriff's Office Investigators shall not require an offender who alleges sexual abuse to submit to a polygraph examination or other truth-telling device as a condition for proceeding with the investigation of such an allegation. **§115.71(e)**

## **2. Administrative investigations**

- a. Shall include an effort to determine whether staff actions or failures to act contributed to the abuse
- b. Shall be documented in written reports that include a description of the physical and testimonial evidence, the reasoning behind credibility assessments, and investigative facts and findings. **§115.71(f)**

## **3. Criminal investigations**

- a. Shall be documented in a written report that contains a thorough description of physical, testimonial, and documentary evidence and attaches copies of all documentary evidence where feasible. **§115.71(g)**
- b. Substantiated allegations of conduct that appears to be criminal shall be referred for prosecution. **§115.71(h)**

- aa. The Ouachita Parish Sheriff's Office shall retain all written reports on all administrative or criminal investigations for as long as the alleged abuser is incarcerated or employed by the agency.
  - bb. Copies of all such reports will be scanned into the offender or employee file by assigned PREA Case# where it will be stored on the New World Aegis network system and archived for future access if needed.
  - cc. Files archived on the New World Aegis network system are stored indefinitely and may be accessed with proper authorization from Administrative personnel. For more information contact Administrative staff.
- §115.71(i)**

- c. The departure of the alleged abuser or victim from the employment or control of the facility or agency shall not provide a basis for terminating an investigation.

**§115.71(j)**

- d. When outside agencies investigate sexual abuse, the facility shall cooperate with outside investigators and shall attempt to remain informed about the progress of the investigation.

**B. Evidentiary standard for administrative investigations §115.72**

- 1. The Ouachita Parish Correctional Center shall impose no standard higher than a preponderance of the evidence in determining whether allegations of sexual abuse, sexual misconduct or sexual harassment are substantiated.

**C. Reporting to offenders**

- 1. Following an investigation into an offender's allegation that he or she was a victim of sexual abuse, the PREA Coordinator or other designated personnel shall inform the offender as to whether the allegation has been substantiated, unsubstantiated, or unfounded. **§115.73 (a)**
  - a. The PREA Coordinator or other designated personnel will submit a report outlining the investigations findings to the offender for them to sign.
  - b. The offender will then be given a copy of the report and another copy will be placed in the offenders file.
  - c. If the offender refuses to sign the form, the investigator or other designated personnel will document the refusal on the form and have another staff member witness and sign it.
- 2. If the Ouachita Parish Sheriff's Office did not conduct the investigation, it shall request the relevant information from the investigating agency in order to inform the offender. **§115.73(b)**
- 3. Following an offender's allegation that a staff member has committed sexual abuse against the offender, the agency shall subsequently inform the offender (unless the agency has determined that the allegation is unfounded) whenever: **§115.73(c)**
  - a. The staff member is no longer assigned to the facility;
  - b. The staff member is no longer employed by the agency;

- c. The staff member has been indicted on a charge related to sexual abuse within the facility; or
  - d. The staff member has been convicted on a charge related to sexual abuse within the facility.
4. Following an offender's allegation that he or she has been sexually abused by another offender, the Ouachita Parish Sheriff's Office shall subsequently inform the alleged victim whenever: ***§115.73(d)***
  - a. The alleged abuser has been indicted on a charge related to sexual abuse within the facility; or
  - b. The alleged abuser has been convicted on a charge related to sexual abuse within the facility.
5. All such notifications or attempted notifications shall be documented. ***§115.73(e)***
6. The Ouachita Parish Sheriff's Office obligation to report under this standard shall terminate if the offender is released from the agency's custody. ***§115.73(f)***

Category Care	Number 436.10
Subject DISCIPLINE IN REGARDS TO PREA ALLEGATIONS	Effective Date June 1, 2012

#### **436.10 Discipline in Regards to PREA Allegations**

##### **PURPOSE:**

This Policy and Procedure establishes the guidelines for discipline and/or corrective actions involving a PREA allegation.

##### **POLICY:**

It shall be the policy of the Ouachita Parish Sheriff's Office that disciplinary actions or corrective actions can and may be taken for OPSO staff, contractors, volunteers, and/or offenders due to sexual abuse, sexual misconduct and/or sexual harassment under the Prison Rape Elimination Act of 2003 (Federal Law 42 U.S.C.15601 ET. Seq.).

##### **PROCEDURES:**

#### **A. Disciplinary sanctions for staff**

1. Staff shall be subject to disciplinary actions up to and including termination for violating agency policies on sexual abuse or sexual harassment. ***§115.76(a)(b)***
2. Once an investigation by the Ouachita Parish Sheriff's Office begins, it will be completed regardless if the employee resigns or is terminated.
3. Staff who participate in or permit other staff to violate the rights of offenders will be subject to disciplinary action up to and including termination.



4. Staff who participate in or permit the unlawful discrimination, harassment or bullying of offenders will be subject to disciplinary action up to and including termination.
5. Disciplinary sanctions for violations of agency policies relating to sexual abuse or sexual harassment (other than actually engaging in sexual abuse) shall be corresponding with the nature and circumstances of the acts committed, the staff member's disciplinary history, and the sanctions imposed for comparable offenses by other staff with similar histories. **§115.76(c)**
6. All terminations for violations of agency sexual abuse or sexual harassment policies, or resignations by staff that would have been terminated if not for their resignation, shall be reported to law enforcement agencies, unless the activity was clearly not criminal, and to any relevant licensing bodies, accompanied by a signed release form. **§115.76(d)**

#### **B. Corrective action for contractors and volunteers**

1. All religious volunteers who visit offenders in Ouachita Parish Correctional Center or Transitional Work Programs will adhere to the rules and conditions of the Ouachita Parish Sheriff's Office policies and procedures.
2. All contractors and volunteers will adhere to the Ouachita Parish Sheriff's Office zero tolerance policy on sexual abuse, sexual misconduct and sexual harassment.
3. All contractors and volunteers will receive instruction on PREA standards and will be required to sign the Ouachita Parish Sheriff's Office Acknowledgement of Responsibility Form.
4. Any contractor or volunteer who engages in sexual abuse shall be prohibited from contact with offenders and shall be reported to relevant licensing bodies and investigated by the Ouachita Parish Sheriff's Office Investigators, Criminal Investigations Division and/or Internal Affairs Division, unless the activity was clearly not criminal. **§115.77(a)**
5. The facility shall take appropriate remedial measures and shall consider whether to prohibit further contact with offenders, in the case of any other violation of agency sexual abuse, sexual misconduct or sexual harassment policies by a contractor or volunteer. **§115.77(b)**

#### **C. Disciplinary sanctions for offenders**

1. The Ouachita Parish Sheriff's Office strictly prohibits any form of consensual sexual activities between offenders', offenders and staff, offenders and contractors or volunteers. Such conduct is subject to administrative disciplinary sanctions and may result in criminal prosecution. **§115.78(g)**
2. Offenders shall be subject to disciplinary sanctions pursuant to a formal disciplinary process following an administrative finding that the offender engaged in offender-on-offender sexual abuse or following a criminal finding of guilt for offender-on-offender sexual abuse. **§115.78(a)**



3. Sanctions shall correspond with the nature and circumstances of the abuse committed, the offender's disciplinary history, and the sanctions imposed for comparable offenses by other offenders with similar histories. **§115.78(b)**
4. The disciplinary process shall consider whether an offender's mental disabilities or mental illness contributed to their behavior when determining what type of sanction, if any, should be imposed. **§115.78(c)**
5. The Ouachita Parish Sheriff's Office will offer therapy, counseling, or other interventions designed to address and correct underlying reasons or motivations for the abuse. Designated staff shall consider whether to require the offending offender to participate in such interventions as a condition of access to programming or other benefits. **§115.78(d)**
6. The Ouachita Parish Sheriff's Office may discipline an offender for sexual contact with staff only upon a finding that the staff member did not consent to such contact. **§115.78(e)**
- D. For the purpose of disciplinary action, a report of sexual abuse made in good faith based upon a reasonable belief that the alleged conduct occurred shall not constitute falsely reporting an incident or lying, even if an investigation does not establish evidence sufficient to substantiate the allegation. **§115.78(f)**

Category Care	Number 436.11
Subject MEDICAL AND MENTAL HEALTH CARE IN REGARDS TO PREA	Effective Date June 1, 2012

#### **436.11 Medical and Mental Health Care in Regards to PREA**

##### **PURPOSE:**

This Policy and Procedure establishes the guidelines surrounding the use and services of Medical and Mental Health care provided by the Ouachita Parish Sheriff's Office as well as emergency services from other agencies in regards to PREA standards.

##### **POLICY:**

It shall be the policy of the Ouachita Parish Sheriff's to provide or make accessible to offenders when possible, all medical and mental health services through qualified practitioner in adherence with the Prison Rape Elimination Act of 2003 (Federal Law 42 U.S.C.15601 ET. Seq.).

##### **PROCEDURES:**

##### **A. Medical and mental health screenings; history of sexual abuse**

1. If the screening pursuant to OCC #436-6 indicates that an offender has experienced prior sexual victimization, whether it occurred in an institutional setting or in the community, staff shall ensure that the offender is offered a

follow-up meeting with a medical or mental health practitioner within 14 days of the intake screening.

***§115.81(a)(c)***

2. If the screening pursuant to OCC #436-6 indicates that an has previously perpetrated sexual abuse, whether it occurred in an institutional setting or in the community, staff shall ensure that the offender is offered a follow-up meeting with a mental health practitioner within 14 days of the intake screening.

***§115.81(b)***

3. Any information related to sexual victimization or abusiveness that occurred in an institutional setting shall be strictly limited to medical and mental health practitioners and other staff, as necessary, to inform treatment plans and security and management decisions, including housing, bed, work, education, and program assignments, or as otherwise required by Federal, State, or local law.

***§115.81(d)***

4. Medical and mental health practitioners shall obtain informed consent from offenders before reporting information about prior sexual victimization that did not occur in an institutional setting, unless the offender is under the age of 18.

***§115.81(e)***

**B. Access to emergency medical and mental health services**

- a. Victims of sexual abuse will have timely, unimpeded access to emergency medical treatment and crisis intervention services, the nature and scope of which are determined by medical and mental health practitioners according to their professional judgment. ***§115.82(a)***
- b. Any offender reported or believed to have been sexually abused shall be immediately referred to on-site medical staff for appropriate first aid and emergency care. If applicable, the offender shall then be sent to a hospital for further examination, treatment, and collection of forensic evidence.
- c. When on-site medical staff is unavailable, the offender shall be transported to the hospital for treatment. First responders will take preliminary steps to protect the victim and preserve evidence at the scene until investigators arrive and shall immediately notify the appropriate medical and mental health practitioners.

***§115.82(b)***

- d. Medical staff at Ouachita Parish Sheriff's Office will not perform forensic examinations. In addition, examinations of alleged perpetrators will also be performed by an outside medical provider.
- e. Offender victims of sexual abuse while incarcerated shall be offered timely information about and timely access to emergency contraception and sexually transmitted infections prophylaxis, in accordance with professionally accepted standards of care, where medically appropriate. ***§115.82(c)***
- f. Medical staff will provide appropriate follow-up care and treatment. At the follow-up appointment, the offender's physical and emotional status will be assessed. The provider will review the records from the outside medical facility to determine if all medical aspects of the evaluation were completed.

- g. Treatment services shall be provided to the victim without financial cost and regardless of whether the victim names the abuser or cooperates with any investigation arising out of the incident. **§115.82(d)**

**C. On-going Medical/Mental Health care for sexual abuse victims/abusers**

1. The Ouachita Parish Sheriff's Office will offer ongoing medical and mental health evaluations and treatment to all offenders who have been victims of sexual abuse.

**§115.83(a)**

- a. The evaluation and treatment of sexual abuse victims will include appropriate follow-up services, treatment plans, and, when necessary, referrals for continued care following their transfer to, or placement in other facilities, or their release from custody. **§115.83(b)**
  - aa. The Ouachita Parish Sheriff's Office shall provide victims of sexual abuse with medical and mental health services consistent with the level of care available to the community. **§115.83(c)**
  - bb. Victims of sexually abusive vaginal penetration while incarcerated shall be offered pregnancy tests. **§115.83(d)**
- b. If pregnancy results from conduct specified, such victims shall receive timely and comprehensive information about and timely access to all lawful pregnancy-related medical services. **§115.83(e)**
  - aa. Victims of sexual abuse while incarcerated shall be offered tests for sexually transmitted infections as medically appropriate. **§115.83(f)**
  - bb. Treatment services shall be provided to the victim without financial cost and regardless of whether the victim names the abuser or cooperates with any investigation arising out of the incident. **§115.83(g)**
  - cc. The Ouachita Parish Sheriff's Office shall attempt to conduct a mental health evaluation of all known offender-on-offender abusers within 60 days of learning of such abuse history and offer treatment when deemed appropriate by mental health practitioners. **§115.83(h)**

Category Care	Number 436.12
Subject PREA DATA COLLECTION AND REVIEW	Effective Date June 1, 2012

**436.12 PREA Data Collection and Review**

**PURPOSE:**

This Policy and Procedure establishes the guidelines surrounding the data collection, review, and use involving all information from PREA allegations.

**POLICY:**

It shall be the policy of the Ouachita Parish Sheriff's Office to collect, record, store and secure all information collected under the Prison Rape Elimination Act of 2003 (Federal Law 42 U.S.C.15601 ET. Seq.), making available to those agencies and public according to all applicable local, state and federal laws.

**PROCEDURES:**

**A. Sexual abuse incident reviews**

1. The Ouachita Parish Sheriff's Office shall conduct a sexual abuse incident review at the conclusion of every sexual abuse investigation, unless the allegation has been determined to be unfounded. **§115.86(a)**
  - a. The incident review shall occur within 30 days of the conclusion of the investigation. **§115.86(b)**
  - b. The Ouachita Parish PREA Coordinator will be responsible for conducting sexual abuse incident reviews with input from investigators, facility Warden/Director and/or Asst. Wardens and Medical or Mental Health staff. **§115.86(c)**
2. The incident review shall: **§115.86(d)**
  - a. Consider whether the allegation or investigation indicates a need to change policy or practice to better prevent, detect, or respond to sexual abuse;
  - b. Consider whether the incident or allegation was motivated by race; ethnicity; gender identity; lesbian, gay, bisexual, transgender, or intersex identification, status, or perceived status; or gang affiliation; or was motivated or otherwise caused by other group dynamics at the facility;
  - c. Examine the area in the facility where the incident allegedly occurred to assess whether physical barriers in the area may enable abuse;
  - d. Assess the adequacy of staffing levels in that area during different shifts;
  - e. Assess whether monitoring technology should be deployed or augmented to supplement supervision by staff; and
  - f. Prepare a report of its findings, including but not necessarily limited to determinations made pursuant to section A. 2. (a-d) of this policy and any recommendations for improvement and submit such report to the facility Warden/ PREA compliance manager.
3. The facility shall implement the recommendations for improvement, or shall document its reasons for not doing so. **§115.86(e)**

**B. Data collection**

1. The Ouachita Parish Sheriff's Office shall collect accurate, uniform data for every allegation of sexual abuse at facilities under its direct control using a standardized instrument and set of definitions. **§115.87(a)**
2. The Ouachita Parish Sheriff's Office shall collect and combine the incident-based sexual abuse data at least annually. **§115.87(b)**
3. The incident-based data collected shall include, at a minimum, the data necessary to answer all questions from the most recent version of the Survey of Sexual Violence conducted by the Department of Justice. **§115.87(c)**



4. The Ouachita Parish Sheriff's Office shall maintain, review, and collect data as needed from all available incident-based documents, including reports, investigation files, and sexual abuse incident reviews. **§115.87(d)**
5. The Ouachita Parish Sheriff's Office also shall obtain incident-based and combined data from every private facility with which it contracts for the confinement of its offenders. **§115.87(e)**
6. Upon request, the Ouachita Parish Sheriff's Office shall provide all such data from the previous calendar year to the Department of Justice no later than June 30. **§115.87(f)**

**C. Data review for corrective action**

1. The Ouachita Parish Corrections Center PREA Coordinator develops guidelines and policies for the prevention, detection, response, and monitoring of sexual abuse and harassment that makes safety the top priority for offenders and staff.
2. The PREA Coordinator will conduct an internal agency assessment annually. The annual report shall include a comparison of the current year's data and corrective actions with those from the previous year and shall provide an assessment of the agency's progress in addressing sexual abuse. **§115.88(b)**
3. The PREA Coordinator shall review data pursuant to section B of this policy in order to assess and improve the effectiveness of current sexual abuse prevention, detection, and response policies, practices, and training, including: **§115.88(a)**

**D. Data storage, publication, and destruction**

1. The Ouachita Parish Sheriff's Office shall ensure that data collected pursuant to section B of this policy is securely retained. **§115.89(a)**
  - a. The Ouachita Parish Sheriff's Office shall make all sexual abuse data, from its facilities and private facilities with which it contracts, readily available to the public at least annually. **§115.89(b)**
  - b. Before making sexual abuse data publicly available, the Ouachita Parish Sheriff's Office shall remove all personal identifiers. **§115.89(c)**
  - c. Documentation regarding each PREA related incident will be filed together as one complete packet in an individual file folder.
  - d. The Ouachita Parish Sheriff's Office shall maintain sexual abuse data collected for at least 10 years after the date of the initial collection unless Federal, State, or local law requires otherwise. **§115.89(d)**

Category Care	Number 436.13
Subject PREA AUDIT	Effective Date June 1, 2012

**436.13 PREA Audit**



**PURPOSE:**

This Policy and Procedure defines the standards of an audit of the Ouachita Parish Sheriff's Office as it pertains to PREA.

**POLICY:**

It shall be the policy of the Ouachita Parish Sheriff's Office to be audited by those standards in accordance with the Prison Rape Elimination Act of 2003 (Federal Law 42 U.S.C.15601 ET. Seq.).

**PROCEDURES:**

**A. Audits of standards**

1. The PREA Coordinator for the Ouachita Parish Sheriff's Office will supervise the agency's efforts in preparing for the audit process scheduled to begin on August 20, 2013.
  - a. Auditors will review all relevant agency-wide policies, procedures, reports internal and external audits, and accreditation for each facility type.
  - b. Auditors will review, at a minimum, a sampling of relevant documents and other records and information for the most recent one year period.
    - aa. Audits will be conducted once every three (3) years.

**B. Audits shall be considered independent if conducted by:**

- a. A correctional monitoring body that is not part of the agency but that is part of, or authorized by, the state of Louisiana or local government;
- b. An auditing entity that is within the agency but separate from its normal chain of command, such as an inspector general who reports directly to the agency head or to the agency's governing board or
- c. Other outside individuals with relevant experience. **§115.93(a)**

**C. Audits will not be conducted by an auditor who has received financial compensation from the Ouachita Parish Sheriff's Office within three years prior to the retention of the auditor. **§115.93(b)****

**D. The Ouachita Parish Sheriff's Office will not employ, contract with, or otherwise financially compensate an auditor for three years subsequent to the agency's retention of the auditor, with the exception of contracting subsequent audits. **§115.93(c)****

**E. All auditors shall be certified by the department of justice to conduct such audits, and shall be re-certified every three years. **§115.93(d)****

**F. The Department of Justice shall prescribe methods governing conduct of such audits, including provisions for reasonable inspections of facilities, review of documents, and interviews of staff and offenders. The Department of Justice also shall prescribe the minimum qualifications for auditors. **§115.93(e)****

**G. The Ouachita Parish Sheriff's Office shall enable the auditor to enter and tour its facilities, review documents, and interview staff and offenders to conduct a comprehensive audit.**

***§115.93(f)***

- H.** The Ouachita Parish Sheriff's Office shall ensure that the auditor's final report is published on its website or is otherwise made readily available to the public.

***§115.93(g)***

Category Care	Number 436.14
Subject PREA AUDITS AND CORRECTIVE ACTIONS	Effective Date June 1, 2012

**436.14 PREA Audits and Corrective Actions**

**PURPOSE:**

This Policy and Procedure defines the protocols, scope and frequency in the three year audit cycle and audit of the Ouachita Parish Sheriff's Office as it pertains to PREA.

**POLICY:**

It shall be the policy of the Ouachita Parish Sheriff's Office to be audited at least once each three-year cycle by those deemed qualified in accordance with the Prison Rape Elimination Act of 2003 (Federal Law 42 U.S.C.15601 ET. Seq.), making all information available to said auditors according to all applicable local, state and federal laws keeping with all audit findings, corrective actions and appellate process.

**PROCEDURES:**

**A. Frequency and Scope of Audits**

1. During the three-year period starting on August 20, 2013, and during each three-year period thereafter, each facility operated by the Ouachita Parish Sheriff's Office will be audited at least once. ***§115.401(a)***
2. During each one-year period starting on August 20, 2013, at least one-third of each facility type operated by the Ouachita Parish Sheriff's Office will be audited. ***§115.401(b)***
3. The Department of Justice may send a recommendation to expedite an audit if the Department has reason to believe that a particular facility may be experiencing problems relating to sexual abuse. The recommendation may also include referrals to resources that may assist the agency with PREA-related issues. ***§115.401(c)***
4. The Department of Justice shall develop and issue an audit instrument that will provide guidance on the conduct of and contents of the audit. ***§115.401(d)***
5. The Ouachita Parish Sheriff's Office shall bear the burden of demonstrating compliance with PREA standards. ***§115.401(e)***
6. The auditor shall review all relevant agency-wide policies, procedures, reports, internal and external audits, and accreditations for each facility type. ***§115.401(f)***

7. The audits shall review, at a minimum, a sampling of relevant documents and other records and information for the most recent one-year period. **§115.401(g)**
8. The auditor shall have access to, and shall observe, all areas of the audited facilities. **§115.401(h)**
9. The auditor shall be permitted to request and receive copies of any relevant documents (including electronically stored information). **§115.401(i)**
10. The auditor shall retain and preserve all documentation (including, e.g., video tapes and interview notes) relied upon in making audit determinations. Such documentation shall be provided to the Department of Justice upon request. **§115.401(j)**
11. The auditor shall interview a representative sample of offenders, residents, and detainees, and of staff, supervisors, and administrators. **§115.401(k)**
12. The auditor shall review a sampling of any available videotapes and other electronically available data that may be relevant to the provisions being audited. **§115.401(l)**
13. The auditor shall be permitted to conduct private interviews with offenders, staff, and detainees. **§115.401(m)**
14. Offenders, staff, and detainees shall be permitted to send confidential information or correspondence to the auditor in the same manner as if they were communicating with legal counsel. **§115.401(n)**
15. Auditors shall attempt to communicate with community based or victim advocates who may have insight into relevant conditions in the facility. **§115.401(o)**

## **B. Auditor Qualifications**

1. **Audits shall be conducted by:**
  - a. A member of a correctional monitoring body that is not part of, or under the authority of, the Ouachita Parish Sheriff's Office (but may be part of, or authorized by, the relevant State or local government);
  - b. A member of an auditing entity such as an inspector general that is external to the agency; or
  - c. Other outside individuals with relevant experience. **§115.402(a)**
2. All auditors shall be certified by the Department of Justice. The Department of Justice shall develop and issue procedures regarding the certification process, which shall include training requirements. **§115.402(b)**
3. No audit may be conducted by an auditor who has received financial compensation from the agency being audited (except for compensation received for conducting prior PREA audits) within the three years prior to the agency's retention of the auditor. **§115.402(c)**
4. The agency shall not employ, contract with, or otherwise financially compensate the auditor for three years subsequent to the agency's retention of the auditor, with the exception of contracting for subsequent PREA audits. **§115.402(d)**

## **C. Audit contents and findings**

1. Each audit shall include a certification by the auditor that no conflict of interest exists with respect to his or her ability to conduct an audit of the agency under review. **§115.403(a)**
2. Audit reports shall state whether agency-wide policies and procedures comply with relevant PREA standards. **§115.403(b)**
3. For each PREA standard, the auditor shall determine whether the audited facility reaches one of the following findings: Exceeds Standard (substantially exceeds requirement of standard); Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period); Does Not Meet Standard (requires corrective action). The audit summary shall indicate, among other things, the number of provisions the facility has achieved at each grade level. **§115.403(c)**
4. Audit reports shall describe the methodology, sampling sizes, and basis for the auditor's conclusions with regard to each standard provision for each audited facility, and shall include recommendations for any required corrective action. **§115.403(d)**
5. Auditors shall redact any personally identifiable offender or staff information from their reports, but shall provide such information to the agency upon request, and may provide such information to the Department of Justice. **§115.403(e)**
6. The agency shall ensure that the auditor's final report is published on the agency's website if it has one, or is otherwise made readily available to the public. **§115.403(f)**

**D. Audit corrective action plan**

1. A finding of "Does Not Meet Standard" with one or more standards shall trigger a 180-day corrective action period. **§115.404(a)**
2. The auditor and the PREA coordinator shall jointly develop a corrective action plan to achieve compliance. **§115.404(b)**
3. The auditor shall take necessary and appropriate steps to verify implementation of the corrective action plan, such as reviewing updated policies and procedures or re-inspecting portions of a facility. **§115.404(c)**
4. After the 180-day corrective action period ends, the auditor shall issue a final determination as to whether the facility has achieved compliance with those standards requiring corrective action. **§115.404(d)**
5. If the agency does not achieve compliance with each standard, it may (at its discretion and cost) request a subsequent audit once it believes that it has achieved compliance. **§115.404(e)**

**E. Audit appeals**

1. The Ouachita Parish Sheriff's Office may lodge an appeal with the Department of Justice regarding any specific audit finding that it believes to be incorrect. Such appeal must be lodged within 90 days of the auditor's final determination. **§115.405(a)**



2. If the Department determines that the Ouachita Parish Sheriff's Office has stated good cause for a re-evaluation, the Ouachita Parish Sheriff's Office may commission a re-audit by an auditor mutually agreed upon by the Department and the Ouachita Parish Sheriff's Office. The Ouachita Parish Sheriff's Office shall bear the costs of this re-audit. **§115.405(b)**
3. The findings of the re-audit shall be considered final. **§115.405(c)**

Category Care	Number 436.15
Subject STATE COMPLIANCE OF PREA	Effective Date June 1, 2012

#### 436.15 State Compliance of PREA

**PURPOSE:**

This Policy acknowledges that the Ouachita Parish Sheriff's Office there in are working in conjunction with the office of the Governor as it pertains to PREA compliance.

**POLICY:**

It shall be the policy of the Ouachita Parish Sheriff's Office to adhere to the law as it pertains to 42 U.S.C. 15607©(2) in regards to the Prison Rape Elimination Act of 2003 (Federal Law 42 U.S.C.15601 ET. Seq.) and giving all current audits in regards to the Ouachita Parish Sheriff's Office and facilities to the office of the Governor.

**PROCEDURAL GUIDELINES:**

**A. State determination and certification of full compliance**

1. In determining pursuant to 42 U.S.C. 15607(c) (2) whether the State is in full compliance with the PREA standards, the Governor shall consider the results of the most recent agency audits. **§115.501 (a)**
2. The Governor's certification shall apply to all facilities in the State under the operational control of the State's executive branch, including facilities operated by private entities on behalf of the State's executive branch. **§115.501 (b)**



# SECTION 500: OFFENDER PROGRAMS AND ACTIVITY

Category Offender programs and activity	Number 501
Subject Volunteers/registration [V-A-001]	Effective Date June 1, 2012

## VOLUNTEERS/REGISTRATION

### **Policy**

It is the policy of the Ouachita Correctional Center to have an official registration system for volunteers to ensure the security and safety of the facility, the offenders, and staff.

### **501.1 Volunteer identification and registration**

In order to enter the facility, every volunteer must:

- A. Back ground check ran. Anything questionable will be decided by the Warden.
- B. The volunteers will be given an orientation to the facility and its security requirements.
- C. Be issued an identification card.
- D. All volunteers must sign their respective visitation log.
- E. Entry to the facility may be denied if a security problem exists at the time the volunteer requests entry.
- F. AA/NA volunteers must have at least one year of sobriety, sponsor information and has completed the 12 steps program.

Category Offender programs and activity	Number 502
Subject Volunteer services [V-A-002]	Effective Date June 1, 2012

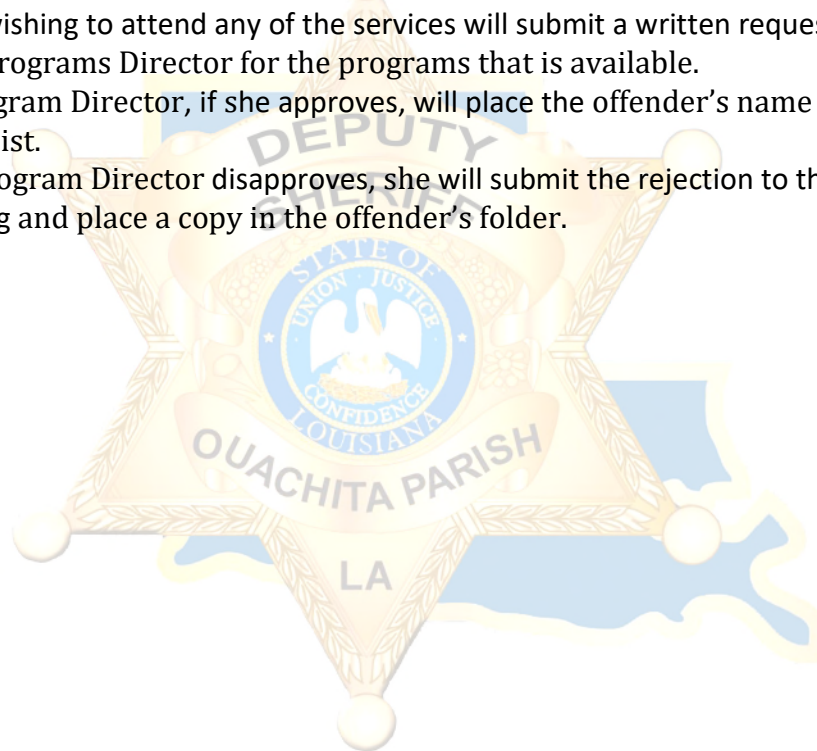
## **VOLUNTEER SERVICES**

### **Policy**

It is the policy of the Ouachita Correctional Center to have a current schedule of volunteer services available to all offenders.

### **502.1 Schedule of volunteer services**

- A. A schedule of all volunteer services will be posted in the inmate's hand book and made available to all offenders, and will include the date and time of each service.
- B. Offenders wishing to attend any of the services will submit a written request as follows:
  1. To the Programs Director for the programs that is available.
  2. The Program Director, if she approves, will place the offender's name on the service list.
  3. If the Program Director disapproves, she will submit the rejection to the offender in writing and place a copy in the offender's folder.



Category Offender programs and activity	Number 503
Subject Programs and services [V-A-003]	Effective Date June 1, 2012

## PROGRAMS AND SERVICES

### **Policy**

It shall be the policy of the Ouachita Correctional Center to have written procedures for providing the availability of offender programs, services, and counseling, from acceptable internal or external sources which shall include, at a minimum, assistance in obtaining individualized program instruction at a variety of levels.

### **503.1 Offender programs**

- A. The Warden/Designee will ensure that offender programs from acceptable internal or external sources will be available to offenders. Offender programs available will include:
  1. General Educational Development (Hi-Set) certification
  2. Anger management courses
  3. Nurturing Parenting skills
  4. Living in balance
  5. Re-Entry
- B. Additional programs may be offered based on the availability of instructors and appropriateness of content.
- C. All programs will take into account the individual learning capabilities of the offenders and be adjusted accordingly.
- D. The Warden/Designee will also ensure that offenders are assisted in obtaining individualized program instruction at a variety of learning levels.
- E. DOC offenders will be considered first for the creditable programs.

### **503.2 Hi-Set Testing Center**

- A. Ouachita Correctional Center is one of the Northeast Louisiana testing centers for offenders to obtain a certificate of education. The following rules will apply to any parish bringing offender to O.C.C. for Hi-Set testing.
  1. No offender shall have under his immediate control any drugs, unauthorized medication, any alcoholic beverages, yeast, money, weapons, firearm, knife, tobacco, cell phone or any other item clearly detrimental to the security of the facility. This includes smuggling or attempting to smuggle such items into or out of the facility. No offender shall sell or give away any of the above defined contraband items. Offenders clearly seen by employees to have contraband in their possession are in violation of this rule.

Category Offender programs and activity	Number 504
Subject Releasing offenders [V-B-001]	Effective Date June 1, 2012

## RELEASING OFFENDERS

### **Policy**

It is the policy of the Ouachita Correctional Center to have written procedures for releasing offenders from the facility.

### **504.1 Release of offenders**

- A. Before offender is released:
  1. The Warden/Designee will:
    - a. Check the offender's file for accuracy of the release date.
    - b. Check for outstanding warrants, fines or detainers on the offender.
- B. Day of release:
  1. Verification of the identity of the offender to be released. The offender is physically called to the release area and identified by either Correctional Center identification cards or bands, or being asked a series of questions from information in his master file, such as date of birth, parent's name, social security number, etc.
  2. Verification of release papers.
  3. Have a complete local, state, and national wanted/warrant check made. (NCIC check)
  4. Completion of release arrangements, including proper identification of the person or agency to which the offender/arrestee is to be released.
  5. Provided a listing of available community resources.
  6. Deputies are required to inventory items being released with the offender in front of a camera prior to walking the offender outside. Offender is required to sign for the release of his property, including any personal property and any government issued identification card (i.e. driver's license) that may have been collected from the offender during intake. If an offender refuses to sign, the releasing Deputy signs the property inventory and has another Deputy witness.
  7. For any missing offender property, the booking Deputy will complete an incident report describing the exact items, a description of the items not returned, and, if known, why the items were not returned. Reports will be filed in the proper areas, and a copy sent to the Warden/Designee.
  8. The Booking Deputy will ask the offender for the address that any monies will be sent. Booking Deputy will fill out a "send money" sheet for the inmate account Deputy.
  9. The inmate account Deputy will make a debit card for any offender being released for the amount of the offender's commissary account balance. The Inmate Account Deputy will send a check to the receiving facility for any offenders that are transferred to another jail.

10. All prescribed medication of offenders who are transferred to another facility will be delivered to the medical authority of that facility with a transfer summary. Offenders will be provided with a twenty-four (24) hour supply of current maintenance medication (medication prescribed to stabilize an illness or symptoms of illness) upon discharge, along with a prescription for a five (5) day supply of current medications. See also 423.5 [Offender release or transfer].

#### **504.2 Sheriff's Good Time Program**

In accordance with Louisiana Law 15:571.3.(2). The sheriff of the parish in which the conviction was had shall have the sole authority to determine when good time has been earned in accordance with the sheriff's regulations and the provisions of this Section.

Definition of good time:  $\frac{1}{2}$  of the parish sentence

1. 4<sup>th</sup> Judicial District Court Judges sentence offenders to parish time.
2. The Sheriff or his designee follows regulations set forth by the Sheriff for approving or denying good time.
3. Regulations are as follows:
  - a.) criminal history shall be researched for crimes of violence, domestic abuse and/or multiple crimes of the same nature. Such as: DWI
  - b.) disciplinary history shall be investigated during the offender's incarceration.
4. If approved – the parish time shall be reduced by  $\frac{1}{2}$  then calculated.
5. If denied – the parish time shall be calculated at full term.
6. When the offender has been denied good time but the crimes preventing a  $\frac{1}{2}$  reduction can be reconsidered; Sheriff or designee may choose to release earlier than the full time date.

Category Offender programs and activity	Number 505
Subject Visiting [V-B-002]	Effective Date June 1, 2012

### **VISITING**

#### **Policy**

It shall be the policy of the Ouachita Correctional Center to have written procedures for offender visitation with persons or organizations, subject to the limitations necessary to maintain order and security. Ouachita Correctional Center maintains the discretion to block future visits of visitors who impede legitimate correctional objectives.

#### **505.1 Types of visitation**

- A. Contact visits are only allowed by the authority of the Warden, the Assistant Warden, or the Sheriff.



- B. Non-contact Visits are visits where there is no physical contact between the offender and visitor. This type of visit will only be held in an area designed for non-contact visitation.
- C. Video-based visits will be conducted at designated stations located in the common areas of the facility.

#### **505.2 Offender visitation, general**

- A. Correctional Deputies will not deny an offender a visitation unless security of the facility is violated, the safety of offenders, visitors, or staff is endangered, and offender's appearance regulation or loss of visitation has been assessed as a disciplinary measure.
- B. Visitation rules are posted in the offender's hand book located on the Kiosk machine.
- C. Only those eighteen (18) years of age or older are permitted to visit alone. Those under eighteen (18) years of age must be accompanied by a parent or guardian, other than the offender, at the time of visitation.
- D. No packages, purses, or containers of any type will be permitted inside the facility. Offenders will receive nothing at time of visits.

#### **505.3 Non-contact visitation length**

- A. Visitation period will be for a total time no longer than thirty (30) minutes per offender.
- B. Only three (3) persons will be permitted to visit the offender at any time.
- C. The Correctional Deputy in charge of the visitors list will ensure that only three (3) visitors are permitted at any time. An infant/child being carried by a relative will be counted as two (2) visitors.
- D. The Correctional Deputy(s) in charge of visitor observation are to ensure that the visitation does not exceed the thirty (30) minute period.

#### **505.4 Visitor regulations**

- A. Visitation will be on the first and third weekends, and the second and fourth weekends of every month. Fifth weekends will not have visitation.
- B. All visitors are subject to search when they enter the Ouachita Correctional Center compound. Anyone refusing to be searched will not be permitted to visit. Age of the visitor is not a reason to refuse searching.
- C. No purses, bags and/or the like will be allowed within the facility. All such items will be secured in the visitor's vehicle prior to visitation.
- D. All visitors must be properly checked in by the staff thirty (30) minutes before the starting time of the visitation period. Anyone not signed in thirty (30) minutes before the start time will not be allowed to visit.
- E. Clothing must be appropriate. No shorts or sleeveless shirts are allowed at any time.
- F. Any visitation (not to include legal counsel or clergy) that does not conform with the schedule is considered a "special visit" and must be approved by the Warden/Designee.
- G. All visitors must have picture identification such as:
  - 1. Picture driver's license or identification card.
  - 2. Picture military identification card.
  - 3. Visitors under the legal driving age, must produce some form of identification (ie, birth certificate, identification card issued by the state).

- H. Children must be kept under control at all times and not permitted to wander around the visitation area.
- I. Smoking or the use of tobacco is not permitted on the compound.
- J. Visitors will be ordered to leave the facility if, in the Correctional Deputy's opinion, they become unruly or disobey any regulations.

#### 505.5 VIDEO VISITATION

**Offenders & offsite visitors must abide by the following rules or risk temporary and/or permanent refusal of all visitation at the discretion of the facility. Ouachita Correctional Center maintains the discretion to block future visits of visitors who impede legitimate correctional objectives.**

- A. **All participants must remain clothed – NO NUDITY, NO provocative or tight fitting clothing –offender & visitor must be covered from NECK to KNEE.**
- B. **No tank top shirts (including sleeveless shirts and blouses if a bra can be seen through the sleeve or neck opening)**
- C. **No see through attire – under garments must be worn**
- D. **No clothing or other items that display gang-related symbols, themes or colors**
- E. **Conduct that is disruptive or disrespectful in any manner will not be tolerated – no provocative or lewd behavior will be permitted**
- F. **Offenders caught abusing equipment will risk loss of all visitation privileges**
- G. **Offenders sentenced to disciplinary confinement are not allowed visitation**
- H. **NO recording or photographing of video visits**
- I. **NO posting of any part of visit to any social media**
- J. **NO cell phones during web based visits.**
- K. **NO cell phones in visitor center.**

**MEDIA – All members of the media will be required to coordinate any interviews/visits with offenders through the Warden of the facility.**

#### 505.6 Video based visits – General

- a. Prices & Duration of video based visits will be at the discretion of OCC Administration.
- b. In general, video based visits will be recorded, excluding those that qualify for legal confidentiality privilege.
- c. Visits recorded onto the visitation software will not be downloaded/recorded without consent of the Warden.
- d. Cancelled visits must be accompanied by an incident report and notification of a supervisor beforehand when possible.

#### 505.7 Contraband

Anything that is prohibited by the State Law or the policies of the Ouachita Correctional Center will be considered contraband. Any visitor found with contraband

will be detained and arrested for violation of State Law, and/or have visitation rights rejected.

#### **505.8 Loss of visitation**

Offenders on disciplinary status who are denied visitation will be allowed to notify visitors of the cancellation of that privilege.

Category Offender programs and activity	Number 506
Subject Library services [V-B-003]	Effective Date June 1, 2012

#### **LIBRARY SERVICES**

It shall be the policy of the Ouachita Correctional Center to have written procedures for providing offenders with general reading materials.

#### **506.1 Library**

- A. Offenders are able to have family members purchase and have approved reading materials shipped from approved vendors.

Category Offender programs and activity	Number 507
Subject Religious programs [V-B-004]	Effective Date June 1, 2012

#### **RELIGIOUS PROGRAMS**

##### **Policy**

It shall be the policy of the Ouachita Correctional Center to have written policy, procedure, and practice to define and provide reasonable offender opportunities for religious practice, subject to limitations necessary to maintain the order and security of the facility.

#### **507.1 Chaplain Services**

- A. Ouachita Correctional Center provides staffing to fulfill Chaplain Duties.

#### **507.2 Qualifications for ministerial volunteers**

- A. Services are on a volunteer basis.
- B. Volunteers must provide adequate information for a criminal background check before being allowed to participate.
- C. Approved volunteers must be present at any orientation class provided by OCC, and/or be knowledgeable about facility rules pertaining to volunteering and the Prison Rape Elimination Act using information provided by the facility and sign an acknowledgement to that effect.

- D. Conducts activities in a manner that does not disrupt the order of the facility included but not limited to the introduction of non-approved (contraband) items into the dorms.

### **507.3 Duties of the Chaplain and/or designee**

- A. Approve the selection of the Religious Ministers.
- B. Establish a time, date, and location in the facility for religious services.
- C. Ensure that the minister(s) have access to areas of the facility necessary to minister to offenders and staff. Security of the facility will determine the limits of access to certain areas.
- D. Ensure that all offenders will have the opportunity to participate in practices of their religious faith.
- E. Ensure dietary requirements of religious beliefs are followed by communication with appropriate kitchen staff to assure adequate nutrition.

### **507.4 Religious services**

- A. Offenders will attend religious services only at the Correctional facility.
- B. All requests for special religious services will be submitted to the Chaplain in writing.
- C. Correctional Deputies, staff, or private citizens are not permitted to take an offender from a facility to attend religious services at their respective churches.
- D. For security purposes revivals or homecomings are not permitted.
- E. Offenders in Administrative Segregation will not be allowed to attend group religious services, but are able to request and receive counseling with the Chaplain.

Category	Number
Offender programs and activity	508
Subject	Effective Date
Exercise and recreation access [V-B-005]	June 1, 2012

## **EXERCISE AND RECREATION ACCESS**

### **Policy**

It shall be the policy of the Ouachita Correctional Center to have written procedures and practices which provide for exercise opportunities adequate to ensure major muscle activity.

### **508.1 General guidelines**

- A. Offenders have the option of recreation.
- B. If an offender refuses to participate in recreation, it will be documented.
- C. Medical personnel may deny recreation to any offender for medical reasons.

### **508.2 Scheduling of exercise periods for general population**

Outside recreation will be provided at least three (3) times per week, if weather and security permits. Recreation schedules in accordance with security regulations and guidelines will be followed.

### 508.3 Segregated offenders exercise periods (Non DOC Offenders)

Outside recreation will be provided at least three (3) times per week, if weather and security permits. The Assistant Warden has the right to deny recreation if an offender is segregated for safety or security reasons.

### 508.4 DPS&C offenders

- A. DPS&C offenders shall be provided the same exercise opportunities as the other offenders within general population, a minimum of three (3) opportunities for outside recreation weekly, if weather and security permits.
- B. If a DPS&C offender requires special management or has security supervision needs which preclude the opportunity for outdoor exercise, then the offender shall be transferred to DPS&C.

Category Offender programs and activity	Number 509
Subject Transitional work program/standard operating procedures [V-B-006]	Effective Date June 1, 2012

### TRANSITIONAL WORK PROGRAM/STANDARD OPERATING PROCEDURES

#### Policy

It shall be the policy of the Ouachita Correctional Center to have written procedures for the operation of a work release program.

#### 509.1 Employment of offenders on work release

- A. Offenders shall not work after dark and shall not exceed 12 hours in a 24 hour period, unless prior approval is granted by the Warden.
- B. The job shall not be in an establishment where alcohol, firearms, or narcotics are a primary source of revenue.
- C. Wages shall be hourly or salary; no commission sales or tip dependent jobs.
- D. Wages shall be weekly or bi-weekly.
- E. Offenders shall not drive any vehicle on a public street or highway.
- F. Offenders may not move from one job site to another without notification to the Ouachita Correctional Center on-duty shift supervisor.
- G. Prior to beginning work release, each offender shall read and sign the appropriate forms and paperwork.

#### 509.2 Management of work release funds

- A. A separate file shall be established for each offender participating in work release. All wages shall be collected by the Ouachita Correctional Center and deposited in a public banking institute.
- B. A separate checking account shall be established for work release program and only funds earned in work release programs shall be placed into this account. These financial records shall be separate from all other offender and facility accounts.



- C. Checks written from the work release checking account require at least two signatures.
- D. The facility will issue pre-numbered receipts for funds received and post receipts to a ledger indicating the receipt number. These receipts shall also show any deductions from the current payroll check. Gross pay and deductions will be posted to the offenders' account by payor and check number.
- E. Offenders must have a minimum account balance of \$500.00 in their work release account before being permitted to transfer funds into their commissary account.
- F. All withdrawals or expenditures by an offender from their work release account will be documented by a withdrawal request form, signed and dated by the offender, and subsequent approval or denial by work release facility personnel will be documented. No additional fees will be assessed for processing withdrawals. These withdrawals/expenditures will be posted to the offender ledger with an adequate description (room/board, clothing, weekly drawing, etc.). All funds transferred to the offender's commissary account from the work release account will be accompanied by the proper request form.
- G. The weekly allowance permitted for commissary purchases may not exceed \$50.00.
- H. Money deducted for family support shall be to a verifiable family member (father, mother, wife, or children) and not for girlfriend, boyfriend, etc. An offender shall send no more than 50% of their personal earnings on a monthly basis.
- I. Employers shall not deduct funds from wages for any personal items, equipment, or contributions, other than the normal requirements of law.
- J. A detailed statement of account balance will be provided to the offender on a monthly basis.
- K. Immediately upon discharge from the work release program, the balance of the offender's account (less documented obligations) will be given to the offender. Funds received after discharge will be mailed to the offender within 30 days. When an offender cannot be located after release, those funds are forwarded to DPS&C.

Category Offender programs and activity	Number 510
Subject Participation in transitional work programs [V-B-007]	Effective Date June 1, 2012

## PARTICIPATION IN TRANSITIONAL WORK PROGRAMS

### **Policy**

It shall be the policy of the Ouachita Correctional Center to have written procedures for governing offender participation in work release programs.

### **510.1 Work release general guidelines**

- A. Participation in work release programs by state offenders shall comply with LA R.S. 15:711 and DPS&C Department Regulation No. B-02-001 "Assignment and Transfer of Offenders."

- B. State offenders may be considered for work release if they meet all statutory and regulatory criteria set forth by the Louisiana Department of Public Safety and Corrections.
- C. The Warden shall screen all offenders that may be eligible for work release. Each offender's disciplinary history, criminal history, and other institutional adjustment factors shall be reviewed prior to submittal to the Department of Public Safety and Corrections, Office of Adult Services.
- D. The Office of Adult Services shall confirm offender eligibility.
- E. Once offenders have been screened by the Warden and determined eligible by the Office of Adult Services, each offender's name shall be forwarded to the Secretary of DPS&C for final approval.
- F. No offender assigned to the work release program shall be employed in a position which will necessitate their departure from the state or parish at any time without permission from the Warden.
- G. Wages of offenders participating in the work release program shall be not less than customary wages for an employee performing similar services.
- H. Random checks shall be made by the Ouachita Detention Center personnel on offenders assigned to work release.
- I. Any violation of work release policies may result in immediate termination from the work release program. Violations while on the job site may result in the immediate return of the offender to the detention center.

#### **510.2 Shakedowns and drug screens**

- A. Offenders participating in work release shall be strip searched each time they return from a job site.
- B. Offenders participating in work release shall have their property and living areas searched no less than twice monthly.
- C. Random drug screens, over and above those presently conducted shall be done on all offenders participating in work release.

Category Offender programs and activity	Number 511
Subject Offender work programs [V-B-008]	Effective Date June 1, 2012

### **OFFENDER WORK PROGRAMS**

#### **Policy**

It shall be the policy of the Ouachita Correctional Center to have written procedures for offender work programs.

#### **511.1 Offender work program**

Participation in offender work programs by offenders, including state offenders, shall comply with the provisions of LA R.S. 15:708 (parish jails) or LA R.S. 15:832 (police maintenance). Offenders shall be selected based on security classification and disciplinary

record. At no time may sex offenders be assigned to offender work programs outside the facility.

Category Offender programs and activity	Number 512
Subject Approval for transitional work programs [V-B-009]	Effective Date June 1, 2012

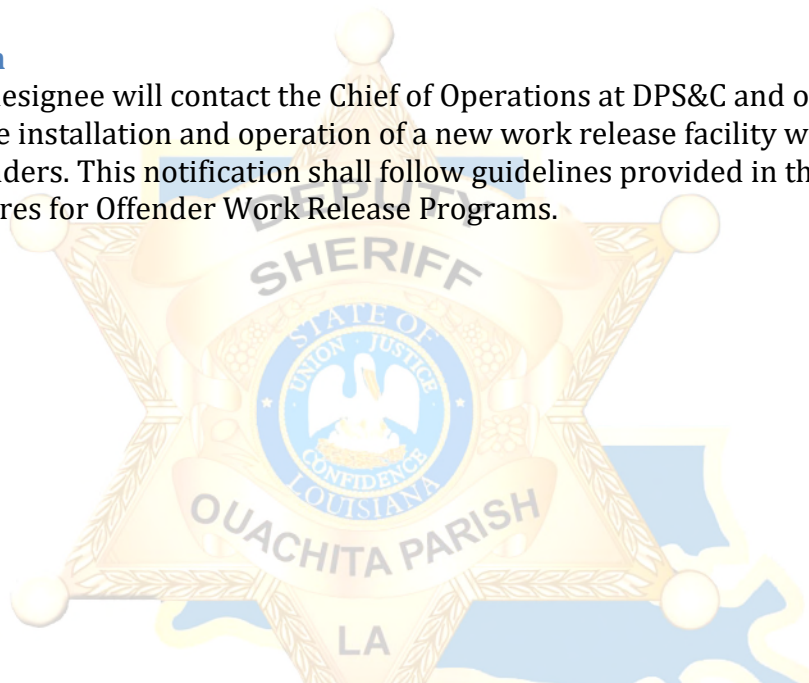
#### APPROVAL FOR TRANSITIONAL WORK PROGRAMS

##### **Policy**

It shall be the policy of the Ouachita Correctional Center to have written procedures for reporting the installation and operation of a new work release facility to house DPS&C offenders.

##### **512.1 Notification**

The Sheriff or designee will contact the Chief of Operations at DPS&C and obtain prior approval before the installation and operation of a new work release facility which would house DPS&C offenders. This notification shall follow guidelines provided in the Standard Operating Procedures for Offender Work Release Programs.



Category Offender programs and activity	Number 513
Subject Proposed expansions [V-B-010]	Effective Date June 1, 2012

#### PROPOSED EXPANSIONS

##### **Policy**

It shall be the policy of the Ouachita Correctional Center to have written procedures for reporting the planning or expansion of work release or jail facilities that house DPS&C offenders.

##### **513.1 Notification**

Any planned or proposed expansions for work release or jail facilities that house DPS&C offenders shall be submitted by the Sheriff or designee to the Secretary of the DPS&C and the Executive Director of the Louisiana Sheriff's Association for approval by the Committee.

Category Offender programs and activity	Number 514
Subject Mail and correspondence [V-B-011]	Effective Date June 1, 2012

## MAIL AND CORRESPONDENCE

### **Policy**

It is the policy of the Ouachita Correctional Center to establish a procedure for the inspection of mail within a reasonable period of time. This procedure is necessary to ensure timely delivery of mail, to prevent threats to security, and for the prevention of contraband in a facility.

### **514.1 General provisions**

- A. Mail shall include any letters, books (paperback only) , periodicals, newspapers, and other items sent by the U.S. Postal Service, parcel, or other courier service.
- B. All mail will be distributed to the intended offender within twenty-four (24) hours of receipt, except when the offender is not at the facility due to illness or at Court in another jurisdiction. Holiday/Weekend schedules permitting.
- C. Both incoming and outgoing offender mail (except privileged mail) may be opened and inspected for contraband.
- D. Mail may be read or rejected only when the Warden/Designee determined 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 the facility).
- E. All funds received by the offender through correspondence will be placed in his account. All funds sent to an offender can only be by postal money order, Western Union money order, Money Gram money order, internet deposits, or Kiosk depositing. The Deputy opening the mail will remove the money order, log the amount and sender of the money order. The money orders will then be sent to the bank for deposit.
- F. In order to prevent the introduction of clear odorless illegal drugs, original mail (except privileged mail) shall not be sent to offenders in general population. Photocopies or electronic disbursement shall be distributed.
- G. Accepted and approved mail shall be stored for five business days, and then it will be destroyed.
- H. All policies shall remain in place even thou the mail is scanned or copied.

### **514.2 Privileged correspondence**

- A. Privileged correspondence is defined as mail to or from:
  1. Identifiable courts
  2. Identifiable prosecuting attorneys
  3. Identifiable attorneys
  4. Secretary, Deputy Secretary, Chief of Operations, Undersecretary, Assistant Secretary and other officials and administrators of the grievance system of the DPS&C



- B. "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 a general correspondence
- C. Incoming privileged correspondence, except under the circumstances listed below, 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.
- D. Privileged mail is subject to verification with the sender.
- E. Outgoing privileged mail may be posted sealed.
- F. Incoming and outgoing privileged mail may be opened and inspected outside the offender's presence in the following circumstances:
  - 1. Letters that are unusual in appearance or appear different from mail normally received or sent by the individual or public entity
  - 2. Letters that are of a size or shape not customarily received or sent by the individual or public entity
  - 3. Letters that have a city and/or state postmark that is different from the return address
  - 4. Letters that are leaking, stained, or emitting a strange or unusual odor or have a powdery residue
  - 5. When reasonable suspicion of illicit activity has resulted in a formal investigation and such inspection has been authorized by the Secretary or his designee

#### **514.3 Limitations on mail**

- A. No limit is placed on the number of letters sent out by an offender, providing he pays postage costs.
- B. Indigent offenders will receive two (2) stamped envelopes and 3 sheets of writing paper once a month in a care pack.
- C. The number of letters received by an offender is not limited except:
  - 1. Storage limitations will be determined according to fire and safety codes.
  - 2. Any and all letters that are deemed by the Warden/Designee that presents a threat to the security of the facility.

#### **514.4 Rejection of incoming or outgoing mail**

Incoming or outgoing mail may be rejected for the following reasons:

- A. Contains plans for sending contraband into or from the facility.
- B. Contains plans for criminal activity.
- C. Contains instructions for the making of any type of explosive or incendiary device, drugs, or drug paraphernalia or alcoholic beverages.
- D. Contains plans or blueprints, or drawings for escape or unauthorized entry.
- E. Contains threats of blackmail or extortion.
- F. Is written in code.
- G. Contains information which would create a serious danger of violence and physical harm within the facility.
- H. Contains plans for activities that would violate prison rules or regulations.
- I. Contains any material or information which would, if communicated, create a danger to the security, good order, or discipline of the facility.



- J. If mail, incoming or outgoing, has been rejected, the offender should be notified in writing. The inmate will be required to appeal the rejection in writing to the Warden/Designee.

#### **514.5 Inspection of incoming mail**

All incoming mail will be checked for contraband.

- A. If objectionable material is found, procedures in place are followed.
- B. If contraband is found, the mail containing the contraband will be turned over to the Assistant Warden/Designee. The Assistant Warden/Designee will complete an incident report.

Category Offender programs and activity	Number 515
Subject Packages and publications [V-B-012]	Effective Date June 1, 2012

### **PACKAGES AND PUBLICATIONS**

#### **Policy**

It is the policy of the Ouachita Correctional Center to establish a procedure for the inspection of packages and publications. This procedure is necessary to prevent threats to security and for the prevention of contraband in a facility.

#### **515.1 Publications**

- A. The number of letters and publications received by an offender is not limited except:
  - 1. Storage limitations will be determined according to fire and safety codes.
  - 2. Any and all publications that are deemed by the Warden/Designee that presents a threat to the security of the facility.
  - 3. Those publications of an explicit nature that may sexually arouse an offender.
- B. Publications will only be accepted if they are mailed directly from the publisher.
- C. Hard cover books will be rejected; if the offender proves that there is no soft cover version of the book, then the hard cover of the book must be removed before giving the book to the offender.
- D. Should a publication be rejected, the Warden/Designee will advise the offender in writing the reason for the rejection. The offender will be required to appeal the rejection in writing.

#### **515.2 Packages**

- A. Packages must be approved by the Warden/Designee prior to delivery to the offender.
- B. Packages received by the facility with postage due or collect on delivery (C.O.D.) will be immediately rejected.
- C. Packages containing food:
  - 1. All food for offenders will be provided by the Ouachita Correctional Center.
  - 2. No food is to be brought into a facility by visitors or mailed to any offender at a facility.

Category Offender programs and activity	Number 516
Subject Substance abuse programs [V-C-001]	Effective Date June 1, 2012

### SUBSTANCE ABUSE PROGRAMS

#### **Policy**

It is the policy of the Ouachita Correctional Center to encourage offender participation in substance abuse programs when available.

#### **516.1 Notification and participation**

- A. Offenders wishing to attend a substance abuse program will submit a written request as follows:
  1. To Programs Director
  2. If the Programs Director disapproves, he will submit the rejection to the offender in writing
  3. All approvals and disapprovals will be placed in the offender's file.

Category Offender programs and activity	Number 517
Subject Reentry programs [V-C-002]	Effective Date June 1, 2012

### REENTRY PROGRAMS

#### **Policy**

It is the policy of the Ouachita Correctional Center to encourage offender re-entry programming to reduce offender recidivism.

#### **517.1 Re-entry programming**

The DPS&C and the Ouachita Correctional Center will encourage re-entry programming which includes, at a minimum:

- A. Employment opportunities through work release
- B. At least two forms of valid identification upon release
- C. The development of a residential plan prior to release
- D. Referral to community based service providers upon release

Category Offender programs and activity	Number 518
Subject Pre-parole preparation [V-C-003]	Effective Date June 1, 2012

### PRE-PAROLE PREPARATION

#### **Policy**

It shall be the policy of the Ouachita Correctional Center to have pre-parole documentation prepared prior to the offender's parole hearing.

#### **518.1 Pre-parole preparation**

The Ouachita Correctional Center shall complete DPS&C Form B-01-004-C, Pre-Parole LARNA II Questionnaire for Local Jail Facilities, at least 30 days prior to the offender's scheduled Parole Board hearing date.

Category Offender programs and activity	Number 519
Subject Commissary operations	Effective Date June 1, 2012

### COMMISSARY OPERATIONS

#### **Policy**

It shall be the policy of the Ouachita Correctional Center to have written procedure for the operation of a commissary for the convenience of the offenders and for the reasons of security to control the introduction of outside articles of food and sundries into the facility.

#### **519.1 Commissary - general**

- A. All items in the commissary will be from a list approved by the Warden/Designee.
- B. All items sold in the Commissary will not exceed the fair market price of the same or similar items that could be purchased in the community.
- C. Should any monetary profit from the commissary be realized, the profits will be used to off-set the cost of housing offenders.
- D. At the closing of the commissary, the commissary Deputy will secure all locks on the commissary storage areas.

#### **519.2 Offender accounts**

- A. The Ouachita Correctional Center fiscal Deputy will establish a ledger account for each offender.
- B. All funds received by the offender from family or other sources will be deposited in the individual offender's account.
- C. Commissary privileges may be terminated at any time for security reasons.
- D. The commissary Deputy will determine if the total amount of the purchases do not exceed the balance of the offender's account.
- E. The offender will view, sign, and date the transaction and return to his area.
- F. Offenders are not permitted to purchase on credit or to have a deficiency in their account.

Category Offender programs and activity	Number 520
Subject Indigent offenders	Effective Date June 1, 2012

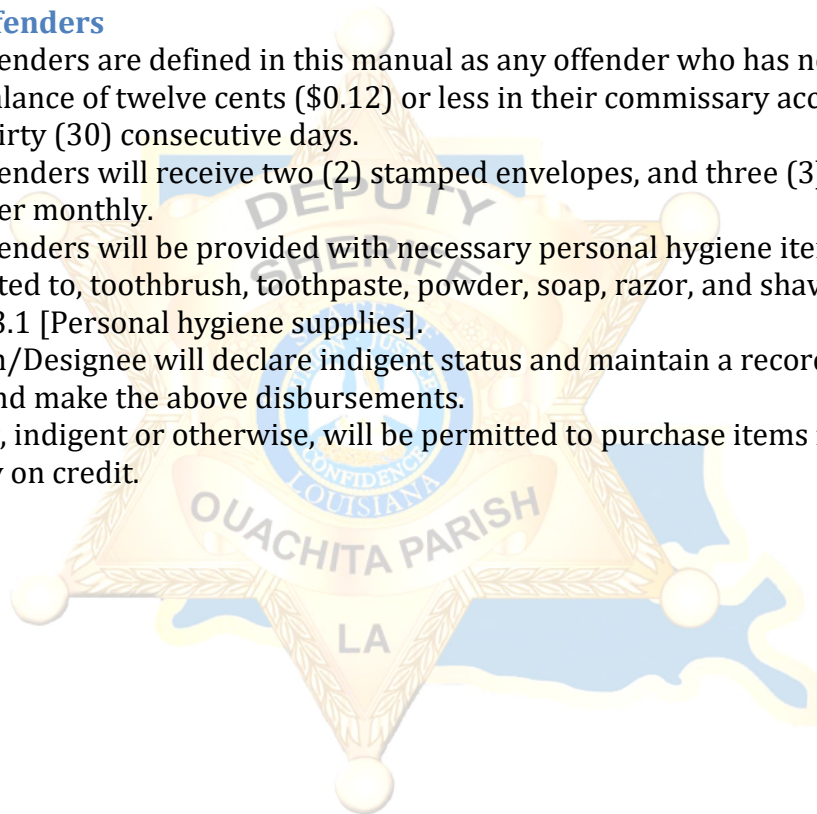
## INDIGENT OFFENDERS

### **Policy**

It shall be the policy of the Ouachita Correctional Center to have written procedure to declare an offender indigent in order to provide basic personal hygiene articles, to ensure his rights to communicate with his family, and to not deprive the offender of his rights to communicate with the courts or legal assistance.

### **520.1 Indigent offenders**

- A. Indigent offenders are defined in this manual as any offender who has not received nor has a balance of twelve cents (\$0.12) or less in their commissary account for a period of thirty (30) consecutive days.
- B. Indigent offenders will receive two (2) stamped envelopes, and three (3) sheets of writing paper monthly.
- C. Indigent offenders will be provided with necessary personal hygiene items such as, but not limited to, toothbrush, toothpaste, powder, soap, razor, and shaving lather. See also 413.1 [Personal hygiene supplies].
- D. The Warden/Designee will declare indigent status and maintain a record of indigent offenders and make the above disbursements.
- E. No offender, indigent or otherwise, will be permitted to purchase items from the commissary on credit.



Category Offender programs and activity	Number 521
Subject Telephones	Effective Date June 1, 2012

## TELEPHONES

### Policy

It is the policy of the Ouachita Correctional Center to have written procedures that allow offenders to communicate by telephone regularly with family, friends, and attorneys while detained. They may receive telephone calls only in an emergency. Telephone usage is considered a privilege at the facilities.

### 521.1 Telephones

- A. All offenders will be allowed to make a reasonable number of calls to contact a friend, relative, or attorney at the time they are initially booked into the facility.
- B. All offenders will be allowed to make at least 1 phone call after 72 hr hearing for bonding purposes.
- C. Offenders will be given the opportunity to make regular telephone calls either by calling collect, prepaid minutes purchased on the outside by family members or debit phone time purchased from commissary.
- D. Emergency phone calls
  1. Offenders may receive emergency phone calls through the correctional facility's primary telephone number, and such calls will be referred to the assistant warden or designee.
  2. Information to be acquired on emergency phone calls must include the name, phone number, and relationship to the offender of the person placing the call. The circumstances then should be verified.
  3. Delivery of an emergency message to an offender:
    - a. All available information should be acquired.
    - b. Escort the offender to a private area.
    - c. Advise the offender in as much detail as possible of the situation, but remain factual.
    - d. Provide the offender with the written return number and name of the person who called.
    - e. Observe how the offender reacts to the message.
    - f. If the message concerns the death or serious injury of an immediate family member:
      1. Note the offender's reaction.
      2. Give the offender time for self-composure before returning him to the general population.
      3. Inform the correctional Deputy in charge of the offender general population area of the nature of the emergency call.
      4. The correctional Deputy in charge of the offender general population area should observe the offender's behavior and report any changes to the shift supervisor. Any signs of emotional distress and/or depression should be reported immediately to the medical staff also.



E. Telephone hours

1. The phones will be activated from 7:00 a.m. Until 10:00 p.m. seven days a week.
2. Phones are turned off during medical call and feeding times.

Category Offender programs and activity	Number 522
Subject Electronic Cigarettes	Effective Date June 1, 2015

**E-Cigarettes**

**Policy**

It is the policy of the Ouachita Correctional Center to have written procedures that allow offenders to purchase e-cigarettes via commissary. They may receive e-cigarettes only via commissary. E-cigarettes are considered a privilege.

**522.1 E-Cigarettes**

- A. E-Cigarettes may be purchased off commissary. Expired E-cigarettes shall be returned to commissary.
- B. E-Cigarettes that have been tampered with or altered will be considered contraband and are subject to confiscation. An inmate in possession of an altered E-cigarette will be susceptible to disciplinary action. E-Cigarettes will not be used in any other manner beyond its intended use.
- C. At any time, upon the request of OCC staff, inmates must show and demonstrate the operation of an E-cigarette.
- D. E-Cigarettes may only be used in cells or dayrooms of pods. Specifically, E-Cigarettes will not be used in view of the public, on trustee work-sites, or in hallways or classrooms.
- E. These rules for use of E-Cigarettes are not all inclusive and additional rules may be added at any time at the discretion of the Warden.
- F. The E-cigarette program may be suspended/ discontinued at any time at the discretion of the Warden.

# SECTION 600:

# JUSTICE

Category Justice	Number 601
Subject Access to courts/access to legal materials [VI-A-001]	Effective Date June 1, 2012

## ACCESS TO COURTS/ACCESS TO LEGAL MATERIALS

### Policy

It is the policy of the Ouachita Correctional Center to have written procedures to ensure the right of offenders to have access to courts, legal reference materials, and attorneys.

### 601.1 Access to courts/legal materials

The Ouachita Correctional Center shall provide offenders access to courts. This includes reasonable access to legal reference materials or access to legal or paralegal assistance. Illiterate offenders shall be allowed to have assistance of a fellow offender. If a DPS&C offender's requirements in this area are significant and complex, exceeding the capability of the facility to meaningfully provide assistance, then the offender shall be transferred to DPS&C.

#### A. Retaining an attorney

1. The intake/booking Deputy shall permit new offenders at or shortly after booking:
  - a. The opportunity to make contact by phone to his attorney; or
  - b. Opportunity to make contact with friends or relatives.
  - c. The offender will be allowed a reasonable number of calls to make contact with an attorney, friend, or relative.
  - d. Documentation of access to phones will be made within jail management software.

#### B. Offenders shall have access to the law library.

1. Law library is accessible on the kiosk twice a day for 30 minutes each session.
2. No legal material shall be printable.
3. Examples of motions are available on the kiosk in order for offender to write their own motions.
4. Correctional Deputies or Deputies cannot conduct legal research, or provide legal interpretations; neither can they analyze legal problems for offenders.

#### C. Court appearances

1. The Court Transport Division will advise the shift supervisor and the transportation Deputy as to the location, date, time, and purpose of the court appearance.

2. Any offender who is to appear for a jury trial will be dressed in the offender's civilian clothing only.
3. Offenders who are to appear for any other purpose will be dressed in the facility clothing.

Category Justice	Number 602
Subject Access to counsel [VI-A-002]	Effective Date June 1, 2012

#### ACCESS TO COUNSEL

##### **Policy**

It is the policy of the Ouachita Correctional Center to have written procedures to ensure the right of offenders to have confidential access to counsel.

##### **602.1 Offender confidential access to counsel**

The Shift Supervisor shall permit offender visitation by his legal counsel of record at times not disruptive to the facility's normal operation and/or security of the facility is not jeopardized. This access to counsel shall remain confidential. This confidentiality shall also extend to privileged mail correspondence and telephone conversations, unless otherwise related to legitimate penological interests.

Category Justice	Number 603
Subject Protection from abuse [VI-A-003]	Effective Date June 1, 2012

#### PROTECTION FROM ABUSE

##### **Policy**

It is the policy of the Ouachita Correctional Center to have written procedures to protect offenders from personal abuse, corporal punishment, personal injury, disease, property damage, and harassment.

##### **603.1 Offender protections**

All offenders will be observed by P.O.S.T. certified Correctional Deputies twenty-four (24) hours each day to make every effort to ensure they are free from personal abuse, corporal punishment, personal injury, disease, property damage, and harassment.

Category Justice	Number 604
Subject Discrimination [VI-B-001]	Effective Date June 1, 2012

## DISCRIMINATION

### **Policy**

It is the policy of the Ouachita Correctional Center to have written procedures to ensure program access and administrative decisions are made without regard to the offenders' race, religion, national origin, gender, sexual orientation, or disability.

#### **604.1 Offender access to programs**

No offender wishing to have access to any program offered in the Ouachita Correctional Center facilities will be denied the opportunity to participate based on the offender's race, religion, national origin, gender, sexual orientation, or disability.

All administrative decisions will be made without regard for the offender's race, religion, national origin, gender, sexual orientation, or disability.

Category Justice	Number 605
Subject Grievance process [VI-B-002]	Effective Date June 1, 2012

## GRIEVANCE PROCESS (ADMINISTRATIVE REMEDY PROCEDURE)

### **Policy**

It is the policy of the Ouachita Correctional Center to have written procedures to allow offenders reasonable access to a grievance remedy procedure.

#### **605.1 ARP-general**

- A. All offenders will 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. There is no time limit imposed on offender complaints regarding allegations of sexual abuse. The facility staff responsible for handling the complaint may apply otherwise-applicable time limits to any portion of a grievance that does not allege an incident of sexual abuse.
- B. This procedure is adopted in compliance with the federal "Civil Rights of Institutionalized Persons Act" (42 U.S.C. 1997e) and Title 28, Chapter 1, Part 40 of the Code of Federal Regulations; also in compliance with the Louisiana Corrections Administrative Procedure Act (La. R.S. 15:1171. et seq.).

- C. All offenders may use this grievance procedure. Even those offenders who are being disciplined can use this procedure. Necessary materials, including grievance submittal, response, and appeal forms, will be available free of charge where all offenders can access them. No actions will be taken against the offender for the good faith use of or participation in the Administrative Remedy Procedure. Reprisals against an offender are prohibited. An offender may use the grievance procedure to complain about a reprisal against him.
- D. If a grievance is filed against an employee, that employee may be the Step one Respondent. The employee named in the complaint should be a good source of information regarding the incident. In such a case, Step One will be for information gathering, not for decision making. If the offender is not satisfied with the information gathered at Step One, he should continue his grievance to Step Two. This will allow a decision on the matter to be made.
- E. New employees and incoming offenders must know about the system. Everyone will be allowed to ask questions and obtain answers. The procedure will be posted in areas where employees and offenders have access.
- F. At each step of the procedure, offenders will receive written answers that state what information was discovered or the reasons for the decisions made. Offenders will also be informed of what is necessary to proceed to the next step and simple directions for getting to the next step with the appropriate forms supplied to them for this purpose.

#### **605.2 ARP-applicability**

An offender may file a grievance under the Administrative Remedy Procedure when a policy, condition, or incident in the facility affects the offender personally. All actions by employees and other offenders that personally affect the offender are covered by this procedure.

The following matters are not reviewable through the Administrative Remedy Procedure:

- A. Court decisions (habeas corpus proceedings, pending criminal matters, etc.). The Ouachita Sheriff's Office has no control or jurisdiction over these matters.
- B. Pardon and Parole decisions. Under Louisiana Law, these decisions are discretionary and may not be challenged.
- C. Most Disciplinary Review Board decisions. Offenders are given written reasons at the time of their Disciplinary Review Board hearings as to why they are being disciplined. The Disciplinary Review Board's decision may not be challenged. However, the Administrative Remedy Procedure may be used to review the Disciplinary Review Board's Decision when:
  - 1. No reasons are given for the decision of the Disciplinary Review Board.
  - 2. An offender is disciplined and a hearing is not held within 90 days, or more than 90 days have passed since the last hearing. There will be a 20 day grace period, due to scheduling problems for the Disciplinary Review Board. Therefore, a claim based on this ground may not be filed until 110 days have passed without a hearing held.
  - 3. If a grievance is determined to be well founded at any stage of the procedure, any form of relief may be offered. If appropriate, this may include the respondent taking action himself, directing or recommending action by the employee, reprimanding or otherwise initiating disciplinary action against an employee or offender, requesting



a formal internal investigation by the Ouachita Sheriff's Office, or payment of a cash sum or other consideration.

4. For any grievance which is covered by the A.R.P., timely compliance by the offender with each step of the filing and appeal procedure is required. If an offender does not follow each step of the procedure in a timely manner, he may be barred from later bringing his grievance to court.

### **605.3 ARP- definitions**

- A. Grievance: A written complaint by an offender on the offender's own behalf about a facility's policy, a condition of the facility, an action involving the offender, or an incident happening in a facility.
- B. Emergency grievance: A matter which would subject an offender to a large risk of personal injury or cause him other serious harm if not investigated at once.
- C. Offender (Inmate): An incarcerated juvenile or adult individual, even if he has not been convicted of the alleged crime for which he has been incarcerated.
- D. Facility: A jail, prison, or other correctional facility that houses offenders and is owned, operated, or managed by a parish sheriff's office or a Law Enforcement District in the parish. Facilities under private ownership or management are also included.
- E. Warden: The warden or the highest ranking official of the facility where the offender is housed or where the incident occurred.
- F. Employee: A deputy, employee, or other staff member of the Ouachita Sheriff's Office.
- G. Days: Calendar days, not counting weekends or holidays.
- H. "He", "him", and "his" refer to both men and women.
- I. Reprisal: Any action or threat of action against anyone for the good faith use of or good faith participation in the grievance procedure.

### **605.4 ARP- procedure**

- A. Screening: The Assistant Warden/Designee will screen every grievance before assigning it to a Step One Respondent. The screening process will not stop the offender from filing a grievance. If the grievance is not accepted, the reason for the rejection will be written on the form. The following is a list of reasons for rejecting a grievance:
  1. The matter is not reviewable through this procedure. This includes:
    - a. Court decisions.
    - b. Parole/Pardon decisions.
    - c. Disciplinary Review Board decisions.
    - d. Work release decisions.
  2. A similar case is under consideration. When several offenders file similar or identical grievances, only the first grievance filed will be reviewed. Copies of the decision on the first grievance will be sent to the offenders who filed similar grievances. All grievances will be recorded.
  3. The grievance concerns an action not yet taken or a decision which has not been made.
  4. More than thirty (30) days have passed since the incident happened.
  5. Another offender has already requested a review of the same issue.
  6. The offender has filed the grievance for another offender.

7. The grievance, if not on a standard form supplied by the Ouachita Correctional Center, does not contain the phrase "This is a grievance under the Administrative Remedy Procedure."
8. Established rules and procedures were not followed.
9. Only one grievance per ARP is acceptable.

The offender will be told if his grievance is accepted or rejected. This information and the reason for the rejection by the Step One Respondent will be written on the offender's grievance form. This form will be returned to the offender.

**B. Initiation of Procedure**

1. An offender should always try to solve the problem without filing a grievance. The offender may find a solution to his problem by talking to employees or to the Warden. If the offender cannot solve his problems or get relief in this way, he can begin the formal grievance procedure.
2. The offender begins the procedure by filling out a grievance form received from the Deputy working the key, or an electronic grievance form accessible via authorized electronic device if available. Completed forms will be retrieved on the next available working day, and electronic submissions will be reviewed daily. For this procedure a grievance form is:
  - a. Administrative Remedy Procedure form that is located in each key.
  - b. Authorized Administrative Remedy Procedure form available to offenders through electronic device if available.
3. No grievance will be rejected because it is not on a standard form. However, no written communication will be accepted as a grievance unless it is written on the provided Administrative Remedy Procedure, or submitted through authorized electronic format and designated grievance form.
4. No one will stop an offender from talking or writing to the Warden or anyone else in the Ouachita Sheriff's Office. The conditions in this document for acceptance of a grievance are only to ensure that incidents which cause a grievance are handled appropriately. All forms of communication to the Warden will be handled, investigated, and responded to as the Warden deems correct.

**C. Abuse of the Procedure**

1. If a grievance is unclear or the amount of the attached material is too great, it will be returned to the offender with a request to make it clear or to summarize it on one more page. The deadline for this request begins on the date the resubmission is received.
2. If an offender refuses to help with the investigation of his complaint, the grievance will be dropped.

**D. Reprisals: No action or threat of action will be taken against anyone for the good faith use of or the good faith participation in the Administrative Remedy Procedure. Good faith use of or good faith participation in the grievance procedure will not result in formal or informal reprisals. However, offenders who do not use the Administrative Remedy Procedure in good faith may be subject to disciplinary action.**

## 605.5 ARP- steps

### A. Step One

1. The offender starts the procedure by filling out his grievance form. Here he tells what his complaint is and what he believes should be done. The original grievance form will become part of the procedure. The grievance form must be completed within 48 hrs. of incident (This requirement may be waived under certain circumstances, such as if the offender was ill and unable to write a grievance; for all such circumstances the Assistant Warden will use his best judgment).
2. The form will be screened by the Assistant Warden or designee and, if accepted, be sent to the staff member who can best deal with the matter. This staff member will be known as the "Step One Respondent". For example, general security concerns will be forwarded to the Security Lieutenant, deputy complaints to the Shift Supervisor, food complaints will be forwarded to the kitchen supervisor, medical complaints to the medical director.
3. The grievance may be referred to the employee named in the complaint. In such a case, Step One will be an information gathering step, not a decision making step. By giving the complaint directly to the employee named, information as to how or why a certain action was taken can be explained. If the offender has this information, he may better understand why events occurred as they did and the grievance may be resolved.
4. The employee's response will be referred to his supervisor for review. If the supervisor believes that the response was inadequate or inappropriate for any reason, he will intervene.
5. The Step One respondent will respond to the offender within 15 days from the date the completed grievance is received.

### B. Step Two: Lieutenant/Designee Review

1. An offender who is not satisfied with the response at Step One may reject the first step within 72 hrs of the offender's receipt of the Step one response.
2. The Lieutenant or designee shall ensure that the offender receives his review decision in writing within five (5) days after the rejection was received from the offender for Step Two review.

### C. Step Three: Warden / Designee Review

1. An offender who is not satisfied with the results of the Step Two review may appeal to the Warden within 72 hrs of the date of the offender's receipt of step two responses.
2. A decision will be made by the Warden/Designee. The offender will be notified in writing within thirty (30) days after the Warden/Designee received the appeal.
3. The Ouachita Parish Sheriff's Office may claim an extension of up to 70 days to respond, if the normal time period for response is insufficient to make an appropriate decision. In such case, the Offender shall be notified in writing and provided with a date by which a decision will be made.

### **605.7 Emergency grievances**

- A. If an offender fears for his personal safety, he may ask to be placed in protective custody. A procedure for handling this emergency situation is already in place.
- B. For situations other than above, when an offender feels he is involved in a crisis matter, an emergency grievance may be filed. An emergency grievance is filed when the offender would be subject to substantial risk of personal injury or other serious irreparable harm if the problem is not addressed almost immediately. An emergency grievance is given to the shift supervisor. The shift supervisor will, with little review, give the emergency grievance to the person who has the authority to act on the grievance. The time for handling an emergency grievance is one-half the time allowed for handling a regular grievance.
- C. Abuse of the emergency grievance procedure by an offender will be treated as a frivolous or malicious action. The offender will be disciplined accordingly. Matters relating to administrative transfers, time computation disputes, family illness or death, and other similar matters are NOT to be treated as emergencies under this procedure. These situations should be handled by the Assistant Warden/Designee.

### **605.8 Sensitive issue grievance**

- A. The offender may file a grievance directly with the Sheriff if he believes the grievance is sensitive. That is, he would be adversely affected if the grievance became known to the facility. The offender must explain, in writing, the reason for not filing the grievance with the facility.
- B. If the Sheriff agrees that the grievance is sensitive, he will accept and respond to it. If he does not agree that the grievance is sensitive, he will inform the offender in writing and return the grievance. When this occurs, the Sheriff will also send a copy of the grievance and his response to the Warden. The offender will then have five (5) days from the date the Sheriff's rejection is received by the Warden to submit his grievance through the regular procedure.

### **605.9 ARP- records**

- A. Records about the participation of an individual in the Administrative Remedy Procedure will be confidential and will be handled with the same procedures used to protect other confidential case records. Staff participating in the deposition of a grievance will have access to records necessary to resolve the grievance. A grievance raising medical or psychiatric issues shall be considered the offender's authorization for release of his medical and psychiatric records.
- B. All records and related materials compiled by the Ouachita Sheriff's office (other than the offender's grievance and appeal forms and their responses) are prepared in anticipation of litigation and becoming part of the work product of the Ouachita Sheriff's office attorney handling the possible future litigation of this matter. Therefore, they are confidential and not subject to discovery.
- C. Records will be kept at least three years after the final disposition of the grievance. The Sheriff will formulate a procedure for the orderly disposal of these records.



# SECTION 700:

# ADMINISTRATION

# AND MANAGEMENT

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Category Administration and Management	Number 701
Subject Training and staff development [VII-A-001]	Effective Date June 1, 2012

## TRAINING

### **Policy**

It shall be the policy of the Ouachita Correctional Center to have a written policy and procedure that provides a training program for all of its employees to ensure a competent and well-trained staff.

### **701.1 General staff training**

The Warden will be informed of the requirements for training correctional personnel set forth by detention standards and state law. The Warden will ensure that correctional training programs provided for Correctional Center personnel, as required by detention standards and Laws of the State of Louisiana. The Warden will use national, state, and local resources in developing and providing staff training. The Sheriff may grant administrative leave and reimbursement for jail personnel attending professional seminars and educational activities approved by the Warden. The Warden will maintain a program or orientation for new and part-time personnel. The Warden will ensure that the Correctional Center personnel records include complete, accurate, and current training information. The Ouachita Sheriff's Office will provide emergency procedure training to specified Correctional Center personnel.

### **701.2 Orientation**

Correctional personnel are to receive orientation training before independently assigned to a particular post to ensure adequate knowledge of correctional procedures for any Deputy who has offender contact.

- A. Correctional Deputies having contact with offenders will receive the 90 hours of P.O.S.T. Correctional Deputy training required for Level 3 certification and in-service or on the job training under the supervision of a Field Training Deputy.



- B. Clerical/support Deputies whose duties include offender supervision outside the secure perimeter of the facility where immediate assistance would not be available in emergency situations shall receive the 90 hours of P.O.S.T. Correctional Deputy training required for Level 3 certification.
- C. Training will include, but are not limited to:
  - 1. Security procedures
  - 2. Hostage procedures-including staff roles and safety
  - 3. Fire and emergency procedures
  - 4. Suicide precaution and signs of suicide risks
  - 5. Use of force policies
  - 6. Inmate rules and regulations
  - 7. CPR and first aid
  - 8. Requirements of the Prison Rape Elimination Act (PREA)

### **701.3 Continual training**

Correctional Deputies will receive, in addition to orientation training, an additional forty (40) hours of training during their first year of employment and forty (40) hours of training each subsequent year of employment.

- A. Training courses in either roll call or designated scheduled courses will be conducted in the following areas, but not limited to:
  - 1. Security procedures.
  - 2. Supervision of offenders.
  - 3. Signs of suicide risk.
  - 4. Suicide precautions.
  - 5. Use of force regulations and tactics.
  - 6. Report writing.
  - 7. Inmate rules and regulations.
  - 8. Fire and emergency procedures.
  - 9. Firearms training.
  - 10. Key, tool, and weapon control.
  - 11. Interpersonal relations.
  - 12. Social/culture lifestyles of the offender population.
  - 13. Communication skills.
  - 14. Legal updates.
  - 15. Local, state and federal mandates effecting corrections.
  - 16. Less than lethal
  - 17. CPR & First Aid
- B. Duty assignments may vary based on a need issue within each shift. Correctional Deputies will be exposed to all of the listed areas in order to facilitate a more comprehensive training program to involve the Deputies in the majority of facility operations.

### **701.4 Basic correctional training course**

All full time Correctional personnel and employees whose duties include the care, custody, and control of offenders must complete the P.O.S.T. Level 3 certification program. They will successfully complete the basic correctional training course as soon as possible from their date of employment, preferably within 12 months of employment. The Warden will arrange for the Correctional Center personnel to attend the ninety (90) hour basic

correctional training course. The Warden will request a copy of the results of the final test of each Correctional Center employee completing the basic correctional training course.

Any employee who fails to graduate from the basic correctional training course may have his employment with the Ouachita Correctional Center terminated.

#### **701.5 Advanced training**

In the Correctional Deputy's duty station, advanced training opportunities offered by local, state, and national resources will be posted. Correctional Center personnel who would like to attend courses posted by the Warden will submit a written request to the Warden at least three (3) weeks prior to the date the advanced training course is to take place. The Warden will, upon his approval of the request, forward the request to the Sheriff. If the Warden does not approve of the request he will state the reason on the written request, and give notice to the staff person making the request. The Warden will, upon notice from the Sheriff of approval of the request for advanced training:

- A. Make arrangements for replacement staff for the person who will attend advanced training
- B. Assist in securing any travel advance funds for expenses of tuition, travel, lodging, and meals
- C. Ouachita Correctional Center personnel attending advanced training will be required to provide training to Correctional personnel in areas of advanced training attended.

#### **701.6 Management level training**

Administrative and managerial staff will receive at least twenty (20) hours of management training each year to ensure administrative and management level personnel are cognizant of the correctional management field and to upgrade their supervisory skills.

- A. Administrative and management level training may be provided as in-house, seminars, correspondence courses, as part of supervisors' meetings, attendance of seminars on management, or courses offered by an accredited university or through a recognized correctional association.
- B. Administrative and management courses shall include, but are not limited to, general and offender management, legal issues and updates, and policies and procedures.

#### **701.7 Part time staff**

All part time staff will receive orientation appropriate to their assignments and additional training as needed to ensure the safety of the individuals, public, staff, and offenders. Part time staff will be trained in their assigned areas by the Shift Supervisor or his designee. The Shift Supervisor or his designee will impart to the part time employee a working knowledge of the operating policy and procedure pertaining to the assigned area of the part time employee.

#### **701.8 Staff development**

- A. The Warden will:
  - 1. Maintain continuity and cooperation in the training function
  - 2. Ensure that all personnel will be given the opportunity to attend specialized courses in areas directly related to their individual duties
- B. Training personnel

1. Personnel will attend the eighty (80) hour P.O.S.T. Correctional Deputy Course as approved by the state and taught by authorized instructors or agencies.
  2. In house training will be conducted by P.O.S.T. certified instructors or authorized agency personnel.
  3. All newly employed personnel will be sent to a Regional Training Academy or instructed in house as soon as feasible after employment.
  4. A deputy that completes a level one Post police academy is not required to attend the (96) hour corrections school. POST has set aside a (45) hour class for people that have completed the level one Post police academy. This (45) hour class will start the next business day at the end of the level one Post police academy.
  5. Training personnel will be familiar with the general needs and responsibilities of Correctional Deputies and techniques of teaching and educational management.
- C. The training curriculum will be developed, evaluated, and updated on an annual basis, or on needs assessment that identifies current job related training needs. Training updated annually will include self-defense skills, fire arms, less lethal devices, report writing, policy and procedure, supervisory skills, First Aid and C.P.R.

Category Administration and Management	Number 702
Subject Weapons training [VII-A-002]	Effective Date June 1, 2012

## WEAPONS TRAINING

### **Policy**

It is the policy of the Ouachita Correctional Center to have a procedure ensuring demonstrated competency and qualifications for personnel authorized to use weapons.

### **702.1 Weapons training**

- A. 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.
- B. See also 221.4 [Firearms training].

Category Administration and Management	Number 703
Subject Authority [VII-B-001]	Effective Date June 1, 2012

### **AUTHORITY**

#### **Policy**

It is the policy of the Ouachita Correctional Center to document the statute and/or constitutional provisions authorizing the establishment of the Facility.

#### **703.1 Original authorization**

Louisiana Constitution of 1974 establishing the office of Sheriff for each Parish in the State of Louisiana.

Subsequent Louisiana Legislative Acts authorizing Sheriff's offices to incur debts for the building of Correctional Facilities.

Category Administration and Management	Number 704
Subject Legal assistance for staff [VII-B-002]	Effective Date June 1, 2012

### **LEGAL ASSISTANCE FOR STAFF**

#### **Policy**

It is the policy of the Ouachita Correctional Center to have a procedure for the facility administrator and other staff to obtain legal assistance as needed in the performance of their duties.

#### **704.1 Legal Assistance**

All legal assistance matters will be directed to the Louisiana Sheriff's Association Legal advisors:

Ussuary & Weeks Law Offices  
P.O. Box 6645  
Metairie, Louisiana 70009-6645  
Phone: (800) 523-8793  
Phone: (504) 833-4600  
Fax: (504) 833-4648

Category Administration and Management	Number 705
Subject Independent financial audit [VII-B-003]	Effective Date June 1, 2012

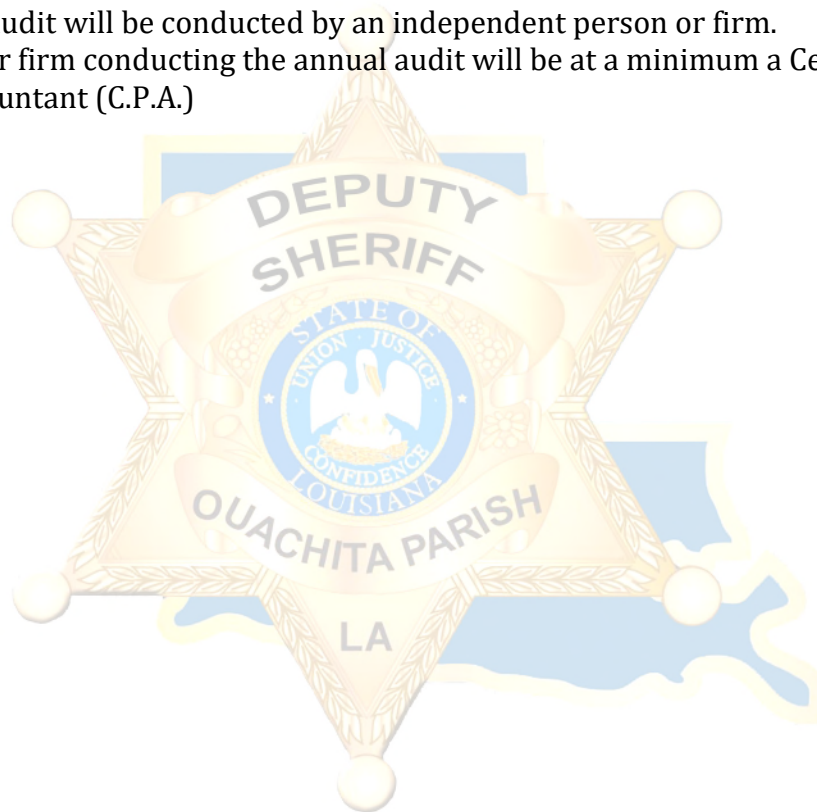
## **FINANCIAL AUDIT**

### **Policy**

It is the policy of the Ouachita Parish Sheriff's Office/Ouachita Parish Police Jury to have a procedure for an independent financial audit to be conducted on an annual basis or as stipulated by statute or regulation.

### **705.1 Conduction of audit**

- A. An annual audit will be conducted by an independent person or firm.
- B. Person(s) or firm conducting the annual audit will be at a minimum a Certified Public Accountant (C.P.A.)





Category Administration and Management	Number 706
Subject Facility insurance [VII-B-004]	Effective Date June 1, 2012

## FACILITY INSURANCE

### **Policy**

It is the policy of the Ouachita Parish Police Jury to have a comprehensive insurance policy for facility coverage.

### **706.1 Insurance Coverage**

A comprehensive insurance policy is on file in the Ouachita Police Jury for full coverage of the Ouachita Correctional Center.

Category Administration and Management	Number 707
Subject Offender funds [VII-B-005]	Effective Date June 1, 2012

## OFFENDER FUNDS

### **Policy**

It is the policy of the Ouachita Correctional Center to maintain a fiscal management system which accurately accounts for offender funds, all income and expenditures, inventory control, and requisitions on an ongoing basis. This system will ensure that a sound fiscal management system essential to provide current financial information is established. This system will be approved by the Police Jury.

### **707.1 Management of offender funds**

#### **A. Offender accounts**

1. The Ouachita Correctional Center Fiscal Deputy will establish a ledger account for each offender.
2. During booking/intake, the booking correctional Deputy will separate all property and place all cash, money orders, and checks into an envelope and issue the offender a receipt, then forward the money to the fiscal Deputy. Receipts will be signed by the Deputy and initialed by the offender. Once funds have been received and a receipt issued, funds cannot be returned to the offender and the receipt cannot be voided.
3. All funds received by the offender from family or other sources will be deposited in the individual offender's account.
  - a. Postal Money orders, Western Union money orders or Money Gram money orders will be accepted by the Ouachita Correctional Center.
  - b. The Fiscal Deputy opening the mail will remove the money order; log the amount, sender of the money order and deposit funds.
4. Each offender will be permitted to make commissary purchases twice a week.
  - a. Offenders are not permitted to purchase on credit or to have a deficiency in their account.

5. Offenders are allowed to have a balance of \$400.00 commissary account. Any funds over the \$400.00 shall be issued to whomever the offender designates. That recipient must be 18 years of age or older.
6. When an offender requests funds to be distributed from his/her commissary account; the recipient must be 18 years of age or older.
7. The booking Deputy will issue a debit card to offenders being released for the amount of the offender's commissary account balance. All records shall be audited by the Warden/Designee at least once a month.

Category Administration and Management	Number 708
Subject Organization [VII-B-006]	Effective Date June 1, 2012

## **ORGANIZATION**

### **Policy**

Policies and Procedures play a vital role in the daily operation of the Ouachita Correctional Center. The Ouachita Correctional Center will, when the need arises, revise existing policies and procedures and develop new policies and procedures; these will address changing requirements or new practices, and will ensure that comprehensive and uniform policies and procedures are maintained.

#### **708.1 Staff training**

The Warden/Designee will ensure that all Correctional Center personnel receive training in administrative policies and procedures. The Warden/Designee will see that all personnel are notified of any changes in Policy or Procedure.

#### **708.2 Review of administrative policies and practices**

The Warden will keep up-to-date on changing laws and standards, and court rulings pertaining to administrative practices; and ensure compliance with these laws, standards, and court rulings. The Warden will submit written recommendations for needed changes in administrative policies to the Sheriff of Ouachita.

#### **708.3 BJG Documentation**

The Assistant Warden/Designee will ensure that a file corresponding with each guideline shall be created and maintained with documentation (primarily written) to support compliance with the Basic Jail Guidelines.

#### **708.4 Revising policies and procedures**

When the need for a new policy or the revision of an existing one has been determined, the Warden will submit this draft to the Sheriff for approval. When and if approved, the Warden/Designee will:

- A. Conduct a meeting to train all Correctional Center personnel in the use of new policy and/or procedure; and
- B. Distribute the revisions to the employees by notice of memo or other written methods

### **708.5 Intra-Center communications**

The Warden/Designee will provide written memorandums in order to ensure the effective delivery of communications to the entire staff. The Warden/Designee will prepare a written memorandum(s) and deliver a copy to each employee affected by the memorandum or deliver a copy to the supervisors affected.

Category Administration and Management	Number 709
Subject Annual compliance statement [VII-B-007]	Effective Date June 1, 2012

### **ANNUAL COMPLIANCE STATEMENT**

#### **Policy**

It shall be the policy of the Ouachita Correctional Center to have written procedures for ensuring compliance with the Department of Public Safety and Corrections Basic Jail Guidelines.

#### **709.1 Reporting**

The Warden/Designee will submit an annual statement confirming continued compliance with the Basic Jail Guidelines to the appropriate DPS&C Regional Team Leader. This statement will be submitted by January 31<sup>st</sup> each year, shall be in writing, and will include:

- A. A copy of the current Fire Marshall Report
- B. A copy of the current Health Inspection Report
- C. Any proposed or projected expansions
- D. Any rehabilitative programs that are available
- E. A summary of any re-entry initiatives/programs implemented by the facility

Category Administration and Management	Number 710
Subject Monthly Reporting [VII-B-008]	Effective Date June 1, 2012

### **MONTHLY REPORTING**

#### **Policy**

It shall be the policy of the Ouachita Correctional Center to have a written procedure for submitting monthly reports to the DPS&C Chief of Operations.

#### **710.1 DPS&C monthly reporting**

Any facility which houses DPS&C offenders will report activities to the Chief of Operations on a monthly basis. These reports shall be submitted on automated reporting forms provided by the DPS&C and shall be submitted no later than the 20<sup>th</sup> day of the month for the previous month's activities.

Category Administration and Management	Number 711
Subject Staff meetings [VII-B-009]	Effective Date June 1, 2012

## **STAFF MEETINGS**

### **Policy**

It is the policy of the Ouachita Correctional Center to have an established day and time for regular meetings between the Warden, Assistant Wardens, Department heads, and Staff.

#### **711.1 Meeting dates and documentation**

- A. The Administrative meetings will be held monthly.
- B. The supervisor meetings will be held monthly at the time specified by the Assistant Warden.
- C. Minutes of each meeting will be kept for documentation and filed in appropriate administrative files.

Category Administration and Management	Number 712
Subject Reasonable accommodation [VII-C-001]	Effective Date June 1, 2012

## **REASONABLE ACCOMMODATION**

### **Policy**

It shall be the policy of the Ouachita Correctional Center to have written procedures for ensuring reasonable accommodation for individuals with disabilities.

#### **712.1 Reasonable accommodation**

The Warden will ensure that 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. The Warden will ensure that new construction and renovations will comply with applicable laws in reference to handicapped persons.

Category Administration and Management	Number 713
Subject Authority of the Warden	Effective Date June 1, 2012

## **AUTHORITY OF THE WARDEN**

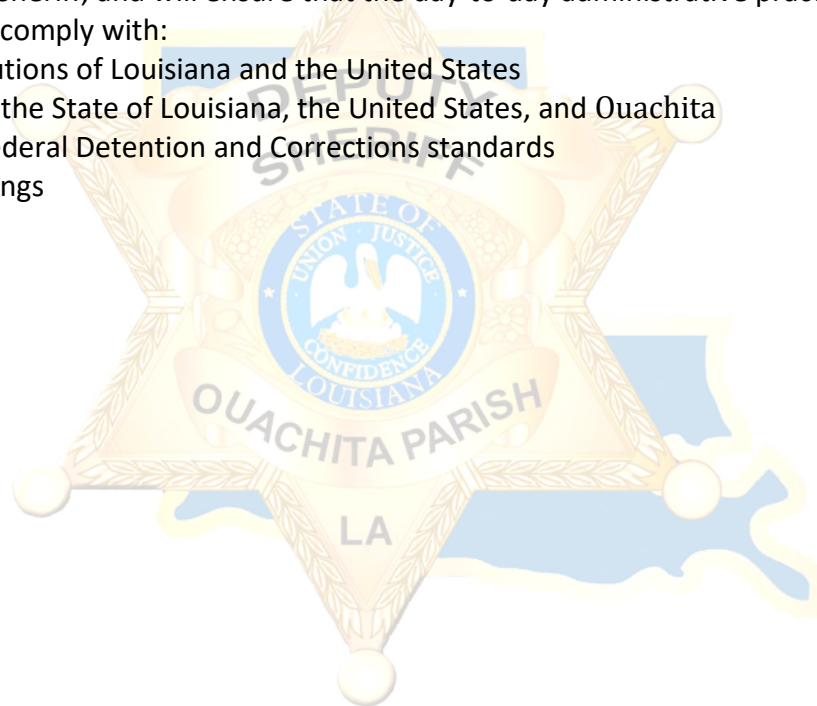
### **Policy**

It shall be the policy of the Ouachita Correctional Center to provide written guidelines for members and employees regarding the administration of the Center.

### **713.1 Authority of the Warden**

The Ouachita Correctional Center is operated by the Ouachita Parish Police Jury and staffed by the Ouachita Parish Sheriff's Office. It shall be administered by the Warden of the Correctional Center who is appointed by the Sheriff of Ouachita. The Warden is directly accountable to the Sheriff, and will ensure that the day-to-day administrative practices of the Corrections Center comply with:

- A. The Constitutions of Louisiana and the United States
- B. The Laws of the State of Louisiana, the United States, and Ouachita
- C. State and Federal Detention and Corrections standards
- D. All court rulings





Category Administration and Management	Number 714
Subject Correctional Deputy qualification and duties	Effective Date June 1, 2012

## **CORRECTIONAL DEPUTY QUALIFICATIONS AND DUTIES**

### **Policy**

Correctional Deputies are primarily concerned with the supervision of offenders within the Correctional Center. The Correctional Deputy is responsible for everything which occurs in his Correctional Center during his tour of duty and will adhere to the policies and procedures of the Correctional Center to maintain security while ensuring a safe living environment for offenders. The Correctional Deputy works under supervision of the Assistant Warden, or designated Shift Supervisor.

### **714.1 Basic correctional Deputy course**

Correctional Deputies employed within the Ouachita Correctional Center must complete the basic correctional Deputy course.

- A. This course may be taught by Peace Deputies Standard and Training (P.O.S.T.) Certified Correctional Deputies Instructors; and
- B. Have a good understanding of correctional security procedures and emergency alert systems, and has the ability to write reports

### **714.2 Correctional Deputy duties**

- A. Receives and processes all new offenders transferred to the Corrections Center
- B. Maintains Correctional Center records during his shift
- C. Makes periodic checks of all offenders
- D. Reports any damage of facility property to the Supervisor of his shift
- E. Fills out and delivers all incident reports and grievances to his Shift Supervisor(s)
- F. Reviews the Correctional Log and disciplinary reports to update himself of the Correctional Center activities
- G. Conducts shake-down inspections as needed
- H. Supervises the feeding of offenders
- I. Supervises the cleaning of all areas of the Correctional facility during his tour of duty
- J. Confirms that offenders have the basics to practice personal hygiene
- K. Supervises offender activities and visiting
- L. Supervises the taking of medication by offenders and maintains the Medication Log as directed by Medical Authority
- M. Searches all offenders coming to and leaving the Correctional facility
- N. Records offender needs and delivers them to his supervisor(s)
- O. Supervises all trustees during his tour of duty
- P. Advises his shift Supervisor(s) of any offender security and discipline problems
- Q. Controls all public access into the Correctional facility
- R. Controls all offender movement within the Security areas of the Correctional facility
- S. Provides surveillance, via the video monitor system or personal inspection, of all areas within/without the Correctional facility
- T. Keeps in communication with other Correctional Deputies during his shift
- U. Controls the key locker of the facility and maintains the key log

- V. Controls and monitors all emergency alert systems
- W. Controls part of the facility's locking system
- X. Will help to control all incoming and out-going calls
- Y. Controls all access to the facility's Prisoner's Entrance
- Z. Acts as back-up for the Control/Communications Room when necessary
- AA. Performs all other duties as assigned by the Shift Supervisor, Assistant Warden, Warden, or Sheriff

Category Administration and Management	Number 715
Subject Transportation Deputy duties	Effective Date June 1, 2012

### TRANSPORTATION DEPUTY DUTIES

#### **Policy**

The Ouachita Correctional Center has a responsibility to transport all offenders to court appearances, doctor appointments, hospital appointments, state mental hospitals, the Louisiana State penitentiary, and all other places authorized by the court, Assistant Warden, or Warden.

#### **715.1 Transportation Deputy duties**

Transportation Deputies are responsible for the following:

- A. Will safely secure (by handcuffs, leg irons and restraining belts, etc. as appropriate) all offenders that are to be transported to any designated place before leaving the facility.
- B. Transportation Deputy will receive the day prior to offender appointments the instructions concerning the names of all offenders to be transported the next date, plus their destination.
- C. Transportation Deputy will thoroughly search (pat or strip as requires) and secure each offender before the offender is transported.
- D. Upon leaving the facility grounds the Deputy will advise communications that they are en-route to a destination, and give an approximate time of arrival at their destination and the number of offenders being transported.
- E. Upon arrival at their destination, Deputy will advise communications of their arrival.
- F. In case of an escape while transporting offenders, Deputy will immediately notify the Communications and then follow Break in Custody Procedures located in this manual.
- G. Communications will assume that there is a Break in Custody if no communications have been received from the Transportation Deputy after a reasonable amount of time has passed for them to have arrived at their destination.
- H. Transportation Deputy will ensure that they have any and all documents, legal or otherwise, that should be needed for all offenders being transported to their respective destinations.
- I. Transportation Deputy will never allow an offender to choose the places to stop for use restroom facilities or meals.

- J. Transportation Deputy will be armed with a Department approved side arm during the period of transport, and must re-qualify with the issued sidearm as per Departmental policy.
- K. Perform all other duties assigned to them by the Assistant Warden or Warden.

### 715.2 Transportation - general

- A. Escorting Deputies will always report any unusual occurrences that occur during transport to the transportation supervisor in a written report.
- B. Transporting Deputies are responsible for inspection of the vehicle thoroughly before and after transporting offenders. The transporting Deputy will plan the route including the time and distance and the estimated time of arrival at his destination and his return.
- C. Before departure, a strip search of the offender will be conducted, and upon the offender's return to the facility, he will be strip searched again before he is placed in general population.
- D. The number of Deputies needed to escort the offender(s) will depend on the number of offender(s), type of offense, length of transport, and reason for transport. The transporting Deputies will make use of all safety requirements in the vehicle according to state law and will obey all traffic laws. Offenders will never be shackled or restrained to any part of the transport vehicle.
- E. If a female transportation Deputy is not available, a female correctional Deputy or deputy will accompany the transportation Deputy when a female offender is being transported.
- F. During transportation, the transportation Deputy will keep the offender in view at all times. If an offender must use the restroom, the Deputy will pick the place to stop and check the restroom prior to the offender's entry. The Deputy will stay with the offender inside the restroom or outside with the door open enough for the Deputy to see the offender. If the Deputy is alone on the transport, he should find a law enforcement agency for the use of restroom facilities.
- G. Transport Deputies will always choose the place to fuel or for food stops.
- H. **If the transporting vehicle is involved in ANY incident, i.e. accident, the transportation Deputy MUST have all offenders checked by the duty nurse.**

### 715.3 Consolidating transportation

- A. Emergency transports will be handled by the shift supervisors. The shift supervisors may use one of several options to provide emergency or necessary transportation after normal business hours.
- B. If the transport is an emergency, the offender will be transported by ambulance and a correctional Deputy will accompany the offender to the hospital. Emergency transportation not requiring an ambulance may be accomplished by a transportation Deputy who is already on duty during normal business hours.
- C. For non-emergency transports after normal business hours, the shift supervisor may have one of his correctional Deputies make the transport.
- D. In the case of an emergency, the offender is to be transported and then if the accompanying Deputy must be relieved, a Medical Deputy may be called to relieve him.

#### 715.4 Transportation preparation

- A. Offenders are **NEVER** to be told the time, date, or place of destination prior to actual transport. Offenders will normally be transported in their prison uniforms; however, in those cases where they are not, they will be strip searched before being given travel clothing. The travel clothing is to be searched before it is given to the offender. Offenders who are being prepared for transport are to be kept isolated from other inmates and are not allowed to have access to a telephone.
- B. The transporting Deputy will search the offender before restraints are placed on him to make sure that the offender has nothing in his pockets. All personal property of the offender will be secured in the trunk of the transport unit or placed in an area of the transport vehicle not accessible to the offender.
- C. All offenders being transported will be restrained. Travel belts or chains and leg irons will be used on all transports. The locks will be double locked. Once the offender is placed in the transport vehicle, the seat and shoulder belts will be placed in the offender. Pregnant offenders will be secured using handcuffs in the front position only.
- D. The restraining equipment must never be used as punishment or in any way that would cause undue physical pain or restrict the blood circulation or breathing of the offender.
- E. When transporting offenders, the transporting Deputy will identify each offender before leaving and again before releasing an offender to another agency. When transporting several offenders, counts will be made every time the vehicle stops for fuel, food, or for the delivery of offenders.

Category Administration and Management	Number 716
Subject Uniform and conduct code	Effective Date June 1, 2012

#### UNIFORM AND CONDUCT CODE

##### Policy

The policy of the Ouachita Correctional Center is to establish a Conduct and Uniform Code for on and off duty employees. Members and employees shall conduct their private and professional lives in such a manner as to avoid bringing the Department into disrepute. Professionalism in conduct and dress is one of the key factors in public acceptance and personal pride.

##### 716.1 Uniforms

- A. Uniforms as authorized and provided by the Ouachita Correctional Center will be worn while on duty.
- B. Uniforms may not be worn off duty, except for travel to and from duty.
- C. No part of the Uniform is to be worn with civilian dress, unless authorized by the Warden for a particular duty.
- D. The Uniform will be kept clean, neat, and pressed when reporting for duty.  
Refer to the OPSO policy manual for actual uniform requirements.



- E. Casual Fridays – Employees who are not required to wear a uniform may wear denim jeans that are clean and neat (with no holes) and casual shirts that have a collar. No tee-shirts, sweatshirts or shirts without collars are permitted. All shirts are to be clean, pressed, tucked into the pants, and a belt must be worn. No tennis shoes or backless sandals are permitted. POST certified employees are still required to wear a badge on Fridays.
- F. Assigned uniform must be brought with you when civilian clothing is worn on casual Friday for possible transport.

### 716.2 Badges

Only badges issued by the Department will be worn. Any additional badges must be approved and authorized by the Warden. The badge is not to be “flashed” or shown off duty, except when specifically asked for as identification.

### 716.3 Conduct in general

- A. All members on duty or in uniform shall not enter taverns, theaters, or other public places except to perform a law enforcement task.
- B. When off duty, it is permitted to stop for purchases while going to and from duty, but not at any establishment where the primary sale is liquor of high or low content.
- C. **Liquor is never to be purchased at any time while in uniform.**
- D. Unless otherwise directed, employees shall report for duty on time and at the place specified.
- E. All employees are to remain at their assignment and on duty until properly relieved by another employee or until dismissed by the Supervisor or Assistant Warden.
- F. Employees of the Ouachita Correctional Center will not bring food to be prepared for them by the food service personnel.
- G. Correctional Deputies will need to plan to take care of their personal business during off duty time:
  - 1. Mandates of the Federal Courts require a specific number of Correctional Deputies per number of offenders.
  - 2. No shift can be short of the court ordered number of supervising Correctional Deputies.
  - 3. Should a Correctional Deputy become ill on duty, or cannot report for duty due to illness, a relief person must be found to fill this vacancy.
  - 4. Sudden illness, accidents, or deaths in families happen; however, when these do, your supervisor or Assistant Warden will try to accommodate the Correctional Deputy.
  - 5. In the event of circumstances you may be asked to work over until a replacement can be found.
- H. No employee is to report for duty under the influence of intoxicants or drugs, nor shall they, on or off duty, be intoxicated in public view.

### 716.4 Riding patrol

Correctional Deputies who wish to ride patrol duty with a uniformed patrol deputy must complete the following:

- A. Make a formal application to the Warden, who then submits the application to the Chief Deputy for approval.



- B. Must qualify with a sidearm before the department P.O.S.T. Certified Firearms Instructor.
- C. Not have any disciplinary charges or pending charges as a Correctional Deputy.
- D. Supply their own duty equipment as approved by the Department.
- E. Show an ability to deal with the general public in a polite professional manner.
- F. If approved, ride during off duty time, but not immediately after or before his next duty date.
- G. Ride time is limited to twelve (12) hours continuous, barring any unusual circumstances.
- H. Report for duty in the Ouachita Correctional Center during emergency situations, if needed during off duty ride time.

#### **716.5 Impartial attitude**

All members, even though charged with vigorous and unrelenting enforcement of the law, must remain completely impartial toward all persons coming to the attention of the Ouachita Sheriff's Office.

Violations of the law are against the people of the Parish and not against the individual Deputy. All citizens are guaranteed equal protection under the law. Exhibiting partiality for or against a person because of race, creed, or influence is conduct unbecoming a Deputy.

#### **716.6 Assisting criminals**

Staff and correctional Deputies shall not communicate in any manner, either directly or indirectly, any information which might assist persons guilty of criminal or quasi-criminal acts to escape arrest or punishment, or which may enable them to dispose of or secret evidence of unlawful activity or money, merchandise, or other property unlawfully obtained.

#### **716.7 Recommending attorneys and bail brokers prohibited**

Staff and correctional Deputies shall not suggest, recommend, or otherwise counsel the retention of an attorney or bail bond broker to any person coming to their attention as a result of law enforcement business. This does not apply when a relative of the member seeks such services.

In no case may such advice be given where a fee, gratuity, or reward is solicited, offered, or accepted from the attorney or bail bondsman. Soliciting business for any attorney or bail bondsman is gross misconduct.

#### **716.8 Acting as bailor prohibited**

Staff and correctional Deputies cannot act as bailers for any person in custody.

Category Administration and Management	Number 718
Subject Employment conditions	Effective Date June 1, 2012

## **EMPLOYMENT CONDITIONS**

### **Policy**

It is the policy of the Ouachita Correctional Center to have a uniform work environment applicable to every employee respective to their duty assignments.

#### **718.1 Shift schedules**

- A. Correctional Deputies will work 12 hour shifts, except when otherwise directed to handle special assignments.
- B. Compensatory time (K-time) will be earned for excess hours, and shall follow guidelines outlined in the Ouachita Sheriff's Office Policy and Procedure Manual.

#### **718.2 Employment probation**

All new members will be on a probationary period. During the probationary period, violation of the Ouachita Sheriff's Office and/or Ouachita Correctional Center rules and regulations may result in immediate dismissal. Additional salary increases will be based upon the availability of funds, individual performance, recommendation of supervisors, and at the discretion of the Warden and Sheriff.

#### **718.3 Employment policy**

The Ouachita Sheriff's Office does not discriminate in hiring or employment on the basis of race, color, religious creed, national origin, sex, ancestry, medical condition, handicap, or on the basis of age, or status as a Vietnam era or special disabled veteran.

Category Administration and Management	Number 720
Subject Personnel records	Effective Date June 1, 2012

## **PERSONNEL RECORDS**

### **Policy**

The Ouachita Correctional Center will maintain a current, accurate, and confidential personnel record for each employee.

#### **720.1 Employee Personnel files**

Employee personnel files will contain the following:

- A. Training and certifications
- B. Personnel actions
- C. Employee evaluations
- D. Miscellaneous correspondence relating to awards, commendations, etc.
- E. Disciplinary actions
- F. Original applications for employment

Category Administration and Management	Number 721
Subject Internal investigations	Effective Date June 1, 2012

## INTERNAL INVESTIGATIONS

### **Policy**

The Warden of the Ouachita Correctional Center will maintain a process for conducting internal investigations of alleged acts of, or complaints made against, staff of the Ouachita Correctional Center.

### **721.1 Internal Investigations**

An Investigating Deputy will prepare and submit a written report of his findings to the Sheriff, Chief Deputy, and the Warden.

The Sheriff, Chief Deputy, or the Warden will review the investigating Deputy's report and will take appropriate action. In case of criminal act, the matter will be referred to the District Attorney for further investigation and possible prosecution.

Category Administration and Management	Number 722
Subject Agency fiscal management	Effective Date June 1, 2012

## AGENCY FISCAL MANAGEMENT

### **Policy**

It is the policy of the Ouachita Correctional Center to maintain a fiscal management system which accurately accounts for all income and expenditures, inventory control, and requisitions on an ongoing basis. This system will ensure that a sound fiscal management system essential to provide current financial information is established. This system will be approved by the Sheriff and/or Ouachita Parish Police Jury.

### **722.1 Agency fiscal management**

- A. All employees of Ouachita Correctional Center shall follow the fiscal management system procedures as outlined by the OPPJ. Any exceptions to the Accounting Systems procedure must be approved by the OPPJ.
- B. An independent auditor, selected by the OPPJ and approved by the Office of Legislative Auditors of Louisiana shall conduct an audit of the Ouachita Correctional Center as prescribed by law. Reports shall be submitted to the OPPJ and copies filed with the Louisiana Legislative Auditor's Office. Corrective action shall be taken as directed by OPPJ.
- C. The Warden/Designee will participate in on-going budget reviews to monitor budget expenditures and accumulate information verifying needs to be incorporated in budget proposal. The Warden will meet with the OPPJ for review and preparation of the budget. The OPPJ will have final approval of the budget.

- D. All procedures for purchasing and requisition shall be as required by applicable law and adhered to by all employees.
  - 1. Before any purchase is made, a purchase order must be secured from the financial Deputy of Ouachita Correctional Center.
  - 2. For all items having an estimated cost of five hundred dollars (\$500.00) or more:
    - a. Three quotes are required from businesses that have the item in stock or have quick access to the item needed.
    - b. On all non-perishable items, purchases should be planned to take advantage of bulk pricing.
    - c. An accurate inventory on supplies and equipment shall be maintained to ensure sufficient supply on items, except perishable items.
  - 3. All State Law and Regulations on bid requirements will be followed.
- E. For emergency purchases
  - 1. State Law and Regulations will be followed.
  - 2. The OPPJ shall approve all emergency purchases.
- F. Equipment inventory
  - 1. All movable equipment will carry serial numbers and/or Department identification numbers, or both.
  - 2. All equipment having a value of five hundred dollars (\$500) or more will be placed on the fixed asset listing by:
    - a. Description, serial number, and/or department identification number.
    - b. Notation as to room number of location for the equipment.
  - 3. When any equipment originally assigned to a particular room is moved or transferred or disposed of must:
    - a. Have the approval of the Assistant Warden/Designee.
    - b. The Assistant Warden/Designee will be responsible for making necessary changes in the Master Inventory list to account for equipment moved, transferred or disposed.
- G. An inventory of all Department purchased equipment issued to a correctional Deputy will be kept in the Deputy's personnel file. This inventory list will cover the following items:
  - 1. Number of shirts (long sleeve and short sleeve) issued.
  - 2. Number of pants issued.
  - 3. Jacket(s).
  - 4. Caps and/or hats.
  - 5. Badge.
  - 6. Duty gear.
  - 7. Any other department purchased and issued equipment.
- H. All equipment to be disposed of or declared surplus must be approved by the Warden\Designee.
- I. Payroll
  - 1. The Ouachita Correctional Center will maintain information on active employees of the Center and their positions.
  - 2. This information may be written or computer form.

Category Offender Trustee Worker Program	Number 723
Subject Offender Job Placement While Incarcerated	Effective Date

### **723.1 OFFENDER JOB PLACEMENT WHILE INCARCERATED**

#### **Policy**

It is the policy of the Ouachita Correctional Center (O.C.C.) to utilize offender labor for certain activities both on and off the compound. Those offenders selected for these positions will display certain work skills needed to complete these tasks.

#### **Offender Action**

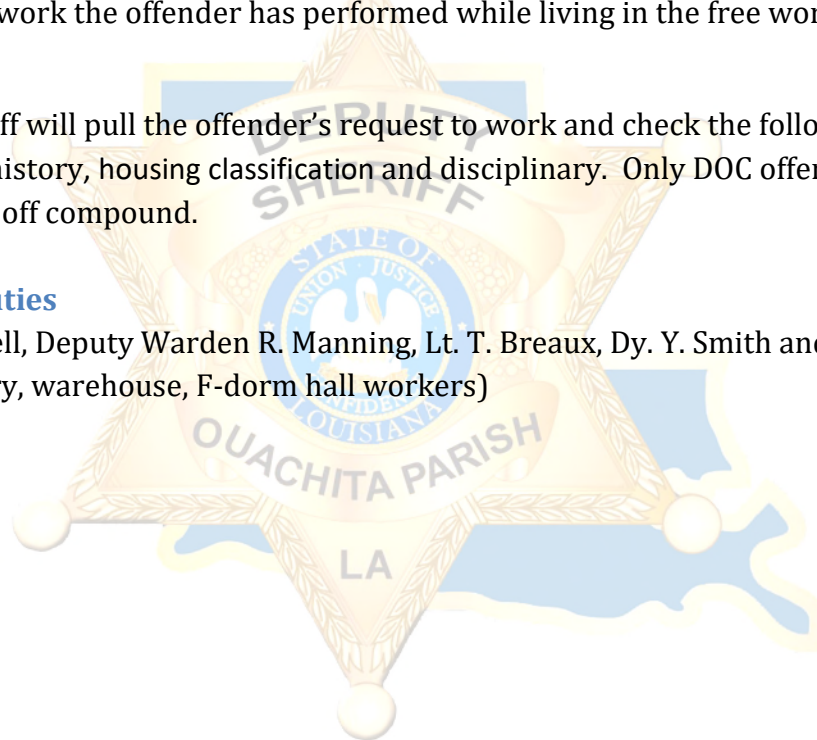
Submitting via kiosk is now available. Offender must include the following when submitting via kiosk: Full name and date of birth. Offenders must include a listing of his/her job skills. (This means what work the offender has performed while living in the free world.)

#### **Procedure**

Administration staff will pull the offender's request to work and check the following: medical, criminal history, housing classification and disciplinary. Only DOC offenders are permitted to work off compound.

#### **Authorizing Deputies**

Warden P. Campbell, Deputy Warden R. Manning, Lt. T. Breaux, Dy. Y. Smith and Dy. R. Cobb (laundry, warehouse, F-dorm hall workers)





## Crimes Against Person List

### RS 14:2

(1) Solicitation for murder.	(24) Purse snatching.
(2) First degree murder.	(25) Extortion.
(3) Second degree murder.	(26) Assault by drive-by shooting.
(4) Manslaughter.	(27) Aggravated crime against nature.
(5) Aggravated battery.	(28) Carjacking.
(6) Second degree battery.	(29) Illegal use of weapons or dangerous instrumentalities
(7) Aggravated assault.	(30) Terrorism.
(8) Mingling harmful substances.	(31) Aggravated second degree battery.
(9) Aggravated rape.	(32) Aggravated assault upon a peace officer with a firearm.
(10) Forcible rape.	(33) Aggravated assault with a firearm.
(11) Simple rape.	(34) Armed robbery; use of firearm; additional penalty.
(12) Sexual battery.	(35) Second degree robbery.
(13) Second degree sexual battery.	(36) Disarming of a peace officer.
(14) Intentional exposure to AIDS virus.	(37) Stalking.
(15) Aggravated kidnapping.	(38) Second degree cruelty to juveniles.
(16) Second degree kidnapping.	(39) Aggravated flight from an officer.
(17) Simple kidnapping.	(40) Repealed by Acts 2014, No. 602, §7, eff. June 12, 2014.
(18) Aggravated arson.	(41) Battery of a police officer.
(19) Aggravated criminal damage to property.	(42) Trafficking of children for sexual purposes.
(20) Aggravated burglary.	(43) Human trafficking.
(21) Armed robbery.	(44) Home invasion.
(22) First degree robbery.	(45) Domestic abuse aggravated assault.
(23) Simple robbery.	(46) Vehicular homicide.

## Trustee Job Regulations

1. **NO CONTRABAND is permitted. Contraband would be ITEMS THAT OCC DID NOT GIVE TO YOU OR ITEMS NOT PURCHASED OFF THE COMMISSARY STORE.**
2. **NO VISITORS are permitted other than regular visitation at OCC.**
3. **NO CELL phones will be permitted.**
4. **Be DRESSED and ready for work BEFORE leaving the dorm. (PANTS UP, SHIRTS TUCKED IN, BOOTS ON, BELTS ON AND INMATE ID PROPERLY DISPLAYED.**
5. **MALES - Facial hair, other than moustaches is prohibited for anyone whose primary assigned job is in the kitchen, requires handling food or assigned a trustee job. Your hair is to be clean, cut and maintained. You must take a shower every day. Normal cleanliness is expected. Finger nails will be short.**
6. **FEMALES - your hair is to be clean and neat. You must take a shower every day. Normal cleanliness is expected. Finger nails will be short.**
7. **Operate machinery as manufactures' directions. Ask a deputy if you do not know or understand. Damaging machinery may result in firing and restitution. This includes the laundry area.**
8. **Trustee workers will be strip searched when returning from any job.**
9. **All trustee workers while riding in a vehicle shall wear a seatbelt.**
10. **Trustees serving food shall wear food gloves and face mask.**

**All trustee workers and area of immediate control can be searched based on reasonable suspicion or probable cause.**

**OFF COMPOUND JOB THAT HAS CONTACT WITH THE PUBLIC**

1. **You are to be respectful, mannerly and have no physical contact with anyone.**
2. **Clothing is to be worn properly. (Pants up and shirts tucked in)**
3. **You cannot have visitors.**
4. **Do not take anything to your job. (nothing off compound; nothing on compound)**
5. **Do not bring anything back from your job.**
6. **You cannot use phones or computers at your job.**
7. **You cannot have cell phones.**
8. **While riding in a vehicle; trustee worker shall wear a seatbelt.**



Category Mobile Kiosk Policy and Procedure	Number 724
Subject Mobile Kiosk	Effective Date

## **724.1 OFFENDER MOBILE KIOSK POLICY AND PROCEDURE**

### **Policy**

It is the policy of Ouachita Correctional Center to provide mobile kiosk for offender's to use within the housing location. Mobile kiosks may not be available in specific areas of Ouachita Correctional Center.

### **Procedure**

1. Inmates are not to share confidential information (example: pin number, passwords, etc.) to other inmates. If an inmate shares his information and has charges to his/her account or has money missing from their account Ouachita Correctional Center (OCC), GTL, Telmate, Keefe & Correct Commissary are not liable.
2. Inmates are not allowed to take mobile kiosk out of their housing location for any reason. (Examples: Court, Medical, Rec Yard, Programs, Work, etc.)
3. Any inmate that abuses/destroys a mobile kiosk may be charged criminally/or in-house and can have their privileges taken away for an indefinite length of time. Types of abuse/destroying of a mobile kiosk includes, but not limited to:
  - A. Intentionally damaging or destroying the mobile kiosk or case.
  - B. Marking the mobile kiosk with graffiti, scratches, or adhering anything.
  - C. Tampering with the mobile kiosk settings
4. Any inmate that uses the mobile kiosk for any criminal offenses or threats toward the security of OCC or persons will have privileges taken away.
5. If your privilege has been taken away and you are caught using someone else's mobile kiosk, the owner to that mobile kiosk will lose their privileges as well.
6. If an inmate is placed in a disciplinary cell that inmate is not allowed to have a mobile kiosk. Also, if an inmate has been written up on disciplinary they will lose their mobile kiosk privileges until DB court is over at the discretion of shift supervisory staff or above.
7. If an inmate is disrespectful to a deputy they may lose their mobile kiosk privileges for 24hrs of the incident. If an inmate continues to be disrespectful to a deputy, privileges will be taken for an extended period of time.
8. It is the inmate's responsibility to log out of their account when they are finished using the mobile kiosk at any time.
9. If you have been ordered by the court to not contact a specific person, and you are using the mobile kiosk as a means to contact that person; your privileges to the mobile kiosk will be taken indefinitely.

10. Inmates who are fighting over a mobile kiosk or being disruptive because of the mobile kiosk; privileges can be taken away from the inmates involved in the incident.
11. The mobile kiosk can be shut down by OCC staff for any reason deemed necessary.
12. If at any time your mobile kiosk is destroyed, malfunctions, or has been tampered with it is your responsibility to notify staff immediately.
13. If an inmate is placed on suicide watch they will lose all privileges to the mobile kiosk until they are released from suicide watch. If the inmate continues to check into suicide watch for any reason they could lose their mobile kiosk privileges indefinitely.
14. It is the inmates' responsibility to share the mobile kiosk throughout the day with the other inmates assigned to that mobile kiosk. If a complaint is filed because any inmate will not share the mobile kiosk with the other inmates; said inmate will lose his mobile kiosk privileges for an extended period of time.
15. If an inmate fails dorm inspection in the mornings their mobile kiosk privileges will be taken for 24hrs or until the next dorm inspection occurs. If the whole dorm fails inspection all inmate mobile kiosk privileges will be taken for 24hrs or until the next dorm inspection occurs.
16. It is your responsibility to make sure that you are on the free profile before writing any form of communication to the staff. Any forms of any nature (sick call, grievances, staff messaging) that is done on the Standard Profile or Promotional Profile, that will charge you while creating the communication will not be refunded.
17. The facility will not be supplying headsets, offenders must purchase their own.

Category Correctional Emergency Response Team (C.E.R.T.)	Number 725
Subject C.E.R.T.	Effective Date

### **725.1 CORRECTIONAL EMERGENCY RESPONSE TEAM POLICY AND PROCEDURE**

#### **Policy**

This team should be utilized to accomplish a safer outcome to a situation where there is high risk to the safety of staff, inmates, or property. C.E.R.T. is available at all times operating as an on-call team.

C.E.R.T. also serves as members of the Ouachita Parish Sheriff's Office Mobile Field Force Team. The team may be deployed to various locations in the state to help assist with Civil Disturbances. C.E.R.T. will fall under the guidelines set forth by the Mobile Field Force Team during these incidents.

The Ouachita Correctional C.E.R.T. is a team comprised of 17 members that are trained to deal with situations that may arise beyond the safe control of staff. The team consists of a Team Commander, Team Co-Commander, three Team Leaders, and members that work together to achieve the following three goals:

- A. Safety of Staff
- B. Safety of Inmates
- C. Protection of Property

C.E.R.T. should be utilized when dealing with any situation of known weapons, inmates that pose an immediate threat to staff, isolated inmates that are threatening harm to staff, riots, jail evacuation, transports or shipments of known violent offenders, and internal movement or extractions of an inmate when protective gear could be utilized to protect staff. This is a basic guideline for dispatching C.E.R.T. additional situations may arise where a supervisor needs the assistance of C.E.R.T.

#### Procedure

1. While on duty if the supervisor of a division needs the assistance of C.E.R.T. on or off the compound, they will notify the Assistant Warden. The Assistant Warden will notify the C.E.R.T. Commander and brief him of the situation. The C.E.R.T. Commander will then assess the situation and determine if it meets the criteria for C.E.R.T. deployment. The C.E.R.T. Commander assumes the responsibility of determining if the whole team, partial team, or if any C.E.R.T. members will be deployed.
2. After the decision has been made, the C.E.R.T. Commander will contact the requesting supervisor to receive a complete briefing of the known facts. The C.E.R.T. Commander will give additional instructions to the supervisor if needed to assist while the team is responding
3. Upon arrival, the team will be briefed and a tactical plan to deal with the situation will be comprised. Once on the compound, the C.E.R.T. Commander will assume control of what is needed during the operation. Supervisors and staff should assist in meeting any direction given by the C.E.R.T. Commander until the situation has been handled and the situation is rendered safe.



Category Correctional WRAP System	Number 726
Subject Security	Effective Date

## 726.1 CORRECTIONAL WRAP SYSTEM

### Policy

#### The WRAP System

I. Purpose: To establish specific guideline for the use of The WRAP system by staff.

II. Policy: It is the policy of the Ouachita Correctional Center to utilize The WRAP system for the protection of the inmate, the staff, property, and overall security of the jail.

#### III. Procedure:

- A. The WRAP System is never used:
  - a. As a form of punishment.
  - b. In a manner as to restrict blood circulation or breathing.
  - c. Without supervisor approval.
  - d. Without proper documentation.
- B. The WRAP System may be applied to an inmate when necessary to:
  - a. Prevent an escape.
  - b. Prevent damage to property.
  - c. Prevent self-injurious behavior or injury to others.
  - d. Prevent or quell a disturbance or riot.
  - e. Immobilize a violent or combative subject.
  - f. Assist in transportation of violent or combative subjects.
  - g. Assist with cell extractions.
  - h. Help ensure protection of life when dealing with a suicidal subject.

#### IV. Application and Use:

- a. Approval from a Supervisor is needed to use the system.
- b. Placement of the inmate in The WRAP System will be conducted by certified and trained staff members.
- c. Staff will place the inmate into the WRAP System following the manufacture's procedures.

- d. When an inmate is placed in the WRAP System for any reason, they must be under continuous observation. Documentation will also be completed every fifteen (15) minutes noting the subject's behavior.
- e. Medical staff should check on the inmate every one (1) hour while in the restraint. The medical check should be documented.
- f. An inmate in the WRAP System will be examined by trained staff to include the shoulder harness, leg bands, and handcuffs for tightness and should be adjusted to maintain control of the inmate. It is recommended that the chest harness be 4-6 inches away from the chest to allow for full chest expansion. The inmate will be rechecked as needed to ensure the inmate has the ability to breathe fully and the WRAP is fully secured.
- g. Once the inmate is properly restrained in the WRAP, they can be placed on their side or in a sitting position. This will increase the oxygen recovery rate and reduce the risk of respiratory fatigue or positional asphyxia often caused by being restrained in the prone position.
- h. Inmates in the WRAP System are allowed meals. One hand will be freed to facilitate this. Inmates are to be in the sitting position during meal time.
- i. Inmates in the WRAP System will be separated from all other inmates. If multiple offenders are in the WRAP System, they may be housed together with space between them so as to reduce the risk of physical interaction with one another.

V. Application and use with a pregnant offender:

- a. The WRAP System should **ONLY** be used on a pregnant inmate if the inmate is attempting a method of suicide or trying to cause immediate harm to the fetus.
- b. In addition to the standard guidelines set forth above, when the WRAP system is applied to a pregnant inmate, once in the WRAP System, the inmate should be checked by a supervisor every fifteen (15) minutes. During each check by a supervisor, all parts of the restraints should be checked to ensure they are not overly tight. These checks must be notated. Medical personnel must check the inmate every thirty (30) minutes and notate blood pressure and oxygen levels during these checks. During each check by medical personnel, all parts of the restraint should be checked to ensure they are not overly tight. This information must be notated.

- c. In addition to the standards guidelines set forth above, when the WRAP system is applied to a pregnant inmate, once the WRAP System has been placed on the pregnant inmate, the handcuffs will be moved to the front and properly secured to the body of the WRAP.
- d. In addition to the standard guidelines set forth above, when the WRAP system is applied to a pregnant inmate, the inmate will be placed in the WRAP System in a sitting position. A mattress will be placed on the floor underneath the inmate to sit on. Two additional mattresses will be placed one on each side of the floor to ensure adequate padding is surrounding the inmate.
- e. All other standard procedures of this Policy set forth in Subsection I through IV above that do not conflict with this Subsection V should be followed in regards to the WRAP system when the WRAP system is applied to a pregnant inmate.



# APPENDIX A: ORGANIZATIONAL CHART

