

Department of Public Safety & Corrections
State of Louisiana

JOHN BEL EDWARDS
GOVERNOR

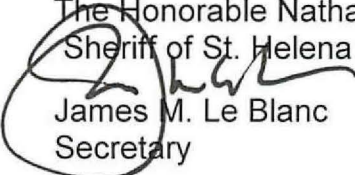


JAMES M. LE BLANC
SECRETARY

April 27, 2021

MEMORANDUM

TO: The Honorable Nathaniel "Nat" Williams
Sheriff of St. Helena Parish

FROM: 
James M. Le Blanc
Secretary

RE: St. Helena Parish Jail

Please see the attached monitoring report regarding the Basic Jail Guidelines (BJG) re-certification with waiver inspection that was conducted on February 28, 2020. The BJG monitoring team will continue with annual monitoring to ensure compliance with the following guidelines.

BJG II-A-019 "Offender Transfers" (New)
BJG IV-C-013-1 "Medical Releases" (New)
BJG IV-C-016 "Notification" (New)
BJG IV-D-004 "Confidentiality of Health Information" (Revised)
BJG V-B-001 "Releasing Offenders (Revised)
BJG V-C-004 "Parole Board Procedures (New)

Please contact BJG Team Leader Elisabeth Roblin if you should need any assistance to achieve compliance.

Attachment

c: Mike Ranatza, Executive Director, Louisiana Sheriffs' Association
Brian Muse, Warden, St. Helena Parish Jail
Seth Smith, Chief of Operations
Timothy Hooper, Acting Warden
Libby Roblin, BJG Team Leader

Department of Public Safety & Corrections
State of Louisiana

JOHN BEL EDWARDS
GOVERNOR



JAMES M. LE BLANC
SECRETARY

April 27, 2021

MEMORANDUM

TO: James M. Le Blanc
Secretary

FROM: Markisha L. Stewart *M. Stewart*
Basic Jail Guidelines Administrator

RE: St. Helena Parish Jail

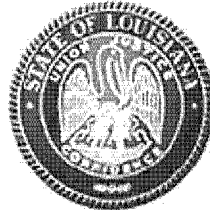
The recertification inspection was conducted on February 28, 2020. At this time, annual monitoring is recommended to ensure compliance with the following guidelines.

BJG II-A-019 "Offender Transfers" (New)
BJG IV-C-013-1 "Medical Releases" (New)
BJG IV-C-016 "Notification" (New)
BJG IV-D-004 "Confidentiality of Health Information" (Revised)
BJG V-B-001 "Releasing Offenders (Revised)
BJG V-C-004 "Parole Board Procedures (New)

Hand 503!

Thank you.

Attachment



BJG MONITORING REPORT
(Annual, Semi-Annual, Quarterly, Monthly or Recert with Waiver)

FACILITY NAME: St. Helena Parish Prison
BJG MONITORS: Libby Roblin, BJJ Team Leader
Joli' Darbonne, BJJ Team Monitor
Justin Coley, BJJ Team Monitor
Maghen Gagnard, BJJ Team Monitor
TYPE OF INSPECTION: Re-certification with Waiver
FACILITY STAFF: Brian Muse, Warden
Aubrey Kelly, Lieutenant
Brandon Brunet, Deputy
Leroy Burton, Deputy
Lisa Britton & Jannifer Knighten, Warden's Secretaries
BJG INSPECTION DATE: February 28, 2020
PREVIOUS BJJ INSPECTION DATE: February 19, 2019
OPERATIONAL CAPACITY: 56
COUNT ON DAY OF VISIT: 51

CONCERNS OR ISSUES FROM THE PREVIOUS BJJ MONITORING INSPECTION:

None

	# MALE	# FEMALE	TOTAL
Number of DOC Offenders	11	0	11
Number of Local Offenders	40	0	40
Number of Out of State Offenders	0	0	0
Number of Federal Offenders	0	0	0
Number of ICE Detainees	0	0	0
TOTAL	51	0	51

of DOC Offenders that are:

Single Bunked	0
Double Bunked	11
Triple Bunked	0
Total	11

of DOC Offenders that are in restricted housing:

Single Bunked	0
Double Bunked	0

Triple Bunked	0
Total	0

Assaults (Please list monthly since the previous BJJ monitoring visit.)

Month/Year	Off/Off	Off/Off w/sig inj	Offender/Staff	Off/Staff w/sig inj
February 2019	0	0	0	0
March 2019	0	0	0	0
April 2019	0	0	0	0
May 2019	0	0	0	0
June 2019	0	0	0	0
July 2019	0	0	0	0
August 2019	0	0	0	0
September 2019	0	0	0	0
October 2019	0	0	0	0
November 2019	0	0	0	0
December 2019	0	0	0	0
January 2020	0	0	0	0

Seizure Findings (Please list monthly since the previous BJJ monitoring visit.)

Month/Year	Illicit Substance	Alcohol	Weapon	Cell Phone	Other
February 2019	0	0	0	0	0
March 2019	0	0	0	0	0
April 2019	0	0	0	0	0
May 2019	0	0	0	0	0
June 2019	0	0	0	0	0
July 2019	0	0	0	0	0
August 2019	0	0	0	0	0
September 2019	0	0	0	0	0
October 2019	0	0	0	0	0
November 2019	0	0	0	0	0
December 2019	0	0	0	0	0
January 2020	0	0	0	0	0

GENERAL APPEARANCE/CLEANLINESS/COMMENTS OF THE FACILITY:

Facility operates with a waiver; therefore, they are not required to maintain BJJ files, but have chosen to do so. While reviewing the files it was noticed that they were not up to date with the April 2019 revisions. An email notification of the April 2019 revisions was originally sent in February 2019 and was resent on March 2, 2020.

Living Area and Cell Block:

The facility is an older jail with cell block style housing. The overall appearance of the facility was found to be neat and orderly on the date of the monitoring visit.

Dorms: N/A

Cell Block:

The overall appearance of the facility was found to be neat and orderly on the date of the monitoring visit.

Culinary/Dining:

Kitchen area was neat and orderly. Spot checked utensils – accounted for and issued/signed out properly. Temperature logs found within required ranges. Dry storage – found to be clean, neat, organized and all stock was dated and being rotated properly.

Bathrooms:

Shower areas in Dorm 1 – overall appearance well maintained and in working order with hot and cold water on date of monitoring visit.

Yard Areas:

Overall appearance was clean on the date of monitoring visit. The logbook was reviewed for the week of February 16, 2020 to February 22, 2020, offenders were offered yard time the required three times per week.

Maintenance:

Chemical inventories – spot checked and found no discrepancies. All MSDS sheets were available and up to date. Tool inventories – spot checked and no discrepancies were found.

REVIEW AND COMMENT ON THE FOLLOWING BASIC JAIL GUIDELINES: (Compliant or Non-Compliant)

****Even though facility is not required to maintain BJJ files, they elect to. All BJJ guidelines that were revised and/or new as of April 25, 2019 that the facility is required to be in compliance with need the policies updated to include the revision and/or create if new.**

- I-A-001 Safety/Sanitation/Inspections – Compliant**
Reviewed current and past inspections. Reviewed documented and physical corrections.
- I-C-001 Emergency Plan (Revised) – Compliant**
Reviewed all emergency plans.
- II-A-007 Counts - Compliant**
- How many formal counts are conducted each shift?
Three major counts and four minor counts.
 - How many counts are conducted each day?
Seven counts
- Stick outs are counts that are conducted in areas other than housing units, such as food services and other areas of normally authorized locations. When conducting and submitting the counts, employees are to actually see the offender before turning in these counts.***
- How does the facility accomplish this?
Major counts – offenders are located at the facility for count. Minor counts – if offender(s) is outside of the facility they are counted at their location.
 - Does this process insure accountability and safe/secure operation of the facility?
Yes – the facility has limited facility movement and minimal to no off site facility movement.
- II-A-008 Offender Population Management System (Revised) – Compliant**
Maintaining offender files with pre-class and transfer documentation.
- II-A-010 Admissions (Revised) - Compliant**
Background checks are run by the dispatch office and kept on file at the Sheriff's Office.
- II-A-011 Out of State Offenders (New) – Compliant**
Facility does not house out of state offenders. Team suggested paperwork for S1 and S2 be illustrated using the same offender.

II-A-012 Classification System – Compliant

BJG file - move S1 to P2. S1a – no example for 2018. Trustee approval form – make sure information is for the same offender each year. S4 – licensure expired 8/31/2019.

Does this facility have any trustees that work outside the secure perimeter? Yes

If yes,

- What is their classification process to determine who is eligible for trustee status? Offender applies to become trustee, then offender record is reviewed, the charges and conduct is taken into consideration, and the Warden approves or denies.
- Does their classification process meet DPS&C, Corrections Services' criteria? Yes

II-A-018 Offender Drug Testing (Revised) – Compliant

(Please list monthly since the previous BJJ monitoring visit.)

Month/Year	# DOC Tested	Total DOC Pop	% Tested	# Positive
February 2019	4	8	50.00%	2
March 2019	1	9	11.11%	0
April 2019	1	11	9.09%	0
May 2019	1	11	9.09%	0
June 2019	1	10	10.00%	0
July 2019	1	12	8.33%	0
August 2019	1	10	10.00%	0
September 2019	1	10	10.00%	0
October 2019	1	13	7.69%	0
November 2019	1	12	8.33%	0
December 2019	1	8	12.50%	0
January 2020	1	9	11.11%	0

II-A-019 Offender Transfers (New)

No file built. Part of this guideline was previously in BJJ II-A-009.

II-B-002-1 Use of Restraints for Pregnant Offenders (New)

N/A. Facility does not house female offenders.

II-C-001 Procedures for Searches (Revised) – Compliant

Searched are conducted each shift and randomly.

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

Key and utensil control were spot checked and no discrepancies were found. Tool inventories were spot checked and no discrepancies were found.

IV-C-001 Access to Care/Clinical Services (Revised) - Compliant

(Does the facility charge a co-payment? If so, approved by DPS&C?)

Charge of \$10 approved by DPS&C; however, form used by the facility states a \$20 charge for fighters who require medical treatment. Team stated at the time of visit they are to fix the form.

IV-C-006-1 Pregnancy Management (New)

N/A. Facility does not house female offenders.

IV-C-008 Annual TB Testing - Compliant

Testing is current.

IV-C-012 Access to Sick Call – Compliant

Access daily, physician's appointment scheduled for all sick call request.

- IV-C-013 Infirmiry Care – Compliant**
 Facility had no infirmiry. Offenders in need of medical are transferred to DOC.
- IV-C-013-1 Medical Releases (New)** (Medical Parole, Medical Treatment Furlough, Compassionate Release)
 Facility had no file created on date of visit due to it being new as of April 2019. However, according to facility no requests were made in 2019.
- IV-C-014 Suicide Prevention and Intervention – Compliant**
 No offenders placed on watch for years 2017,2018, and 2019.
- IV-C-016 Notification (New)**
 Facility had no file created on date of visit due to it being new as of April 2019. However, according to facility there were offender examples for 2019.
- IV-D-004 Confidentiality of Health Information (Revised) - Compliant**
 Facility was instructed to update the policy to show the April 2019 revisions.
- IV-E-001 Alleged and Substantiated Sexual Assaults (Revised) – Compliant**
 Facility has had no sexual assault allegations since the last monitoring visit February 19, 2019.
- Is this facility required to be PREA compliant due to contract language? Yes
 - Is this facility PREA compliant? No
- If yes, date compliance received:
- If this facility is required to be PREA compliant due to contract language, and has not done so, what is their plan of action for compliance?
 N/A. PREA training is held annually by Clay Williams, LCSW. License in the file for Clay Williams expired 8/31/2019. Current licensure is needed.
- V-A-003 Programs and Services (Revised) - Compliant**
- **List all Certified Treatment Programs** (Attach Form B-04-003-B)
 Living in Balance
 Cage Your Rage
 Nurturing Parenting
 Instructed staff to maintain class files to include all CTRP credits submitted for each class. Do not maintain files on each particular offender.
 - **List all other Offender Programs**
 AA/NA
 (see above)
- V-A-003-1 Educational Programming (New)**
 N/A. Facility does not currently provide GED programming.

GED Program

Number of GED Slots	<u>0</u>
Number of Participants	<u>0</u>
YTD Number of Completions	<u>0</u>

- V-B-001 Releasing Offenders (Revised) – Compliant**
Paperwork illustrated that offenders are receiving property and medication properly upon release. Community resources list is being provided and checklist is being completed and signed by offender verifying receipt upon release. However, facility was instructed to update the policy to show the April 2019 revisions.
- V-B-010 Proposed Expansions (Revised) – Compliant**
No proposed expansions at this time.
- V-C-001 Substance Abuse Programs – Compliant**
Facility offers Living in Balance.
- V-C-002 Reentry Programs (Revised) – Compliant**
(Are offenders releasing with two valid forms of identification?)
Facility is providing offenders with two forms of identification. The facility has not received any Transitional Document Envelopes, but BJJ monitoring team has instructed that the facility should maintain the envelopes in a locked cabinet, and provide the offender with the envelope and its contents and have the offender sign for the envelope. St. Helena is not required to provide offenders with TDE to all releasing offenders as they are not a state facility or Regional Reentry Center
- V-C-004 Parole Board Procedures (New)**
Need to create a policy. Facility staff stated that they have not had any offenders within the last three years have a parole hearing.
- VII-A-002 Weapons Training – Compliant**
File illustrates weapons and chemical agent training is compliant. However, team suggested to facility they illustrate the same employee for each type of training each year if possible.
- VII-B-008 Monthly Reporting (Revised) – Compliant**
Facility enter reports as required.

STAFF COMMENTS/MORALE/GENERAL OBSERVATIONS:

Staff morale perceived well during the visit. Staff was professional and cooperative with the team.

OFFENDER COMMENTS/MORALE/QUALITY OF LIFE:

The BJJ team spoke to several offenders. None voiced any complaints or concerns in regards to living or food quality.

RECOMMENDATION:

Even though facility is not required to maintain BJJ files, they elect to. All BJJ guidelines that were revised and/or new as of April 25, 2019 that the facility is required to be in compliance with, need the policies updated to include the revision and/or create if new.

At this time, the BJJ Monitoring Team would like to recommend to continue annual monitoring visits.



John Bel Edwards
GOVERNOR

Office of State Fire Marshal

8181 Independence Blvd. Baton Rouge, LA 70806
(225) 925-4911 (800) 256-5452 Fax (225) 925-4241



H. "Butch" Browning
FIRE MARSHAL

Inspection Report

Report # CB-18-031971-1

No Deficient/Cautiounary Codes cited.

Location Information			
Inspection Type	Compliance Building Inspection	Inspection Date	1/11/2019 9:58:45 AM
Structure ID	5520	No. of Buildings	2
Capacity	56	Facility Code	J61
		Year Built	1967
		Construction Type	Type IIB / (000)
Building/Trade Name		Address	
ST HELENA PARISH JAIL		387 SITMAN STREET, GREENSBURG, LA 70441	

Owner Information			
Owner Type	Name	Contact Phone	Contact Email
	ST HELENA POLICE JURY	(225) 222-4413	BMUSE@STHELENASO.ORG
Address			
337 SITMAN STREET, GREENSBURG, LA 70441			

Tenant Information			
Name	Suite Number	Floor Number	Square Footage

Occupancy Details	
Occupancy Type	Details
Institutional	INSTITUTIONAL BUILDING TYPE, GROUP I-3 (DETENTION CORRECTION); DETENTION CORRECTION FACILITY TYPE, CONDITION 4

Comments
A REVIEW OF THE EMERGENCY EVACUATION PLAN WAS CONDUCTED AND FOUND TO BE ACCEPTABLE
NO APPARENT DEFICIENCIES AT TIME OF INSPECTION
NUMBER OF INMATES PRESENT: 42

Inspector Information		
Name: Chad E Berry	Badge Number: 636	Inspector Signature:

Person to whom requirements were explained		
Name: Lisa Kirkid	Title: Warden Admin	Signature:

For questions regarding the contents of this report, please call: (504) 568 8596

R. S. 40: 1621 Whoever fails to comply with any order issued by the Fire Marshal or his authorized representative under any provision of Part III, Chapter 7, Title 40 of the Louisiana Revised Statutes of 1950, R.S. 40:1569 excepted, shall be fined not more than five hundred dollars or imprisoned, for more than six months or both. Each day's violation of an order constitutes a separate offense and may be punished as such at the discretion of court.



**STATE OF LOUISIANA
DEPARTMENT OF HEALTH
OFFICE OF PUBLIC HEALTH**

**Detention or Incarceration
Notice of Violations**

Routine/Renewal

Permit Number 46-01-224	Permit Name St. Helena Parish Prison-224		
Name of Establishment St. Helena Parish Prison-224	Owner Name		
Address 387 Sitman ST Greensburg, LA 70441	Date 11/13/2019	Time 10:55 AM	

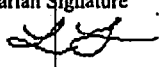
LAC TITLE 51 PART XVIII

NON-CRITICAL ITEMS: These items should be corrected by the next regular inspection or according to the compliance schedule (see below) established by this office.

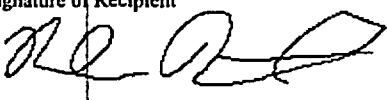
Category	Code Reference	Description of Violations
Building Requirement	101	6 - The ceilings are not in good repair. Ceiling in dorm is not in good repair

Comments:

Number Licensed For 56	Number in Attendance 53	License Anniversary 04/30/2020
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Sanitarian Name/Print Leann Lindsey	Phone # 225 222-4412	Sanitarian Signature 	R.S. # 1399
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The above mentioned violations were called to my attention and were explained to me in detail. I hereby agree to .
 Correct Critical Violations by _____ Correct Non-Critical Violations by _____

Name/Title Brandon Brunet	Signature of Recipient 
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STATE OF LOUISIANA
DEPARTMENT OF HEALTH
OFFICE OF PUBLIC HEALTH

INSTITUTION REPORT

Agency License No.	Anniversary Month NOVEMBER				
Name of Establishment ST. HELENA PARISH PRISON-224	Mailing Address				
Address 387 SITMAN ST					
City, state, Zip Code GREENSBURG LA 70441					
Type of Facility JAILS 53					
Parish St. Helena	Date Inspected 11/13/2019				
The above establishment has been inspected by a representative of this section, and: <input checked="" type="checkbox"/> License is Recommended; <input type="checkbox"/> License is Not Recommended; <input type="checkbox"/> License is Pending Reinspection; from the standpoint of sanitation					
LEANN LINDSEY					
<table border="1"><tr><td>1</td><td>3</td><td>9</td><td>9</td></tr></table>		1	3	9	9
1	3	9	9		



STATE OF LOUISIANA
DEPARTMENT OF HEALTH
OFFICE OF PUBLIC HEALTH

Retail Food
Notice of Violations

Routine/Renewal

Permit Number 46-0001044-1	Permit Name ST. HELENA PARISH JAIL Kitchen		
Name of Establishment ST. HELENA PARISH JAIL		Owner Name SAINT HELENA PARISH JAIL	
Address 387 SITMAN ST GREENSBURG, LA 70441		Date 11/13/2019	Time 10:10 AM

LAC TITLE 51 PART XXIII

Comments:

NOTICE RS 40:31.38 (ACT 66)

RS 40:31.38 (ACT 66) authorizes the Louisiana Department of Health to charge a fee of \$150 to any permitted food establishment that fails to correct the necessary sanitary code violations to be in compliance at the time of its follow up inspection (1st re-inspection). Re-inspections are required when there are five or more uncorrected non-critical violations and/or one or more uncorrected critical violations remaining at the conclusion of an inspection. The fee is only charged if the necessary violations are not corrected before the 2nd re-inspection and other subsequent re-inspections. Establishments can avoid this fee if the violations noted on the routine inspection report are corrected by, or during, the follow up inspection. If a fee is assessed, the \$150 fee is payable within 30 days' notice, and failure to pay shall result in revocation of the permit.

Sanitarian Name/Print Leann Lindsey	Phone # 225 222-4412	Sanitarian Signature 	R.S. # 1399
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The above mentioned violations were called to my attention and were explained to me in detail. I hereby agree to

Correct Critical Violations by

Correct Non-Critical Violations by

Signature of Recipient

Name/Title
Brandon Brunet



**CERTIFIED TREATMENT AND REHABILITATION PROGRAM
CERTIFICATION OF CONTINUED COMPLIANCE**

Facility: St. Helena Parish Jail

Date: February 28, 2020

Name of Program: Cage Your Rage — *CAGE YOUR RAGE*

Date of Program Implementation: March 2014

Primary Area of Service Provided:

- Education
- Job Skill Training
- Values Development and Faith Based Initiatives
- Treatment Programs
- Miscellaneous

Program has been certified by DPS&C? Yes No

Program application process is consistent with DPS&C existing assessment and classification system?
 Yes No

Has program curriculum changed during preceding 12 months? Yes No

Is there an objective method used to assess completion? Yes No

Attendance
Detailed records are maintained on the following:

- | | | |
|---|---|--|
| All offenders who apply. | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Number of offenders accepted. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Number and type of services provided. | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Offender's completion/termination from program. | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |

Is there a formal graduation ceremony for those who complete the program? Yes No

The CTRP referenced above continues to meet necessary criteria to maintain its certification by the Department of Public Safety and Corrections.

M. Sermon

Monitoring Team Member or BJJ Team Member/Leader

February 28, 2020
Date

CERTIFIED TREATMENT AND REHABILITATION PROGRAM
CERTIFICATION OF CONTINUED COMPLIANCE

Facility: St. Helena Parish Jail

Date: February 28, 2020

Name of Program: Living in Balance

CHRYSTINE WILLIAMS

Date of Program Implementation: March 2014

Primary Area of Service Provided:

- Education
- Job Skill Training
- Values Development and Faith Based Initiatives
- Treatment Programs
- Miscellaneous

Program has been certified by DPS&C? Yes No

Program application process is consistent with DPS&C existing assessment and classification system?
 Yes No

Has program curriculum changed during preceding 12 months? Yes No

Is there an objective method used to assess completion? Yes No

Detailed records are maintained on the following:

- | | | |
|---|---|--|
| All offenders who apply. | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Number of offenders accepted. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Number and type of services provided. | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Offender's completion/termination from program. | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |

Is there a formal graduation ceremony for those who complete the program? Yes No

The CTRP referenced above continues to meet necessary criteria to maintain its certification by the Department of Public Safety and Corrections.

M. S. [Signature]

Monitoring Team Member or BJJ Team Member/Leader

February 28, 2020
Date

CERTIFIED TREATMENT AND REHABILITATION PROGRAM
CERTIFICATION OF CONTINUED COMPLIANCE

Facility: St. Helena Parish Jail

Date: February 28, 2020

Name of Program: Nurturing Parenting

Date of Program Implementation: March 2014

Primary Area of Service Provided:

- Education
- Job Skill Training
- Values Development and Faith Based Initiatives
- Treatment Programs
- Miscellaneous

Program has been certified by DPS&C? Yes No

Program application process is consistent with DPS&C existing assessment and classification system? Yes No

Has program curriculum changed during preceding 12 months? Yes No

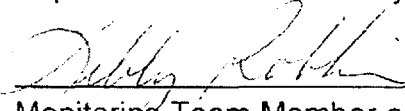
Is there an objective method used to assess completion? Yes No

Detailed records are maintained on the following:

- | | | |
|---|---|-----------------------------|
| All offenders who apply. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Number of offenders accepted. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Number and type of services provided. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Offender's completion/termination from program. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

Is there a formal graduation ceremony for those who complete the program? Yes No

The CTRP referenced above continues to meet necessary criteria to maintain its certification by the Department of Public Safety and Corrections.



Monitoring Team Member or BJC Team Member/Leader

February 28, 2020
Date