

Department of Public Safety & Corrections  
State of Louisiana



JOHN BEL EDWARDS  
GOVERNOR

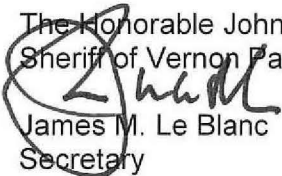


JAMES M. LE BLANC  
SECRETARY

June 6, 2023

**MEMORANDUM**

**TO:** The Honorable John S. "Sam" Craft  
Sheriff of Vernon Parish

**FROM:**   
James M. Le Blanc  
Secretary

**RE:** "Basic Jail Guidelines" Monitoring Report

Please see the attached monitoring report regarding the Basic Jail Guidelines (BJG) annual inspection that was conducted at Vernon Parish Jail on April 20, 2023. The facility continues to provide a secure, safe, and stable environment for DOC inmates in their custody. At this time DPS&C will continue with annual monitoring visits with a waiver.

Thank you for your support of the BJD process.

JML/mwk

Attachment

c: Mike Ranatza, Executive Director, Louisiana Sheriffs' Association  
Brad Conn, Warden, Vernon Parish Jail  
Seth Smith, Chief of Operations  
Marcus Myers, Warden, RLCC  
Chad Firmin, BJD Team Leader



# BJG MONITORING REPORT

Annual with a Waiver

Rev. 08/01/2022 mwk

**Facility Name:** Vernon Parish Jail  
**BJG Team Leader & Monitors:** Lt. Col. Chad Firmin  
**Facility Warden & Email Address:** Brad Conn - bconn@vpso.org  
**Facility Staff:** Connie Williams - cwilliams@vpso.org  
**BJG Inspection Date:** April 20, 2023  
**Previous BJJ Inspection Date:** April 22, 2022  
**Operational Capacity:** 152  
**Count on Day of Visit:** 141

**Concerns or Issues from the previous BJJ Monitoring Inspection:** None

	# MALE	# FEMALE	TOTAL
Number of DOC Offenders	9	0	9
Number of Local Offenders	99	23	122
Number of Out of State Offenders	10	0	10
Number of Federal Offenders	0	0	0
Number of ICE Detainees	0	0	0
<b>TOTAL</b>	<b>118</b>	<b>23</b>	<b>141</b>

**Number of DOC Offenders that are:**

Single Bunked 0  
Double Bunked 9  
Triple Bunked 0  
**Total** 9

**Number 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
April 2022	0	0	0	0
May 2022	0	0	0	0
June 2022	0	0	0	0
July 2022	0	0	0	0
August 2022	0	0	0	0
September 2022	0	0	0	0
October 2022	0	0	0	0
November 2022	0	0	0	0
December 2022	0	0	0	0
January 2023	0	0	0	0
February 2023	0	0	0	0
March 2023	0	0	0	0

**SEIZURE FINDINGS:** (Please list monthly since the previous BJJ monitoring visit.)

Month/Year	Illicit Substance	Alcohol	Weapon	Cell Phone	Other
April 2022	0	0	0	0	1 cigarette lighter
May 2022	0	0	0	0	2 tobacco
June 2022	0	0	0	0	0
July 2022	0	0	0	0	0
August 2022	0	0	0	0	2 tobacco
September 2022	0	0	0	0	2 tobacco, 1 pk rolling papers, 1 lighter
October 2022	0	0	0	0	2 tobacco, 1 vape
November 2022	0	0	0	0	0
December 2022	0	0	0	0	2 tobacco, 1 lighter, 1 pk rolling papers
January 2023	0	0	0	0	3 tobacco, 1 lighter
February 2023	0	0	0	0	2 tobacco, 1 tattoo gun
March 2023	0	0	0	0	0

**GENERAL APPEARANCE, CLEANLINESS, AND COMMENTS OF THE FACILITY:**

**Living Area:**

- **Dorms** - The living areas where DOC offenders are housed was very clean. All beds made up and offender belongings stored properly. Other housing units in the facility are clean as well.
- **Cell Block** - There is no cellblock at the facility. There is lockdown cells that are utilized for pre-trial offenders, arrestees and any type suicide or medical watches. There are no DOC offenders in lockdown.

**Culinary/Dining-** There is no dining hall at the facility. The food is prepared in the kitchen and placed in hot boxes and delivered to the housing units. The kitchen area is very clean. Kitchen utensils are on inventory and stored in a locked cabinet on a shadow board and being signed in and out properly. A temperature log of coolers, freezers and dishwasher hot water is kept and recorded daily. All food stored

properly in dry storage and in coolers and freezers. There is a bathroom in working order located in the kitchen for offender use.

**Bathrooms:** The bathrooms and shower areas are clean and all in working condition. Adequate hot water is available for offender use. Hot water temperatures are checked and logged. There is some peeling paint in the shower areas throughout the facility.

**Yard Areas:** The yard area consist of a concrete fenced in area for recreation purposes. Offenders are given access to the yard area multiple times a week.

**Maintenance:** There is no maintenance shop at the facility. The Police Jury is responsible for any maintenance at the facility and is not located on the grounds.

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

- I-A-001      Safety/Sanitation/Inspections (MANDATORY):** Compliant- Safety and sanitation inspections being conducted at the facility. Copies of inspections on file. FM inspection was on 10/4/22, DHH inspections were done on 12/15/22. No discrepancies. Neither inspection has been conducted yet for 2023.
- I-C-001      Emergency Plan (MANDATORY):** Compliant-Emergency plan in place and has been approved by the FM office. An approved copy is sent to Headquarters.
- I-C-003      Fire Safety/Code Conformance (MANDATORY):** Compliant- Facility conforms to fire safety code and FM requirements.
- II-A-006      Staff Log (MANDATORY):** Compliant- A copy of staff assigned to work on shift on file.
- II-A-007      Counts (MANDATORY):** Compliant-
- How many formal counts are conducted each shift? Minimum 4 per shift
  - How many counts are conducted each day? Minimum 8
  - **Stick outs counts**
    - How does the facility accomplish this? Officers will physically count offenders that are not in the housing units during count times and call the count into control. There is a log of offenders that exit the facility for work and or trips for count and accountability purposes.
    - Does this process ensure accountability and safe/secure operation of the facility?  
Yes
- II-A-008      Offender Population Management System:** Compliant- A board located at the control pod list all offender names, housing assignments and total number of offenders housed. A file is kept on all DOC offenders at the facility.
- II-A-010      Admissions:** Compliant- Intake questionnaire completed during the admission process that includes fingerprints, photo and medical screening.
- II-A-012      Classification System:** Compliant-

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 master prison record is reviewed to determine eligibility for trustee, criminal history, medical screening and approval from mental health. Once the offender is eligible then the request will be sent to the Warden for review and approval.
- Does their classification process meet DPS&C, Corrections Services' criteria? Yes

**II-A-016 Photo Identification (MANDATORY):** Compliant

**II-A-018 Offender Drug Testing (MANDATORY):** (List monthly since the previous BJG monitoring visit.)

Month/Year	# DOC Tested	Total DOC Pop	% Tested	# Positive
April 2022	8	8	100	0
May 2022	9	9	100	0
June 2022	9	9	100	0
July 2022	9	9	100	0
August 2022	10	10	100	0
September 2022	9	9	100	0
October 2022	10	10	100	0
November 2022	10	10	100	0
December 2022	10	10	100	0
January 2023	10	10	100	0
February 2023	10	10	100	0
March 2023	9	9	100	0

**II-A-019 Offender Transfers:** Compliant- A copy of an approved transfer of an offender to another facility on file.

**II-A-020 Cell Checks (MANDATORY):** Compliant- Officers make rounds at least once every hour. If an offender is on some type of security watch or suicide watch then rounds are made at least every 15 to 30 minutes.

**II-B-002-1 Use of Restraints for Pregnant Offenders:** Compliant- Policy in place regarding use of restraints for pregnant offenders. There is no pregnant offenders housed on the day of the audit.

**II-C-001 Procedures for Searches:** Compliant- A record of offender searches and their property on file. Searches being done also on offenders returning from an outside detail or trip.

**II-D-001 Key, Tool, and Utensil Control (MANDATORY):** Compliant- Keys are in a locked cabinet in the control pod and are signed in and out. Kitchen utensils are on inventory and also signed in and out.

**III-A-001 Rules and Discipline (MANDATORY):** Compliant

- Does the facility's offender orientation include the application process for applying for restoration of good time? Warden states that this is explained to offenders during the intake process and how to request an application. No DOC offenders have requested an application for restoration of good time.

- What is their restoration of good time application process for the offender population? Facility follows department regulation for the application process for restoration of good time.
- Does their restoration of good time application process meet DPS&C, Corrections Services' criteria? Yes

- IV-A-003 Food/Dietary Allowances (MANDATORY):** A qualified dietician is on staff to ensure the correct dietary allowances are served and menus prepared accordingly. License is current and on file.
- IV-A-006 Food Services Management (MANDATORY):** Compliant- A record of meals served is on file. At least 2 meals are served hot meals.
- IV-B-001 Plumbing Fixtures – Toilets & Washbasins (MANDATORY):** Compliant- Toilets and washbasins are available in housing units and in working order.
- IV-B-002 Plumbing Fixtures – Showers (MANDATORY):** Compliant- Showers are available in housing units and in working order. Adequate hot water available and hot water temperatures checked. There is some peeling paint in showers.
- IV-B-005 Personal Hygiene (MANDATORY):** Compliant- The facility has a list of hygiene items that is passed out to offender population.
- IV-C-001 Access to Care/Clinical Services (MANDATORY)** (Does the facility charge a co-payment? If so, approved by DPS&C?): Compliant- The facility does not charge a co-pay.
- IV-C-003 Provision of Treatment (MANDATORY):** Compliant- Health authority reviews medical practices for the facility. Services are through Business Health Partners Dr. Phillip Conner.
- IV-C-005 24 Hour Care (MANDATORY):** Compliant- Staff is on call after hours. Dr. Conner is called after hours if needed for medical services for offenders or local hospital.
- IV-C-006-1 Pregnancy Management (MANDATORY):** Compliant- Policy in place for pregnancy management. No pregnant females at the facility on the day of the audit.
- IV-C-008 Annual TB Testing:** Compliant- Testing is done annually during the months of July or August.
- IV-C-009 Chronic Care Program (MANDATORY):** Compliant- The facility will get approval to transfer an offender to another facility that can provide for the medical needs.
- IV-C-012 Access to Sick Call (MANDATORY):** Compliant- Offenders can access sick call everyday by using the tablets in the housing units and submit the request to medical.
- IV-C-013 Infirmary Care:** Compliant- There is no infirmary but is a 2 bunk beds in the nurse's station where offenders can be housed for medical purposes. Offenders will be transferred to another facility if further medical treatment is required.
- IV-C-013-1 Medical Releases (Medical Parole, Medical Treatment Furlough, and/or Compassionate Release):** Compliant- There has been no medical releases from the facility.

- IV-C-014 Suicide Prevention and Intervention (MANDATORY):** Compliant- Medical authority Dr. Conner through Business Health Partners reviews policy. A local mental health service is used if an offender needs mental health services. Officers are trained in suicide prevention.
- IV-C-015 Offender Deaths (MANDATORY):** Compliant- No offender deaths.
- IV-C-016 Notification:** Compliant- No offender admitted for family notification.
- IV-D-001 Healthcare Quarterly Meetings (MANDATORY):** Compliant- Meetings are held with health authority, medical staff and administration.
- IV-D-004 Confidentiality of Health Information/Individual Health Record:** Compliant- Medical information and records are confidential and kept secured.
- IV-006-1 Emergency Assessment for Intoxication or Suspected Intoxication (MANDATORY):** Compliant- Employees are trained in the use of Narcan.
- IV-D-007 Internal Review/Quality Assurance (MANDATORY):** Compliant- Health authority reviews practices to ensure compliance.
- IV-E-001 Alleged and Substantiated Sexual Assaults:** Compliant- No sexual assaults reported.
- Is this facility required to be PREA compliant due to contract language? No
  - Is this facility PREA compliant? No
- V-A-004 Religious Programs:** Compliant- A list of church services provided to offenders. Church services are conducted at least 4 times a week.
- V-A-005 Exercise & Recreation Access (MANDATORY):** Compliant- Offenders are given access to the yard for recreation multiple times a week.
- V-B-001 Programs and Services:** N/A No programs or services
- List all Certified Treatment Programs (Attach Form IS-B-8-b)
  - List all other Offender Programs
- V-B-002 Educational Programming:** N/A no education programs
- GED Program**
- |                           |   |
|---------------------------|---|
| Number of GED Slots       | 0 |
| Number of Participants    | 0 |
| YTD Number of Completions | 0 |
- V-B-003 Substance Abuse Programs:** N/A no programs
- V-C-001 Releasing Offenders:** Compliant- Offenders sign for personal property upon release. No DOC offender has released for 2023 as of the day of the audit.

- V-C-002**      **Regional Reentry Programs** (Are offenders releasing with two valid forms of identification?): Compliant- Offenders are releasing with 2 forms of ID's and list of community services available.
- V-C-004**      **Parole Board Procedures:** Compliant- Facility designee is present at parole hearings to provide information to the Parole Board in reference to the offender.
- VI-B-002**      **Grievance Process (MANDATORY):** Compliant
- Does grievance process include at least two levels of review?  
Yes
  - Who is the designee at each level of review?  
Warden 1<sup>st</sup> level, Sheriff 2<sup>nd</sup> level.
  - What is the specified time period for response at each level?  
1<sup>st</sup> level 40 days, 2<sup>nd</sup> level 45 days
- VII-A-002**      **Weapons Training:** Compliant- Conducted annually. Scheduled for August/September 2023.
- VII-B-010**      **Monthly Reporting:** Compliant- Monthly reports done in a timely manner.
- VII-B-012**      **Proposed Expansions:** Compliant- no proposed expansions.

**STAFF COMMENTS/MORALE/GENERAL OBSERVATIONS:**

The employees are knowledgeable of job duties. The facility is very clean and maintained. Employees take pride in working with each other at the facility and morale appeared to be good.

**OFFENDER COMMENTS/MORALE/QUALITY OF LIFE:**

Offender morale and quality of life is good. There were no complaints or concerns voiced by offenders.

**RECOMMENDATION:**

Continued annual monitoring visits with a waiver is recommended at this time.





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





Daniel H. Wallis  
FIRE MARSHAL

### Inspection Report

Report # CB-21-042575-3

**No Deficient/Cautionary Codes cited.**

Location Information					
Inspection Type	Compliance Building Inspection		Inspection Date	10/4/2022 3:54:17 PM	
Structure ID	210708	No. of Buildings	1	Facility Code	J531
Capacity	152	Year Built	2014	Construction Type	Type IIA / (111)
Building/Trade Name			Address		
VERNON PARISH JAIL			1203 SOUTH 4TH STREET, LEESVILLE, LA 71446		
Owner Information					
Owner Type	Name	Contact Phone	Contact Email		
Municipal Project	WARDEN BRAD CONN	(337) 238-7232	BCONN@VPSO.ORG		
Address					
, LEESVILLE, LA 71446					
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					
NO APPARENT DEFICIENCIES NOTED AT TIME OF INSPECTION. FIRE WATCH PATROLS MAY END AT THIS TIME.					
Inspector Information					
Name: Adam Wilson	Badge Number: 708	Inspector Signature: 			
Person to whom requirements were explained					
Name: Brad Conn	Title: Warden	Signature: 			

For questions regarding the contents of this report, please call: (318) 767 6099

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

Retail Food  
Notice of Violations

Routine/Renewal

Permit Number 58-0094619-1	Permit Name VERNON PARISH JAIL kitchen	
Name of Establishment VERNON PARISH JAIL	Owner Name VERNON PARISH POLICE JURY	
Address 1204 S 4TH ST LEESVILLE, LA 71446	Date 12/15/2022	Time 01:10 PM

LAC TITLE 51 PART XXIII

Comments:

FSC# 42268 exp 6/4/24

No Violation

Verbal acknowledgement of report provided by Brad Conn

A copy of the report was emailed to bconn@vpsso.org

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 facility 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. Facilities 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	Phone #	Sanitarian Signature	R.S. #
Karen Hendrix	318-238-6410		T1267
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		Signature of Recipient	
Brad Conn/Warden			



STATE OF LOUISIANA  
DEPARTMENT OF HEALTH  
OFFICE OF PUBLIC HEALTH

Detention or Incarceration  
Notice of Violations

Routine/Renewal

Permit Number 58-03-224	Permit Name Vernon Parish Jail-224		
Name of Establishment Vernon Parish Jail-224		Owner Name	
Address 1204 S 4th ST Leesville, LA 71446		Date 12/15/2022	Time 01:05 PM

LAC TITLE 51 PART XVIII

Comments:

No Violations

Verbal acknowledgement of report provided by Brad Conn

A copy of the report was emailed to [bconn@vpso.org](mailto:bconn@vpso.org)

Number Licensed For		Number in Attendance		License Anniversary	
		179		12/31/2022	
Sanitarian Name/Print	Phone #	Sanitarian Signature		R.S. #	
Karen Hendrix	318-238-6410			T1267	
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					
Brad Conn/Warden					