

Department of Public Safety & Corrections
State of Louisiana

JEFF M. LANDRY
GOVERNOR

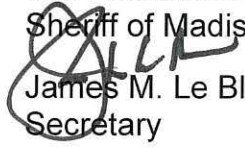


JAMES M. LE BLANC
SECRETARY

January 12, 2024

MEMORANDUM

TO: The Honorable Sammie Byrd
Sheriff of Madison 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 conducted at Madison Parish Jail on December 13, 2023.

Please note on page 2, in the yard area section, concerns expressed by the inmate population about recreation.

Madison Parish Jail 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.

Thank you for your support of the BJG process.

JML/mk

Attachment

c: Mike Ranatza, Executive Director, Louisiana Sheriffs' Association
Jarratte Brooks, Warden, Madison Parish Jail
Seth Smith, Chief of Operations
Michele Dausat, Warden, DWCC
Tyrone Mays, BJG Team Leader



BASIC JAIL GUIDELINES MONITORING REPORT

Annual

Ver. 11/28/2023 mwk

Facility Name: Madison Parish Jail
BJG Team Leader & Monitors: Asst. Warden Tyrone, BJG Team Leader (NE) Region;
Colonel Roderick Malcolm, BJG Team Leader (NW) Region
Facility Warden & Email Address: Warden Jarrette Brook / Jarrette Brooks@madisonso.com
Facility Staff: Warden J. Brooks
BJG Inspection Date: 13 December 2023
Previous BJG Inspection Date: 21 December 2022
Operational Capacity: 36
Count on the Day of Visit: 30

List Concerns or Issues from the previous BJG Monitoring Inspection: None

Count on the Day of Visit:

	# MALE	# FEMALE	TOTAL
Number of DOC Inmates	2	0	2
Number of Local Inmates	28	0	28
Number of State Inmates	0	0	0
Number of Federal Inmates	0	0	0
Number of ICE Detainees	0	0	0
TOTAL	30	0	30

Number of DOC Inmates that are:

Single Bunked	<u>1</u>
Double Bunked	<u>1</u>
Triple Bunked	<u>0</u>
Total	<u>2</u>

Number of DOC Inmates that are in Restricted Housing:

Single Bunked	<u>0</u>
Double Bunked	<u>0</u>
Triple Bunked	<u>0</u>
Total	<u>0</u>

ASSAULTS: (Please list monthly since the previous BJG monitoring visit.)

Month/Year	Inmate/Inmate	Inmate/Inmate w/ Significate Injury	Inmate/Staff	Inmate/Staff w/ Significate Injury
December 2022	0	0	0	0
January 2023	0	0	0	0
February 2023	0	0	0	0
March 2023	0	0	0	0
April 2023	0	0	0	0
May 2023	0	0	0	0
June 2023	0	0	0	0
July 2023	0	0	0	0
August 2023	0	0	0	0
September 2023	0	0	0	0
October 2023	0	0	0	0
November 2023	0	0	0	0

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

Month/Year	Illicit Substance	Alcohol	Weapon	Cell Phone	Other
December 2022	0	0	0	0	0
January 2023	0	0	0	0	0
February 2023	0	0	0	0	0
March 2023	0	0	0	0	0
April 2023	0	0	0	0	0
May 2023	0	0	0	0	0
June 2023	0	0	0	1	0
July 2023	0	0	0	0	0
August 2023	0	0	0	0	0
September 2023	0	0	0	1	0
October 2023	0	0	0	0	0
November 2023	0	0	0	0	0

GENERAL APPEARANCE, CLEANLINESS, AND COMMENTS OF THE FACILITY**Living Area**

- **Dorms** – There are no dormitory at this facility.
- **Cell Block** – The facility houses Pre-Trial/Parish Inmate. The (2) DOC inmates is housed in separate cell which are single bunked. The housing area of the DOC inmates was found to be clean and in good working order.

Culinary/Dining: Three meals are provided for inmates by Madison Parish Correctional Center.

Bathrooms: The bathrooms were found to be clean and in good working order.

Yard Areas: The yard areas for recreation purpose are clean and free of debris. The Team Members spoke with offenders about recreation time. Some inmates stated that they rarely go out for recreation regularly. The team reviewed recreation logs, it reflects that inmates are offered recreation as scheduled, unless there is inclement weather.

Maintenance: The maintenance department areas were inspected and found to have accurate inventories and check-out system in place to promote accountability of all tools.

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

- I-A-001 Safety/Sanitation/Inspections (MANDATORY):** Compliant –Weekly and monthly inspections are being conducted as required. The last FM Inspection was conducted on 5/17/23.
- I-C-001 Emergency Plan (MANDATORY):** Compliant – The facility has an approved emergency plan in place. Documentation reflects that all staff has been trained on emergency procedures.
- I-C-003 Fire Safety/Code Conformance (MANDATORY):** Compliant – Last FM inspection was (5/17/23) with no discrepancies noted.

II-A-006 Staff Log (MANDATORY): Compliant – Reviewed copies of logbooks entries on file to demonstrate deployment of staff. Copy of staff deployment on file reflects practice.

- II-A-007 Counts (MANDATORY):**
- How many formal counts are conducted each shift? Day (2) Night (2)
 - How many counts are conducted each day? (4)
 - **Stickouts counts**
 - How does the facility accomplish this? Officers' conducts rounds to visually count each inmate assigned to each housing unit. Does this process ensure accountability and safe/secure operation of the facility? Yes

II-A-008 Inmate Population Management System: Compliant – If an inmate is transferred to another facility, all records are transferred with the inmate.

II-A-010 Admissions: Compliant – Inmate personal property is inventoried and stored along with a signed inmate receipt. Current policy and procedure are in place.

- 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? Inmates being screened for trustee status must meet the same criteria as utilized by DPS&C.
 - Does their classification process meet DPS&C, Corrections Services' criteria? Yes

II-A-016 Photo Identification (MANDATORY): Compliant – Inmate receive a photo ID upon intake process at the facility.

II-A-018 Inmate Drug Testing (MANDATORY): (List monthly since the previous BJJ monitoring visit.)

Month/Year	# DOC Tested	Total DOC Pop	% Tested	# Positive
December 2022	1	1	50%	0
January 2023	1	1	50%	0
February 2023	1	1	50%	0
March 2023	1	1	50%	0
April 2023	1	1	50%	0
May 2023	1	1	50%	0
June 2023	1	1	50%	0
July 2023	1	1	50%	0
August 2023	1	1	50%	0

September 2023	1	1	50%	0
October 2023	1	1	50%	0
November 2023	1	1	50%	0

- II-A-019 Inmate Transfers: Compliant** – Policy and procedure are in place and logs are maintained reflect inmate transfers.
- II-A-020 Cell Checks (MANDATORY): Compliant** – Documentation on file reflects that cell checks are within guidelines. Policy and procedure are in file.
- II-B-002-1 Use of Restraints for Pregnant Inmates: N/A**
- II-C-001 Procedures for Searches: Compliant** – Policy and procedure are in place. Documentation on files review to reflect shakedowns throughout different areas of the facility.
- II-D-001 Key, Tool, and Utensil Control (MANDATORY): Compliant** – A review of keys, tools, and utensils were found to have accurate accountability in place with inventories and check-out systems. Madison Parish Jail does not utilize kitchen for preparing meals.
- III-A-001 Rules and Discipline (MANDATORY): Compliant**
- Does the facility's inmate orientation include the application process for applying for restoration of good time? N/A
 - What is their restoration of good time application process for the inmate population? N/A
 - Does their restoration of good time application process meet DPS&C, Corrections Services' criteria? N/A
- IV-A-003 Food/Dietary Allowances (MANDATORY): Complaint** – Facility has cycle menus reviewed annually and approved by Registered Dietician Jennifer Jackson Lic #833514 Exp. 8/31/26. All meals are prepared at Madison Parish Correctional Center and transported to Madison Parish Jail for serving.
- IV-A-006 Food Services Management (MANDATORY): Compliant** – Policy and procedure in place. Ample time is permitted for meal consumptions and the timeframe between meals is compliant with guidelines. Inmates receive three hot meals per day.
- IV-B-001 Plumbing Fixtures – Toilets & Washbasins (MANDATORY): Compliant** – All inmates have access to toilets and washbasins with temperature controlled hot/cold water at all times.
- IV-B-002 Plumbing Fixtures – Showers (MANDATORY): Compliant** – All inmates are able to shower every day. Water temperature logs indicate full compliance with water temperature requirements.
- IV-B-005 Personal Hygiene (MANDATORY): Compliant** – Documentation reflects indigent inmates have access personal hygiene items as needed.
- IV-C-001 Access to Care/Clinical Services (MANDATORY)** (Does the facility charge a co-payment? If so, approved by DPS&C?): Compliant – Co-pay is approved by DPS&C. All inmates are seen regardless of their ability to pay facility co-pay. Inmates are advised on how to access medical services.
- IV-C-003 Provision of Treatment (MANDATORY): Compliant** – On site health care available Nurse Vada Forrester, LPN Lic # 770575 Exp. 1/31/24, serves as their Health Care Authority.

IV-C-005	24 Hour Care (MANDATORY): Compliant – Inmates have access to 24 hour emergency care by the on-call nurse.
IV-C-006-1	Pregnancy Management (MANDATORY): N/A
IV-C-008	Annual TB Testing: Compliant – TB testing is conducted on all inmates at no cost to the inmates.
IV-C-009	Chronic Care Program (MANDATORY): Compliant – Health records show that inmates with chronic issues receive continue care. Policy in place for chronic care. Facility does not house DOC inmates with chronic issues.
IV-C-012	Access to Sick Call (MANDATORY): Compliant – Sick call is accessible to all inmates Monday through Friday. Inmates have access to 24 hour emergency care by the on-call nurse.
IV-C-013	Infirmiry Care: Compliant – Facility does not have an infirmiry on site.
IV-C-013-1	Medical Releases (Medical Parole, Medical Treatment Furlough, and/or Compassionate Release): Compliant – Policies and procedures are in place. Facility does not house DOC inmates that needs Medical Releases.
IV-C-014	Suicide Prevention and Intervention (MANDATORY): Compliant – Policy and procedure are in place and approved by Kay Ashley, LCSW, Lic #2991 Exp 8/31/24. Documentation is on file to support staff training on prevention and intervention.
IV-C-015	Inmate Deaths (MANDATORY): Compliant – There have been no inmates death at this time.
IV-C-016	Notification: Compliant – Policy and procedures are in place related to notification of family and visitation with an inmate admitted to the ICU or trauma center according to DPS&C guidelines.
IV-D-001	Healthcare Quarterly Meetings (MANDATORY): Compliant – Quarterly meetings are conducted and documentation on file.
IV-D-004	Confidentiality of Health Information/Individual Health Record: Compliant – Completed documentation of completed consent forms are in place in the file.
IV-006-1	Emergency Assessment for Intoxication or Suspected Intoxication (MANDATORY): Compliant – Policy and procedures are in place. Documentation training of staff of Narcan is on file.
IV-D-007	Internal Review/Quality Assurance (MANDATORY): Compliant – Facility has a policy in place that has been approved by HCA, signed copy on file.
IV-E-001	Alleged and Substantiated Sexual Assaults: Compliant - Facility has policy and procedure in place. Warden Brooks is PREA investigator for the facility. Inmates are aware of how to report their allegations.
V-A-004	Religious Programs: Compliant - Inmates are provided opportunities for religious programming.

V-A-005 Exercise & Recreation Access (MANDATORY): Compliant – Inmates are offered recreation daily, if the weather permitting.

V-B-001 Programs and Services:

- List all Certified Treatment Programs (Attach Form IS-B-8-b)
N/A
- List all other Inmate Programs
Religious Services

V-B-002 Educational Programming:

GED Program

Number of GED Slots	N/A
Number of Participants	N/A
YTD Number of Completions	N/A

V-B-003 Substance Abuse Programs: Compliant – N/A

V-C-001 Releasing Inmates: Compliant – Facility returns inmate's personal property with obtaining a signed receipt.

V-C-002 Regional Reentry Programs (Are inmates released with two valid forms of identification?): N/A

V-C-004 Parole Board Procedures: N/A

VI-B-002 Grievance Process (MANDATORY):

- Does the grievance process include at least two levels of review? Yes
- Who is the designee at each level of review? 1st Level Warden (J. Brooks) , 2nd Level Chief Deputy
- What is the specified time period for response at each level? 1st Level 15 days, 2nd Level 15 days

VII-A-002 Weapons Training: Compliant – Documentation of completed training on file.

VII-B-010 Monthly Reporting: Compliant – Monthly reports are submitted on time each month.

VII-B-012 Proposed Expansions: Compliant – No plans for expansions.

STAFF COMMENTS/MORALE/GENERAL OBSERVATIONS:

The staff morale at Madison Parish Jail is deemed as good. Warden Brooks and staff answered all questions as needed and provided required documentation. Staff displayed a professional demeanor and was dressed appropriately.

INMATE COMMENTS/MORALE/QUALITY OF LIFE:

There were only two DOC inmates housed at Madison Parish Jail at this time. Inmates' morale was deemed as good. They voiced no negative comments regarding confinement at Madison Parish Jail. They were aware of the sick call procedures and grievance process.

RECOMMENDATION:

Warden Brooks and his staff continually to strive to remain compliant with Basic Jail Guidelines. Based on the walk-through of the facility and review of policies and procedures, it is recommended that Madison Parish Jail remain Annual Monitoring.



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-23-002703-1

Deficient/Cautionary Codes cited.

Location Information					
Inspection Type	Compliance Building Inspection		Inspection Date	5/17/2023 3:56:32 PM	
Structure ID	18841	No. of Buildings	4	Facility Code	J166
Capacity	MAIN - 36 ANNEX - 70	Year Built	1977	Construction Type	Type IIB / (000)
Building/Trade Name		Address			
MADISON PARISH JAIL		404 EAST GREEN, TALLULAH, LA 71282			
Owner Information					
Owner Type	Name	Contact Phone	Contact Email		
Municipal Project	MADISON PARISH POLICE JURY	(318) 574-1833	GATORDAD67@GMAIL.COM		
Address					
COURTHOUSE BUILDING, TALLULAH, LA 71282					
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 5				
Deficient and Cautionary Items			Status		
1	Per the most recent legislative update to the Louisiana Administrative code, LAC 55V:1701 effective 8/1/2021, all detention and correctional occupancies in the State of Louisiana shall be inspected by the Office of State Fire Marshal at least annually. The inspection date on this report shall serve as the annual inspection for this facility.		CAUTIONARY		
Comments					
THIS FACILITY WILL NOW BE INSPECTED ANNUALLY AS A POSE TO EVERY 6 MONTHS. THIS FACILITY WAS INSPECTED ON JANUARY 23RD OF 2023.					
Inspector Information					
Name: Jeremy Defee	Badge Number: 707	Inspector Signature: 			



STATE OF LOUISIANA
DEPARTMENT OF HEALTH
OFFICE OF PUBLIC HEALTH

Retail Food
Notice of Violations

Follow-up

Permit Number 33-0001053-1	Permit Name MADISON PARISH JAIL KITCHEN		
Name of Establishment MADISON PARISH JAIL		Owner Name MADISON PARISH JAIL	
Address 404 E GREEN ST TALLULAH, LA 71282		Date 11/29/2023	Time 02:35 PM

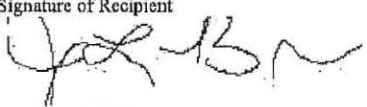
LAC TITLE 51 PART XXIII

Comments:

COPY OF REPORT EMAILED TO JARRATEBROOKS@MADISONSO.COM

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 Jason Pylant	Phone # 318-728-4441	Sanitarian Signature 	R.S. # 1671
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 JARRATE BROOKS/ WARDEN		Signature of Recipient 	



STATE OF LOUISIANA
DEPARTMENT OF HEALTH
OFFICE OF PUBLIC HEALTH

Detention or Incarceration
Notice of Violations

Follow-up

Permit Number 33-03-224	Permit Name Madison Parish Jail-224	
Name of Establishment Madison Parish Jail-224	Owner Name MADISON PARISH JAIL	
Address 404 E Green ST Tallulah, LA 71282	Date 11/29/2023	Time 02:50 PM

LAC TITLE 51 PART XVIII

Comments:

COPY OF REPORT EMAILED TO JARRATEBROOKS@MADISONSO.COM

Number Licensed For 32	Number in Attendance 28	License Anniversary 05/31/2023	
Sanitarian Name/Print Jason Pylant	Phone # 318-728-4441	Sanitarian Signature 	R.S. # 1671

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
JARRATE BROOKS/ WARDEN

