

DEPARTMENT OF PUBLIC SAFETY & CORRECTIONS
STATE OF LOUISIANA



JEFF M. LANDRY
GOVERNOR



GARY E. WESTCOTT
SECRETARY

January 2, 2025

TO: The Honorable Chad Ezell
Sheriff of Madison Parish
Gary E. Westcott
FROM: Gary E. Westcott
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 11, 2024. The facility continues to provide a secure, safe, and stable environment for DOC inmates in their custody. DPS&C will continue with annual monitoring visits.

Thank you, for your support of the BJG process.

GEW/mk

Attachment

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



BASIC JAIL GUIDELINES MONITORING REPORT

Annual

Ver. 9/25/2024 mwk

Facility Name: Madison Parish Jail
BJG Team Leader & Monitors: Assistant Warden Tyrone Mays, BJG Team Leader (NE) Region
Facility Warden & Email Address: Warden Jarrette Brook /Jarrette Brooks@madisonso.com
Facility Staff: Warden Jarrette Brook
BJG Inspection Date: 11 December 2024
Previous BJG Inspection Date: 13 December 2023
Operational Capacity: 36
Count on the Day of Visit: 27

List Concerns or Issues from the previous BJG Monitoring Inspection:

Count on the Day of Visit

	# MALE	# FEMALE	TOTAL
Number of DOC Inmates	2	0	2
Number of Local Inmates	25	0	25
Number of Out of State Inmates	0	0	0
Number of Federal Inmates	0	0	0
Number of ICE Detainees	0	0	0
TOTAL	27	0	27

Number of DOC Inmates that are:

Single Bunked 2
Double Bunked 0
Triple Bunked 0
Total 2

Number of DOC Inmates 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	Inmate/Inmate	Inmate/Inmate w/ Significate Injury	Inmate/Staff	Inmate/Staff w/ Significate Injury
December 2023	0	0	0	0
January 2024	0	0	0	0
February 2024	0	0	0	0
March 2024	0	0	0	0
April 2024	0	0	0	0
May 2024	0	0	0	0
June 2024	0	0	0	0
July 2024	0	0	0	0
August 2024	0	0	0	0
September 2024	0	0	0	0
October 2024	0	0	0	0
November 2024	0	0	0	0

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

Month/Year	Illicit Substance	Alcohol	Weapon	Cell Phone	Other
December 2023	0	0	0	0	0
January 2024	0	0	0	0	0
February 2024	0	0	0	0	0
March 2024	0	0	0	0	0
April 2024	0	0	0	0	0
May 2024	0	0	0	0	0
June 2024	0	0	0	0	0
July 2024	0	0	0	0	0
August 2024	0	0	0	0	0
September 2024	0	0	0	0	0
October 2024	0	0	0	0	0
November 2024	0	0	0	0	0

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

- **Dorms** – There are no dormitories at this facility.
- **Cell Block** – The facility houses Pre-Trail/Parish Inmates. The (2) DOC inmates are housed in separate cells which are single bunked. The housing area of the DOC inmates was found to be clean and in good working condition.

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 purposes are clean and free of debris.

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 8/19/2024 and DHH on 6/7/2024. No discrepancies were noted.
- 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 8/19/2024 with no discrepancies noted.
- II-A-006 Staff Log (MANDATORY):** Compliant – Reviewed copies of logbook entries on file to demonstrate deployment of staff. Copy of staff deployment on files reflects practice.
- II-A-007 Counts (MANDATORY):** Compliant
- 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 conduct 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 policies and procedures 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 – Inmates 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 2023	1	3	33%	0
January 2024	1	1	100%	0
February 2024	1	1	100%	0
March 2024	1	2	50%	0
April 2024	1	3	33%	0
May 2024	1	3	33%	0
June 2024	1	3	33%	0
July 2024	1	3	33%	0

August 2024	1	3	33%	0
September 2024	1	3	33%	0
October 2024	1	2	50%	0

- II-A-019 Inmate Transfers:** Compliant – Policy and procedure are in place and logs are maintained to reflect inmate transfers.
- II-A-020 Cell Checks (MANDATORY):** Compliant – Documentation on files 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 in files reflects shakedowns throughout different areas of the facility.
- II-D-001 Key, Tool, and Utensil Control (MANDATORY):** Compliant – A review of keys, tools, and utensils was 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):**
- 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):** Compliant – Facility has cycle menus reviewed annually and approved by Registered Dietician Jennifer Jackson Lic #833514 Exp. 8/31/2026. 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 consumption and the timeframe between meals is compliant with guidelines.
- 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 to 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. 1/31/2025 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. Any other emergency situation inmates are taken to Madison Parish Hospital.
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 continued care. Policy in place for chronic care. Facility does house DOC inmates with chronic care 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 – Policy and procedure in place. Facility has not had a Medical Release at this time.
IV-C-014	Suicide Prevention and Intervention (MANDATORY): Compliant – Policy and procedure are in place and approved by Kay Ashley, LCSW, Lic#2991 Exp. 8/31/2025.
IV-C-015	Inmate Deaths (MANDATORY): Compliant – There have been no inmate deaths 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 is 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 a policy and procedure in place. Warden Brooks is the 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 four times per week if the weather permits.

- V-B-001 Programs and Services:**
- List all Certified Treatment Programs (Attach Form IS-B-8-b)
 - List all other Inmate Programs
- V-B-002 Educational Programming: N/A**
- 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: 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 plan for expansions.

STAFF COMMENTS/MORALE/GENERAL OBSERVATIONS

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

INMATE COMMENTS/MORALE/QUALITY OF LIFE

There were two DOC inmates housed at Madison Parish Jail at this time. Inmate's morale was deemed as good during the visit. They voice no negative comments. They were aware of the sick call procedures and grievance procedures.

RECOMMENDATION

Warden Brooks and his staff continue to strive and maintain structure and a safe environment for the inmates and staff at Madison Parish Jail. Therefore, it is recommended that Madison Parish Jail remain on Annual Monitoring.



Jeff Landry
GOVERNOR

Office of State Fire Marshal

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

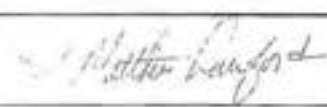
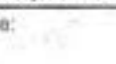


Chief Bryan J. Adams
FIRE MARSHAL

Inspection Report

Report # CB-23-021598-3

No Deficient/Cautionary Codes cited.

Location Information					
Inspection Type	Compliance Building Inspection		Inspection Date	8/19/2024 3:16:04 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	JARRATEBROOKS@MADISONSO.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				
Comments					
No apparent deficiencies at time of inspection. Occupancy Granted. Note: Fire Alarm has been certified.					
Inspector Information					
Name: Matthew Crawford	Badge Number: 793	Inspector Signature: 			
Person to whom requirements were explained					
Name: Byron Williams	Title: Deputy	Signature: 			

For questions regarding the contents of this report, please call:

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**

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 06/07/2024	Time 12:30 PM

LAC TITLE 51 PART XVIII

Comments:

CRITICAL VIOLATIONS CORRECTED: TOILET; SHOWER; HAND SINK

COPY OF REPORT EMAILED TO:
JARRATEBROOKS@MADISONSO.COM

VERBAL ACKNOWLEDGEMENT OF REPORT PROVIDED BY JARRATE BROOKS - WARDEN

NO SIGNATURE FROM LOCATION REPRESENTATIVE DUE TO COMPUTER RELATED ISSUES

Number Licensed For 32	Number in Attendance 26	License Anniversary 05/31/2023
Sanitarian Name/Print Lawrence Bridges	Phone # 318-361-7260	Sanitarian Signature  R.S. # 3213
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

Retail Food
Notice of Violations

Routine Renewal

Permit Number 33-0000090	Permit Name MADISON CORRECTIONAL (BUILDING 3)-KITCHEN	
Name of Establishment MADISON CORRECTIONAL (BUILDING 3)	Owner Name SECURITY MANAGEMENT LLC	
Address 158 TREATMENT PLANT RD TALLULAH, LA 71282	Date 06/27/2024	Time 09:15 AM

LAC TITLE 51 PART XXIII

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
STRUCTURAL/DESIGN/MAINTENANCE/PLUMBING	3701	105 - 3701.6 - Floor is not maintained in good repair. FLOOR TILES ARE CRACKED AND MISSING PIECES
STRUCTURAL/DESIGN/MAINTENANCE/PLUMBING	3703	106 - 3703.4 - Walls/ceilings or attached equipment are not in good repair. WALL DAMAGE IN BATHROOM

Comments:

VERBAL ACKNOWLEDGEMENT OF REPORT PROVIDED BY TOMMY FARMER/ MAJOR
COPY OF REPORT EMAILED TO TFARMER@SECURITYMGMT.NET

NO SIGNATURE FROM LOCATION REPRESENTATIVE DUE TO COMPUTER RELATED ISSUES

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 Josh Bealy	Phone # 318-766-3515	Sanitarian Signature 	R.S. # 3209
The above mentioned violations were called to my attention and were explained to me in detail. I hereby agree to		Correct Non-Critical Violations by	
Correct Critical Violations by		Signature of Recipient 	
Name/Title TOMMY FARMER- MAJOR			



Louisiana Transition Center /Madison Corrections

1005 West Green Street Tallulah La 71282
158 Treatment Plant Road Tallulah, La 71282

Men's Tel. (318)574-0584 Fax (318) 574-4652 Women's Tel. (318) 574-5740 Fax (318) 574-9997

Chris Stinson

Eric Stott

John Murray & Tommy Farmer

Warden

Deputy Warden

Majors

LDH Corrective Action Letter 06/27/2024 Inspection

1. Hand Lavatory in Lockdown Room C Repaired on 6/28/2024
2. Drinking Fountain in Dorm B repaired on 6/28/2024
3. We are currently working on a plan of action for either repairing or removing the damaged floor tiles in Building #3 kitchen.
4. We are currently working on a plan of action for repairing the damaged shower wall panels

Sexual Assault BJJ Pre Audit Questionnaire

IV-E-001-a 8/10/2023

Facility Information		
Name of Facility: MADISON PARISH JAIL		
Physical Address: 404 EAST GREEN STREET		
City TALLULAH	State LA	Zip: 71282
Warden: JARRATE L. BROOKS		
Current Population of Facility: 27		
Which population(s) does the facility hold? ☐ Females ☒ Males ☐ Both Females and Males		
Number of staff currently employed by the facility who may have contact with inmates:		
Number of contracts with contractors who may have contact with inmates: 2		
Number of volunteers who have contact with inmates: 1		
In housing units, does the facility maintain sight and sound separation between youthful (18 and under) inmates and adult inmates? N/A		
Does the facility have a video monitoring system, electronic surveillance system, or other monitoring technology? YES		
Does the facility have medical and mental health services onsite? If no, provide offsite facility designated for services? Madison Parish Hospital, Tallulah Behavioral Health Clinic		

Facility Requirements

Attach example of practice

BJG Guideline: Unit must have a written policy outlining a zero tolerance policy for sexual abuse, assault, and harassment, to include the following provisions:

- Procedure for screening new hires relative to a history of sexual abuse convictions.
- Procedure for screening prisoners for risk of sexual victimization/abusiveness.
- Training of staff, volunteers and prisoners in the policy.
- Requirement for reporting resource to be posted in congregate setting areas (i.e. housing units and food services).
- The process for privately reporting sexual abuse, assault, and/or harassment incidents.
- Regular unannounced rounds by supervisors to monitor for sexual assault included in policy.
- Sight and sound separation between prisoners under the age of 18 and prisoners over the age of 18 or alternatively continuous supervision of these populations when they are together.
- A practice for announcing cross gender rounds in housing areas.
- Prohibition of cross-gender strip searches.
- Provision of privacy in bathroom and shower areas with visual barriers, shower curtains, etc.
- Resources that will be provided for disabled (hearing impaired, visually impaired, cognitive impaired and physical impaired) individuals to receive information regarding the reporting mechanisms for sexual assault
- Facility response plan to allegation of sexually abuse/assault, either at the facility or at another facility. This shall include notification/inquiry made to the facility where the alleged abuse occurred.
- Designation of hospital for prisoner forensic exam upon claims of sexual assault.
- Provision of mental health services would be offered to a victim of sexual assault (either through appointment with local MH center, onsite practitioner, or volunteer).

BJG Guideline: Unit must report instances of sexual abuse, assault, and harassment, involving any DOC inmate to DPS&C Headquarters within 24 hours of the claim being made.