

ARDC

**ORIENTATION INFORMATION FOR
ADULT RECEPTION AND DIAGNOSTIC CENTER
OFFENDERS**

AT ELAYN HUNT CORRECTIONAL CENTER

**Revised:
OCTOBER 2012**

Introduction

This booklet has been prepared for use by the transient offender assigned to the Adult Reception and Diagnostic Center (ARDC) at Elayn Hunt Correctional Center. It contains rules, procedures, and general information which will affect him during his stay at this facility.

An ARDC offender is encouraged to seek follow-up information or, in some cases, more specific information concerning a departmental facility, its programs, workings, etc., from the Classification Department at the facility he is transferred to from ARDC.

The contents of this booklet will be reviewed periodically and updated as necessary.

Initial Reception

The documents contained in the records of offenders received at the Adult Reception and Diagnostic Center (ARDC), as well as any transfer orders, will be reviewed by the Classification and Records Departments at the time of intake to verify that each offender is legally committed to the institution.

Shortly after being properly received, all offenders will be required to shower and shampoo and to undergo a thorough search of their person and their property by security personnel. All items which an offender has in his possession, including funds, will be inventoried in his presence by members of the ARDC intake team. Offenders incarcerated in the Louisiana Department of Corrections may have certain items in their possession in accordance with departmental policies. Those allowable items which an offender is not allowed to have in ARDC will be stored until the offender is transferred to another institution from ARDC. Those items not allowed by the Louisiana Department of Corrections Property List for Adult Offenders will be disposed of or sent home at the offender's expense in accordance with DOC Regulation No. C-03-007. Generally, unacceptable items of clothing will be disposed of. Offenders will generally be allowed to keep the following personal belongings: shoes [one (1) pair], shower shoes [one (1) pair], socks [three (3) pair], pictures [ten (10)], letters/greeting cards(20) , writing material, legal material, books [three (3)], T-shirts [three (3)], under-shorts [three (3)], and a bible. **It should be noted that the State does not assume any liability for any personal clothing.** Offenders should note that the total property in their possession including canteen purchases, personal property and state issued items must not exceed the capacity of the storage space which they are allotted. Any funds which offenders have in their possession will be placed into their accounts. The institution's/ Department's liability for any lost offender property will be limited to replacement with state issue where state issue is available. In all other categories, liability will be subject to a maximum value of \$50.00 unless a lower value is specifically stated. Therefore, the offender population is hereby put on notice that all of their personal property is subject to these limitations regardless of its actual value.

The offenders and members of the intake team will sign receipts indicating the disposition of all belongings which have been inventoried. The offenders will be given copies of these receipts. **It is the offender's responsibility to retain these receipts throughout his incarceration.**

It should be noted that clean laundered clothing will be provided to each offender by ARDC, as needed, during the property inventory.

Each offender will receive from Security an identification card with his departmental number and will be required to take a commitment photograph. An offender being photographed will be required to be clean shaven and may be required to have his hair cut for identification purposes prior to taking the photograph. If fingerprints are required, they will be secured at this time.

It may also be required for any identifying marks or other unusual physical characteristics to be noted.

Requests to replace an identification card should be sent to the Captain of the Intake Building. These requests should include a properly completed withdrawal slip for \$2.50. Replacement of worn out identification cards will be made by the Intake Building upon verification of need. The offender must present their old card.

During the initial reception process, each offender will also be seen and interviewed by Classification and Psychological Assessment staff, and the Education Department. He will also be interviewed and examined by the Medical Department. The offender should take this opportunity to inform these departments of all significant factors which might affect his welfare.

At the end of the initial reception process, the offender will be assigned by staff to appropriate quarters at ARDC based on such factors as his instant offense, sentence, criminal history, welfare concerns, medical condition, conduct while incarcerated and available bed space. Offenders may be temporarily housed in Administrative Segregation pending availability of regular ARDC bed space.

Classification will provide assistance to an offender in notifying his next of kin and family of his admission upon his request.

Diagnostic Process

After initial reception, ARDC offenders will be tested and interviewed and given a more extensive medical examination by ARDC staff. At the end of this diagnostic process, the ARDC staff will determine the appropriate type of departmental facility to which the offender should be transferred from ARDC. The length of time which an offender might stay in ARDC generally does not exceed four (4) weeks.

However, offenders may remain in ARDC longer, depending on their individual circumstances. There is no time limit on how long an offender may remain in ARDC.

Special cases, such as evaluations for maintenance, parole, State Police, etc., will usually be housed at ARDC for a shorter period than other offenders. At the end of the evaluation process, they will either be returned to the institution from which they arrived or transferred to another facility once bed space is available. (See also Parole Board)

Access to Staff

If any problems or possible problems arise while in ARDC, a staff member should be contacted as soon as possible. If problems are expected with other offenders or if an offender has had problems in the parish jail or elsewhere, the offender should be sure to bring this to the attention of a classification specialist or staff member. Upon the request of an offender or upon issuance of a **Protection Request Form** by appropriate institutional staff, an offender may be placed in Administrative Segregation for his protection and/or the protection of others until the Disciplinary Officer/Disciplinary Board can review the circumstances and recommend appropriate action. An offender may request Protection through any security officer. (See "Procedures for Resolving Offender Problems" which is attached).

Classification Interviews

A classification specialist will usually interview each offender at ARDC. The offender will be asked by a classification specialist to provide information about his arrest history, skills, education, and family. The offender should fully and completely provide the names of the members of his immediate family during this interview. All such information about the offender will be compiled into an Admission Summary. Each offender will also have the opportunity to speak with the classification officer about any concerns he may have during this interview.

Medical

See medical information sheets entitled "Medical Information for ARDC/EHCC Orientation Manuals", "Oral Hygiene Instructions", and "HIV, AIDS, and Hepatitis B and C Handout for Offenders" which are attached.

Psychological Assessment

The ARDC Assessment Department, composed of Psychologists and Associates to a Psychologist will interview and test all arriving offenders.

Mental Health

Mental Health and social services are available through the Mental Health Department. All offenders are interviewed, and those with a mental health history will be followed regularly. Those that do not have a history can request services should the need arise. It is important that when you seek services that you provide the staff with the necessary information so they can provide you with the most effective treatment / service. It is important not to make unwarranted mental health emergencies, which could result in disciplinary action against you.

Confidentiality will be maintained except for the following reasons:

- A. When there is a threat of physical violence to oneself or others.
- B. When child abuse, elder abuse, or abuse of a disabled person is known or suspected.
- C. When threat to the security of the institution is known or suspected.
- D. When an intention to evade or escape the custody of the institution is known or suspected.
- E. In any other instances as required by law, such as upon order of the court of subpoena.

Chaplaincy

The chaplaincy provides counseling to offenders at ARDC. An offender should consult the bulletin board in his living quarters for announcements. A chaplain can be contacted by writing to the Chaplain's Office.

Conduct

While in the ARDC, offenders should follow the policies contained in the "Disciplinary Rules and Procedures for Adult Prisoners", which they are issued and this orientation booklet. Offenders are required to sign and date receipts for these items. Offenders are also expected to follow all rules, regulations, posted policies, and verbal orders while in ARDC. Any offender who has difficulty in reading or understanding the rules which he is issued should contact a classification officer and request assistance. When a literacy problem exists, a classification officer or other appropriate staff member will assist the offender in understanding his orientation informational packet.

An offender's conduct in ARDC will help determine the facility to which he will be assigned. Major incidents and infractions involving violence, sexual misconduct, defiance, aggravated disobedience, possession of contraband, and strongarming will not be tolerated. These incidents and/or a pattern of these incidents, could result in the transfer to a maximum security facility and in failure to earn Good Time. The schedule for Disciplinary Board hearings at ARDC is attached.

Sexual Assault

Sexual contact between offenders, staff, visitors, contractors, etc. is strictly prohibited. Offenders must report any instances of sexual advances, threats or actual acts of harm or sexual assault to EHCC staff. If you feel you need protection from any of these situations, you may contact security and request protective custody. Additionally, if at any time you are a victim of or you are threatened with sexual abuse or assault, you can report the incident to any staff member. Treatment and counseling are available to any victim of sexual abuse or assault. If an instance of sexual advance, assault, or harm occur and you wish to obtain treatment from Mental Health or you want additional information, you should follow the procedures for accessing Mental Health staff. Refer to Institutional Policy #400-C4 for further details.

Posted Policies

Posted Policies contain specific information for daily life in prison. **Posted Policies** are initially placed in ARDC living quarters. Copies of all such policies are available in the Legal Aid Office and can be viewed via an offender counsel. Offenders having questions or concerns regarding these policies should write to the Deputy Warden's for Administration/Operations Office requesting to speak with an offender counsel substitute from the Legal Aid Office. All offenders are required to familiarize themselves with these policies and will be held responsible for their contents.

Restitution

Offenders found guilty through the disciplinary process of damaging or destroying property, theft, causing or attempting to cause injury to himself, other offenders or department personnel, escape, having a positive drug test or having a pattern of falsely alleging injury or illness with the result that medical expenses are incurred may have to make financial restitution. 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.

Forfeiture of Good Time for Significant Disciplinary Offenses

In accordance with La. R.S. 15:57.4 (B) and (C) :

1. An offender who escapes may forfeit all good time earned on that portion of his sentence served prior to the escape;

2. An offender who commits a Schedule B disciplinary offense and is found guilty by a disciplinary board may lose up to a maximum of 180 days good time for each violation.

Offenders having questions or concerns regarding this matter should write to the Deputy Warden for Programs Office requesting to speak with an offender counsel substitute from the Legal Aid Office.

Loss of Incentive Wages

Loss of Incentive Wages for up to one year is an authorized penalty for any Schedule B Offense, for those offenders earning incentive wages. At EHCC this will be implemented in increments of 1 to 12 weeks per offense.

Visiting

An offender in ARDC in excess of thirty (30) days who wishes to visit with his immediate family, he named when he was interviewed by Classification, may do so by notifying the ARDC Classification Manager in writing by Tuesday of the week preceding the first desired visit. Unless notified to the contrary, the immediate family members you named will be eligible to visit on Saturdays or Sundays in accordance with institutional visiting rules. You are responsible for notifying your visitors as to the rules. Offenders in ARDC from other DOC institutions on a temporary basis may visit in accordance with their approved visiting list, after 7 days in accordance with I. P. 400-C2. Visitors are limited to 2 visits per month.

Attorney visits are scheduled through the office of the Assistant Warden for Security/Support.

Note: Offenders who are found guilty of drug related or visiting related contraband offenses are subject to being placed on non-contact visiting status. Additionally, visitor(s) bringing in drugs will be subject to permanent termination of visiting privileges.

Telephone Usage

Phone calls are subject to being monitored and/or recorded. "Use" constitutes "consent". It is the offender's responsibility to advise all other parties that conversations are subject to being monitored and/or recorded. The system will automatically broadcast messages that the call is originating from a correctional facility.

Calls placed to an attorney during regular business hours (8:00 A.M. – 4:30 P.M.) will not be monitored.

A telecommunications device for the deaf (TTY) machine is available for offenders classified as hearing impaired. TTY calls will be routed through the appropriate relay center. Non-hearing impaired offenders making calls to the hearing impaired will not be given access to the TTY device. Such calls will be made from the standard offender phones placed through the appropriate relay center.

An identification number, which shall be the offender's DOC number, is required for access to the phone system. Use of a DOC number other than the offender's own to gain access to the telephone system is prohibited; Rule 30L.

Offenders may have a maximum of 20 approved telephone numbers, including attorneys. Offender's phone calls will be restricted to his approved list. Placing telephone numbers on offender's phone list to benefit an offender other than himself is prohibited; Rule 30L.

Offenders are permitted to submit phone lists only during the approved eligibility periods for the State facility where he is housed and in accordance with the facility's posted policy. Phone lists will transfer with the offender from ARDC to other State facilities. See Phone List Update Schedule below.

Requests to add attorney numbers may be made as needed on a reasonable basis.

Three-way phone calls are strictly prohibited. Call forwarding is prohibited. Calls to cell phones are prohibited.

All calls are collect. Calling cards will not work with offender telephones. Toll free numbers and 900 numbers are

prohibited. Calls to "passive" answering systems such as voice mail, answering machines, fax machines, pages, etc. will not be connected. Calls to blocked and/or restricted numbers will not be connected. Calls will not connect until the called party accepts the call. Billing does not begin until the call is accepted.

ARDC

Offenders will not be allowed to use the phone for the first seven (7) days. Class A, B and C offenders will be allowed to make collect calls after one week.

Any ARDC offender wishing to make a call to his attorney must request to do so through the dormitory officer, Compound Lieutenant, or Captain before 4:30 pm.

Offenders needing to make international calls should contact the Unit 4 Manager.

All calls are limited to 15 minutes. A one minute warning will be given after 14 minutes. The call will automatically terminate when the 15 minute limit is reached.

Emergency phone calls may be requested through the dorm officer and must be approved by the Compound Supervisor. Messages will not be accepted or relayed on a routine bases for any offender.

All requests to use the TTY are to be made to the Shift Supervisor to accommodate evening, weekend and holiday calls. Instructions on the use of the TTY machine are available within the unit. Legal calls using the TTY machine can be requested using the same procedure as described in the EHCC Posted Policies for general population offenders.

All offenders have access to the 'Crime Stoppers' tip hotline by dialing *77# when prompted to enter the telephone number. Calls to this hotline are not record. This does not count against the offender's twenty (20) number limit
Phone List Update Schedule

ARDC offenders from non-State facilities must complete and submit a Telephone Request form to the Offender Phone Rep within seven (7) days of admittance. Offender will not be able to make phone calls until a property completed, signed phone list is received and processed.

ARDC Offenders may submit a replacement list as necessary.

Procedure for Submitting Phone List

If no change is needed, do nothing. If a change is desired, offender must submit a complete new list including every number the offender wants to call. Add/drop is not permitted. The offender is allowed a maximum of 20 numbers (not individuals) including attorneys.

Print offender name, Doc number, and dorm on the Offender Telephone List form.

Include all the numbers you want to call, (typically wife, children, mother and father, brothers, sisters, fiancée', lawyers, friends, etc.) Add/drop is not permitted. This form will replace any previous lists.

Print clearly using blue or black ink. Put one number per line.

Put the AREA CODE for all telephone numbers. The AREA CODE must be included as part of the telephone number even if the number is local. Numbers without area codes will not be accepted.

List the offender's relationship to the person(s) being called and the name(s) of the person(s) being called.

Sign and date the form. Unsigned forms are not accepted.

Fold the form in half so that the "Offender Phone Rep" address is showing and place in the farm mail.

Be sure the form is complete and the numbers are correct before turning in the list.

Offender's name, DOC number, and signature are required on all phone list requests. Unsigned forms will be rejected. Be sure all the numbers you want to call are listed and the numbers are correct before turning in the request form. Only one list submitted during the eligibility period will be accepted. Numbers left off the new quarter list, incorrect numbers, etc. will not be added or changed. Incomplete, invalid, and ineligible telephone numbers will not be approved. Telephone numbers without first and last names can be disapproved.

Offender is responsible for his list. Copies will not be provided. Outside callers are not permitted to add or change the offender's phone list or deal with problems regarding the offender's list, loss of privileges, etc. Offender must follow the steps in the Trouble Shooting section to resolve any issues with his phone list.

Attorney Telephone Numbers

Requests to add or change attorney phone numbers outside the eligibility period must be made in writing to the Unit 4 manager and must include only the attorney(s) name(s) and telephone number(s).

Indigence

Indigence is defined as not having sufficient funds to cover the cost of a requested item. Available funds will be taken at the time of the service and the offender will owe the remainder until such time as funds are received. This pertains to many services including but not limited to health care, legal supplies, legal postage, postage and legal copies.

Correspondence

Offenders will generally be allowed to send and to receive letters from all persons. All offenders will be required to sign a form so that offender mail can be delivered to the institution.

Letters to the following identifiable parties may be sealed and not be subject to inspection: courts, prosecuting attorneys, the Secretary, Deputy Secretary and/or Assistant Secretary of the Department of Public Safety and Corrections, probation and parole officers, attorneys, local state and federal law enforcement agencies and officials. All other letters shall be posted unsealed and may be inspected for contraband. Incoming non-legal mail is inspected in the Mailroom for contraband. Incoming legal mail is inspected for contraband in the presence of the offender.

All outgoing letters via U.S. Mail must have proper postage and proper return address on the envelope. Indigent offenders shall be furnished with material, including postage, to send all legal and official correspondence and two (2) personal letters each week until such time as funds are received to cover the expense. The institution is not required to provide postage for registered, certified, or special delivery mail. Mail collection areas are available in each living quarters.

Any offender needing assistance in notifying his family of his admission or in otherwise initiating and/or reading correspondence should contact a classification specialist.

Offenders in Administrative Segregation or Disciplinary Detention/Isolation are not allowed to have postage

stamps. Offenders in Administrative Segregation can make canteen weekly to obtain postage; however, the letters must be ready to be mailed then. Their legal mail can be sent with a drawslip to the mailroom. In the case of indigency, all legal and up to two (2) personal letters per week will be mailed by the institution until funds are received to cover the expense.

Packages

Offenders will not be allowed to receive packages while they are housed in ARDC. They should inform their family and friends of this policy.

Funds and Offender Canteen

Offenders will be allowed to purchase items from the Offender Canteen at approved times after the funds they have are credited to their accounts. This generally takes three to five days from the day deposits are received. If funds must be sent, they should be made out payable to the offender in the form of a money order or bank cashier's check and mailed to: Cashier, Elayn Hunt Correctional Center, P.O. Box 174, St. Gabriel, Louisiana 70776. In the event an unacceptable money order is received in the offender mail, the entire letter will be returned to sender. The offender's full name and number must be written on the cashier's check or money order. Cash and personal checks will not be accepted. The sender's name and address must be on the money order. Any alterations to money orders will render them null and void and it will be returned to sender.

In purchasing items from the canteen, offenders should again note that their total property accumulation, including personal belongings and state issued items, cannot exceed the capacity of the storage space allotted to them. All procedures involved in the canteen process are to be followed as set out in rules and policy.

Dress Regulations/Personal Hygiene

Offenders in ARDC will be issued three (3) jumpsuits and two (2) towels. Upon transfer from ARDC the offender will leave in one jumpsuit. On the night prior to transfer from ARDC the offender will return two (2) of the jumpsuits and the two (2) towels. He will wear the remaining jumpsuit to the receiving institution. Offenders who do not return the jumpsuits and / or towels will be charged with Rule # 17 Property Destruction. Offenders are expected to wear the clothes they have been issued or allowed in the matter prescribed by rules and policy. Their personal hygiene and appearance should also be so maintained.

Legal

All offenders needing free legal advice and/or assistance from someone other than an attorney should write to the Deputy Warden for Programs Office so that they can be scheduled to meet with counsel substitute.

Legal phone calls can be requested through security. See Posted Policy for information relative to particular dormitories.

Legal copies can be obtained by sending the documents and a drawslip to the Records Office.

Legal supplies are available for sale to the offender population in the canteen. If the offender is indigent, i.e. has insufficient funds in his account, he may request supplies for legal work from his classification specialist or by writing to the Classification Department. Supplies will be provided by the institution until funds are received to cover the expense.

Offenders needing notary services for matters involving the Department of Public Safety and Corrections or its Secretary can obtain these services at no cost by contacting their classification specialist or by writing to the Classification Department. Those needing notary services for other matters can complete an Offender Withdrawal

Request form and submit it to the Deputy Warden for Programs' Office. On the form, offenders must indicate where the document is, the number of documents they wish to have notarized and the total amount of the withdrawal. They must also indicate "Notary" in the vendor section of the withdrawal form. The cost of such notary services is four dollars (\$4.00) for each document to be notarized. After the withdrawal clears, the offenders will be placed on callout to meet with a licensed notary.

Release Dates

All offenders will be given their release dates (i.e. parole, if eligible; good time, if eligible; and full term) after they have been received by the Department either by ARDC or the receiving institution.

Risk Assessment-Lama II

While you are here in ARDC, you will be reviewed by the Classification and Mental Health departments to assess your risk level using an instrument called Lama II. This Assessment will look at factors which may indicate your potential for success in prison and when you are released.

How well you behave while incarcerated and your participation in self-help and educational programs will be documented and will affect your suitability for minimum custody jobs and housing assignments. It will be evaluated to determine your suitability for parole, clemency, transfer to minimum security facilities, work release programs and post-release programs in the community.

Your risk factor may change over time during your incarceration based on your behavior and participation. A low risk score is good. A high risk score is not good. You will be advised of your risk level score by a Classification specialist when you arrive at your permanent prison. Lama II will be repeated at several points throughout your incarceration.

You have the power to improve your chances for success by participation and good behavior, or negatively affect your chances by bad conduct and lack of participation. Please keep this in mind from this day forward. Your good conduct should begin now and your positive program participation should begin when you are assigned to your permanent prison.

Parole Board

An offender who is eligible for parole generally meets the Parole Board one (1) month prior to his parole eligibility date or as otherwise scheduled by the Parole Board. A classification specialist will contact the offender prior to his meeting the Board in order to complete necessary forms and to pass on useful information. Those offenders who are potential straight parole violators will usually meet the Parole Revocation Board within a month of their arrival at ARDC. If an unrevoked parole violator remains in ARDC in excess of two (2) months, he can be considered for transfer to Hunt Correctional Center or to another institution pending disposition of his case by the Revocation Board.

The Parole Board may go into "Executive Session" to discuss each offender's case following his parole or revocation hearing.

Offenders should contact a classification specialist if they have any questions concerning the parole process.

Pardon Board

An offender can apply to the Louisiana State Board of Pardons for consideration for possible commutation of sentence. A classification specialist can furnish all current information regarding the Pardon Board including the details necessary for being considered by the Board. However, since an offender's stay in ARDC is so brief, it is suggested that he direct his Pardon Board inquiries to the staff of the institution to which he is transferred.

Selective Service Registration

Section 3 of the Military Service Act requires that all male U.S. citizens and male aliens (except aliens lawfully admitted to the U.S. as non immigrants on visas) residing in the U.S. and its territories who are 18 through 25 years of age, must register with the Selective Service System and are required to do so within 30 days of their 18th birthday. Failure to register is punishable by up to 5 years in prison and/or a \$250,000 fine.

Though Selective Service System registration is purely voluntary on an offender's part while incarcerated, it would be to his advantage to register now (if he has not previously registered). Men who fail to register by law may lose valuable benefits or privileges, such as job training funded by federal funds and student financial aid under Title IV of the Higher Education Act (this includes the Guaranteed Student Loans and Pell Grants). The opportunity to work for the Federal Government, including the U.S. Postal Service, and the privilege of becoming a U.S. Citizen may be denied to eligible men if they failed to register.

Many states have passed legislation similar to that of the Federal Government, linking Selective Service registration to state financial student aid and state employment. Additionally, a number of private employers, local government agencies, police departments and state bar examiners are requiring their applicants to be in compliance with the registration requirement as a condition of eligibility.

Offenders should contact their classification specialists if they would like to register while incarcerated or if they have any questions regarding this matter. After release, if they are under age 26, they have 30 days in which to register. The Selective Service Registration Information Office can be reached by calling 1-800-621-5388.

Parental Rights

Louisiana law provides that your rights as a parent can be permanently terminated under certain circumstances. When parental rights are terminated, a parent loses all rights to any control over his or her minor child or children (Refer to the Louisiana Children Codes for the details of Louisiana law on termination of parental rights). An offender legal counselor can assist if there are questions regarding this matter (See "Legal").

IMPACT Program

IMPACT is a two part program, consisting of a period of 180 days of highly regimented, tightly structured incarceration (adhering to a military model) followed by up to six months of placement in a work release center, a residential substance abuse halfway house or directly home. When returning home, they are under intensive parole supervision for at least 6 months.

In addition to other eligibility criteria, the offender must have been recommended for IMPACT by the sentencing court or identified by ARDC staff as appropriate for the program. Offenders identified as appropriate who are not recommended by the Court will be contacted by the Classification Department.

Any questions concerning the IMPACT Program should be directed to a classification specialist.

TREATMENT CENTERS

"Blue Walters" is a substance abuse treatment center located in Concordia Prison for offenders in their last 12 weeks of incarceration who could benefit from inpatient Substance Abuse Treatment. Parole violators can also be sent to "Blue Walters", in lieu of revocation, if recommended by the Parole Board and otherwise eligible for such placement. Offenders interested in going to "Blue Walters" should write the Substance Abuse Coordinator. Qualifications for "Blue Walters" include the following:

1. Have a history of alcohol/drug use.
2. Assessed by a Substance Abuse Coordinator and deemed amenable to substance abuse treatment.
3. Have an appropriate institutional work and disciplinary record.

Contact your Classification specialist for further information.

Department of Public Safety and Corrections Facilities

Allen Correctional Center - located in Kinder in southwestern Louisiana.

Avoyelles Correctional Center - located in Cottonport in central Louisiana.

Dixon Correctional Institute - located in Jackson in southeastern Louisiana.

Elayne Hunt Correctional Center Correctional Center - located in St. Gabriel on the grounds of the Hunt Reception and Diagnostic Center (ARDC).

Louisiana State Penitentiary - a maximum security facility located in Angola which is near St. Francisville.

David Wade Correctional Center - located between Homer and Haynesville in northwestern Louisiana.

Rayburn Correctional Center - located in Angie in southeastern Louisiana.

Winn Correctional Center - located in Winnfield in north central Louisiana.

*Revised 10/2012

Closing Note

There are classification specialists available to all offenders assigned to ARDC. If an offender has any questions, concerns or problems, he should contact a classification specialist for assistance. The officers can be reached when they are making living quarters visits or by writing to: Classification Department, ARDC. When writing, it is helpful for the offender to briefly state why he needs to see a classification specialist.

Specific concerns should be resolved by following the guidelines which are contained in the attached memorandum from the Secretary of Corrections entitled "Procedures for Resolving Offender Concerns".

Daily Schedule

- 5:00 A.M. - Offenders are required to begin their day by promptly making up their beds, cleaning their cells, getting dressed and eating breakfast.
- 7:00 A.M. - Work Call, callout for psychological testing or medical evaluations are announced.
- Approximately 10:15 A.M. - Return to unit for lunch.
- 12:00 Noon - Return to work.
- Approximately 3:30 P.M. - Return to unit and evening meal.
- 5:30 P.M. or 7:30 P.M. (Depending on the time of year) Showering, cleaning living quarters and using the phone.
- 6:30 P.M. - (Mondays Only) Religious Services
- 10:30 P.M. - Lights and-phones are turned off. The offenders are then required to remain in or on their beds until 5:00 A.M. the following morning except to use the bathroom. The only exception is on weekends (Friday and Saturday nights) and legal holidays. At such times, offenders may listen to the radio or go to the dayroom or watch television where applicable, all night.

DISCIPLINARY BOARD SCHEDULE

Schedule A (Low Court) Offenses

Disciplinary hearings for Schedule A offenses are held on a weekly basis for ARDC Offenders.

Schedule B (High Court) Offenses and Low Court Appeals

For offenders in Administrative Segregation:

Unit 1:

Day: Tuesday/Thursday
 Time: 9:00 AM
 Place: Unit 1 Cellblock Court Room

Units 2 and 3:

Days: Monday/Wednesday/Friday
 Time: 9:00 AM
 Place: Unit 3 Court Room

NOTE: Any regularly scheduled disciplinary hearing falling on a holiday will be automatically rescheduled for the working day before or after.

ARDC MEDICAL INFORMATION

GENERAL INFORMATION:

During the time that you are being processed through the Hunt Reception and Diagnostic Center, it is very important that you accurately report your health needs to the Medical Department and Nursing staff. It is in ARDC that your medical level of care is assigned. Your medical level of care along with your classification, education and mental health information are utilized in determining what permanent facility you are to be assigned. It is important that offenders who need ongoing care at the Charity Hospitals are assigned to prisons that can transport them for their care. It is important that offenders who need frequent in-patient care and physician visits be assigned to facilities that provide that clinical care. Likewise, it is important to identify offenders who are well. Those without medical problems are easier to assign to permanent facilities closer to their homes, to half-way houses and to parish facilities.

The focus in ARDC is to identify health concerns and to address those that cannot wait until you are assigned to your permanent facility. Non-urgent, complex diagnostic work-ups will be done if needed but it is better if they can be deferred until you are assigned to a permanent facility. Otherwise, your movement out of ARDC would be delayed. Efforts will be directed at continuing existing treatment if such treatment is medically necessary. Non-necessary treatments will be discontinued or modified in accordance with standards established by the Health Care Authority. You should wait to request HIV testing until you are assigned to your permanent facility. You will attend a HIV/AIDS/ STD'S and Hepatitis evaluation seminar. This seminar will provide factual information about these diseases and is conducted by offenders who have been certified by the American Red Cross as peer educators.

*You will be offered a rapid HIV test upon intake. (*Revised 06/2011)

*All emergency sick call requests are subject to a co-payment charge of \$6.00 per request and routine sick calls are subject to a \$3.00 charge. All new prescription requests are subject to a \$2.00 charge. (*Revised 06/2011)

ACCESS TO HEALTH CARE:

You can access health care through the SICKCALL PROCESS or through the EMERGENCY PROCESS. If you have an urgent medical problem, you can tell the officer that you wish to declare yourself an emergency. You will either be seen by a First Responder/EMT or sent to the Medical Department. However, if your complaint is found not to be truly urgent, you could receive a disciplinary write up. For non-emergency health needs, you can contact the Medical Department by using the SICKCALL PROCESS. Request the appropriate form from the Tier Officer and provide the required identifying data. You must provide your name, DOC number, housing assignment and date of birth. You must sign and date the form AND write in your specific request or health concern. PLEASE do not write on any other part of the form. **ALL REQUESTS FOR HEALTH CARE ARE SUBJECT TO A CO-PAYMENT CHARGE OF \$3.00 PER REQUEST PLUS \$2.00 PER PRESCRIPTION.** When you sign the sickcall request, you are signing your acknowledgment and consent for this charge. Health care will not be denied due to lack of funds. Letters are not the appropriate means for requesting health care.

If you are unable to read and write or if you are unable to speak English, an officer on site will assist you by writing in the information for you and having you check the appropriate box on the form.

MEDICATIONS:

You may or may not receive the same medications that you were taking prior to coming into ARDC. This decision is made by the physician or nurse practitioner here at EHCC and is based on the medical necessity of the treatment. Some medications may be necessary but are not available at EHCC. In that case, the appropriate substitute will be prescribed. If in the physician's or nurse practitioner's opinion, the medications are not medically necessary, they will not be prescribed. However, you can request certain over-the-counter medications from the First Responder even if you have no money in your account. Your signature at that time authorizes the withdrawal from your account for the medication charges. When you become eligible for canteen privileges, you may also purchase some over-the-counter medications from the canteen.

If medications are prescribed for you, the medication should be available at the first pillcall of the next day it was prescribed. Medications prescribed on weekends will not be there until Tuesday morning. If it is medically necessary for you to receive the medications on the weekend, you will be brought to the 24-hour unit for each dose or admitted to the 24-hour unit to get the medications. **IF YOU ARE IN HOUSING THAT DOES NOT WALK TO PILL CALL, IT IS YOUR RESPONSIBILITY TO BE AT THE BARS OR HEAD OF THE TIER WHEN THE MEDICATIONS ARE PASSED. IT IS NOT THE OFFICER'S RESPONSIBILITY TO AWAKEN YOU OR TO ASK YOU IF YOU WANT TO TAKE YOUR MEDICINE.** Each time you make sickcall to report problems or make

requests for medications, you will be charged the \$3.00 access fee.

DUTY STATUS:

Work assignments in ARDC are the equivalent of a limited duty status in that the ARDC offenders do not work long hours, lift heavy objects or walk long distances. **Light Duty Compound** while in ARDC statuses will be assigned to offenders who have serious physical problems or illnesses that severely limit their capacities. **No Duty** will be issued to offenders who cannot keep up with Light Duty Compound while in ARDC. These offenders will still go out with the others but will not work. Offenders who are unable to move around with other ARDC offenders will be assigned **No Duty Bed Rest**. Offenders who are assigned **No Duty Bed Rest** will be housed in the 24-hour unit or in the Cellblock if he is being housed with the Impact trainees.

OTHER:

During the ARDC Medical Intake, you are requested to sign a form indicating to whom information can be given regarding you and your health care. The intent of this form is to protect your privacy while allowing us to know who to contact in case of emergencies or medical need. Family members should not call here to request care for you. It is the offender's responsibility to seek care through the appropriate process of sickcall or the self-declared emergency process. Every effort is made to safely expedite your assignment to your permanent facility and you can assist by providing accurate information and by cooperating with established procedures.

HIV, AIDS, AND HEPATITIS B AND C HANDOUTS FOR OFFENDERS

What is HIV?

HIV is an abbreviated name for Human Immunodeficiency Virus which is the virus that leads to AIDS.

What is AIDS?

AIDS (Acquired Immune Deficiency Syndrome) is the end-state of a serious communicable disease that leaves the human body's normal self-defense mechanism open to infections and cancers which normally do not affect healthy people. There is no cure for AIDS.

What is Hepatitis B and C?

Hepatitis B and C are infectious diseases of the liver which are caused by a virus designated as the Hepatitis Virus Type B or C.

Who is High-Risk for Having Been Exposed to HIV, AIDS, and HEPATITIS B and C?

Man to Man Sex
Intravenous Drug Abusers
Hemophiliacs (Free Bleeders)
Heterosexuals with a partner in a risk group

How Does A Person Catch HIV, AIDS, And Hepatitis B and C?

HIV, AIDS, and Hepatitis B and C are caught in two ways:

1. Direct sexual contact with a person who has the virus. This is especially true of receptive anal intercourse.
2. Contact with blood from an infected person. This included using needles after another person or tattooing with a used needle.

There is no evidence that HIV, AIDS, or Hepatitis B and C can be contracted through casual, non-sexual with a person who has HIV, AIDS, or Hepatitis B and C.

There is no evidence that HIV, AIDS, or Hepatitis B and C are spread by:

- Sneezing, coughing, or spitting
- Handshakes or other non-sexual physical contact
- Toilet seats, bathtubs or showers
- Utensils, dishes or linens used by an infected person
- Food prepared or served by an infected person
- Articles handled or worn by an infected person
- Being around an infected person, even on a daily basis over a long period of time.
- Feces, urine, sweat, saliva, sputum, vomit and tears are of no concern unless they contain visible blood.

What Precautions Should Be Taken?

- A. The most certain way to avoid exposure to the AIDS, HIV, or Hepatitis B and C is to abstain from sex with persons in a risk group. You cannot tell if a person is infected by looking at them. A person with HIV or Hepatitis looks like everyone else.
- B. Drug abuse and tattooing with shared needles must be avoided.
- C. The wearing of plastic or rubber gloves is recommended for cleaning up blood spills or semen. A solution of one part Clorox to ten parts water can be used to disinfect these spills. Gloves and bleach are available throughout the prison.

ORAL HYGIENE INSTRUCTIONS:

For proper oral hygiene you should brush your teeth two (2) times a day.

For proper brushing:

1. Angle toothbrush at a 45 degree angle toward the gums
2. Use a gentle, circular stroke
3. Brush each tooth on inner and outer surfaces
4. Brush chewing surface using a short scrubbing stroke

For proper flossing:

1. Gently slide floss between two teeth
2. Clean the surface between the teeth and under the gumline using a short gentle up and down stroke

ARDC ONLY

Dental Treatment: Routine dental requests will be addressed at your permanent facility. Routine dental procedures include fillings, extractions, and denture construction. Only emergent dental requests will be addressed while assigned to ARDC. These emergent conditions include infections, abscesses, facial trauma, and fractures. Requests for emergency dental care can be addressed by declaring yourself an emergency. However, if your condition is not found to be urgent, you may receive a disciplinary write-up.

EMERGENCY PROCEDURES FOR ARDC AND EHCC OFFENDERS

FIRE DRILLS

LIVING AREAS

EHCC living area fire drills shall be conducted quarterly. This is an EHCC living area.

Offenders housed in dormitories, working cellblock and ARDC Class B will be escorted out of the buildings through the primary exit, or nearest unobstructed exit, and will then be counted. Maximum security offenders assigned to extended lockdown, administrative segregation or isolation, or ARDC Class A will remain in their cells. However, officers assigned to maximum security areas shall participate when a drill is held by activating alarms and simulating evacuation.

Offenders assigned to the hospital will not participate in fire drills, but officers assigned to the hospital will walk through the procedure.

SHELTERING/SHELTERING IN-PLACE

Should sheltering become necessary, one of the following two Sheltering Procedures will apply, depending on the amount of time available. The Warden or highest ranking person in the chain of command will determine which procedure will apply.

SHELTERING PROCEDURE - RETURN TO HOUSING UNIT

All offenders will return to their housing units except certain outside crews, on duty kitchen workers, and unassigned offenders in the "C" Building.

All windows and doors are to be closed. All ventilation equipment which handles outside air will be shut off. Fans circulating room air only may remain on. All natural gas pilot lights will be extinguished (i.e. kitchens, Q-building, laundry.)

The Assistant Unit Manager with responsibility over the outside crews will determine which outside work crews (i.e. Point Clair, LSU Range, Road Crew, IMPACT, litter crews, etc.) will shelter at their worksite or return to the facility.

SHELTERING PROCEDURE - IN-PLACE

Offenders assigned to the field or to walk/yard orderly jobs will return to their housing units. The Assistant Unit Manager with responsibility over the outside crews will ascertain that all outside work crews (i.e. Point Clair, LSU Range, Road Crews, IMPACT, litter crews, etc.) will shelter at their work site or return to the facility, depending on the location of the crew relative to the nature of the emergency. All other offenders will remain in or be removed to the nearest enclosed shelter.

EMERGENCY EVACUATIONS

If an emergency evacuation occurs employees and offenders will exit through the primary exit or, if obstructed, through the nearest unobstructed exit. Once the area is cleared, the offenders will be counted. When the count clears, the offenders will be moved to the appropriate staging area.

DORMITORIES

Minimum and medium offenders in dormitories will be escorted out of the primary exit, or nearest unobstructed exit, to the walk in front of the dormitory where they will be counted.

In maximum security cellblock areas, all cell doors will be opened simultaneously and offenders will be escorted out of the primary exit, or nearest unobstructed exit, to the holding yard where they will be counted.

OTHER SECURITY AREAS (J-Bldg., Gym, Vo-Tech area, Hobbyshop, Kitchens, Industrial Compound, AS&R, Call-out Bldg.)

All offenders will be escorted out of the primary exit, or nearest unobstructed exit, onto the yard where they will be counted.

HOSPITAL (Wards and Isolation)

The officer assigned to the Ward Area will escort offenders out of the primary exit, or nearest unobstructed exit, onto the yard where they will be counted.

The officer assigned to the medical isolation areas (segregation areas and small cellblocks) will escort the offenders out the primary exit, or nearest unobstructed exit, where they will be counted.

SUDDEN EVACUATION PROCEDURE

Offenders will be brought from the sheltering area to the staging area. Offenders will not be allowed to bring any personal property except the clothes they are wearing, a sweatshirt and a coat if the weather is cold.

LOST PROPERTY CLAIMS

The purpose of this section is to establish a uniform for handling "Lost Property Claims" filed by offenders in the custody of the Department of Public Safety and Correction. All Wardens are responsible for implementing and advising offenders and affected employees of its contents.

PROCEDURE:

1. When an offender suffers a loss of personal property, he may submit a claim to the Warden. The claim must include the date the loss occurred, a full statement of the circumstances which resulted in the loss of property, a list of the items which are missing, the value of each lost item, and any proof of ownership or value of the property available to the offender. All claims for lost personal property must be submitted to the Warden within ten days of discovery of the loss.

Under no circumstances will an offender be compensated for an unsubstantiated loss, or for a loss which results from the offender's own acts or for any loss resulting from bartering, trading, selling to, or gambling with other offenders.

2. The Warden, or his designee, will assign an employee to investigate the claim. The investigative officer will investigate the claim fully and will submit his report and recommendations to the Warden, or his designee.
3. If a loss of an offender's personal property occurs through the negligence of the institution and / or its employees, the offender's claim may be processed in accordance with the following procedures:

A. MONETARY

- 1) The Warden, or his designee, will recommend a reasonable value for the lost personal property (with the exception of personal clothing) as described on Form A. Liability Personal Property List, State Issued Items, Procedures for the Reception, Transfer, and Disposal of Offender Personal Belongings;"
- 2) Forms B and C will be completed and submitted to the offender for his signature;
- 3) The claim will be submitted to the Assistant Secretary of Adult Services for review and final approval.

B. NON-MONETARY:

- 1) The offender is entitled only to state issue where state issued items are available;
- 2) The institution's liability for any lost offender clothing will be limited to the following:

For offenders processed through ARDC/WRDC/FRDC prior to March 31, 2000,
Replacement is limited to state issue where state issue is available;

For offenders received through ARDC/WRDC/FRDC on or after March 31, 2000, the State does
not assume liability for personal clothing.

- 3) The Warden, or his designee, will review the claim and determine whether or not the institution is responsible;
 - 4) Form B will be completed and submitted to the offender for his signature;
 - 5) Form C will be completed and submitted to the offender for his signature when state issue replacement has been offered.
4. If the Warden, or his designee, determines that the institution and / or its employees are not responsible for the offender's loss of property, the claim will be denied, and Form B will be submitted to the offender indicating the reason. If the offender is not satisfied with the resolution at the unit level, he may indicate by checking the appropriate box on Form B and submitting it to the Screening Officer within five days of receipt. The Screening Officer will provide the offender with an acknowledgment of receipt and date forwarded to the Assistant Secretary of Adult Services. A copy of the offender's original Lost Personal Property Claim (Form A) and Lost Personal Property Claim Response (Form B) and other relevant documentation will be attached,

**STATE OF LOUISIANA
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS
CORRECTIONS SERVICES**

**OFFENDER CLASSIFICATION, SENTENCING, AND SERVICE FUNCTIONS
Administrative Remedy Procedure**

1. **AUTHORITY:** Secretary of the Department of Public Safety and Corrections as contained in Chapter 9 of Title 36.
2. **REFERENCES:** ACA Standards, applicable statutes and the Rules published in the April 20, 2002 edition of the Louisiana Register and cited as LAC 22:1.325, 326 and 369.
3. **PURPOSE:** To constitute the Department's "Administrative Remedy Procedure" for adult offenders and for juvenile offenders as a regulation.
4. **APPLICABILITY:** Assistance Secretaries and all Wardens.
5. **POLICY:** It is the Secretary's policy that all adult offenders, juvenile offenders and employee have reasonable access to and comply with the Department's Administrative Remedy Procedure" through which an adult offender or juvenile offender may seek formal review of a complaint relating to most aspects of his incarceration.

Revisions will be accomplished through this regulation under the signature of the Secretary.

ADMINISTRATIVE REMEDY PROCEDURE

On September 18, 1985, the Department of Public Safety and Corrections installed in all of its adult institution a formal grievance mechanism for use by all offenders committed to the custody of the Department. The process bears the name Administrative Remedy Procedure (ARP). Offenders are required to use the procedure before they can proceed with a suit in Federal and State Courts.

Offenders are encouraged to continue to seek solutions to their concerns through informal means, but in order to insure their right to use the formal procedure they shall make their request to the Warden in writing within a 90 day period after an incident has occurred. If, after filing in the formal procedure an offender receives a satisfactory response through informal means, the offender may request (in writing) that the Warden cancel his formal request for an administrative remedy.

All offenders may request information about or assistance in using the procedure from their classification specialist or from a counsel substitute who services their living area.

Original letters of request to the Wardens should be as brief as possible. Offenders should present as many facts as possible to answer all questions (who, what, when, where and how) concerning the incident. If a request is unclear or the volume of attached material is too great, it may be rejected and returned to the offender with a request for clarity or summarization on one additional page. The deadline for this request begins on the date the resubmission is received in the Warden's office.

Once an offender's request is accepted into the procedure, he must use the manila envelope that is furnished to him with this First Step to continue in the procedure. The flaps on the envelope may be tucked into the envelope for mailing to the facility's ARP Screening Officer.

PURPOSE

Corrections Services has established the Administrative Remedy Procedure through which an offender may seek formal review of a complaint which relates to any aspect of his incarceration if less formal methods have not resolved the matter. Such complaints and grievances include, but are not limited to any and all claims seeking monetary, injunctive, declaratory, or any other form of relief authorized by medical malpractice, time computations, even though urged as a writ of habeas corpus, or challenges to rules, regulations, policies, or statutes. Through this procedure offenders shall receive reasonable responses and where appropriate, meaningful remedies.

APPLICABILITY

Offenders may request administrative remedies to situations arising from policies, conditions, or events within the institution that affect them personally.

There are procedures already in place within all DPS & C institutions which are specifically and expressly incorporated into and made a part of this Administrative Remedy Procedure. These procedures shall constitute the administrative remedies for disciplinary matters and lost property claims.

The following matters shall not be appealable through this Administrative Remedy Procedure.

1. Court decisions and pending criminal matters over which the Department has no control or jurisdiction;
2. Pardon Board and Parole Board decisions (under Louisiana law, decisions of these Boards are discretionary, and may not be challenged).
3. Louisiana Risk Review Panel recommendations;
4. Lockdown Review Board decisions (offenders are furnished written reasons at the time these decisions are made as to why they are not being released from lockdown; if that is the case. The Board's decision may not be challenged. There are, however, two bases for request for administrative remedy on Lockdown Review Board hearings):
 - a. That no reasons were given for the decision of the Board.
 - b. That a hearing was not held within 90 days from the offender's original placement in lockdown, or from the last hearing. There will be a 20 day grace period attached hereto, due to administrative scheduling problems of the board; therefore, a claim based on this ground will not be valid until 110 days have passed and no hearing has been held.

DEFINITIONS

As used in this procedure, the following definitions shall apply:

ARP SCREENING OFFICER: A staff member, designated by the Warden, whose responsibility is to coordinate and facilitate the Administrative Remedy Procedure process.

GRIEVANCE: A written complaint by an offender on the offender's own behalf regarding a policy applicable within an institution, a condition within an institution, an action involving an offender of an institution, or an incident occurring within an institution.

EMERGENCY GRIEVANCE: A matter in which disposition within the regular time limits would subject the offender to a substantial risk of personal injury, or cause other serious and irreparable harm to the offender.

DAYS: Calendar days.

POLICY

All offenders regardless of their classification, impairment or disability shall be entitled to invoke this grievance procedure. It shall be the responsibility of the Warden to provide appropriate assistance for offenders with literacy deficiencies or language barriers. No action shall be taken against an offender for good faith use of or good participation in the procedure. Reprisals of any nature are prohibited. Offenders are entitled to pursue, through the grievance procedure, a complaint that a reprisal occurred.

REVIEWERS: If an offender registers a complaint against a staff member, that employee shall not play a part in making a decision on the request. However, this shall not prevent the employee from participating at the Step One level, since the employee complained about may be the best source from which to begin collecting information on an alleged incident. If the offender is not satisfied with the decision rendered at the First Step, he should pursue his grievance to the Assistant Secretary of Adult Services via the Second Step.

COMMUNICATIONS: Offenders must be made aware of the system by oral explanation at orientation and should have the opportunity to ask questions and receive oral answers. The procedures shall be posted in writing in areas readily accessible to all offenders.

WRITTEN RESPONSES: At each of decisions and review, offenders will be provided written answers that explain the information gathered or the reason for decision reached along with simple directions for obtaining further review.

PROCEDURE

SCREENING The ARP Screening Officer will screen all requests prior to assignment to the First Step. The screening process should not unreasonably restrain the offender's opportunity to seek a remedy. If a request is rejected, it must be for one of the following reasons, which shall be noted on Form ARP-1.

1. This matter is not appealable through this process, such as:
 - a. Court decisions;
 - b. Parole Board/Pardon Board decision;
 - c. Louisiana Risk Review Panel recommendations
 - d. Lockdown Review Board (refer to section on "APPLICABILITY".)
2. There are specialized administrative remedy procedures in place for this specific type of complaint, such as:
 - a. Disciplinary matters;
 - b. Lost property claims;
3. It is a duplicate request.
4. In cases where a number of offenders have filed similar or identical request seeking administrative remedy, it is appropriate to respond only to the offender who filed the initial request. Copies of the decision sent to other offenders who filed requests simultaneously regarding the same issue will constitute a completed action. All such requests will be logged.
5. The complaint concerns an action not yet taken or a decision which has not yet been made.
6. The offender has requested a remedy for another offender.
7. The offender has requested a remedy for more than one incident (a multiple complaint.)
8. Established rules and procedures were not followed.
9. If an offender refuses to cooperate with the inquiry into his allegation. The request may be denied due to lack of cooperation.
10. There has been a time lapse of more than 90 days between the event and the initial request, unless waived by the Warden.

Notice of the initial acceptance or rejection of the request will be furnished to the offender.

INITIATION OF PROCESS: Offenders should always try to resolve their problems within the institution informally, before initiating the formal process. This informal resolution may be accomplished through discussions with staff members, etc. If the offender is unable to resolve his problems or obtain relief in this fashion, he may initiate the formal process.

The method by which this process is initiated is by a letter from the offender to the Warden. For purposes of this process, a letter is:

1. Any form of written communication which contains this phrase: "This is a request for administrative remedy;" or
2. Form ARP-1 at those institutions that wish to furnish forms for commencement of this process.

No request for administrative remedy shall be denied acceptance into the Administrative Remedy Procedure because it is or is not on a form; however, no letter as set forth above shall be accepted into the process unless it contains the phrase, "This is a request for administrative remedy."

Nothing in this procedure should serve to prevent or discourage an offender from communicating with the Warden or anyone else in the Department of Public Safety and Corrections. The requirements set forth in this document for acceptance into the Administrative Remedy Procedure are solely to assure that incidents which may give rise to a cause of action will be handled through this two step system of review. All forms of communication to the Warden will be handled, investigated, and responded to as the Warden deems appropriate.

If an offender refuses to cooperate with the inquiry into his allegation, the request may be denied by noting the lack of cooperation on the appropriate Step Response and returning it to the offender.

MULTIPLE REQUESTS: If an offender submits multiple requests during the review of a previous request, they will be logged and set aside for handling at such time as the request currently in the system has been exhausted at the Second Step or until time limits to proceed from the First Step to the Second Step have lapsed. The Warden may determine whether a letter or instruction to the offender is in order.

REPRISALS: No action shall be taken against anyone for the good faith use of or good faith participation in the procedure.

The prohibition against reprisals should not be construed to prohibit discipline of offenders who do not use the system in good faith. Those who file requests that are frivolous or deliberately malicious may be disciplined under the appropriate rule violation described in the DPS&C "Disciplinary Rules and Procedures for Adult Offenders."

PROCESS

FIRST STEP (Time Limit 40 days): The offender commences the process by writing a letter to the Warden, in which he briefly sets out the basis from his claim, and the relief sought (refer to section on "PROCEDURE – Initiation of Process" for requirements of the letter.) The offender should make a copy of his letter of complaint and retain it for his own records. The original letter will become a part of the process, and will not be returned to the offender. The institution is not responsible for furnishing the offender with copies of this letter of complaint. This letter shall be written to the Warden within 90 days of an alleged event. (This requirement may be waived when circumstances warrant. The Warden, or his designee, will use reasonable judgment in such matters.) The requests shall be screened by the ARP Screening Officer and a notice will be sent to the offender advising that his request is being processed or is being rejected. The Warden may assign another staff person to conduct further fact-finding and/or information gathering prior to rendering his response. The Warden shall respond to the offender within 40 days from the date the request is received at the First Step.

For offenders wishing to continue to the Second Step, sufficient space will be allowed on the response to give a reason for requesting review at the next level. There is no need to require the original letter of request as it will be available to all reviewers at each Step of the process.

SECOND STEP (Time Limit 45 days) : An offender who is dissatisfied with the First Step response may appeal to the Secretary of the Department of Public Safety and Corrections by so indicating that he is not satisfied in the appropriate space on the response form and forwarding it to the ARP Screening Officer within 5 days of receipt of the decision. A final decision will be made by the Secretary and the offender will be notified within 45 days of receipt a copy of the Secretary's decision will be sent to the Warden.

If an offender is not satisfied with the Second Step response, he may file suit in District Court. The offender must furnish the administrative remedy procedure number on the court forms.

MONETARY DAMAGES: The Department of Public Safety and Corrections based upon credible facts within a grievance or complaint filed by an offender, may determine that such an offender is entitled to monetary damages where monetary damages are deemed by the Department as appropriate to render a fair and just remedy.

Upon a determination that monetary damages should be awarded, the remaining question is quantum, or the determination to the dollar amount of the monetary damages to be awarded. The matter of determining quantum shall be transferred to the Office of Risk Management of the Division of Administration which shall then have the discretionary power to determine quantum. The determination reached by the Office of Risk Management shall be returned to the Department of Public Safety and Corrections for a final decision. If a settlement is reached, a copy of the signed release shall be given to the Warden on that same date or the process shall elapse, unless an extension has been granted. Absent such an extension, expiration of response time limits shall entitle the offender to move on to the next Step in the process. Time limits begin on the date the request is assigned to a staff member for First Step response.

An offender may request an extension in writing of up to five days in which to file at any stage of the process. This request shall be made to the ARP Screening Officer for an extension to initiate a request. The issue of sufficiency of valid reasons for delay shall be addressed at each Step, along with the substantive issue of the complaint.

The Warden may request permission for an extension of not more than five days from the Assistant Secretary to Adult Services for the Step One review/response. The offender must be notified in writing of such an extension.

In no case may the cumulative extension exceed 25 days.

PROBLEMS OF AN EMERGENCY NATURE: If an offender feels he is subjected to emergency conditions, he must send an emergency request to the shift supervisor. The shift supervisor shall immediately review the request and forward the request to the level at which corrective action can be taken. All emergency requests shall be documented on an Unusual Occurrence Report.

Abuse of the emergency review process by an offender shall be treated as a frivolous or malicious request and the offender shall be disciplined accordingly. Particularly, but not exclusively, matters relating to administrative transfers and time computation disputes are not to be treated as emergencies for purposes of this procedure, but shall be expeditiously handled by the shift supervisor, when appropriate.

SENSITIVE ISSUES: If an offender believes the complaint is sensitive and would be adversely affected if the complaint became known at the institution, he may file the complaint directly with the Assistant Secretary of Adult Services (Second Step level). The offender must explain, in writing, his reason for not filing the complaint at the institution.

If the Assistant Secretary of Adult Services agrees that the complaint is sensitive, he shall accept and respond to the complaint. If he does not agree that the complaint is sensitive, he shall so advise the offender in writing, and return the complaint to the Warden's office. The offender shall then have five days from the date the rejection memo is received in the Warden's office to submit his request through regular channels (beginning with the First Step if his complaint is acceptable for processing in the Administrative Remedy Procedure).

RECORDS: Administrative Remedy Procedure records are confidential. Employees who are participating in the disposition of a request may have access to records essential to the resolution of requests. Otherwise, release of these records are governed by La. R.S. 15:574.12.12.

All reports, investigations, etc., other than the offender's original letter and responses, are prepared in anticipation of litigation, and are prepared to become part of the attorney's work product for the attorney handling the

anticipated eventual litigation of this matter and are therefore confidential and not subject to discovery.

Records will be maintained as follows:

A computerized log will be maintained which will document the nature of each request, all relevant dates, and disposition at each step. Each Institution will submit reports on Administrative Remedy Procedure activity in accordance with Department Regulation No. C-05-001 "Activity Reports/Unusual Occurrence Reports-Operations Units-Adult."

Individual requests and disposition, and all responses and pertinent documents shall be kept on file at the institution or a Headquarters.

Records shall be kept at least three years following final disposition of the request.

TRANSFERRED OFFENDERS: When an offender has filed a request at one institution and is transferred prior to the review, or if he files a request after transfer on an action taken by the sending institution, the sending institution; the sending institution will complete the processing through the First Step. The Warden of the receiving institution assist in communication with the offender.

DISCHARGED OFFENDERS: If an offender is discharged before the review of an issue that affects the offender after discharge is completed, or if he files a request after discharge on such an issue, the institution will complete the processing and will notify the offender at his last known address. All other requests shall be considered moot when the offender discharges, and shall not complete the process.

ANNUAL REVIEW: The Warden shall annually solicit comments and suggestions on the processing, the efficiency and the credibility of the Administrative Remedy Procedure from offenders and staff. A report with the results of such review shall be provided to the Assistant Secretary of Adult Services.

Form B-05-001-F
20 August 2013

Louisiana Department of Public Safety and Corrections
Corrections Services

Receipt for Disciplinary Rules and Procedures for Adult Offenders

Institution: _____

Effective date of the Disciplinary Rules and Procedures for Adult Offenders: _____

Offender's Name (Print): _____ DOC #: _____

On this date, I received a copy of the Disciplinary Rules and Procedures for Adult Offenders. I understand that it is my responsibility to be familiar with the rules and procedures set forth in this booklet.

Offender's Signature

Date

Witness Signature

Date

Please see the below changes regarding Funds and Offender Canteen located on Page 10 of the ARDC Offender Orientation Booklet

Funds and Offender Canteen

Offenders will be allowed to purchase items from the Offender Canteen at approved times after the funds they have are credited to their accounts. This generally takes two (2) working days from the day deposits are received.

In purchasing items from the canteen, offenders should again note that their total property accumulation, including personal belongings and state issued items, cannot exceed the capacity of the storage space allotted to them. All procedures involved in the canteen process are to be followed as set out in rules and policy.

Money from permissible sources may be accepted and processed through the Department's contractor for offender services in the following forms:

1. Cash and/or credit or debit card payments made at the unit's visitor center kiosk machines provided by the contractor for use by the offender's approved visitors;
2. Payments made by credit or debit cards on the contractor's website or telephone;
3. Payments made at the contractor's designated walk-up collection centers;
4. Postal, bank or commercially issued money orders, government checks, bank cashier's checks, checks drawn on federal, state and local governmental, political subdivisions or public officials, checks drawn on reputable commercial accounts such as department stores, insurance companies, etc. mailed to the contractor's lock box location.

Cash received in the visiting process in accordance with Department Regulation No. C-02-008 'Offender Visitation' and institutional policy will be accepted only until installation of kiosk machines for visitors, at which time it will no longer be accepted.

Dress Regulations/Personal Hygiene

Offenders in ARDC will be issued three (3) jumpsuits and two (2) towels. Upon transfer from ARDC the offender will leave in one jumpsuit. On the night prior to transfer from ARDC the offender will return two (2) of the jumpsuits and the two (2) towels. He will wear the remaining jumpsuit to the receiving institution. Offenders who do not return the jumpsuits and / or towels will be charged with Rule # 17 Property Destruction. Offenders are expected to wear the clothes they have been issued or allowed in the matter prescribed by rules and policy. Their personal hygiene and appearance should also be so maintained.

Legal

If offenders needing free legal advice and/or assistance from someone other than an attorney should write to the Deputy Warden for Programs Office so that they can be scheduled to meet with counsel substitute.

**Please see the below changes regarding MULTIPLE REQUESTS located
on Page 24 of the ARDC Offender Orientation Booklet**

MULTIPLE REQUEST: If an offender submits multiple requests during the review of a previous request, they will be logged and set aside for handling at such time as the request currently in the system has been exhausted at the Second Step or until time limits to proceed from the First Step to the Second Step have lapsed. The Warden may determine whether a letter of instruction to the offender is in order.

Only one (1) request (ARP) shall be handled at a time. Once the first request is accepted, others will be backlogged until the first one has been exhausted at the Second Step/Headquarters level.

Offenders who have numerous requests pending and wish for one to take precedence over others, may contact the ARP Screening Officer, and the request that all ARP's preceding the one of interest be dropped. Offenders must retain a copy of his letter for his own record. Copies of the ARP will not be furnished by the ARP Office.



**Please see the attached pages for changes (eff. February 5, 2014)
made to the Offender Rule Book (dated August 20, 2013)**

In the Offender Rule Book, pages 5, 6 & 8 ONLY have been revised. Page 8 rolled over to 8-A so this page is new.

Page 5:

1) has been revised and 5) is new.

Page 6:

6) is new and B. and 2.C. have been revised.

Page 8:

3.C. has been revised.

Page 8-A:

This page is new but not the information. It rolled over from page 8.

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- c. The Disciplinary Report shall include the following information:
- i. The accused offender's name, DOC number, housing and job assignment; the reporting officer's name and title; the offense number; the date and approximate time of the offense; and a description of the facts of the offense.
 - ii. The description of the facts of the offense shall include the name(s) of all the witnesses, the location of the incident and a full statement of the facts underlying the charges.
 - iii. A description of any unusual offender behavior, any physical evidence and its disposition, and any immediate action taken, including the use of force.
- 2) Upon completion of the Disciplinary Report (Form B-05-001-A), the supervisor shall review the information and forward the report and any supporting documentation to the disciplinary office or designated depository for processing.
 - 3) If an offender's continued presence in the general population poses a threat to life, property, self, staff or other offenders, or to the security or orderly operation of the institution, or who is the subject of an investigation, may (with the approval of the highest ranking supervisor on duty in the unit where the incident occurred or the shift supervisor) be placed in Administrative Segregation until his appearance before the Disciplinary Officer/Disciplinary Board or Classification Board.
 - 4) In instances when an offender is placed in Administrative Segregation for disciplinary purposes, the supervisor will conduct a review of the documentation to ensure it is complete and correct and, as needed, investigate to confirm the reasonableness of the allegation or circumstances prompting the assignment. This shall be done prior to the conclusion of the supervisor's tour of duty.
 - 5) Time spent in Administrative Segregation for the offense for which the offender was placed in Administrative Segregation must be credited against Disciplinary Detention or Extra Duty sentences even when these sanctions are suspended. Credit will not be given for time spent in Administrative Segregation based upon a request for protection or while an offender is awaiting transfer to another area.

(This page supersedes Page 5 dated 20 August 2013 and is effective 05 February 2014.)

- 6) An appropriate review board should review the status of offenders who are in Administrative Segregation at least every seven days for the first two months and every 30 days thereafter.

B. Notice of Disciplinary Report

- 1) Offenders shall be served (usually by a correctional officer) with notice of charges at least 24 hours prior to the hearing.
- 2) Confirmation that the offender was advised of the charges shall be noted on the original of the Disciplinary Report (Form B-05-001-A) by evidence of the offender's signature.
- 3) If the offender refuses to sign the Disciplinary Report (Form B-05-001-A), the delivering officer shall note the refusal in the offender signature block and initial the box.

2. Counsel and Counsel Substitutes

- A. Counsel is an attorney-at-law of the offender's choice who has been retained by the offender.
- B. 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.
- C. Counsel Substitutes are only those offenders appointed by the Warden or designee to assist other offenders with their legal claims, including but not limited to, assistance with filing of Administrative Remedy Procedure Requests, Disciplinary Board Appeals and Lost Property Claims. Counsel Substitutes are not required to file disciplinary appeals but should inform the offender who wants to appeal of the proper way to file. They may be removed from their positions if the Warden or designee believes it appropriate. Offenders who are not Counsel Substitutes may not provide services to other offenders without the approval of the Warden or designee.

(This page supersedes Page 6 dated 20 August 2013 and is effective 05 February 2014.)

3. Disciplinary Board (High Court Hearing)

- A.** If the offender will be transferred to a state correctional facility from a local jail facility for the purpose of conducting the hearing, the offender must be brought before the Disciplinary Board of the local jail facility where the violation(s) occurred and informed of the pending transfer and necessitated delay of the hearing. The date the notice was given to the offender shall be documented on the Disciplinary Report (Form B-05-001-A).
- B.** A properly composed board will consist of two people—a duly authorized and trained Chairman and a duly authorized and trained Member—each representing a different discipline (security, administration or treatment). The Secretary or designee must approve the Chairman and the Warden or designee must approve the Member.
- C.** "72 Hour Rule"
 - 1)** Any offender who is placed in Administrative Segregation for a rule violation must be given a disciplinary hearing within 72 hours of being placed in Administrative Segregation. Official holidays, weekends, genuine emergencies and good faith efforts by the administration to provide a timely hearing are the only exceptions. The offender must be heard at the next available court date. When it is not possible to provide a full hearing within 72 hours of placement in Administrative Segregation, the accused must be brought before the Disciplinary Board, informed of the reasons for the delay and remanded back to Administrative Segregation or released to his quarters after a date for a full hearing has been set.
 - 2)** The "72 Hour Rule" does not apply to offenders housed in local jail facilities (including transitional work programs) whose hearings are conducted once they are transferred to a state correctional facility or those who have their disciplinary hearing conducted at a state correctional facility even if they are not transferred there. Offenders in this status have no expectation of a disciplinary hearing within 72 hours, or even seven days.
 - 3)** The "72 Hour Rule" does not apply to those offenders who are placed in Administrative Segregation for reasons other than for a disciplinary hearing. Examples of these classifications include, but are not limited to, awaiting transfer to another facility or another housing unit within the facility, transitional work program or intake, etc.

(This page supersedes Page 8 dated 20 August 2013 and is effective 05 February 2014.)

- D. Hearings for those offenders not placed in Administrative Segregation shall be held within seven days of the date of the report, excluding weekends and holidays, unless the hearing is prevented by exceptional circumstances, unavoidable delays or reasonable postponements. Reasons for all delays should be documented. Any Member directly involved in the incident or one who is biased for or against the accused cannot hear the case unless the accused waives recusal in writing or verbally on the record. (Performance of routine administrative duty does not necessarily constitute "direct involvement" or "bias").