



LAFAYETTE PARISH SHERIFF'S OFFICE CORRECTIONS DIVISION POLICY AND PROCEDURES	Section/Policy: W-0200
Subject: CONDUCT OF OPERATIONS	Number of Pages: 15
References: Louisiana Revised Statute: 15:833(A) Louisiana Department of Public Safety and Corrections: C-02-008 – Inmate Visitation; B-05-001 – Disciplinary Rules/Procedures For Adult Inmates; C-02-002 – Institutional Riots, Major Disturbances, and Hostage Situations; C-02-005 – Searches of Visitors LPSO General Order: #161 – Vehicle Use; #162 – Fleet Safety; #E650 – Criminal Warrants Corrections Division Policy and Procedure: A-3600 Work Release Program: Offender Handbook	
Approved by: Work Release Manager: Director of Corrections:	Date:

W-0200

POLICY:

The Work Release Program shall establish clear guidelines for operational practices that comply in a uniform and consistent manner with the requirements of the Sheriff's Office and Louisiana Department of Public Safety and Corrections.

W-0201

DISCUSSION:

The purpose of this policy is to guide staff towards the approved standards that establishes an overall philosophy for achieving excellence and maximizing efficiency within the Work Release Program.

W-0202

DEFINITIONS:

A. Unauthorized Area:

Any area other than those that have been authorized by program staff or by the offender's employer.

B. Escape Status:

The condition of being considered as an escapee due to being in an unauthorized area, not notifying the employer of current location, or leaving an authorized work-site.

C. Formal Count:

Counts that are conducted, in an organized manner, at specific times of the day or night.

1. Formal Roll Call Count:

An on-site check of all offenders to assure that the roll call accurately accounts for the custody and location of all offenders.

2. Formal Paperwork Count:

A comparison count to assure that the total number of offenders located on the Headcount Form equals the actual number of offenders.

D. Informal Count:

Counts that are conducted at non-specific times, but with a specific goal in mind.

E. Evacuation Count:

A count that is conducted during and after an evacuation.

F. Approved Visitor List:

A listing of those visitors that have been requested by the offender and approved by the Work Release Program.

G. Special Visit:

Any visit that, due to unusual circumstances, is scheduled for a date/time other than the regularly scheduled visitation dates/times or a regularly scheduled visit that deviates from standard procedure/conditions.

H. Offender Visitor Card:

A document that provides a detailed listing of the offender's active approved, inactive approved and denied visitors, both adults and/or minors.

W-0203

RULES – UNAUTHORIZED AREA AND ESCAPE:

- A. No offender shall be allowed to leave or return to the Work Release Center without being escorted by authorized persons.
- B. Program staff shall ensure that any time an offender enters or leaves the facility, for any reason, the offender is properly signed in/out and has identification on their person.
- C. Unauthorized absences from any work site shall immediately place the offender on escape status and the appropriate action shall be performed by staff.
- D. Program staff shall perform attendance checks frequently and on a random basis at all work-sites. Any offender in an unauthorized area and/or who cannot be accounted for shall be placed on escape status and the appropriate action shall be performed by staff.

W-0204 PROCEDURES – UNAUTHORIZED AREA AND ESCAPE:

- A. Work-site checks:
 - 1. Program staff shall perform frequent and random work-site checks on all work release offenders. Work-site checks shall be conducted on each offender at a minimum of two (2) times per week and at infrequent intervals.
 - 2. Program staff shall report all unauthorized absences in a timely manner and in accordance with established procedures.
 - 3. The Operations Case Manager shall notify the Work Release Manager in the event that the required amount of work-site checks are unable to be conducted on any offender.
- B. In the event that any offender is determined to be absent, without authorization, either by notification from the employer and verification by program staff or by discovery during a work-site check, staff shall ensure the following:
 - 1. Program staff shall consider the act an escape/attempted escape;
 - 2. The Work Release Manager shall be notified immediately;
 - a. The Work Release Manager shall provide notification to the Director of Corrections.
 - 3. For a state offender, notification shall be made to the Control Center at Hunts Correctional Center. The Control Center shall issue an arrest warrant. At a minimum, the following offender information shall be provided:

- a. Name;
 - b. DOC number;
 - c. Race, sex, and date of birth;
 - d. Time and address of last known location;
 - e. Clothing description.
4. For a parish offender, the Work Release Manager shall provide notification to a 15th Judicial District judge in order for a Rescission Order to be issue;
 5. Once the arrest warrant or Rescission Order is issued, notification shall be provided to the Sheriff's Office Communications Center and Criminal Warrants Section;
 - a. The Communications Center shall issue a notice to all of the appropriate agencies.
 - b. The Criminal Warrants Section shall attempt to locate the offender in accordance with established procedures. (E650)
 6. The Work Release Manager may also provide notification to the Sheriff's Office Criminal Intelligence Unit for additional assistance.

W-0205 RULES – OFFENDER COUNTS:

- A. Offender counts shall take precedence over normal operating procedures and activities.
- B. During a formal roll call count, all offender movement shall stop.
- C. The formal roll call count shall be completed at the beginning of each shift and at the nightly lights out time.
- D. An official entry shall be made on the Security Staff Log after any count.
- E. The dayshift Housing Case Manager shall ensure that an updated offender roster is printed and distributed on each morning of his/her tour of duty.
- F. Program staff shall verify the identification of each offender at the Work Release Center.

- G. Program staff shall report any discrepancies with the roll call count to the Housing Case Manager in order for the discrepancies to be resolved prior to going off-duty.

W-0206 PROCEDURES – OFFENDER COUNTS:

A. Formal roll call counts:

1. Staff shall enter each area and issue a verbal notice that the roll call is about to commence. Offenders shall be provided a minimum of five (5) minutes notice prior to the beginning of the formal roll call count.
2. During a formal roll call count:
 - a. All lights shall remain in the on position;
 - b. Televisions shall be turned off;
 - c. All offenders shall be properly dressed;
 - d. The roll call count shall not begin until all offender movement has ceased;
 - e. All offenders, with the exception of those physically in the shower, shall report to their assigned bunk and either stand in front of their bunk or sit on their assigned bunk. If the offender is sleeping at the time of the 6:00 pm or lights out roll call, or if the offender is authorized to be sleeping during the 6:00 am roll call, staff shall verify the offender and their well-being by viewing the offender's face and breathing pattern. Offenders shall not be awoken unless their identity cannot be verified;
 - f. Offenders shall remain at their location until the roll call is completed for the entire Work Release Center;
 - g. Offenders shall not be permitted to make requests or ask questions to staff during the performance of the roll call.
3. Staff from the on-coming shift shall perform the roll call while staff from the shift being relieved ensures all movement remains ceased until the roll call is completed.
4. Housing Case Managers on-duty at the time of the roll call shall conduct a cursory inspection of all areas.

5. Staff conducting roll call shall account for all offenders not present during the roll call by verifying their departure has been documented on the Transportation Log.

B. Formal paperwork counts:

1. Paperwork counts shall be conducted following the formal roll call count.
2. The formal paperwork count shall be conducted by the designated staff member.
3. Staff conducting the roll call count shall compare their roll call to the actual number of offenders assigned to the Work Release Center.
4. Reporting formal paperwork counts:
 - a. Notification of each count shall be reported to the Intake/Booking Section after the Work Release Center has verified their offender count;
 - b. The Intake/Booking Section shall document the reported count on the Headcount Form;
 - c. The number of offenders accounted for in the Work Release Center and on the Transportation Log shall be compared to the number of offenders listed on the Corrections Division master roll call;
 - d. If, after all counts are received and tabulated, a discrepancy exists, a recount shall be ordered;
 - e. The Intake/Booking Section shall notify the Housing Case Manager if a discrepancy still exists following the recount.

C. Informal counts:

1. At the direction of a program supervisor, staff shall conduct an unannounced offender count.
2. All offenders shall be counted or accounted for.

D. Evacuation count:

1. One staff member shall be posted outside of the Work Release Center and shall count each offender as they exit and report to the evacuation assembly area.

2. The remaining staff shall check the Work Release Center to ensure that all offenders have been evacuated.
3. The Housing Case Manager shall designate a staff member to collect the offender roster, Security Staff Log, Transportation Log, and housing folders as they evacuate.
4. Immediately after an evacuation and upon being contained in a secure and safe area, staff shall conduct a formal roll call count to account for each offender.
5. Evacuation counts shall be documented on the Security Staff Log.

W-0207 RULES – FLEET VEHICLES AND OFFENDER TRANSPORT:

- A. Program staff shall only utilize fleet vehicles for officially authorized functions.
- B. The Work Release Manager shall ensure the usage, inspection, and repair of fleet vehicles is in accordance with established guidelines. (A-3600)
 1. Routine transportation of Work Release Program offenders shall not incorporate the use of physical restraints (handcuffs, waist chain, and/or shackles).
 2. Physical restraints shall not be used for punishment and may only be utilized only under the following circumstances:
 - a. To prevent imminent escape or self-injury;
 - b. In the event the offender commits a criminal offense;
 - c. In the event the offender becomes a threat to staff, other offenders, and/or property (Sheriff's Office, private, or public);
 - d. In the event the offender is removed from the Work Release Program and being returned to secure detention;
 - e. When ordered by a program supervisor, the Director of Corrections, the Patrol Commander, and/or the Sheriff.

W-0208 PROCEDURES – FLEET VEHICLES AND OFFENDER TRANSPORT:

- A. Annual inspection:

1. The Operations Case Manager shall ensure that all fleet vehicles assigned to the Work Release Program receive an annual safety inspection conducted by the Sheriff's Office Fleet Maintenance Section.
- B. Safety repairs:
1. When a safety issue arises with a fleet vehicle, it shall be reported to the Work Release Manager and the vehicle shall be returned to Fleet Maintenance immediately.
 2. Vehicles shall not be utilized until the necessary repairs are performed and Fleet Maintenance clears the vehicle for normal use.
 3. Appropriate documentation shall be completed by the reporting staff member each time a request for service or repair is performed, in accordance with established guidelines. (#161)
 4. In the event that repairs cannot be completed immediately, the Work Release Manager shall attempt to obtain a temporary replacement vehicle in accordance with established guidelines. (A-3600)
- C. When transporting offenders, program staff shall:
1. Ensure seat belts are properly utilized;
 2. Personally inspect the vehicle for contraband prior to starting transports and, again upon completion of the tour of duty;
 3. Ensure the vehicle has adequate fuel and is in good running condition;
 4. Have possession of a properly functioning means of communication;
 5. Be prepared with route plans and the transportation schedule;
 6. Immediately contact the Sheriff's Office Communications Center and the Operations Case Manager in the event of a fleet accident after checking for injuries to all parties involved; (#162)
 7. Properly park the vehicle in an appropriate, legal parking location at all times during the tour of duty;
 8. Provide notification to the immediate supervisor if restraints must be utilized during transport and return all restraints to their proper location following the transport;

9. Properly complete the appropriate documentation on the Transportation Log when leaving and returning to the Work Release Center;
10. Personally pat search each offender upon return to the Work Release Center.

W-0209 RULES – OFFENDER VISITATION:

- A. All visitation shall be at the approval of the Work Release Manager.
- B. The Visitation Coordinator shall determine the visitation schedule, ensure the visitation schedule is posted within the Work Release Center, and update the posted visitation schedule as necessary.
- C. Sufficient space shall be provided for resident visiting.
- D. Discrimination of visiting shall be prohibited. All visitors and offenders shall be provided equal opportunities in visiting. Visitors shall be treated with courtesy at all times and shall not be subjected to unnecessary delay or inconvenience in accomplishing a visit.
- E. All visitors with disabilities shall have readily accessible facilities and shall be reasonably accommodated as appropriate and to the extent possible within the context of the Corrections Division's fundamental mission to preserve the safety of the public, staff, and those persons within custody.
- F. There shall be a procedure in place in order to permit the appropriate pre-screening and record maintenance of approved/denied visitor listings.
- G. All social visitation shall be facilitated by a program staff member, who is responsible for control and supervision for the duration of the visiting process. All other outside activities within the designated visitation area shall cease until visitation is complete.
- H. Each offender shall be afforded the opportunity to request no more than ten (10) individuals to be placed on their Approved Visitor List.
- I. A pre-screening for criminal history shall be conducted on each proposed visitor.
- J. Approval of ex-offenders as visitors shall be at the discretion of the Work Release Manager, in accordance with the following:
 1. Any convicted felon who has been formally discharged from an institution, from probation, or from parole supervision and who has an intervening criminal record within the past two (2) years shall be denied approval to visit;

2. Any person who, in the previous five (5) years, has three (3) or more felony charges, regardless of disposition, shall be denied approval to visit, or approved visiting shall be revoked;
 3. These restrictions may be waived if the visitor is an identifiable parent, legal spouse, sibling, grandparent, or child of the offender and the Work Release Manager approves such visitation.
- K. An ex-employee of the Sheriff's Office or Department of Public Safety and Corrections shall be denied approval to visit if such denial is deemed by the Work Release Manager to be in the best interest of the program.
- L. All visitors, with the exception of minors, shall be required to provide staff with official picture identification in order to visit any offender.
- M. All minors must be accompanied by an adult who is on the offender's Approved Visitor List and who is one of the following:
1. A family member of the minor;
 2. The minor's legal guardian.
- Exceptions to being accompanied by an adult may be made in the following cases:
1. Minor spouse (Marriage Certificate required as proof); or
 2. Emancipated minor (Judgment of Emancipation required as proof).
- N. Visitors shall be subject to a search for contraband prior to visiting. Visitation shall be denied to any person that refuses search upon staff request.
- O. The duration of visits shall depend on the availability of space, staff, and the number of persons waiting to visit, but shall not be less than two (2) hours, unless cancelled by program staff for appropriate reasons.
- P. Offenders shall be allowed a maximum of two (2) approved adult visitors and two (2) approved minor visitors at a time. Once the visiting session begins, substitutions shall not be allowed by staff.
- Q. Any approved visitor may be voluntarily removed from the offender's Approved Visitor List at his/her own request or at the request of the offender. Also, approved visitors may be involuntarily removed from the Approved Visitor List by the Work Release Manager, in accordance with this policy.

- R. Approved visitors may be denied permission to visit during the time of a disturbance at, or in the surrounding area of, the Work Release Center. Also, all visiting may be suspended during an emergency (C-02-002).
- S. A visitor can only be on one (1) offender's Approved Visitor List unless that visitor is an immediate family member of more than one (1) offender. The burden of proof and documentation shall be the responsibility of the offender and his/her family.
- T. Staff may cease a visit in process or deny an offender's scheduled visitation in the event that the offender's behavior is inappropriate at that time. Also, visiting privileges may be restricted for offenders who have been found guilty of a rules violation relative to the visiting process. Although restriction of visiting shall not be a sanction for general rules violations, offenders sanctioned to wear a black and white uniform shall be required to comply with such sanction during any visit.
- U. Offenders transferring from another institution shall have their Approved Visitor List honored, and may request changes to their visiting list, if both of the following conditions occur:
 - 7. The previous institution forwarded the visiting list along with the offender's file;
 - 8. The previous institution has demonstrated that the requirements/restrictions of this policy were previously adhered to in the approval process.
- V. Offenders transferring from another institution with no established and/or forwarded visiting list shall be allowed tentative visiting approval for the offender's parents, legal spouse, grandparents, siblings, and children, upon the offender's request. Verification of these relationships shall be required and the burden of proof shall be on the offender.
- W. Offenders shall be allowed to request changes (additions, deletions, substitutions) to their Approved Visitor List every four (4) months.
- X. Any person may be refused approval to visit an offender and removed from the Approved Visitor List if the visitor does not comply with the rules that he/she acknowledged and signed on the Proposed Visitor Questionnaire and/or the conduct of the visitor amounts to a violation of federal and/or state law. Such removal may be temporary or permanent, depending upon the severity of the violation.
- Y. The Visitation Coordinator may approve special visits on a case-by-case basis for the following:

1. Persons who are unable to visit on regular visiting days, friends and relatives from out of state, persons visiting for business purposes;
2. Additional visitors or extended visiting periods, in excess of those allowed by this policy;
3. A person otherwise restricted from visiting.

W-0210 PROCEDURES – OFFENDER VISITATION:

A. Proposed visitors:

1. Offenders shall request that visitors be placed on their Approved Visitor List by submitting a General Request Form to the Visitation Coordinator. It shall be the offender's responsibility to provide the correct name, address, birth date, race, and sex of the visitor.
2. The Visitation Coordinator shall send a Proposed Visitor Questionnaire to each individual requested by the offender. By signing the questionnaire, the visitor shall agree to be on the offender's list and to adhere to the visiting rules and regulations. The proposed visitor shall be responsible for entirely completing the questionnaire and returning it to the Work Release Program by mail or fax within thirty (30) days.
3. Upon receipt of the completed questionnaire, the Visitation Coordinator shall conduct a criminal history check by utilizing, at a minimum, one (1) of the following methods:
 - a. Send out a Police Questionnaire to local law enforcement agencies;
 - b. CAJUN2;
 - c. NCIC; and/or
 - d. LACCH.
4. Final approval or denial of the proposed visitor shall be provided to the offender on the original General Request Form that was submitted to propose the visitor. Notification to the proposed visitor shall be the responsibility of the offender.

B. Suspension/removal of visiting privileges:

1. If an offense is such that it is the Work Release Manager's desire to remove the visitor from the Approved Visitor List, either indefinitely or for a fix period of time, the following shall occur:
 - a. The Visitation Coordinator shall notify the visitor, in writing, that he/she has been removed from all applicable visiting lists, the reason why, and that the removal may be reviewed after a specified amount of time. The visitor shall also be notified that he/she may appeal this decision to the Secretary of Department of Public Safety and Corrections (state offender) or the Director of Corrections (parish offender) by sending a letter within fifteen (15) days of the date of notice;
 - b. If the visitor exercises this appeal right, the Secretary of Department of Public Safety and Corrections, the Director of Corrections, or their designee, shall review the appeal and investigate, as appropriate, within thirty (30) days of notice. If necessary, a hearing shall be scheduled and the visitor shall be notified of the time, date, and location of the hearing;
 - c. The Visitation Coordinator shall submit a report to the Hearing Officer. If a hearing is held, the Hearing Officer may order the Visitation Coordinator to attend the hearing. Otherwise, the hearing shall consist of a meeting between the visitor and the Hearing Officer, and shall be preserved by minutes;
 - d. The Hearing Officer shall render a written decision granting or denying the appeal and shall notify the visitor and the Visitation Coordinator of such decision without undue delay. Brief reasons for the decision shall be provided.

C. Staff responsibilities:

1. Staff supervising visitation shall be solely responsible for the control and supervision of the visiting process at that time and shall not attempt to perform alternate duties until all social visiting is complete.
2. Staff shall verify each adult visitor by comparing their identification (Driver's License or State Identification Card) to the offender's Approved Visitor List and shall ensure the visit is authorized in accordance with the visitation schedule or, for special visits, by approval of the Visitation Coordinator.
3. Staff shall ensure visitors are not in possession of any unauthorized items, in accordance with posted rules/regulations. Strip-searching of visitors shall be prohibited. Staff having reasonable suspicion of a visitor in

possession of unauthorized items shall notify the Housing Case Manager. The Housing Case Manager shall advise the suspected visitor of the following:

- a. The visitor shall submit to a property and/or pat search, which shall be conducted in a manner as to preserve the dignity of the visitor;
or
 - b. If the visitor refuses to submit to a search, he/she shall be refused a visit and shall be required to depart from Sheriff's Office property.
4. Staff shall log confirmation of the actual visit, detailing the date/time of the visit, name of the visitor(s), and duration of the visit on the Visitation Log. Any other incidental information pertinent to the visit shall be documented on the offender's Behavioral Sheet.
 5. In the event that any offender refuses to see a visitor, the offender shall be provided a statement form and requested to sign a statement to that effect. If the offender refuses such request, the staff member supervising visitation shall provide documentation on the offender's Behavioral Sheet.
 6. When program staff, for any reason, ceases or denies an offender visitation with an approved visitor during scheduled visitation, such shall be documented on the offender's Behavioral Sheet and the Housing Case Manager shall be notified.
 7. Staff shall ensure that contact between offenders and visitors is appropriate, in accordance with guidelines in the Work Release Program Offender Handbook.
 8. Staff shall provide the offender five (5) minutes notice prior to the end of the scheduled visit. Offenders that continue the visit longer than the remaining five (5) minutes shall forfeit their next scheduled visit.

W-0211 RULES – OFFENDER / STAFF COMMUNICATION:

- A. Personal contact and interaction between staff and offenders shall be required and facilitated by program staff.
- B. Program staff shall ensure that offenders abide by established procedures when making requests.
- C. Offenders shall be in violation of Work Release Program rules for the following:
 1. Requests submitted, whether verbally and/or in writing, that are frivolous or fictitious;

2. Non-emergent requests submitted verbally over the telephone while the offender is at their place of employment;
3. Non-emergent requests submitted, whether verbally and/or in writing, directly to a program supervisor or administrator instead of to the offender's assigned caseworker.

W-0212 PROCEDURES – OFFENDER / STAFF COMMUNICATION:

- A. Offenders shall communicate with program staff in the following ways:
 2. Verbally, in person;
 3. By placing a request for communications and/or actions on a General Request Form;
 3. By placing a request for communications and/or actions via electronic mail to work.release@lafayettesheriff.com, if available while employed offshore.
- B. Offenders shall communicate with supervisors and administrators by submitting a General Request Form to their assigned caseworker:
 1. The caseworker shall receive such request, sign/date the request, and determine what the request is about and whether or not they can answer the request and/or resolve the problem.
 2. If the caseworker is unable to answer the request or resolve the problem, the request shall be forwarded via the chain of command.
 4. If the caseworker is able to answer the request or resolve the problem at the time the request is received, he/she shall note all actions taken, in the appropriate section and file the completed request in the offender's housing folder.