



Louisiana Department of Public Safety and Corrections

**LOUISIANA CORRECTIONAL INSTITUTE FOR
WOMEN**

OFFENDER ORIENTATION HANDBOOK

Revised 2021

**Frederick M. Boutté
Warden**

**POST OFFICE BOX 26
7205 HIGHWAY 74
ST. GABRIEL, LOUISIANA 70776-0020
(225) 319-2701**

TABLE OF CONTENTS

Forward	4
Administration	5
Admission, Reception, and Orientation	5
Accommodation	6
Prison Rape Elimination Act (PREA)	6
Classification	7
Identification Cards	13
Non-Smoking Facility	14
Visiting	14
Personal and State Property	18
Finance Procedures	18
Food Services	20
Medical Services	20
Mental Health Services	23
Religious Services	26
Offender Mail	28
Offender Packages	28
Appliances	29
Indigent Supplies	29
Possession of Federal and/or State Income Tax Forms	29
Canteen Services	29
Snack Shack	30
Laundry Services	30
Library Services	31
Telephone Usage	31
Cosmetology Services	32
Recreational Services	32
Count Procedures	33
Offender Discipline	33
Grievance Procedures	33
Administrative Remedy Procedure	34
Offender Advisory Council	40
Emergency Procedures	41
Educational Programs	41
Dissemination of Policies/Information Relevant To Offenders	43

Committee on Parole	44
Board of Pardons	44
Critical Illness/Death of a Family Member	45
Discharge Procedures	45
Notification to the Sex Offender	46
Release	47
Offender Problem Resolution / Chain-of-Command)	47
Louisiana Sex Offender Registration and Notification Requirements	49
Categories of Sex Offenses (Tiers)	53
List of Sex Offenses	56
List of Child Predator Offenses	57
Reentry Services	58

Foreword

The Louisiana Correctional Institute for Women (LCIW) was established in accordance with Louisiana Revised Statute 15:892 and was built at its present location in 1973 during the administration of Governor Edwin W. Edwards. It is Louisiana's only State Correctional Institution for adult female felony offenders committed to the custody of Louisiana Department of Public Safety and Corrections.

Based on its given resources, the Louisiana Correctional Institute for Women (LCIW) offers a wide range of practical and related programs which are designed to successfully reintegrate the offender into the mainstream of society while insuring the safety of the public. These programs include a reception and diagnostic component, orientation, medical/mental health services, a substance abuse program, pastoral care services, recreational programs, a prerelease/reentry component, academic and vocational programs, a correctional industries work program, a legal aid program, a parenting program, and a comprehensive volunteer services program. In sum, it is the mission of the Louisiana Correctional Institute for Women to provide for the custody, control, care and treatment of adult female offenders through enforcement of the laws and implementation of programs designed to successfully reintegrate offenders into society while ensuring the safety of the public.

It is generally recognized in any efficiently managed organization that the promulgation of rules, policies and procedures is necessary to maintain order, retain control and promote an environment where positive change can take place. Equally important is that these rules, policies and procedures are made known to its constituents. Therefore, it is the purpose of this handbook to convey to all offenders those rules, policies, procedures and program information that shall be needed by them to guide their day-to-day activities while an offender of this institution. It is hoped that by imparting this information to offenders upon their commitment to the Louisiana Correctional Institute for Women, they shall be able to know and understand what to expect as well as what shall be expected of them and not be misled by misinformation or incorrect information.

In addition to receiving the Offender Orientation Handbook, each new commitment shall participate in the Big Sister Orientation Program during their orientation to LCIW. The rules, policies and procedures addressed in the handbook shall be covered in more detail during these sessions. Offenders are encouraged to use this time wisely by listening and asking questions in areas which are unclear.

Likewise, each offender is encouraged to read the bulletin board in her dormitory on a daily basis for announcements that may affect her as well as changes in policies and procedures. The Library also keeps copies of all such changes on file on an on-going basis for review by offenders.

Remember, while the institution offers programs and activities which can assist an offender during her commitment to the Louisiana Correctional Institute for Women, the decision to prepare herself for a successful return to society comes from the individual offender. Make that decision today by following rules, participating in the programs offered and having the attitude that all things are possible with self-motivation and initiative.

Administration

The institutional administrative employees, the Warden, Deputy Warden, Assistant Wardens, Security Managers, and Department Managers, provide the administrative direction for the entire institution. The Warden serves as the final authority on all matters within the institution. All decisions are based on compliance with state laws and rules and regulations established by the Department of Public Safety and Corrections as well as administrative experience. The Warden, setting the direction for institution operations, offender programs, and local policies, is responsive to the needs of not only the total institution, but of the individual offenders and employees.

Admission, Reception and Orientation

Each offender upon arrival to the institution is placed in the Admission, Reception and Orientation Program for up to a four (4) week period if she is a new commitment or less if she is a transfer who has been domiciled at the Louisiana Correctional Institute for Women within the previous six (6) months. The purpose of the Admission, Reception and Orientation Program is:

- To initially identify any significant mental health, medical problems, and also establish whether there are any protection concerns related to each new commitment.
- To determine if there are family or emotional problems which might affect the offender's adjustment to incarceration.
- To evaluate each offender's intellectual and academic performance that shall assist in determining future programming.
- To familiarize each offender with the Department of Public Safety and Corrections (DOC) rules and policies.
- To explain institutional rules and procedures.
- To introduce new offenders to the employees and program opportunities which are available.

In addition, upon entrance to the institution, a mental health employee is assigned to each offender and shall be available to assist with individual problems and to help with adjustment to the institution. New commitments, including offenders who have been on court orders who were once domiciled at the Louisiana Correctional Institute for Women but who have been absent from the institution for six (6) months or more, shall participate in

the Big Sister Orientation Program where rules, regulations, policies, procedures and programs shall be explained in more detail.

Accommodation

It is the policy of the Louisiana Correctional Institute for Women to provide offenders with access to housing, programs and services regardless of their disability to the extent possible within the context of the Department's fundamental mission. It is also policy to preserve the safety of the public staff and offenders consistent with other classification variables that may affect custody, housing and program assignment. Access to housing, programs and services includes the initiation and provision of reasonable accommodations including, but not limited to facility modifications, assistive equipment and devices and interpreter services.

During intake processing, the Intake nurse will provide each offender with a copy of the Request for Accommodation/ARP procedures and provide them with the proper form (Form B-05-005-ARP-1) for submission. The offender is responsible for submitting forms to the ARP Screening Officer.

The ADA Coordinator, in consultation with the Medical Director or designee, will make a determination of accommodation, if not handled by the Medical Provider with assignment of duty status. The offender will be provided a written notice of the decision. Additional copies will be sent to all other appropriate departments and/or staff in order to efficiently process this final determination. Any orders for equipment needed due to an approved accommodation shall be initiated within 2 business days of the ADA Coordinator's determination. During the annual classification review, the ARDC Specialist will determine if there are any emerging offender issues or concerns relating to ADA. If there are issues, the proper form (B-05-005-ARP-1) will be given to the offender to make the request for accommodation. The offender is responsible for submitting the ARP form to the ARP Screening Officer for Assignment to the ADA Coordinator. Staff can direct the offender to write their request if the request is made verbally. When a request for accommodation (through the ARP process) is denied, the offender has the right to appeal to the Second Step.

Prison Rape Elimination Act (PREA)

President George W. Bush signed into law the Prison Rape Elimination Act of 2003 (PREA). This act provides for analysis of the incidence and effects of prison rape in Federal, State and local institutions, and for information, resources, recommendations and funding to protect individuals from prison rape. LCIW and the Louisiana Department of Corrections have zero tolerance to sexual abuse and sexual harassment. LCIW offers medical and mental health evaluation and as appropriate, treatment to all inmates who have been victimized in any prison, jail, lockup or juvenile facility.

Offenders at the Louisiana Correctional Institute for Women will receive PREA Training at commitment, during intake and once a year thereafter. The objectives of this training are:

to ensure that offenders gain a working knowledge of what constitutes sexual misconduct; to discuss the PREA law and its impact on the safety and welfare of offenders, staff and the general public; to ensure that offenders are knowledgeable regarding offender rights and the responsibilities that go along with those rights; to ensure that offenders clearly understand the limits of confidentiality for reporting, and the consequences of false reporting; to ensure that offenders know the primary resource accessibility for information and to learn how Department rules and regulations relate to the law.

Offenders at LCIW who experience sexual abuse by other offenders or staff may report such acts to any employee, may call Crime Stoppers to report abuse or may enlist the help of a third party to report abuse. The Crime Stoppers phone number is allowed to be called on any offender phone. The Warden is contacted and a thorough investigation of all reports is conducted. New Commits who report sexual abuse will be offered follow-up services within 14 days of admission. Offender victims of sexual abuse will receive sexual abuse related treatment services without medical copay, regardless of whether the victim names the abuser or cooperates with the investigation arising out of the incident.

Classification

It is the policy of LCIW to assign offenders received at the institution to a custody level upon commitment and to classify them to an appropriate housing and job assignment upon completion of the orientation phase of commitment. The system shall also include provisions for classification status reviews at regular intervals of incarceration. Assignment of an offender shall be in accordance with the provisions set forth in Departmental Regulation B-02-001: Assignment and Transfer of Offenders.

INITIAL BOARD: Each offender will appear before the Initial Classification Board upon assignment to LCIW population from the Reception Center status. The Initial Board will consist of at a minimum staff representing Reception and Diagnostic and Security, but may include Medical, Mental Health and Education as necessary. Each offender's prison and medical record will be reviewed to assess needs and to assign an appropriate job, housing program and custody status. Consideration is given to any pre-institutional assessment information. This may include FBI Rap Sheet, Admissions Summary, Presentence Investigation, Louisiana Risk Needs Assessment II (LARNA II) and any other information received from other agencies. If there is not appropriate bed space at the time, the offender will remain on the reception tier until such time as appropriate bed space is available. Each member of the Initial Board will provide Reception and Diagnostic with information to make the final assessment of each offender appearing before the initial board.

CUSTODY STATUS: Custody levels may be assigned to offenders are Minimum Level 1, Minimum Level 2 and Minimum Level 3, Medium and Maximum 1 or Maximum 2 and Death Row.

MINIMUM CUSTODY: Offenders assigned to minimum custody are commonly known as “Trusty’s”. Offenders may make application for minimum custody assignments through their assigned ARDC Specialist. Offenders may also be assigned to minimum custody without request in order to meet institutional need. These offenders will be considered by a custody board consisting of a Unit Manager, or designee, and an ARDC Specialist. The board will consider each offender's qualifications and criminal/institutional history using the below listed criteria. Misdemeanor detainees will be reviewed on an individual basis. The Board will submit recommendations for minimum custody status to the ARDC Manager and Assistant Warden for Rehabilitation or their designees for review and approval or modification prior to reassignment to minimum custody. A custody change to minimum is not final until approved by the Assistant Warden/Security or above.

Minimum custody offenders shall be the only offenders allowed outside the secure perimeter of the prison without armed supervision and with supervision as stipulated in policy. All offenders recommended for minimum custody status must have a current (within 180 days) nationwide (NCIC) and in-state criminal history (LAACH) check completed. The Warden may waive criteria for minimum custody status on a case-by-case basis in order to satisfy institutional need.

Criteria for Minimum Level 1 are as follows:

- No conviction for a crime of violence in the past ten (10) years (this must be approved by the Warden or designee);
- No conviction of a sex offense; LCIW Offenders with a conviction for prostitution or crime against nature may be approved by the Warden or designee;
- Eight (8) years to earliest release date;
- No felony detainer unless the detainer is for a concurrent sentence which is shorter than the sentence which the offender is currently serving (see D.R. B-02-001 section on Detainers for additional information);
- No history of escape (attempted or abetted) in the last seven (7) years;
- No major rule violations in the last ninety (90) days;
- No significant, extensive and/or intensive mental or medical issues;
- No intoxication or positive drug test in the last two (2) years;
- Need to sign a Waiver of Extradition.

Minimum Level 1 offenders can work outside the secure perimeter, including community projects. Direct supervision is not required at all times. Only Minimum Level 1 offenders may be assigned to the East Baton Rouge Detail and are supervised by staff provided by Dixon Correctional Institution (DCI). Therefore, DCI institutional policy shall provide for offender accountability indicating frequency and duration of direct offender supervision.

Offenders selected for the DCI East Baton Rouge Detail must meet all criteria for selection as specified in D.R. B-02-001 Appendix II, and may not have been convicted of or demonstrated any of the following:

- First or Second Degree Murder
- Aggravated Kidnapping
- Armed Robbery
- Aggravated Arson
- All Sex Offenses (as defined in La. R.S. 15:5412)
- Offenders who have demonstrated an overt-aggressive pattern of homosexual behavior or a pattern of aggressive sex offense violations to the extent that it would disrupt the smooth daily operation of the institution.
- Offender with records, either arrest or institutional, which reveal compulsive or habitual use of violence against the person;
- Offenders whose institutional records reflect habitual and compulsive violent behavior, consistent signs of bad work habits, lack of cooperation or good faith or other undesirable behavior.

Criteria for Minimum Level 2 are as follows:

- No history of sex offense convictions; Offenders with a conviction for prostitution or crime against nature may be approved by the Warden or designee;
- Twelve (12) years to earliest release date;
- No felony detainers, unless the detainer is for a concurrent sentence that is shorter than the sentence which the offender is currently serving (see D.R. B-02-001 section on Detainers for additional information);
- No history of escape in the last seven (7) years;
- No major rule violations in the last ninety (90) days;
- No significant mental or medical issues;
- No positive drug test in the last six (6) months;
- Need to sign a Waiver of Extradition.

When Minimum Level 2 offenders are taken off facility grounds they shall be under constant staff supervision. Minimum Level 2 offenders can work outside the secure perimeter on institutional grounds and institutional policy 3-01-006 "Offender Counts" shall provide for offender accountability.

Criteria for Minimum Level 3 are as follows:

- Must have served at least ten (10) years of sentence; however, waiver may be granted by the Warden or designee;
- No history of sex offense convictions; however, waiver may be granted by the Warden or designee to allow the offender to work on facility grounds only, not including staff housing areas;
- No active detainers other than misdemeanor charges;
- No major rule infractions for the past ninety (90) days;
- No history of escape within the last seven (7) years.

Minimum Level 3 offenders will not be allowed to work outside the secure perimeter without constant staff supervision. The Deputy Warden or designee shall approve Minimum Level 3 offenders to work off facility grounds and will designate the number of staff to provide offenders with direct supervision.

Minimum Level 1, 2 and 3 offenders may be assigned to any designated job that meets the criteria qualifications for that level or a lower level (i.e. Level 1 may be assigned to Level 2, 3 or medium status jobs and so on). Offenders must be a Minimum Level 1 Criteria to be assigned to the East Baton Rouge Detail.

Offenders must be at least a Minimum Level 2 Criteria to be assigned the following jobs:

- Litter Detail
- Kitchen (Trash Dumpster)
- Outer Perimeter/Yard Crew/Warehouse
- Maintenance
- Special Work Details with Approval of the Warden/Deputy Warden
- Laundry

Offenders must be at least a Minimum Level 3 Criteria to be assigned the following jobs:

- Back Gate (Food Processor)
- Canteen
- Snack Shack
- Greenhouse
- Laundry
- Chemical Shed

REVOCATION OF MINIMUM CUSTODY STATUS: Minimum Custody Status may be revoked due to a custody change to medium or maximum imposed by the Disciplinary Board; through emergency reclass procedures for offenders who receive detainers, new charges, medical, mental health etc.; and through reclassification considered upon the offender's written request or if such reclassification is in the best interest of the security of the Institution and approved by the Warden.

MEDIUM CUSTODY: The following jobs will be filled with Medium Status:

Garment Factory	Canteen	Inner Yard
Housekeeping	Kitchen	Recreation
Health Care Orderlies	School	Inner Yard (Maintenance Crew)
Library (Library Assistant)		Library (Counsel Substitute)

Offenders may be asked to participate in institutional functions such as Christmas Extravaganza, Children's Day, Teen Day, the Easter Program, etc. unless deemed medically or mentally incapable of participating. Overall consideration by the Warden may be given based on prior disciplinary history.

TRUSTY:

- Trusty offenders will have a weekly canteen limit of \$150.00.
- Trusty offenders will receive priority consideration for jobs, skills permitting.
- Trusty offenders, unless housed with offenders of the same status, cannot disrupt other offenders by keeping the light on, going into trunks, slamming doors, etc.

MAXIMUM 2: Any movement of Max II offenders inside or outside the secure perimeter of the prison requires restraints and security escort. Offenders assigned to Max 2, unless assigned to work on the tier, will be continuously assigned to their cell except for one (1) hour of exercise per day, five (5) days per week.

MAXIMUM 1: Offenders assigned to Maximum I are confined to their cells continuously except for one (1) hour exercise per day, five (5) days per week. Any movement of offenders assigned to Max 1 outside the secure perimeter of the prison requires restraints and security escort.

PROTECTIVE CUSTODY/EXTENDED LOCKDOWN: Offenders assigned to Protective Custody/Maximum 1 are maximum custody and designated as Maximum 1/Protective Custody. Rules and procedures are the same as for Disciplinary Detention/Maximum 1.

MAXIMUM CUSTODY LOCKDOWN REVIEW BOARDS: Each Maximum Custody offender shall be reviewed at least every 90 days by the Lockdown Review Board for consideration for transfer to medium custody or to Maximum 2 and shall be present at the hearing. Offenders will receive a copy of the Lockdown Review Board Form as notice of the Board's decision.

RECLASSIFICATION BOARDS: Reclassification boards are held weekly to make the necessary job, housing, or custody changes resulting from offender request, disciplinary action, staff request, protection concerns or administrative need. Unless prevented for security or other substantial reasons, all offenders appearing before any Reclassification Board shall be given notice 48 hours prior to the hearing. A notice indicating which offenders will appear on the Reclassification Board shall be posted on the bulletin boards in the offender dormitories. During the course of a hearing, the offender's record is thoroughly reviewed prior to reaching a decision. Consideration is given to any pre-institution assessment information. This includes FBI rap sheet, admission summary, pre-sentence investigation, and any other information received from other agencies. The offender is allowed to ask questions or express concerns during the hearing. All offenders appearing before a Reclassification Board shall be notified of the Board's decision at the hearing. Offenders may also request a hearing by submitting an Offender to Staff correspondence

form. Ordinarily, offenders initiating their own requests are not considered unless they have served 180 days without a disciplinary report. If an offender is not satisfied with the decision reached, she may file an appeal in the form of the Administrative Remedy Procedure.

EMERGENCY RECLASSIFICATION: Emergency reclassification supersedes established procedure for routine reclassification and shall be used only when institutional need, medical, mental health, and/or security concerns render routine procedure inappropriate. All emergency re-classifications shall be done at the direct order of an Assistant Warden or above to the ARDC Manager.

ANNUAL ASSESSMENT REVIEW: The Annual Assessment Review shall assess how the offender is progressing with her Reentry Accountability Plan. The offender shall personally appear before the ARDC Specialist where such matters as custody status job assignment, school placements, and mental/medical health issues are addressed. During the Annual Assessment offenders identified with a discharge date of five (5) years or less and a high risk TIGER score will be referred to the transition specialist.

TRANSITIONAL WORK PROGRAM (Work Release): The Office of Adult Services will routinely screen the offender population for offenders who are statutorily and technically eligible for transitional work programs. This screening includes working closely with facility staff to determine suitability. For those offenders who meet the statutory and regulatory criteria, a subjective assessment of disciplinary history, criminal history and other institutional adjustment factors shall be conducted to determine suitability. Offenders deemed statutorily and technically eligible shall be approved for participation by the Office of Adult Services and placed in a transitional work program best suited to meet their employment needs. The offender shall be notified by letter from the ARDC Manager and documentation shall be filed in her institutional record. Offenders must volunteer for Transitional Work Program in writing via LCIW 4-02-002 Form F, sent at the time of screening. Offenders must also sign Form A-04002-SOP-12-3, Waiver of Extradition. This form will be maintained in the offender's institutional record.

SELECTION CRITERIA: Unless otherwise prevented by law or Department Regulation, offenders within four years of their discharge date or one year of their parole eligibility date are eligible for transitional work program placement. Pursuant to the provisions of La. R.S. 15:1111, offenders who have been convicted of Aggravated Arson, Armed Robbery, Attempted Murder, and Attempted Armed Robbery shall be eligible to participate in a transitional work program during the last six months of their sentence. Any person sentenced as a habitual offender pursuant to La. R.S. 15:529.1 shall be eligible to participate in a TWP during the last 12 months of their sentence if the offender has obtained a low risk level designation on their LARNA II assessment. Notwithstanding the provisions of this Subsection, and unless the offender is eligible at an earlier date, those offenders who have served a minimum of fifteen years in the custody of the Department for the above enumerated crimes shall be eligible to participate in a transitional work program during the last 12 months of their sentence. In order to be eligible for TWP placement, offenders, within

the previous 12-month period, must not have been found guilty of intoxication, had a positive reading on a urinalysis test, refused to be tested or to cooperate in testing, or altering their urine specimen.

Offenders may not be suitable at any time during their period of incarceration. A thorough review of suitability is mandatory regardless of sentence length.

The following will not be approved for work release or transitional work programs:

- All sex offenders as defined in La. R.S. 15:541.
- Offenders with arrests or institutional records which reveal habitual or compulsive use of violence against persons.
- Offenders who have significant medical issues that require more than routine medical care.
- Offenders found guilty by a court or institutional disciplinary board of escape or attempted escape within the last seven years.
- Offenders who have demonstrated an overt-aggressive pattern of homosexual behavior to the extent that it would disrupt the smooth daily operation of the program.
- Offenders whose institutional records reflect consistent signs of bad work habits, lack of cooperation or good faith or other undesirable behavior.
- Any offender that has pending felony charges or felony detainers that may result in confinement upon release.
- Offenders who have refused to participate in reentry and/or prerelease preparation.

Identification Cards

Identification cards are issued to all new commitments. Replacement cards must be purchased as per Unit Specific Offender Posted Policy #10. LCIW Offender Identification Cards (ID card) shall be worn on a lanyard around the neck on top of outerwear apparel at all times when not in the assigned room. The components of the ID card are the card, the pouch and the lanyard. Cards, pouches and lanyards may not be altered. The pouch may only contain the card. The lanyard shall only have the pouch and card clipped to it. The lanyard shall not contain any object including duty statuses. Any offender found in violation of this directive will be subject to disciplinary action under Rule #5, Aggravated Disobedience. Replacement cards, pouches, and lanyards must be secured by reporting to the Dorm Control officer in the assigned living area if the ID card, pouch or clip is lost, damaged, or misplaced and cannot be located. In the case an ID component becomes damaged, offenders should take the damaged ID card, pouch or lanyard to the Dorm Control Officer within 24 hours of damage. The Dorm Control Officer will inspect the damaged part and log the request in the Identification Card Logbook/Sheet. The offender must also take the Identification Card, pouch and/or lanyard to the Canteen for inspection to receive a replacement at no charge. Components for lost ID Cards will be secured by purchasing the needed parts through the Canteen on the offender's next Canteen day. Offenders will need to get a pass to the Canteen

if it is not the offender's assigned Canteen day. Replacement costs are \$3.00 for the card, \$2.00 for the pouch and \$2.00 for the lanyard. To receive a replacement ID card for lost cards or component(s), offenders must report the lost ID card within 24 hours of loss to the Dorm Control officer who will log this report in the Dorm Control Identification Card Logbook/Sheet. The offender will use the appropriate Canteen Order Form to make this request. Indigent offenders will not be denied replacement ID Cards, pouches or lanyards. The work "Offender" will be beneath each identification photo.

LCIW is a Non-Smoking Facility

Smoking is not allowed anywhere on the grounds of LCIW. A smoking cessation program is available in the Infirmary for offenders who wish to stop smoking. Complete a sick call request for smoking cessation. Violators shall be written up under Rule #1, Contraband. Tobacco products, smokeless tobacco and smoking paraphernalia are not permitted on the grounds of LCIW.

Visiting

Visitation is a privilege and not a right. Violation of rules may result in termination of the visit, loss of the offender's visiting privileges, banning of the visitor from entering the institution or its grounds and/or criminal charges as circumstances warrant.

Offenders are scheduled to visit based upon their assigned living area. Visitors are allowed to visit with offenders in increments of two (2) hours per visit. Only one (1) visit per day per offender is allowed unless otherwise approved by the Warden.

Visiting days at the Louisiana Correctional Institute for Women are as follows:

- Saturday and Sunday 9:00a.m. – 4:00p.m. Death Row
- Saturday and Sunday 9:00a.m. – 4:00p.m. LCIW/JCCY is every other weekend by offenders' last name initials A-I & J-Z
- Saturday and Sunday 9:00a.m. – 4:00p.m. LCIW/EHCC is every weekend

Note: As much as possible, offenders will be informed in advance of when visitation will be canceled. However, there are some times that visitation will be canceled without notice. Families and friends who live a significant distance should call the main prison number prior to leaving home the day of the planned visit and ensure that visitation has not been canceled.

All visitors age 18 years and older shall be required to produce valid picture identification before entering the visiting area each time they visit. The only forms of identification accepted at LCIW are:

- a.) A valid driver's license from the state of residence;
- b.) A valid state photo identification card from the state of residence;

- c.) A valid military photo identification card (active duty only); and
- d.) A valid passport.

An offender may refuse to see a visitor; however, the offender shall be required to sign a statement to that effect and the statement shall be filed in the offender's Master Record. Should the offender refuse to sign a statement, documentation of the refusal shall be placed in the offender's Master Record.

A person may be removed from the offender's approved visiting list at his own request or at the request of the offender. If a visitor requests such removal, the visitor must wait six (6) months before applying to visit the same or another offender. (Exceptions may be made for immediate family members.)

A visitor can be on only one offender's visiting list per institution unless that visitor is a family member of more than one offender. The burden of proof and documentation shall be the responsibility of the offender and his family. (Example: An offender's husband (legal) could be on another offender's list if he was her brother. However, a visitor cannot be on one offender's list as a brother and on another offender's list as a boyfriend). Visitors may request that they be removed from one offender's visitor's list and placed on another offender's list in accordance with this regulation.

CHANGES IN THE VISITING LIST: Each offender shall be allowed to request changes (additions, deletions, substitutions) to his approved visiting list every four months. Eligibility will be based on the alphabet of the offender last name. Offenders will be allowed to make changes to their approved visitors list as follows:

<u>Alphabet:</u>	<u>Month of Eligibility:</u>
A-F	March – July – November
G-L	April – August – December
M-R	May – September – January
S-Z	June – October – February

This schedule allows the offender to change their list every 120 days (4 months). The Corrections ARDC Specialist will handle any calls or correspondences based on the above Alphabetical Breakdown by the offender's last name.

Offenders shall use the Request for Changes of Approved Visiting List form (Departmental Form C-02008-D) to request changes to their approved visiting list. This form shall be completed by the offender and forwarded to the Corrections ARDC Specialist. It is the offender's responsibility to supply the correct name, address, birth date, race, and sex of each visitor with whom they wish to change. It is also the responsibility of the offender requesting the change to mail the Application for Visiting Privileges (Departmental Form C-02-008-A) and Department Regulation C-02-008 Attachment "Guidelines for Visitors" to the proposed

visitor. Application for Visiting Privileges (Departmental Form C-02-008-A) and Department Regulation C-02-008 Attachment "Guidelines for Visitors" are available in the living areas and the Library.

ATTORNEY VISITS: Notification by attorneys of intent to visit is not necessary for any of the attorneys who are listed on the offenders visiting list. Such attorneys may visit any time during regular visiting hours. Visits with attorneys other than those listed on the approved visiting list shall be in accordance with Department Regulation C-01-004: Attorney Visits - Adult & Juvenile Institutions. Specifically, notification by the attorney must be made twenty-four (24) hours in advance of the anticipated visit.

SPECIAL VISITS, EXTENDED AND SHARED VISITS: Special visits may be granted, with the prior approval of the Warden or designee, (Assistant Warden for Rehabilitation) on a case-by-case basis. Requests for special visits shall be submitted to the Warden or designee as soon as possible and at least 3 weeks prior to the requested visit. Exceptions may be made for very extraordinary circumstances, such as home from military leave, terminal illness, etc. Special visits for offenders assigned to Death Row shall be approved by the Deputy Warden. Special visits include visits between offenders and immediate family members who have traveled long distances to see the offenders, if not on the offender's approved visiting list, visits between family members and critically ill offenders confined to the hospital or the Infirmary, visits between an offender and a visitor when not an immediate family member wherein the offender has not had any other visits for a considerable length of time, (at least twelve (12) months or longer), and visits between offenders and representatives from social service agencies. These are given only as examples of the kinds of situations for which a special visit could be granted but is in no way an exhaustive list of examples. General Population offenders with family traveling out of state will be allowed one (1) four (4) hour special visit every three months. (Generally, this will be for family members traveling from out of state.)

Requests for special visits shall be submitted on an Offender to Employee Correspondence Form (1-01006 Form A) by the offender and sent to the Warden or Assistant Warden/Rehabilitation at least three (3) weeks prior to the requested date (unless this is a very, very, extraordinary circumstance such as military leave). The Assistant Warden/Rehabilitation shall screen the request and, if deemed eligible, approve the request. Within four (4) working days of receipt of the request by the Assistant Warden/Rehabilitation, the offender shall be notified whether the request is approved or denied. The duration of such visits shall range from two to four (2-4) hours, depending on the nature of the request and the situation (i.e. doctor's recommendation, security consideration).

Request for special visits must state:

- In detail why a special visit is being requested;
- Full name and date of birth of each person the offender is requesting to visit;
- Why each person is not on the approved visiting list;

- The date the offender is requesting the visit to be on;
- If requesting a four (4) hour visit, you must give a detailed explanation why; and
- Where the person(s) is traveling from.
(Special visits should not include persons already on the visiting list unless they will be coming from a very long distance or there is another extraordinary circumstance.)

Special visits for offenders assigned to Disciplinary Detention Maximum Custody are generally prohibited and may be approved by the Warden or designee under unusual circumstances (out of state for immediate family members). These visits shall take place on the offender's scheduled visiting day, be non-contact and shall not exceed (3) three hours.

Shared visits consist of a regular visit along with an additional offender who meets a certain criteria and approval. Offenders who are minimum custody and have not received a visit in the past year and have not received a disciplinary report within the past six months of request would be eligible if approved for shared visit once a quarter of the calendar year. Requests for a shared visit must be submitted on an Offender to Employee Correspondence Form (1-01-006 Form A) under both offender signatures and sent to the Assistant Warden/Rehabilitation at least four (4) weeks prior to the requested date. Both offenders will be notified within one (1) week of the requested visit date whether the request is approved or denied. If approved, the Assistant Warden/Rehabilitation will also make necessary notification to Front Control of the name of the offender who will be allowed for the shared visit.

RESTRICTION OF VISITING PRIVILEGES: Any offender who pleads guilty or has been found guilty of a contraband charge may be subject to suspension of visiting for up to six months, excluding approved clergy, attorney visits and special visits. Any offender who pleads guilty or has been found guilty of a contraband charge within the past five years (as defined in definition #3, Contraband, of this policy) for a subsequent offense shall have all visiting privileges suspended for a maximum of one year, excluding approved clergy, attorney visits and special visits. Suspended visiting privileges cannot consist of more than two simultaneous suspensions (i.e., the original suspension and any subsequent suspension).

At the end of the suspension, the offender shall submit to the Warden or designee a written request to have visitation reinstated and shall also submit a new Request for Changes to Approved Visiting List (Form C-02-008-D). A review of the circumstances of the applicable contraband UOR(s) and the offender's current conduct record shall be conducted by an appropriate Board at a minimum of every six months. Restriction of no visiting is not a disciplinary penalty.

Any person may be refused approval to visit an offender and removed from an approved visiting list if the visitor does not comply with the rules of the institution. (Such removal may be temporary or permanent, depending upon the severity of the violation). Reinstatement of visiting privileges for visitors who are removed for a fixed period of time may only be considered upon written request from the offender and only after the fixed period of time

for the removal has elapsed (addition will be done as per Changes in the Visiting List section above). Should reinstatement be denied, the offender shall be notified in writing of the denial and that reconsideration will only be given at the next opportunity for changes to the offender's visiting list.

Personal and State Property

PERSONAL PROPERTY: The standardized property lists for Minimum, Medium, and Maximum Custody (Posted Policy #28) outline the personal property an offender may have in her possession while incarcerated at the Louisiana Correctional Institute for Women. Acquiring property once an offender arrives at the Louisiana Correctional Institute for Women must be done through the Canteen, the Snack Shack or club sales.

CARE OF STATE PROPERTY: Offenders are issued a reception package on the first day of their admission to the Louisiana Correctional Institute for Women. This package shall include bedding and linen items and personal hygiene items. In addition to receiving these items, all new commitments shall be issued state issued clothing and shoes. Each offender shall be responsible for the upkeep of these clothes as well as the bedding items issued to her. Since the above items are state issued property, offenders are prohibited from altering these items in any manner. This includes cutting, writing or drawing on them. Violators may be written up under Rule #17, Property Destruction. After the initial supply of clothing, personal items, and bedding is issued to an offender, all future requests for these items must be made by the offender using the appropriate form. The initial issuance of these items upon entrance as a new commitment shall be the only time that an offender shall not be required to put in a request form. Requisition forms may be requested from an offender's dormitory at the Control Center. They are to be completed by the offender and placed in the Warehouse/Canteen mailbox located in each dormitory prior to the 10th of each month. Offenders are prohibited from removing state issued furniture or items assigned to the room or bed of the room without authorization. Violators may be written up under Rule #22, Theft.

Finance Procedures

PERSONAL FUNDS: Upon entrance to the institution (INTAKE), all new commitments are asked by security personnel to surrender any and all monies in their possession. A Business Office employee shall issue a receipt for these monies. The possession of money in any form while an offender is housed at the Louisiana Correctional Institute for Women is considered contraband. Offenders may receive monies from family or friends through deposits into a JPay kiosk or online at JPay.com but cannot receive funds from other offenders or other offenders' families without prior approval of the Warden. Funds cannot be sent to offenders from unidentifiable sources. Funds cannot be sent to offenders from ex-offenders or their families, or employees and their families, except to purchase hobby craft items properly supported by a hobby craft agreement or other contract approved by the Warden. Approved visitors may use cash or their debit/credit card to deposit monies for the offenders using the

JPay kiosk at Front Control, online or by calling the phone number specified on the JPay literature. Cash received in the mail shall be returned to the sender at the offender's expense or mailed out by the institution if the offender is indigent.

Offenders may transfer amounts in excess of \$250.00 from their savings account to their drawing account. Generally, all outstanding debts, (i.e. owed to the Department, the courts, victims, etc., or other obligations which would otherwise be payable out of the savings account) must be satisfied prior to the transfer unless otherwise approved by the Warden. Savings account balances under \$250 cannot be used except for court fees, clemency ads and educational courses approved by the institution. For all offenders, when their savings account attains a balance of \$250.00, future compensation (incentive wages) may be deposited into either the savings or drawing account. When an offender elects to have future compensation deposited into her drawing account and is subsequently ordered to pay court costs which reduces the savings account to less than \$250.00, thirty percent (30%) of future compensation shall be deposited into the drawing account and seventy percent (70%) shall be distributed toward payment of any remaining court costs. When an offender elects to have future compensation (incentive wages) deposited into her drawing account and her savings account balance becomes reduced below \$250.00 for any reason other than to pay court costs, fifty percent (50%) of future compensation shall be deposited into the savings account and fifty (50%) into the drawing account until a balance of \$250.00 is reached.

INCENTIVE WAGES: Offenders who do not opt for double good time or who are otherwise not eligible to earn good time are eligible to receive incentive wages in the amount of two (2) cents per hour after three (3) years of incarceration. One-half of an offender's incentive wages is deposited into her drawing account and one-half into her savings account weekly. Withdrawals may be made from the drawing account by the offender to make outside purchases or to spend in the institutional canteen. No withdrawals may be made from savings except for legal, court or educational purposes. An offender sentenced or re-sentenced or who is returning to the physical custody of the Department who is not eligible to earn good time at any rate shall serve three years from the date of reception before becoming eligible to earn compensation. An offender may receive a raise in her hourly rate of no greater than \$0.04 per hour on an annual basis unless specifically authorized by mutual agreement of the Director of Prison Enterprises and the Warden of the respective institution.

All offenders classified in Limited Duty status (as defined in Health Care Regulation HC-15) and who are eligible to earn incentive wages shall earn at a rate of no more than \$0.04 per hour. All offenders classified in working cellblocks and maximum custody field lines eligible to earn incentive wages shall earn at the rate of \$0.02 per hour. All offenders assigned to educational or vocational programs eligible to earn incentive wages shall be paid at the rate of \$0.04 per hour. For additional information on Incentive Wages, refer to DOC Regulation B-09-001 and the offender rulebook

Food Services

The Food Service Department plays a major role in the maintenance of high offender morale. This operation is an ongoing activity, starting at 3:00 a.m. daily and closing at approximately 6:00 p.m. in the evening. (Note: On pancake days, work begins at 3:00a.m. and all other days begin at 3:45a.m.) This department is staffed with a Security Food Service Supervisor, other Security staff assigned to the Kitchen, and an average of seventy (70) offenders who assist with the daily preparation of meals. Three meals per day are served by the kitchen beginning with breakfast, which usually starts at 5:45 a.m. each morning. Lunch begins after the 11:00 a.m. count and dinner at 4:00 p.m. each evening. Menus are prepared at least a week in advance by the Food Service Supervisor and are posted on the bulletin board in each dormitory as well as in the dining hall. In reporting to the kitchen for meals, offenders must have appropriate dress and demeanor. The following restrictions apply: no open toe shoes (except with medical restriction); no shorts; no sleeveless tops (arm pits cannot be visible); no chewing gum; no loud talking; no loitering; no smoking; no earphones; and no caps or scarves (except where religious faith requires). Each offender is allowed twenty (20) minutes to eat her meal. Once an offender has finished her meal, she should clean her tray, deposit her utensils in the container provided and exit the dining hall.

SPECIAL THERAPEUTIC DIETS: A Health Care Provider may order a special diet for medical or dental reasons. The order for special diets shall be sent to the Security Food Service Supervisor by the Health Care Provider in writing or electronically. There shall be no diet changes without authorization from the responsible Health Care Provider.

RELIGIOUS DIETS: Special diets may be provided to offenders whose religious beliefs require the adherence to religious dietary laws. All such requests shall be initiated by the offender on the Offender to Employee Correspondence Form and sent to the respective Chaplain. The Chaplain shall review the request for applicability. If the request is denied, the Chaplain shall advise the offender in writing as to the reasons. If approved, the offender shall be notified in writing and the Chaplain shall submit the religious diet prescription to the Security Food Service Kitchen Supervisor. Offenders shall not be required to take foods that are forbidden by their religious beliefs or faith and every effort shall be made to provide a nutritionally acceptable alternative as a replacement when the objectionable food is the main entree.

Medical Services

THE INFIRMARY: The LCIW Infirmary provides comprehensive medical services from physicians, nurse practitioners, and 24 hour nursing service to its offender population. It also, offers dental, optometry, lab, and radiology services. Offenders can access medical care in the infirmary with a pass from their dorm control officer or by name appearing on an approved medical call-out.

UNIMPEDED ACCESS TO ROUTINE CARE: Offenders shall have unimpeded access to routine medical care. This shall take place in the form of Sick Call, Self-Declared Emergency and Provider Clinics. To ensure continuity of care, each offender is assigned a primary care provider (PCP) upon admission. The primary care provider may be a physician or a nurse practitioner and will be responsible for overseeing and coordinating the offender's medical care.

SICK CALL: Sick Call is an organized method of responding to medical complaints by offenders. Examples of conditions which are addressed at Sick Call include but are not limited to complaints of: constipation, diarrhea, headache, congestion, sore throat, rash, cough, cold symptoms, cramps, muscle or back pain, or any symptom lasting two (2) or more days. Sick Call is held Monday through Friday (excluding holidays). Offender assigned to a segregation unit generally are seen for Sick Call on their segregation unit, while general population offenders are usually assessed at sick call in the Infirmary. Times may vary according to the facility's needs. Any offender in general population desiring medical attention may access medical via sick call or self-declared emergency Sick call is held in the segregated area each day along with administrative segregation rounds by nursing for those housed in segregation. General population offenders who turn in a sick call will be seen in the infirmary. Times may vary according to the facility's needs.

Offenders who wish to be seen at Sick Call are required to fill out the Request for Medical Treatment form and place it in the locked Sick Call Box located in their housing unit Monday through Friday (excluding holidays). Forms may be obtained from the Control Officer on duty in their housing areas. Completed Request for Medical Treatment forms are picked up by 6:30am Monday – Friday (excluding holidays) by nursing staff. A nurse will review all Requests for Medical Treatment forms and schedule offenders to be seen, if necessary, within two (2) business days. Scheduling shall be done according to needs. The complaints of those offenders already scheduled to be seen by a provider will be addressed at that appointment unless the complaint need to be addressed more urgently. Those complaints/requests that do not require face-to-face assessments will be processed accordingly and the offender will be notified of the outcome in writing. Primary care providers review all completed Sick Calls.

PROVIDER CLINICS: Provider Clinics are generally held Monday through Friday, excluding holidays. Physicians and Nurse Practitioners conduct these clinics. All offenders will be scheduled for a Provider Clinic within four (4) weeks of admission for an initial physical exam. The offender's primary care practitioner will generally conduct the exam. An offender may be scheduled for a clinic through the following processes: referral after being seen at Sick Call, follow-up ordered by the provider, when emergency treatment is requested, as a result of referral by another provider, or upon the request of the Warden or designee.

EMERGENCY CARE: When an offender experiences a medical problem so urgent that following the Sick Call process would put that offender at risk for (further) serious illness or injury, she may request emergency treatment. Emergency Medical Treatment (EMT) may

be requested by an offender or by an employee on behalf of the offender. An employee may request emergency treatment for an offender when the employee observes symptoms or a condition that appears urgent. In these cases, the employee will contact medical personnel immediately and begin first aid at once, if the condition warrants. The Compound Manager will be notified of serious and/or life-threatening emergencies. An offender that declares herself an emergency may do so by notifying the nearest employee. If able, the offender will be directed to complete the top portion of a Request for Medical Treatment form. This form may be completed in the living area or Infirmary. Medical employees will determine whether the offender will be assessed in the Infirmary or in her living area. Requests for Emergency Medical Treatment (EMT) will not be denied.

MEDICATIONS: A KOP program (keep on person) is offered to offenders who are eligible and approved by medical, mental health, and security staff. Medications that have potential for abuse, misuse, may be costly or caustic or require close monitoring shall be restricted from the LCIW KOP Program. Some psychotropic, injectable, and controlled medications are also restricted from the program. The LCIW Health Care Authority (Medical Director) shall approve medications for the KOP Program based on the type of medication and/or merits of the offender.

An offender that meets the criteria and are placed in the KOP (Keep on Person) program will remain on KOP medications as long as the offender is handling the medications appropriately. The benefits of KOP medications include that it gives offenders responsibility over their own medications and will prevent offenders from having to stand in line to receive those medications. Medications that are restricted from KOP will be administered during scheduled Pill Calls. Any offender who abuses KOP will not be allowed to remain on KOP. Pill Calls are generally held three (3) times a day, usually around meal times. Prescribed medications are administered by nurses at scheduled Pill Calls. At LCIW/EHCC and LCIW/JCCY, pill calls are conducted from a central Pill Call Room near the offenders' living areas. Pill Call is held in the segregation area for administrative segregation. Offenders assigned to lockdown are not allowed to participate in the KOP program. The nursing staff is notified prior to an offender going to segregation to confiscate their KOP medications. Once released from lockdown, an offender must wait a year before applying to participate in the program again. Offenders will be notified by nursing staff when to pick up KOP medications. All KOP medications must be kept secured in the assigned offender locker and only the dose needed at the time may be removed from the card. Any medication found separate from the medication card may be considered contraband. Offenders who abuse or transact the KOP medications will be removed from the KOP program immediately.

Insulin-dependent diabetics have their blood sugar checked and/or administered insulin prior to meals, as prescribed by their providers. These procedures are conducted in the segregated unit for segregation offenders and in the infirmary for general population offenders. Offenders who receive prescribed medications and are out of the facility during the day on medical trips will receive they medication prior to leaving and/or upon return to

the facility. If a medication is ordered at noon, generally the offender will receive their noon doses while on the trip.

Some over-the-counter (OTC) medicines are available from the canteen. General population offenders may purchase them on their regular canteen days. Canteen passes may be issued by medical personnel for those offenders who need the medicine prior to their regular canteen days and for those offenders who have no money in their accounts and are classified as indigent. The canteen pass indicates which medicines the canteen should issue to the offender. At LCIW/St. Gabriel, Canteen passes may be filled at 4:00 p.m. on the days the canteen is open (generally Monday through Friday, excluding holidays) within the dates specified on the canteen pass. Segregation and Infirmary offenders who are unable to obtain over-the-counter medicines at canteen will receive them as ordered by their providers at Pill Call. According to individual treatment orders, a nurse may administer a single dose of some over-the-counter medications. These medicines may be given at Sick Call, Emergency Medical Treatment (EMT) encounter, or at Pill Call.

DENTAL SERVICES: All offenders are automatically scheduled to be examined by the dentist upon admission. Any problems identified during this initial visit are addressed during follow-up visits scheduled by the dentist. If a problem develops after the initial visit, the offender may submit a Request for Medical Treatment describing the problem. A nurse reviews the Sick Call and forwards it to the dentist who will schedule an appointment for the offender.

SPECIALTY SERVICES: To provide the best possible health care maintenance and medical treatment, the Louisiana Correctional Institute for Women offers access to on-site specialists in areas such as obstetrics, gynecology, and optometry. Access to these services may be gained through referral by a provider or a nurse (such as on admission or through Sick Call). The Louisiana Correctional Institute for Women also provides services such as tele-med clinic visits, physical therapy, mammograms, and x-rays.

MEDICAL CO-PAYMENT: Offenders are charged co-payments for certain medical services provided by health care employees. There are three types of co-payments: an access fee for offender-initiated requests for health service (e.g. Sick Call), a request for emergency medical treatment, and a prescription/medicine fee for certain types of medication prescribed or administered. The access fee is \$3.00, the emergency medical treatment fee is \$6.00, and the prescription/medicine fee is \$2.00 per prescription. Specific guidelines and descriptions of medical co-payments are presented in the Louisiana Correctional Institute for Women Policy 4-05-012, a copy of which is on file in the institutional library.

Mental Health Services

The Louisiana Correctional Institute for Women's Mental Health Department provides for its offender population referrals for diagnosis, therapeutic counseling (individual and group), mental health evaluations, and testing. The Mental Health employees consist of certified and

licensed social workers. A social worker is available to assist offenders with their concerns, whether it is referrals for therapy, substance abuse, adjustment difficulties, employability skills, or psychological needs. Mental Health employees shall be available to assist offenders with physical and mental impairments to cope with the day-to-day routine and provide them with adequate programs to integrate them in the general population and back into the community. Every effort shall be made to provide offenders with professional guidance in a confidential manner. However, in doing so, the safety of the institution and other offenders must be maintained at all times.

Offenders may receive any of the above services by writing to the assigned Mental Health professional on an Offender to Employee Correspondence Form, by sending a request on the Correspondence Form to "Mental Health", by requesting services verbally through the Security Manager or by referral from any employee. Offenders are cautioned that at intake they are told which programs they are being put on backlog to attend. Offenders who are told they are put on backlog should not make repeated requests to be in these programs. Once the request for services has been received, the offender shall be called to Social Services, seen in her dormitory or responded to in written correspondence within a reasonable amount of time, unless it is a repeated request which will be filed as backlogged. The Mental Health employees are available five (5) days per week, Monday - Friday, 8:00 a.m. through 4:30 p.m., and are on-call after normal working hours, on weekends and during holidays to handle emergencies.

Specialized programs are available through Mental Health. These include but not limited to:

PSYCHIATRIC COUNSELING: This service is provided by a licensed psychiatrist or psychiatric nurse practitioner as needed. Referrals are made by mental health or other administrative employees. The psychiatrist provides counseling, diagnosis, and treatment to all offenders referred. Offenders may request to see the psychiatrist through written requests to mental health or during Sick Call, as well.

INDIVIDUAL COUNSELING: Individual counseling is provided to offenders in a practical, therapeutic approach. The counseling program is designed to provide timely as well as sensitive strategies that can open up new options for the offender's growth and changes in her life emphasizing strengths, health, and wellness, rather than pathology, deficits and limitations. Individual counseling may be received by request, employee referral, the courts or through non-departmental agencies.

CHILDREN'S DAY AND CHILDREN'S EXTRAVAGANZA are activities within the Program for Caring Parents designed to facilitate the enjoyment of the parent-child relationship by providing fun-filled games and activities for the children on an annual basis. Members of the Social Services department organize and facilitate these activities. Both of these programs occur yearly, prior to Easter and Christmas.

TEEN DAY is an annual program similar to Children's Day that allows teenagers ages 13 through 17 the opportunity to participate in programmed activities with their mothers and/or grandmothers.

PARTNERS IN PARENTING PROGRAM is a seven-week program designed to focus on concepts important for effective parenting such as communication skills, guidance techniques, and strategies for discipline. The program also focuses on building skills, providing support, and helping parents understand needs and abilities of children during the different stages of development.

IN OUR BEST INTEREST (DOMESTIC VIOLENCE) is a ten-week program designed by the Domestic Intervention Project whose goal is to create a cultural based in non-violence. The Program is structured in two phases: Phase 1 is an Education Group (support group) and Phase 2 Leadership Group (mentor group). The program focuses on teaching participants about abusive relations and helping participants learn how to build healthy relationships.

LIVING IN BALANCE (LCIW SUBSTANCE ABUSE PROGRAM) is an eight and one half-week program in which offenders receive structured programming. The core sessions for this program include: alcohol and other drug education; triggers, cravings and avoiding relapse; planning for sobriety; alcohol and tobacco; spirituality; sex, drugs and alcohol; stress and emotional well-being; skills for reducing stress; negative emotions; anger and communication; and relapse prevention.

AA-12 STEPS is a group of spiritual principles, which are practiced as a way of life and can work to expel the obsession to drink providing opportunity to the sufferer a better chance to become happy and whole. This group meets weekly after normal working hours to share experiences, strengths, hopes to solve common problems, and help each other. The requirement for admittance is a genuine desire for help. The offender with a desire to live in recovery may attend this group. Activity sheets are available in the dormitory. This is a self-help group that is facilitated by volunteers.

NA-12 STEPS is a program adapted from Alcoholics Anonymous and is inclusive of addicts who have engaged in the use of mood-changing and mind altering substances. This group meets every other week after normal working hours. It is this program's goal to help suffering addicts find solutions in a group environment by sharing experiences, hopes, and strengths. The requirement for admittance is a genuine desire for help. Any offender with a desire to live in recovery may attend this group. Activity sheets are available in the dormitory. This is a self-help group that is facilitated by volunteers.

MORALES INTEGRITY GROUP (LCIW Sex Offender Education/Treatment Program) has a psychoeducational component and a treatment component. Its theoretical foundation is cognitive behavioral and is strongly grounded in relapse prevention. This 26-week program allows offenders to explore the nature of the events, thoughts, and feelings related to their sexually inappropriate behavior, with expectations that the offender shifts from maintaining

inappropriate behaviors to expressing more appropriate and healthy sexual behavior. To graduate, offenders must successfully complete each phase, taking both pre-tests and post-tests for each phase, completing group and homework assignments and obeying group rules.

ANGER MANAGEMENT is a six-week program. The program is designed to assist offenders with recognizing, addressing appropriately handling their anger. It provides opportunities for offenders to learn how to identify causes of anger, body changes caused by anger, trigger signs and coping skills.

MORAL RECONATION THERAPY (MRT) is designed to enhance self-image, promote growth of a positive, productive identity, and facilitate the development of higher stages of moral reasoning. All of these goals are ultimately demonstrated by more appropriate behavior on the part of the program participants. Outcome studies show that MRT significantly increases moral reasoning levels, enhances life purpose, facilitates increased social support, and gives participants more perceived control over their lives.

CO-OCCURRING DISORDER PROGRAM is an eight-week program designed to provide a basic understanding of how to identify symptoms stemming from mental health illness and to help offenders understand the connections between substance abuse and mental health issues. The goal of the program is to assist offenders in learning how to effectively live with mental health deficiencies to thus reduce criminal activity and the use of mind altering substances.

SEXUAL TRAUMA PROGRAM is a ten-week program facilitated by volunteers of S.T.A.R. (Sexual Trauma Awareness & Response Center). Offenders with a history of sexual abuse/sexual trauma are eligible for participation. Participants in the program address issues related to sexual trauma. Through group participation, the offenders will strengthen communication skills and coping skills leading to the development of better interpersonal relationships.

LIFE WORTH LIVING (DEPRESSION/ANXIETY) is a program that presents a self-cognitive behavioral therapy approach to the treatment of major depression. Consists of an eight week course that assume the improvement is the result of learning a series of skills that make possible individuals to exert greater control over their feelings.

HELPING WOMEN RECOVER is a seventeen-week program specifically designed to meet the unique needs of women who are addicted to alcohol and other drugs or have a co-occurring disorder.

Religious Services

Programs of a religious nature are intended to meet the wide variety of religious needs of the institutions population. Regular services and/or specialized programs are provided for a wide variety of religious faiths. All programs are directed within the requirements of the security, safety and orderly running of the institution. The LCIW Chaplains, whether

employee or volunteer, are available to assist in religious programs for particular faiths, as well as provide services to individuals on a full time basis. The intent of this assistance is to expand knowledge, understanding and commitment to the beliefs and principles of the religion of an individual's choice. Achieving these purposes often involves drawing upon community resources. Clergy and representatives of various faith groups in neighboring communities provide services weekly on a voluntary basis. Religious activities are posted in the dormitories on the offender bulletin boards and there are activity sheets that can be signed at each control. Peer Ministers are offenders who have graduated from NOBTS. Peer Ministers are housed in various dormitories. They assist with all religious programming and are available for prayer, lay counseling, death notifications, and general faith-based questions.

CHAPEL LIBRARY: LCIW maintains a religious library located in the Chapel. This library is separate from the LCIW general library in order to provide opportunities for knowledge building and access to information through a large selection of religious books. Regular library hours are kept. Offenders may check out books during regular library hours.

NEW ORLEANS BAPTIST THEOLOGY SEMINARY offers an undergraduate degree in Biblical Studies and Women's Ministry. The program is offered to long-term offenders for the purpose of equipping them to become peer ministers. The Seminary students have full-time matriculation each semester throughout the year, including summer terms. Students must meet certain requirements in order to be eligible for the program.

FAITH-BASED RECOVERY PROGRAMS are designed to help offenders assume personal responsibility and help them become more productive members of society upon their release. Faith-based recovery programs are based on the belief that individuals with emotional, mental and/or substance-use disorders who seek help can recover from hurts, hang-ups and habits, and learn to manage their conditions successfully. Individuals can learn to live self-directed lives and strive to reach their full potential. Faith-based recovery programs address the whole person and their community, facilitated by the support of family, friends and peers.

Faith-based programs offered through LCIW include Celebrate Recovery Inside (CRI) and Life's Healing Choices. Both programs are designed to help offenders make informed, healthy choices that support their spiritual, mental, emotional and physical well-being. CRI and Life's Healing Choices are rooted in the belief that a person's recovery is built on his or her strengths, coping abilities, resources, values and personal faith. Through faith-based recovery programs offenders learn to develop healthy relationships that provide support, friendship, healing, love and hope. In addition, Life's Healing Choices and CRI are supported through local faith communities that can offer support when offenders are released and reenter society.

- Celebrate Recovery Inside is a 12-Step Recovery Program based on biblical principles. The course is designed to help offenders experience complete healing and recovery

and learn coping skills for successful reentry into society. CRI is offered to all offenders who have enough time to complete the program.

- Life's Healing Choices is an 8-week faith-based recovery program. It is offered primarily to short-term offenders.

GRIEF AND LOSS AND BEREAVEMENT SUPPORT GROUPS are designed to address issues of grief, death, and loss. These groups address other issues of loss such as loss of freedom. The goals of the groups are to increase emotional expression and coping skills. Group members are encouraged to examine their own personal losses and to explore their feeling associated with their loss. The groups are facilitated by a Chaplain.

Offender Mail

All incoming and outgoing mail is processed through the LCIW Mailroom prior to circulation. All outgoing mail should be placed in the mail bins in the offenders housing area unsealed with the exception of legal mail, which may be sealed. The mail is picked up from the housing areas daily (Monday - Friday), and taken to the U. S. Post Office. To receive mail, all offenders must sign a form agreeing that they understand that their mail, excluding legal mail, will be opened. Any offender who refuses to sign this agreement will not receive non-legal mail.

Incoming mail is received from the Post Office Monday – Friday (excluding holidays) and is opened and checked for contraband. The only exception to the opening of mail is for legal mail, which is opened in the presence of the offender. Incoming mail will be delivered within 48 business hours after receipt at the institution. The only items accepted in mail are snapshots, newspaper articles, and children's report cards. The offender shall be required to provide the postage and envelope for all items that have to be returned. All incoming mail must have the sender's name, address, and the name and DOC number of the offender. Incoming general correspondence or material written in code may be restricted. All outgoing mail must contain the offender's name, DOC number, housing assignment, and a complete legible name and address of the party the correspondence is being sent to. All outgoing general correspondence may be restricted, confiscated, returned to the offender if letters or material are written in code or foreign language when the offender understands English (unless the Warden or designee determines that the recipient is not fluent in English).

Offender Packages

Offenders are allowed to order via the Snack Shack or the Canteen. Offenders must keep up with their invoices for proof of purchase.

Offenders are allowed to make outside orders for hobby craft items using funds from their personal offender accounts only. Family and friends cannot make orders for offenders. All orders made by offenders are scrutinized for conformity with hobby craft restrictions. Personal property clothing may be purchased as per the guidelines set forth in C-03-007,

Attachment 2, Female Offender Personal Property List. Items not available in the Canteen may be purchased through Season's Change. Refer to LCIW Policies 4-01-002 and 5-04-002 for detailed information.

Appliances

All appliances are to be registered with the Mailroom. In the event an offender's appliance stops working, it should not be thrown away until it has been checked by the Mailroom. If an offender wishes to replace the broken item, she shall not be allowed to do so if the record shows she has this item still itemized to her. It is important that the offender notifies the Mailroom of the broken item and lets them dispose of it. Mailroom personnel will then make the proper notation in her file. Appliances may be replaced as per the Female Offender Personal Property List. Headphones are ordered via Season's Change and are not itemized in the Mailroom.

Indigent Supplies

Offenders who wish to receive indigent supplies in the way of stamps, envelopes, ink pens, pencils, or writing pads must do so by submitting an Indigent Supply Request Form to be processed on their regularly scheduled Canteen day. Offenders may obtain over the counter medication from the canteen with a canteen pass from medical employees. Indigent offenders may also obtain postage for approved legal mail and reasonable copies related to legal work; two (2) personal letters per week and approved legal supplies provided through the Canteen; offender padlocks provided at commitment; shower shoes, batteries, radios, and personal hygiene supplies provided by the Warehouse and replacement of identification cards processed through ARDC where such replacement is chargeable to the offender. Indigent supplies shall be issued only to those offenders who request such on an Indigent Supply Request Form (1-02-008 Form C) and meet the requirements of indigent status as established in Department Regulation C-03-005. Offenders can only request this assistance on their scheduled shopping day.

Possession of Federal and/or State Income Tax Forms

Offenders at the Louisiana Correctional Institute for Women are prohibited from having in their possession federal and/or state income tax forms. Offenders who are in need of federal and/or state income tax forms shall request the specific form needed from the Administrative Program Director in the Louisiana Correctional Institute for Women Business Office. Forms shall be completed in a timely fashion coordinated by an ARDC specialist or other Social Service employee.

Canteen Services

The Louisiana Correctional Institute for Women's canteen is operated by security officers who are assisted by offender helpers. The canteen is generally open five (5) days a week,

Monday through Friday, after the offender's normal working hours. The canteen may open additional days and hours or less days and hours depending on institutional needs, data base slowdowns, or other factors related to the security of the institution. Offenders report to the canteen to shop according to their housing assignment. All minimum and medium custody offenders are allowed to shop once a week spending up to the limit established by the institution. The dates of the actual shop may be changed at the discretion of the Warden. Offenders may purchase items as listed on the respective canteen list, such as but not limited to, bread, meats, soups, fish, personal hygiene items, writing supplies, and postage stamps.

All offenders wishing to shop at the Louisiana Correctional Institute for Women's canteen must shop according to the following procedures:

- All canteen sheets are to be placed in the box provided by offenders in their designated dormitory the night prior to the scheduled shopping day.
- An offender must shop on her regularly scheduled day to shop, unless otherwise instructed.
- No canteen sheets shall be taken at the window.
- Offenders shall report to the canteen when paged.
- There shall be no exchanges.
- Offenders should check all bags before leaving the canteen window.
- There shall be no changes to the contents of the bag once an offender leaves the canteen window.
- Offender who are working during the entire time that the canteen is in operation, those who are off the grounds on trips or outside work details, and those confined to locations which prevent them from reporting to the canteen shall have their items delivered to the Control Center of their housing area.

Snack Shack

Compound offenders may purchase up to \$45.00 of food on Monday, \$10.00 on Tuesday, \$35.00 on Wednesday, \$25.00 on Thursday, and \$10.00 on Friday, Saturday and Sunday. The Snack Shack hours are from 9:00am to 5:00pm on Mondays, Wednesdays, and Thursdays. On Tuesdays, the hours are from 5:00pm to 7:00pm. On visiting days, the Snack Shack is open to the compound after the 3:30pm count clears to 6:00pm. On any of the above days, an offender can purchase clothing, make-up, shoes, etc. outside of the designated spending limits as long as it is in accordance with the LCIW personal property list.

Laundry Services

A laundry schedule is posted on the bulletin boards in all dormitories and a copy is on file in the Library. Segregated offenders have their clothing laundered using the laundry schedule posted. The laundry shall be returned to the offender on the same day that it is sent out.

Library Services

The LCIW Library is accessible to the general offender population on a daily basis, seven days a week including evenings and weekends. The schedule for the Library is posted on the entrance door to the Library. Offenders have direct access to all Library materials, allowing circulation for one (1) to two (2) weeks outside the Library for all materials except reference and legal books. A library supervisor is employed to organize and operate the Library program with assistance from offenders employed in Library Services. Also available are Counsel Substitute and general Library workers who assist offenders in the general population and lockdown with legal work as well as with disciplinary matters.

REQUESTING ASSISTANCE FROM COUNSEL SUBSTITUTES: Offenders requesting assistance from a Counsel Substitute for non-institutional related business should fill out the Louisiana Correctional Institute for Women Counsel Request Form. These request forms are available at each dorm Control.

NOTARIAL SERVICES: Notarial service work is provided for offenders needing to notarize noninstitutional related business. The institution is not obligated to furnish notarial services for noninstitutional related business for indigent offenders. The fee for these services is five (\$5.00) dollars per document. A withdrawal must be completed and turned into the Business Office prior to receiving services. Offender should allow at least one week for the processing of all such withdrawals in order to have their work notarized on a timely basis. Offenders in segregated areas may request notary services for non-institutional business in the same manner as stated above. Offenders in segregation areas who are in need of notary services for institutional related business must submit a Request for Counsel Substitute, indicating the need for such service, along with the documents in need of notarization to the Counsel Substitute making daily rounds.

Telephone Usage

All new commitments are required to complete a telephone list. This list may be compiled of a maximum of 20 telephone numbers, which are inclusive of family, friends and attorneys. The Offender Telephone Master List (LCIW 5-04-003 Form A) is received from the Control Officer in the intake dorm. Upon completion, the telephone list is sent to the LCIW telephone liaison. The telephone numbers are entered into the system and the new commitments are usually able to use the telephone the same day. Only their own approved list shall be used to place telephone calls. The telephone system shall automatically broadcast recorded messages that the telephone call is originating at an adult correctional institution and all calls shall terminate at the end of fifteen (15) minutes.

CHANGES: Changes to an offender's telephone shall be allowed approximately every ninety (90) days or once per quarter. Quarterly changes are to be made only on LCIW Quarterly Phone List Replacement Form (form A-2). To add telephone numbers or make changes, an offender must complete an entirely new telephone list, listing all the numbers she wishes to

call. After completing the changes to her list, the list is then sent to the office of the LCIW telephone liaison.

ATTORNEY CALLS: While we recommend that an offender add an attorney's number during the quarterly change period, a request to add an attorney's number to an offender's list can be done at any time and must be submitted to the LCIW telephone liaison by the 15th of the month. The attorney's number will be placed on the offender's list no later than 14 days after the request is received. These changes must be made on the Offender Telephone List form. Attorney calls may be made between business hours 8:00 a.m. and 4:30 p.m. Monday through Friday during the offenders off duty time. If a legal call must be made during work hours, permission must be obtained from the work supervisor.

MONITORING: All telephone calls in housing areas shall be recorded and are subject to being monitored. An offender's use of the telephone constitutes her consent. It is the offender's responsibility to advise all other parties that conversations are recorded and are subject to being monitored. A properly placed telephone call to an attorney or diplomatic representative of the country of citizenship (in case of foreign nationals) shall not be monitored unless approved by the Warden.

RESTRICTIONS: Offenders found to be using the telephone while on telephone restriction or during work hours without permission are subject to disciplinary action under Rule 30L rule violation as described in Disciplinary Rules and Procedures for Adult Offenders.

Cosmetology Services

The Louisiana Correctional Institute for Women operates a small shop to provide cosmetology services to offenders. It is operated on a full-time basis by offender workers who have backgrounds or experience in cosmetology. The beauty shop is open Tuesday through Saturday from 8:00 am - 4:30 pm. Offenders who wish to have their hair done may do so by appointment only. The beauty shop is off limits to offenders unless they are assigned to work there or have a scheduled appointment. Appointments are made Tuesday and Thursday from 2:30 pm to 4:30 pm at the Library. Offenders must also have a pass to go to the Library.

Recreational Services

The Recreation Department offers a variety of activities which are readily accessible to the general population on a daily basis. Programs offered are structured and competitive team sports and leisure time activities. Organized team sports such as volleyball, softball, and basketball, as well as exercise classes such as walkercise and step-aerobics are provided for offenders. Recreational games such as badminton, dominoes, cards, puzzles, and board games are also available to all offenders. An appropriate quantity of cards, puzzles, board games, and other recreational material approved for special housing dorms are on hand in these locations at all times.

Count Procedures

The Louisiana Correctional Institute for Women conducts a total of eleven (11) scheduled counts per day and may have additional irregular or emergency counts. The eleven (11) scheduled counts are counts, which are called each day at the same time. The offenders know in advance the time these counts are called.

The count times are as follows for the scheduled counts:

5:30 a.m.	11:00 a.m.	3:30 p.m.	Sundown
9:00 p.m.	10:30 p.m. Bed Check	12:00 Midnight	1:00 a.m.
2:00 a.m.	3:00 a.m.	4:00 a.m.	

Irregular counts are called at the discretion of security administrators. There is no advance warning to offenders in reference to the time of these counts other than the brief warning given prior to the actual count being conducted. Emergency counts are called by the Compound Manager or higher-ranking authority.

In all cases, counts are paged and regardless of the time offenders must be present and accounted for at these counts. Offenders are to report immediately to their dormitory or remain in the appropriate work area once these counts are called. Posted Policy #4 covers offender behavior during these counts. This is an important security procedure. Not being present for a count is dealt with severely by the Louisiana Correctional Institute for Women's Disciplinary Board.

Offender Discipline

Offenders are required to obey all rules and regulations. The DOC Rules and Procedures for Adult Offenders contain those rules which an offender must follow while incarcerated at LCIW. The institution also has Offender Posted Policies offenders are required to follow. Each offender shall receive a copy of the Department of Public Safety and Corrections Rules and Procedures for Adult Offenders and the Louisiana Correctional Institute for Women's Offender Posted Policies upon admission. Failure to abide by rules and posted policies can result in disciplinary action being taken against the offender. When a disciplinary report is written on an offender, she shall receive a copy and shall be scheduled to appear before the Low Court Disciplinary Officer or before the LCIW Disciplinary Board, depending on the nature of the report. Copies of the rulebook and all posted policies are available on a continuous basis in the LCIW Library.

Grievance Procedures

The institution has in place a formal and informal procedure for handling offender complaints and problems.

INFORMAL PROCEDURES: Diagnostic and Reception personnel are available in the offender dining hall during the noon meal on specified days and can handle related problems or issues offenders may have. Offenders who are experiencing other problems or who have issues or concerns, which need to be addressed, should talk to the Compound Manager. The Compound Manager is usually the best person to handle complaints which require immediate attention. In the absence of the Compound Manager, the Assistant Compound Manager can address the concerns. When a problem or concern is brought to the Compound Manager by an offender, the Compound Manager shall either resolve the problem or shall inform the offender as to the proper procedure by which to appropriately handle the problem. Where this process fails to resolve a concern, the offender then has the option to initiate communication to the appropriate Manager over the Division, which is responsible for the offender's area of concern. The section on Offender Problem Resolution/Chain-of-Command, toward the end of this booklet, explains this process relative to how an offender's complaint may be resolved. If the offender is still dissatisfied, the offender may go to the next level which is the Assistant Warden over the specific area. If dissatisfied with the response at the Assistant Warden's level, the offender may submit written correspondence to the office of the Deputy Warden. Problems which are not satisfactorily resolved at the Deputy Warden's level may ultimately be brought to the Warden's attention for resolution. If this procedure has been followed with no success, the offender may choose to pursue her complaint through the formal grievance procedure. All written correspondence from an offender to employee should be initiated on an Offender to Employee Correspondence Form. Copies of these forms are available at all control centers in all dormitories.

FORMAL PROCEDURE/ADMINISTRATIVE REMEDY PROCEDURE (ARP): On September 18, 1985, the Department of Public Safety and Corrections installed in all of its adult institutions 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. 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 law and by way of illustration, includes actions pertaining to conditions of confinement, personal injuries, medical malpractice, time computations, even though urged as a writ of habeas corpus, or challenges to rules, regulations, policies or statutes, including grievances such as offender requests for accommodations under the Americans with Disabilities Act (Department Regulation No. B-08-010) and for complaints of sexual abuse under the Prison Rape Elimination Act (Department Regulation No. C-01-022). Through this procedure, offenders shall receive reasonable responses and where appropriate, meaningful remedies.

Offenders may request administrative remedies to situations arising from policies, conditions or events within the institution that affect them personally. 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 (including hearing and visual impairments). 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.

GENERAL PROCEDURES: 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. All offenders may request information about or assistance in using the procedure from their classification officer or from a counsel substitute who services their living area. Nothing in this procedure should serve to prevent or discourage an offender from communicating with the Warden or anyone else in the Department. All forms of communication to the Warden will be handled, investigated and responded to as the Warden deems appropriate. 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.

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

- Court decisions and pending criminal matters over which the Department has no control or jurisdiction;
- Board of Pardons and Parole decisions (under Louisiana law, these decisions are discretionary and may not be challenged);
- Sex Offender Assessment Panel recommendations;
- Lockdown Review Board decisions (offenders are furnished written reasons at the time this decision is made as to why they are not being released from lockdown, if that is the case. The Board's decision may not be challenged. However, a request for administrative remedy on Lockdown Review Board hearings can be made in the following instances): 1) That no reasons were given for the decision of the Board; or 2) 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.
- Warden's decision regarding restoration of good time pursuant to Department Regulation No. B04-006 "Restoration of Good Time."

A request for accommodation under the Americans with Disabilities Act (Department Regulation No. B08-010) made using the Administrative Remedy Procedure process and the resolution of the offender's request shall be deemed to be exhaustion of the administrative procedure. The initiation of the process and deadlines and time limits stated in the Administrative Remedy Procedure remain applicable.

If an offender registers a complaint against a staff member, that employee shall not be involved in the decision making process on the request for remedy. However, this shall not prevent the employee from participating at the Step One level, since this employee may be the best source from which to begin collecting information on an alleged incident.

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

Prior to filing a grievance in Federal or State Court, unless specifically excepted by law, the offender must exhaust all administrative remedies. Exhaustion occurs:

- When the relief requested has been granted;
- When the Second Step response has been issued; or
- When the grievance has been screened and rejected for one of the reasons specified in Chapter 5 "Grievance Screening."

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.

In cases where a number of offenders have filed similar or identical requests 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 shall be logged separately.

When an offender has filed a request at one institution and is transferred prior to the review, or if she files a request after transfer on an action taken by the sending institution, the sending institution shall complete the processing through the First Step Response (Form B-05-005-ARP-2). The Warden of the receiving institution shall assist in communication with the offender.

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

No action shall be taken against anyone for the good faith use of or good faith 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. 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."

INITIATING A FORMAL GRIEVANCE: Offenders are encouraged to resolve their problems within the institution informally, before initiating the formal process. Informal resolution is accomplished through communication with appropriate staff members. If an offender is unable to resolve her problems or obtain relief in this fashion, she may initiate the formal process. In order to ensure their right to use the formal procedure, a request to the Warden shall be made in writing within a 90-day period after an incident has occurred. This requirement may be waived when circumstances warrant. The Warden or designee shall use reasonable judgment in such matters. There is no time limit imposed for grievances alleging sexual abuse.

The offender commences the process by completing a Request for Administrative Remedy (Form B-05-005ARP-1) or writing a letter to the Warden, in which she briefly sets out the basis for her claim, and the relief sought. For purposes of this process, a letter is: Any form of written communication which contains the phrase: "This is a request for administrative remedy" or "ARP;" or Request for Administrative Remedy (Form B-05-005-ARP-1) at those institutions that wish to furnish forms for commencement of this process.

The institution is not required to be responsible for furnishing the offender with copies of her letter of complaint. It is the offender's responsibility for obtaining or duplicating a copy of her letter of complaint through established institutional procedures and for retaining the copy for her own records. The form or original letter will become a part of the administrative record and will not be returned to the offender.

Original letters or requests to the Warden 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.

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 or "ARP"."

WITHDRAWING A FORMAL GRIEVANCE: If, after filing a formal request for administrative remedy, an offender receives a satisfactory response through informal means, the offender may request (in writing) that the Warden cancel the administrative remedy request.

EMERGENCY OR SENSITIVE ISSUES: If an offender feels she is subjected to emergency conditions, she must send an emergency request to the shift supervisor. The shift supervisor shall immediately review the request to determine the appropriate corrective action to be taken. All emergency requests shall be documented on an Unusual Occurrence Report (Form

C-05-001-W-1) by the appropriate staff member. 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.

If the offender believes the complaint is sensitive and that she would be adversely affected if the complaint became known at the institution, she may file the complaint directly with the Secretary through the Chief of Operations/Office of Adult Services (Second Step Response-Form B-05-005-ARP3). The offender must explain, in writing, her reason for not filing the complaint at the institution. If the Chief of Operations/Office of Adult Services agrees that the complaint is sensitive, she shall accept and respond to the complaint. If she does not agree that the complaint is sensitive, she 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 her request through regular channels (beginning with the First Step if her complaint is acceptable for processing in the Administrative Remedy Procedure).

If an emergency complaint alleges that the offender is subject to a substantial risk of imminent sexual abuse, the grievance shall be sent immediately to the unit's PREA Compliance Manager who shall then immediately notify the unit's PREA Investigator. The unit PREA Compliance Manager shall provide an initial response within 48 hours of receipt of the grievance outlining any corrective actions warranted and shall issue a First Step Response within five days. If the offender has been secured and is no longer in danger or imminent harm, the grievance procedure shall proceed as outlined within the deadlines and time limits stated in the Administrative Remedy Procedure.

GRIEVANCE SCREENING: The ARP Screening Officer shall 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. The ARP Screening Officer shall furnish the offender with notice of the initial acceptance or rejection of the request to advise that her request is being processed or has been rejected. If the request is processed, the Warden, or designee, will assign a staff member to conduct further fact-finding and/or information gathering prior to rendering her response. If a request is rejected, it must be for one of the following reasons, which shall be noted on the Request for Administrative Remedy (Form B-05-005ARP-1) or on the offender's written letter.

- This matter is not appealable through this process, such as Court decisions; Board of Pardons and Parole decisions; Sex Offender Assessment Panel recommendations; Lockdown Review Board (refer to Chapter 2 "General Policy").
- There are specialized administrative remedy procedures in place for this specific type of complaint, such as: Disciplinary matters; Lost property claims.
- It is a duplicate request.

- The complaint concerns an action not yet taken or a decision which has not yet been made.
- The offender has requested a remedy for another offender (unless the request is a third party report of an allegation of sexual abuse).
- The request was not written by the offender and a waiver was not approved. The only exception is if the offender has alleged sexual abuse. In this instance, the offender may seek help from a third party to file the initial grievance; must attach written authorization for the named third party to submit the grievance on the offender's behalf; and must personally pursue any remaining subsequent steps in the process.
- The offender has requested a remedy for more than one incident (a multiple complaint) unless the request is a report of an allegation of sexual abuse.
- Established rules and procedures were not followed.
- There has been a time lapse of more than 90 days between the event and the initial request, unless waived by the Warden (some exceptions may apply, e.g., time computation issues, ADA and PREA issues, on-going medical issues, etc.).
- The offender does not request some type of remedy unless the request pertains to an allegation of sexual abuse, in which case stopping the abuse is the implied request for remedy.

Once an offender's request is accepted into the procedure, she must use the manila envelope that is furnished to her with the First Step Response (Form B-05-005-ARP-2) 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.

GRIEVANCE PROCESSING: The following process and time limits shall be adhered to in processing any ARP request.

FIRST STEP (Time Limit 40 days/Five days for PREA) If an offender refuses to cooperate with the inquiry into her allegation, the request may be denied by noting the lack of cooperation on the appropriate Step Response and returning it to the offender. The Warden shall respond to the offender within 40 days/five days for PREA from the date the request is received at the First Step utilizing the First Step Response (Form B-05-005-ARP-2). If the offender is not satisfied with the decision rendered at the First Step, she should pursue her grievance to the Secretary, through the Chief of Operations/Office of Adult Services via the Second 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. It is not necessary to rewrite 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 (Form B-05-005-ARP-2) may appeal to the Secretary of the Department of Public Safety and Corrections by so indicating that she is not satisfied in the appropriate space on the response form and forwarding it to the ARP Screening Officer within five days of receipt of the decision. A final decision will be made by the Secretary or designee and the offender shall be sent a response within 45 days from the date the request is received at the Second

Step utilizing the Second Step Response (Form B-05-005-ARP-3). A copy of the Secretary's decision shall be sent to the Warden. If an offender is not satisfied with the Second Step Response (Form B-05-005-ARP-3), she may file suit in District Court. The offender must furnish the administrative remedy procedure number on the court documents.

DEADLINES AND TIME LIMITS: No more than 90 days from the initiation to completion of 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. 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; to the Warden for the First Step Response (Form B-05-005-ARP-2) and to the Secretary through the Chief of Operations/Office of Adult Services for the Second Step Response (Form B-05-005-ARP-3). The offender must certify valid reasons for the delay, which must accompany her untimely 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 time not more than five days from the Chief of Operations/Office of Adult Services for the Step One review/response. The offender must be notified in writing of such an extension. Cumulative extensions of time shall not exceed 25 days unless the grievance concerns sexual abuse, in which case an extension of time up to 70 days may be made. If the extension is approved, written communication shall be sent to the offender of the extension and a date by which the decision shall be rendered. Reasons for the extension of time for unusual circumstances shall be maintained in the administrative record.

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 only remaining question is quantum or the determination as to the dollar amount of the monetary damages to be awarded. The determination of quantum shall be made after a formal review by the Case Contractor for the Office of Risk Management within the Division of Administration. The determination reached by the Case Contractor shall be submitted to the Office of Risk Management and 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.

Offender Advisory Council

The Offender Advisory Council is a committee of offenders who meets with a representative from the administration of the Louisiana Correctional Institute for Women, usually the Colonel, Assistant Wardens, Deputy Warden and/or Warden on a quarterly basis to address concerns of the offender population as a whole. Council members are generally offenders

with good conduct records who are chosen to serve because of their leadership skills, their willingness to assist other offenders and their desire to improve and enhance the overall quality of life and conditions of confinement for all offenders. This Council serves strictly at the discretion of the Warden.

Offender representatives are assigned to represent each floor or wing of each dormitory. The representative will receive concerns from offenders assigned to her housing unit. Representatives from general population will be selected to represent offenders who are in segregation units and the Infirmary. Representatives will go to their assigned living areas and report to the dayroom on the first and third Thursday of each month between the hours of 4:00pm and 5:00pm. Concerns brought up during the meeting will be addressed and responded to. All responses to concerns will be posted in all offender dormitories and in the Library. Issues which affect all offenders or groups of offenders (i.e., safety issues, sanitation concerns, questions concerning policies/procedures, issues related to the overall quality of life and conditions of confinement) are the types of issues entertained at quarterly Offender Advisory Council meetings with administrative employees.

Emergency Procedures

All work areas and dormitories have posted emergency evacuation routes and are equipped with a fire alarm system. In case of a fire or in case the alarm is activated, each offender should immediately evacuate her work area and/or dormitory to the designated staging area and line up by her assigned dormitory. The designated staging areas for all living and work areas are posted with the evacuation routes.

Educational Programs

Offenders interested in academic classes will be placed on the waiting list for the appropriate class based upon their scores on the initial or most recent TABE assessment test. Offenders returning to the compound from the segregation area who have an interest in academic classes must send a written request on a correspondence form (1-01-006 Form A) to the Education Coordinator. As classroom vacancy becomes available, the waiting lists will be reviewed and students selected as appropriate with regard to educational assessment, discharge date, and conduct.

Offenders interested in vocational classes must send a written correspondence form (1-01-006 Form A) to the Education Coordinator. Applicants will be prioritized for enrollment according to their release dates and the minimum TABE scores required for the applicable program.

BASIC ADULT LITERACY: This is a reading/writing program designed to teach non-readers through intermediate readers reading skills, and life skills through reading, writing, and mathematical exercises. Offenders whose test scores indicate 1.0 to 4.9 grade level are enrolled in this class.

ADULT BASIC EDUCATION (ABE)/DEVELOPMENTAL STUDIES: ABE/Developmental Studies is a class that provides instruction in the basics of Reading, English, and Math for offenders who have a High School Diploma or GED / HSE and test below a 10.0 grade level. This program offers those offenders basic upgrades to prepare them for a variety of vocational occupations and classes offered at LCIW.

GENERAL EDUCATION DEVELOPMENT: GED is a class that enhances instruction in Reading, English, Math, Science, and Social Studies. Offenders with test scores 5.0 and above who need a GED and are enrolled in this program. Students participating in this program work towards achieving their high school equivalency diploma.

SPECIAL EDUCATION: Services offered by Special School District (SSD) to offenders who are under 25 years of age and who qualified for or received special education while enrolled in secondary school before being incarcerated.

COSMETOLOGY: LCIW'S Cosmetology School is registered with the Louisiana State Board of Cosmetology and uses Licensed Cosmetology Instructors to teach the full curriculum. Prepared students will be allowed to take the LSBC exams and become licensed cosmetologists in the state of Louisiana. Proof of HSD or GED is required. Current TABE scores must show ability to succeed in this program.

FURNITURE RESTORATION: This class provides offenders with the knowledge and skills necessary for employment in the field of upholstery and woodworking. Training is provided in restoring furniture, upholstering items, covering automobile and boat interiors, and making cabinets. This is approximately a 12 to 18-month program. NCCER certification is offered. Offenders must have current TABE scores showing ability to succeed to enroll in this class.

HORTICULTURE: The Horticulture class provides offenders with the knowledge and skills necessary for employment as arborists, florists, horticulturists, and landscape contractors. Training emphasizes the study of plants, pesticides, herbicides, insecticides, planting techniques and planning, and management of horticultural enterprises. Testing for Louisiana State Licensure is offered to qualified candidates. Offenders must have current TABE scores showing ability to succeed to enroll in this class.

WELDING: LCIW's Welding Program takes individuals through a welding curriculum providing industry-based credentials as the student progresses. The course is designed to provide hands-on training. Students are instructed in stick, MIG, and TIG welding principles, working with steel and various alloys in plate and pipe configurations. Length of the class is 12 to 18 months. NCCER certification is offered. Offenders must have current TABE scores showing ability to succeed to enroll in this class.

ASHLAND UNIVERSITY: Offenders with high school diploma or equivalency who are not in default of previous student loans may request to enroll in college classes with Ashland

University to earn an Associate or Bachelor degree. Offenders will keep a full-time job. Tuition, books, and supplies are free if Pell Grant eligible.

TULANE UNIVERSITY: Operation Restoration, a non-profit organization based in New Orleans, along with Tulane University is offering free credit-earning college classes at LCIW. Offenders must have a HSD or GED and will be enrolled in a part-time curriculum to earn an Associate's Degree while keeping a full-time job with LCIW. Tuition, books, and supplies are free.

SERVSAFE: Food and beverage safety training and certificate program administered by the U. S. National Restaurant Association. All food industry including food serving, transportation, storage, and handling needs personnel holding this certificate. Certificate must be renewed every 5 years or sooner.

NCCER CORE: The National Center for Construction Education and Research CORE class offers modules in basic safety and enrollment in a national database verifying earned credentials for successfully passing standardized written and performance exams.

OSHA (30): Occupational Safety and Health Administration's 30-hour course is designed to reduce the risk of workplace hazards. The credential is often required in plants and on the job to verify successful participation in the health and safety awareness program.

IC3 DIGITAL LITERACY: A global benchmark for basic computer literacy, operating systems, hardware, software and networks. The certification is designed to help students remain relevant in a technology driven world.

PYTHON CODING: Offenders must have approval from the Education Coordinator before enrolling in any education correspondence courses. All fees for enrollment and supplies is the responsibility of the offender.

Dissemination of Policies/Information Relevant to Offenders

All policies and procedures which offenders need to know are generally posted on all bulletin boards in all dormitories for at least thirty (30) consecutive calendar days. At the end of the thirty (30) day period, they are removed to make space for further announcements. Information relative to call-outs and/or special activities are posted until the completion of the call-out or activity. Permanent copies of all regulations/policies and procedures are on file in the Library. All new commitments receive a copy of this handbook upon admission, which outlines the basic contents of most if not all regulations and procedures applicable to offenders.

The Offender Advisory Council also serves as a source of information to offenders on an on-going basis.

Minutes of all meetings are published on all bulletin boards in offender dormitories and in the library. These minutes contain decisions of the administration relative to various concerns expressed by the offender population as a whole. Offenders are encouraged to check the bulletin boards in their dormitories and/or go to the library to keep up with information and procedures that may impact their day to day living at the Louisiana Correctional Institute for Women while an offender of this institution.

Committee on Parole

A Pre-Parole Interview will be completed four months prior to the offender's parole eligibility date by a personal interview with the ARDC Specialist. During the interview, the offender is provided with an Employment Agreement Form and Residence Agreement Form and given instructions to have the forms completed and returned to the Parole Board Office. Upon completion of the interview, the ARDC Specialist will submit the completed Pre-Parole Interview Form to the ARDC Supervisor who in turn submits the forms with the cover letter to the Office of the Committee on Parole.

The Committee on Parole meets on the day of their choice once a month. The list of candidates for all hearings is screened at the Louisiana Correctional Institute for Women six (6) months in advance and the offender is notified of the scheduled hearing. All offenders at Louisiana Correctional Institute for Women who are eligible for Parole and have a hearing scheduled by the Parole Board shall be present for the hearing. A Parole Progress Report and LARNA II assessment will be prepared by the ARDC Specialist and shall be available for the hearing. Additionally, a copy of the Progress Report and the LARNA II assessment will be forwarded to the Parole Board three months to the offender's hearing date. The Progress Report will contain the offender's crimes and sentence, the disciplinary record, the institutional work record, program participation, medical information as needed, prior experience on release programs, residence and employment plans, substance abuse treatment program eligibility, and work release eligibility.

The Committee on Parole requires that any offender wishing to have her case re-heard, or to re-appear before the committee, submit a re-hearing application for this purpose no sooner than six (6) months after the date of denial. This application is available through the Library at the Louisiana Correctional Institute for Women. Correspondence sent in any other format to the Committee on Parole by an offender requesting a hearing shall not be recognized by the Board. Please keep in mind that the Committee on Parole will not honor to request for a re-hearing until six (6) months have elapsed from the last request for re-hearing.

Board of Pardons

Offenders who wish to apply for pardon must fill out an application and submit the completed application to their ARDC Specialist. The ARDC Specialist will verify the information on the application and will send the completed form and appropriate documents to the Board of Pardons, giving a copy of the completed application to the offender. All

offenders at LCIW who are scheduled for a Board of Pardons' Hearing shall be interviewed by an ARDC Specialist. A Pardon Progress Report and a LARNA II assessment will be prepared by the ARDC Specialist. The Pardon Progress Report contains the offender's crimes and sentence, the disciplinary record, the institutional work record, program participation, medical information as needed, prior experience on release programs, residence and employment plans, substance abuse treatment program eligibility, and work release eligibility.

Critical Illness/Death of a Family Member

Qualified offenders are allowed their choice to attend the funeral of an immediate family member or to attend a death bed/critical illness visit at the hospital with a dying immediate family member. Immediate family does not include stepparents or grandparents unless the offender's record clearly indicates that person raised the offender. Making the choice of attending the funeral of a grandmother who raised the offender prevents the offender from attending the funeral of the mother who did not raise the offender. Offenders shall be charged an access fee of \$25 for the trip.

Discharge Procedures

Normally offenders are released from the institution upon reaching one of three (3) release dates, unless otherwise stipulated by the court. Releases are as follows: (1) Full Term Date (FTD): Offender has served her entire sentence imposed by the court. (2) Good Time Date (GTD): Good Time earned at the rate of 30 or 15 days per month as set forth in Act 138; or 3 days for every 17 days in custody pursuant to Act 1099 of the 1995 Regular Session; Good Time earned at the rate of 35 days for every 30 days served in actual custody pursuant to Act 572; or 25 days per month pursuant to Act 739 of the 1977 Regular Session, or Act 426 of the 1964 Regular Session (or as specified by Act). (3) Diminution of Sentence: A release from physical custody to parole supervision pursuant to La.R.S.15:571.5. On Full-Term, Good-Time Date, and Diminution of Sentence releases, the offender's certificate of release is prepared at the institution by the ARDC Manager or designee and signed by the Warden, or designee (Deputy Warden). Offenders shall receive copies of their paperwork prior to leaving the institutional grounds.

PAROLE RELEASES: Offenders who are released on parole shall have their certificate of release sent to the LCIW Reception and Diagnostic Center Manager (ARDC) by the Parole Board. Once received by the ARDC Manager, she shall contact the offender to prepare the necessary paperwork. Offenders shall receive copies of their paperwork prior to leaving the institutional grounds.

DISCHARGE ADDRESS: By the 3rd of each month, the ARDC Record Supervisor will submit the listing of the offenders scheduled to discharge in the upcoming month. The ARDC Specialist will conduct a personal interview with the offender and complete the address form. The completed forms will be routed to the ARDC Records Supervisor.

DISCHARGE PAY: Approximately sixty (60) days prior to her release date, the offender's account is closed by Offender Banking. The offender, however, is allowed to shop in the canteen (if balance exceeds \$50.00) prior to her account being closed. Discharge pay and a bus ticket shall be paid by the institution to those offenders who do not have sufficient funds in their accounts. However, those offenders who do have the funds shall have their discharge pay and bus ticket money taken from their accounts. Discharging offenders without funds shall receive a debit card with \$20.00 discharge pay, plus the amount equal to the cost of a bus ticket to the destination of their choice within Louisiana. Discharging offenders with funds will receive a portion of their funds on the debit card with the balance sent in a check to their releasing address.

Notification to the Sex Offender

Offenders identified as sex offenders will be notified by an ARDC Specialist of the requirements of the laws that apply to them when released. Such offenders will be given a copy of the sex offender requirements and statute, and will be required to sign acknowledging that they have received copies of the requirements. Sixty (60) days before the release of the sex offender, the LCIW Diagnostic and Reception department will notify the Administrative Program Director to transfer from the offender's account to pay the required fees for sex offender registration to the Sheriff and to the Chief of Police. If the offender has enough to only pay one, priority goes to the Sheriff. Partial payments are not accepted. It will be explained to the sex offender that she has to report to both agencies within 10 days of release regardless of payment. (See information in final sections for requirements relative to Sex Offenders.)

APPROVED RESIDENCE PLAN FOR SEX OFFENDERS: All Sex Offenders releasing to supervision must have an approved residence plan prior to release. This applies to all Sex Offenders releasing on GTPS or Parole dates. A Sex Offender Residence Plan must be submitted by the Reception and Diagnostic Department at least 90 days prior to the Sex Offender's scheduled release date. A Sex Offender Residence Plan can be obtained from the ARDC Specialist in the Adult Reception and Diagnostic Center (ARDC).

All Sex Offenders releasing from this facility to supervision must submit an address to the ARDC Specialist. This address must be submitted on a Sex Offender Residence Form. Sex Offenders will have to list all individuals residing at the residence including their relationship to the Sex Offender. Once the address is submitted to the Reception and Diagnostic Department, ARDC will forward the address to the Probation and Parole office in the district of the submitted address. The Probation and Parole office will determine if a residence form is approved or disapproved. If a residence form is not approved, the Sex Offender can submit another address. An offender cannot release on a GTPS date without an approved residence plan.

Sex Offenders releasing Full Term do not need an approved Sex Offender Residence Plan. However, they must submit an address to the Reception and Diagnostic Department. All Sex Offenders releasing from this facility must comply with all laws regarding Sex Offenders.

Release

Offenders discharging shall be allowed to depart the institution beginning at 12:01 a.m. on their release date. The person scheduled to provide transportation for the offender must have a valid picture identification and must present this identification when picking up the offender.

Offender Problem Resolution/Chain-of-Command

In all attempts to resolve problems, start at the lowest level and work up to the highest level necessary.

SECURITY RELATED ISSUES: Includes, but not limited to, questions regarding problems with other offenders, sanitation/hygiene issues, confiscated property, lost property, conditions of confinement. Begin at the Compound Manager on duty at the time and then work upwards to the Lt. Colonel or Colonel, to the Assistant Warden of Unit 1 or Unit 2, then to the Assistant Warden of Security, if needed. You may proceed to the Deputy Warden or Warden if your problems are not resolved at lower levels.

SOCIAL SERVICES RELATED ISSUES: Includes questions about need for counseling, family problems, substance abuse problems, death/serious illness of family members, mental health problems. Begin at the Compound Manager on duty at the time and then work upwards to the Program Manager, to the Mental Health Director, then to the Assistant Warden of Rehabilitation, if needed. You may proceed to the Deputy Warden or Warden if your problems are not resolved at lower levels.

MEDICAL RELATED ISSUES: Includes questions about sick call, medicine call, clinic appointments, and general medical care. Begin at the Compound Manager on duty at the time and then work upwards to the Assistant Director of Nursing, then the Director of Nursing. Go on to the Medical Director, then to the Assistant Warden of Rehabilitation, if needed. You may proceed to the Deputy Warden or Warden if your problems are not resolved at lower levels.

OFFENDER BANKING ISSUES: Includes questions about account balances, deposits, withdrawals, outside purchases from accounts, locks/keys, savings accounts, bonds, indigent requests, final shops, closing of accounts, and incentive pay. Begin at the Compound Manager on duty at the time and then work upwards to the Accountant, and then to the Administrative Program Director, if needed. You may proceed to the Deputy Warden or Warden if your problems are not resolved at lower levels.

MAILROOM ISSUES: Includes questions about packages and mail. Begin at the Compound Manager on duty at the time and then work upwards to the Lieutenant over the Mailroom, then to the Major over Safety. You may proceed to the Deputy Warden or Warden if your problems are not resolved at lower levels.

LIBRARY RELATED ISSUES: Includes questions about Library, Law Library, availability of reading materials, access to counsel substitutes, assistance with legal work. Begin at the Compound Manager on duty at the time and then work upwards to the Library Supervisor, then to the Assistant Warden of Rehabilitation, if needed. You may proceed to the Deputy Warden or Warden if your problems are not resolved at lower levels.

PASTORAL CARE ISSUES: Includes questions regarding pastoral counseling, availability of spiritual services, religious volunteer services. Begin at the Compound Manager on duty at the time and then work upwards to the Chaplain. You may proceed to the Deputy Warden or Warden if your problems are not resolved at lower levels.

ARDC/RECORDS ISSUES: Includes questions regarding time computation, good time credits and Master Prison Record sheets. This process begins with the offender writing a correspondence to the Records Department. If a response is not received in a timely manner, the offender should then notify the Compound Manager on duty. After this takes place and no progress has been made, the offender should then work upwards to the Assistant Warden of Rehabilitation. You may proceed to the Deputy Warden and then the Warden if your problems are not resolved at lower levels.

WAREHOUSE ISSUES: Includes questions concerning personal and clothing items/supplies issued from Warehouse. Begin at the Compound Manager on duty at the time and then work upwards to the Warehouse Lieutenant, then to the Assistant Warden/Unit 2, you may proceed to the Deputy Warden or Warden if your problems are not resolved at lower levels.

FOOD SERVICES ISSUES: Includes questions concerning Food Services job changes, schedule changes, menu items, operations, quality/quantity of food. Begin at the Compound Manager on duty at the time and then work upwards to Kitchen Lieutenant, then the Kitchen Supervisor before the Assistant Warden/Unit 2, if needed. You may proceed to the Deputy Warden or Warden if your problems are not resolved at lower levels.

CANTEEN ISSUES: Includes all questions concerning items available in the canteen, missed shopping dates and/or to shop. Begin at the Compound Manager on duty at the time and then work upwards to Canteen Captain, then the Administrative Program Director, if needed. You may proceed to the Deputy Warden or Warden if your problems are not resolved at lower levels.

MAINTENANCE RELATED ISSUES: Includes questions concerning repairs to equipment, fixtures, and temperature of buildings. Begin at the Compound Manager on duty at the time and then work upwards to the Facility Maintenance Manager, if needed. You may proceed to the Deputy Warden or Warden if your problems are not resolved at lower levels.

PRISON ENTERPRISES PROGRAMS RELATED ISSUES: Includes all programs operated by Prison Enterprises. Begin at the Compound Manager on duty at the time and then work upwards to the Prison Enterprise Site Supervisor before the Assistant Warden/Rehabilitation, if needed. You may proceed to the Deputy Warden or Warden if your problems are not resolved at lower levels.

EDUCATION PROGRAM ISSUES: Includes questions about enrolling in educational classes offered at LCIW. Begin at the Compound Manager on duty at the time and work upwards to the Education Coordinator, then to the Assistant Warden/Rehabilitation, if needed. You may proceed to the Deputy Warden or Warden if your problems are not resolved at lower levels.

RECREATION PROGRAM ISSUES: Includes questions about available recreational activities offered by LCIW. Begin at the Compound Manager on duty at the time and work upwards to the Program Manager, then the Mental Health Director. You may proceed to the Deputy Warden or Warden if your problems are not resolved at lower levels.

NOTE: All concerns requiring immediate attention should be brought to the attention of the Control Officer in your respective living area.

Louisiana Sex Offender Registration and Notification Requirements

Any adult residing in this state who has pled guilty to, has been convicted of, or adjudication has been deferred or withheld for the perpetration or attempted perpetration of, or any conspiracy to commit an enumerated offense as outlined in La. R.S. 15:542 shall register and make proper notifications pursuant to statute based on the requirements outlined below.

INITIAL REGISTRATION:

Sex offenders must register with the Sheriff of the parish of residence, or residences, if there are more than one, and with the Chief of Police if address is located in an incorporated area which has a police department. If the parish has a population in excess of 450,000, sex offenders shall register with the Police Department of the municipality of residence. Sex offenders must also register with the Sheriff of the parish or parishes where employed and the Sheriff of the parish or parishes where they go to school. If the population is in excess of 450,000, they shall register with the Police Department of the municipality where employed or attend school. If the school is an institution of postsecondary education, sex offenders must also register with the campus law enforcement agency at least one business day prior to the beginning of the school term or semester.

Offenders relocating outside of the state of Louisiana must register immediately with the local law enforcement agency in the receiving state. If a Louisiana address was submitted during pre-registration and then the sex offender relocates out of state, she must also notify the Sheriff in the parish where the address was submitted of her intent of leaving the state of Louisiana.

In accordance with law, sex offenders are required to report in-person within three business days after release from confinement to register with the Sheriff of the parish(es) in which they will reside, are employed or attend school. They are required to pay an initial registration fee of \$60.00 to each appropriate law enforcement agency, except for the campus law enforcement agency of an institution of postsecondary education. Failure to pay the fee within 30 days of initial registration shall constitute a failure to register.

Sex offenders shall provide the following information to the appropriate law enforcement agency at registration and to the DPS&C at pre-registration: name and any aliases used; physical address or addresses of residence; name and physical address of employment, including travel routes used; name and physical address of school attended; two forms of proof of residence for each residential address or affidavit of an adult resident at address; crime of conviction including statute, date and place of conviction, and if known, the court and docket number; current photograph, fingerprints, palm prints and DNA sample if not already provided; telephone number, including cell phone number; description of every motorized vehicle and vehicle identification number registered to or operated, including license plate number and copy of driver's license; Social Security number and date of birth; physical description including but not limited to sex, race, hair color, height, age, weight, scars, tattoos or other identifying marks; every e-mail address, online screen name or other online identifiers.

INITIAL NOTIFICATION:

Sex Offenders must provide community notification within 21 days of release from confinement as follows: Notice of the crime for which convicted and name; At least one person in every residence or business within a one-mile radius in a rural area and a three-tenths of a mile radius in an urban or suburban area of the address of residence, including any adults residing in residence; The superintendent of the school district where the sex offender resides; The lessor, landlord, or owner of the residence or property on which the sex offender resides; The superintendent of any park, playground or recreation district within the designated area where the sex offender resides.

The sex offender must also have published on two separate days a notice of the crime convicted, including name, the jurisdiction of conviction, a description of physical characteristics, physical address and a recent photograph or a clear copy of a recent photograph, in a newspaper or an approved official journal in the parish in which the sex offender will reside. This will be without cost to the state. (Persons convicted of La. R.S. 14:92(A)(7) shall not be required to comply with the above). Any other notice that was deemed appropriate by the court that subjects to the duty to register, including but not limited to signs, handbills, bumper stickers or labeled clothing, etc. Sex offenders who provide recreational instruction to persons under the age of 17 shall also post a notice in the building or facility where such instruction is being given that shall contain name, photograph, the date, jurisdiction of conviction and the crime convicted.

PROHIBITED EMPLOYMENT:

It shall be unlawful for any person required to maintain registration pursuant to Chapter 3-B of Title 15 to operate any bus, taxicab or limousine for hire or to engage in employment as a service worker who goes into a residence to provide any type of services. It shall be unlawful for any person required to maintain registration whose offense involved a minor child to operate any carnival or amusement ride. (This section applies only to persons ordered by the court to register as a sex offender on or after August 15, 2010).

PROHIBITED USE/ACCESS OF SOCIAL MEDIA:

Intentional use of a social networking website by a person who is required to register as a sex offender and was convicted of La. R.S. 14:81, 14:81.1, 14:81.3, 14:283 or convicted of a sex offense as defined in La. R.S. 15:541 in which the victim of the sex offense was a minor child is unlawful and may be charged pursuant to La. R.S. 14:91.5. Any person who is required to register pursuant to La. R.S. 15:542, who is otherwise not prohibited from using a networking website and who creates a profile or who uses the functionality of a networking website to contact or attempt to contact other networking website users shall include in her profile for the website, an indication that she is a sex offender or child predator and include the crime of conviction, jurisdiction of conviction, physical characteristics and residential address.

UNLAWFUL PRESENCE OF A SEX OFFENDER:

Those convicted of an offense as described in La. R.S. 15:541 when the victim is under the age of 13, or are deemed a sexually violent predator, may not be in, on or within 1000 feet of any school or motor vehicle or other means of conveyance, owned, leased or contracted by such school to transport students.; may not be in, on or within 1,000 feet of any public park, recreational facility or child care facility as defined in La. R.S. 46:1403 or public library unless access is granted to the library through a regulated access plan; and may not establish any residence within 1,000 feet of any public or private elementary or secondary school, group home, residential home, child care facility as defined in La. R.S. 46:1403, family child day care home as defined in La. R.S. 46:1441.1, playground, public or private youth center, public swimming pool or free standing video arcade facility. Any person convicted of a sex offense as defined in La. R.S. 15:541, shall not establish a residence or physically reside within three miles of the victim of the offense for which she was convicted. She may not knowingly be physically present within three hundred feet of the victim or communicate with the victim either by electronic communication, in writing or verbally. Those releasing to parole supervision or supervised release, may have further restrictions that apply.

SUPERVISED RELEASE OF SEX OFFENDERS UPON EXPIRATION OF SENTENCE:

A person convicted on or after August 15, 2006, and releasing on or after August 15, 2008, of a sex offense as defined in La. R.S. 15:541 when the victim is under the age of thirteen years, as stated on the Bill of Information, shall be placed upon supervised release for life when she is released from the custody of the Department of Public Safety and Corrections upon expiration of his sentence. Notwithstanding any other provision of law to the contrary, any person who is placed upon supervised release may petition the sentencing court for a

termination of the supervision. When a sex offender is placed on supervised release pursuant to the provisions of this regulation, the Probation and Parole Officer shall: 1) Inform the sex offender that she will be placed upon supervised release for the duration of her natural life; 2) Inform the sex offender of the conditions of supervised release as provided for in La. R.S. 15:561.5; 3) Require the sex offender to read and sign a Notification of Supervised Release Certificate (Form C-07-002-A) to verify the fact that the sex offender will be placed upon supervised release and that the conditions of the supervised release have been explained to her.

A sex offender placed on supervised release pursuant to the provisions of this regulation shall comply with the following conditions:

- 1) Report immediately to the Division of Probation and Parole District Office which is listed on the certificate of supervised release;
- 2) Establish a schedule of a minimum of one meeting per month with the Probation and Parole Officer to provide the officer with his current address, e-mail address or addresses, instant message name or names, date of birth, place of employment and verification of compliance with all registration and notification requirements of a sex offender as required by statute;
- 3) Be subject to periodic visits with the Probation and Parole Officer without prior notice;
- 4) Abide by any curfew set by the Probation and Parole Officer;
- 5) Refrain from using or possessing any controlled dangerous substance or alcoholic beverage and submit, at the sex offender's expense, to screening, evaluation and treatment for controlled dangerous substances or alcohol abuse as directed by the Probation and Parole Officer;
- 6) Refrain from using or possessing any pornographic or sexually explicit materials. "Pornographic or sexually explicit materials" means any paper, magazine, book, newspaper, periodical, pamphlet, composition, publication, photograph, drawing, phonograph record, album, cassette, wire or tape recording, compact disc, digital versatile disc, digital video disc or any other form of visual technology or other similar tangible work or thing which is devoted to or principally consists of descriptions or depictions of illicit sex or sexual immorality, the graphic depiction of sex, including but not limited to the visual depiction of sexual activity or nudity, ultimate sexual acts, normal or perverted, actual, simulated or animated, whether between human beings, animals or an animal and a human being;
- 7) Report to the Probation and Parole Officer when directed to do so;
- 8) Not associate with persons known to be engaged in criminal activities or with persons known to have been convicted of a felony without written permission of the Probation and Parole Officer;
- 9) In all respects, conduct herself honorably, work diligently at a lawful occupation and support his dependents, if any, to the best of his ability;
- 10) Promptly and truthfully answer all inquiries directed to her by the Probation and Parole Officer;
- 11) Live and remain at liberty and refrain from engaging in any type of criminal conduct;

- 12) Not have in her possession or control any firearms or dangerous weapons;
- 13) Submit herself to available medical, psychiatric or mental health examination and treatment for offenders convicted of sex offenses when deemed appropriate and ordered to do so by the Probation and Parole Officer;
- 14) Defray the cost, or any portion thereof, of the supervised release by making payments to the Department in a sum and manner determined by the Department, based upon the offender's ability to pay;
- 15) Submit a residence plan for approval by the Probation and Parole Officer;
- 16) Submit herself to continued supervision, either in person or through remote monitoring, of all of the following internet related activities:
 - a. The sex offender's incoming and outgoing e-mail and other Internet-based communications;
 - b. The sex offender's history of websites visited and the content accessed; and
 - c. The periodic unannounced inspection of the contents of the sex offender's computer or any other computerized device or portable media device and the removal of such information, computer, computer device or portable media device to conduct a more thorough inspection.)
- 17) Comply with such other specific conditions as are appropriate, stated directly and without ambiguity so as to be understandable to a reasonable man. Sex offenders on supervised release pursuant to this regulation shall be subject to the same Probation and Parole policies and procedures as any other sex offender on probation or parole supervision.

Sex offenders on supervised release who fail to comply with the conditions of their release and supervision as provided for in Section 8. shall be referred to the District Attorney for prosecution of the new charge pursuant to La. R.S. 15:561.7. Upon a first conviction of La. R.S. 15:561.7, the sex offender shall be fined not more than one thousand dollars and imprisoned with hard labor for not less than two years nor more than ten years without benefit of parole, probation or suspension of sentence. Upon a second or subsequent conviction of La. R.S. 15:561.7, the sex offender shall be fined three thousand dollars and imprisoned with hard labor for not less than five years or more than twenty years without benefit of parole, probation or suspension of sentence.

Categories of Sex Offenses (Tiers)

Sex Offenses have now been placed into categories. There are three different tiers that a Sex Offender can be categorized. The length of registration time has been changed to coincide with the tier to which the offender is assigned. (Tiers as per 8/1/15 revision)

TIER I: Registration for a Period of 15 Years and Update Annually

Offenses-Differed adjudication, adjudication withheld or conviction for the perpetration. Attempted perpetration or conspiracy to commit any of the following offenses:

- 14:41 Rape
- 14:43 Simple Rape (A)(3) (which occurred before 8/1/15)

- 14:43 Third Degree Rape (A)(3) (which occurred before 8/1/15)
- 14:43.1 Sexual Battery-when the victim is 18 or over
- 14:43.5 Intentional Exposure to Aids Virus
- 14:46.2(B)(2) Human Trafficking
- 14:78 Incest (Repealed and moved to 14:89(A)(2) by Act No. 602 of The 2014 Regular Session-Effective June 12, 2014)
- 14:80 Felony Carnal Knowledge of a Juvenile (May waive as per R.S. 15:542(F)(2))
- 14:81 Indecent Behavior with Juveniles
- 14:81.4 Prohibited Sexual Conduct Between an Educator and Student
- 14:89 Crime Against Nature
- 14:89(2) Solicitation of an Adult Does Not Register (See 14:89.2)
- 14:89(A)(2) Added by Act No. 601 of the 2014 Regular Session-(Effective for offenses committed on or after June 12, 2014)
- 14:89.2(B)(3) Crime Against Nature Solicitation (Persons under 18-Effective August 1, 2012) and (persons under 17-Prior to August 1, 2012) 14:89.2(B)(3) Crime Against Nature, Solicitation (Solicitation of persons under 18)
- 14:92(A)(7) Contributing to the Delinquency of Juveniles (Perform any sexually immoral act)
- 14:106(A)(5) Obscenity by Solicitation of a Person Under 17
- 14:283(E) Video Voyeurism
- 14:283.1 Voyeurism, second or subsequent offense

Registration only when the victim is under 18 and defendant is not the parent of the victim:

- 14:40.2 Felony Violation of Stalking when the defendant is more than Four years older than the victim and convicted under Section (B)(1)(b)-Effective for anyone convicted, in custody or on supervision on or after August 1, 2014)
- 14:45.1 Interference with the Custody of a Child
- 14:46 False Imprisonment of a Child
- 14:46.1 False Imprisonment: Offender Armed with a Dangerous Weapon

Registration for any defendant under the age of 18:

- 14:46.2(B)(2) Human Trafficking
- 23:251(A)(4) Minors Under 16, Prohibits Employment for Exhibition Use

TIER II: Registration for a Period of 25 Years and Update Every Six Months

Sexual Offenses Against a Victim Who is a Minor-(R.S. 15:541) (25)-means a conviction for the perpetration or attempted perpetration of, or conspiracy to commit, any of the following:

- 14:43.1 Sexual Battery-when the victim is under the age of 18, except under the provisions of R.S. 14:43.1(C)(2)
- 14:43.3 Oral Sexual Battery
- 14:78.1 Aggravated Incest-under the circumstances not listed as an “aggravated offense” (Repealed and moved under 14:89(A)(2) under circumstances not constituting an aggravated offense by Act No. 602 of the 2014 Regular Session-Effective June 12, 2014)
- 14:81.1 Pornography Involving Juveniles
- 14:81.2 Molestation of a Juvenile, except under the provisions of R.S. 14:81.2(E)(1) (Anyone sentenced after August 15, 2011 except those under the provisions of (C)(1), (D)(1) and (D)(2))
- 14:81.3 Computer-aided Solicitation of a Minor
- 14:82.1 Prostitution: Person Under 17
- 14:83 Solicitation for Prostitution Involving Person Under 18
- 14:83.1 Inciting Prostitution When the Prostitution Involves Person Under 18
- 14:83.2 Promoting Prostitution When the Person Promoted is under 18
- 14:84 Pandering in Violation of (1), (3), (5) and (6)
- 14:86 Enticing Persons Under 18 into Prostitution
- 14:89.1(A)(2) Aggravated Crime Against Nature Under Circumstances Not Constituting an Aggravated offense (Modified by Act No. 602 of the 2014 Regular Session-Effective June 12, 2014)
- 14:282 Operation of a Place of Prostitution Involving Person Under 18

TIER III: Lifetime Registration and Update Every Three Months

Aggravated Offense-R.S. 15:541 (2)(a-n)-a conviction for the perpetration or attempted perpetration of, or conspiracy to commit, any of the following:

- 14:42 Aggravated Rape (to include R.S. 14:43.4 Aggravated Oral Sexual Battery occurring prior to August 15, 2001)
- 14:42 First Degree Rape (which occurred on or after August 1, 2015 and includes R.S.14:43.4 Aggravated Oral Sexual Battery occurring prior to August 15, 2001)
- 14:42.1 Forcible Rape (which occurred prior to August 1, 2015)
- 14:42.1 Second Degree Rape (which occurred on or after August 1, 2015)
- 14:43 Simple Rape-under the provisions of (A)(1) and (2) (which occurred prior to August 1, 2015)
- 14:43.1(C)(2) Sexual Battery when prosecuted under this provision
- 14:43.2 Second Degree Sexual Battery when prosecuted under this Provision
- 14:44 Aggravated Kidnapping of a Child who has not attained the age of

- 18 years
- 14:44.1 Second Degree Kidnapping of a Child who has not attained the age of 18 years
- 14:44.2 Aggravated Kidnapping of a Child
- 14:45 Simple Kidnapping of a Child who has not attained the age of 18 years
- 14:46.2 Human Trafficking-victim under the age of 18 or when the services include commercial sexual activity
- 14:46.3 Trafficking of Children for Sexual Purposes
- 14:78.1 Aggravated Incest Involving Sexual Intercourse, Second Degree Sexual Battery, Oral Sexual Battery or when prosecuted under the provisions of R.S. 14:78.1(D)(2) (Repealed and moved under 14:89.1(A)(2) by Act No. 602 of the 2014 Regular Session-Effective June 12, 2014)
- 14:81.2 Molestation of a Juvenile when prosecuted under this provision (Anyone sentenced after August 15, 2011 shall be under the provisions of (C)(1), (D)(1) and (D)(2))
- 14:82(C)(4) & (5) Purchase of Commercial Sexual Activity with a Person Under 18 or a Victim of Human Trafficking
- 14:89.1 Aggravated Crime Against Nature (All subparagraphs of 14:89.1 included up until offense committed on or after August 1, 2014)
- 14:89.1(A)(1) Aggravated Crime Against Nature (Modified by Act No. 602 of the 2014 Regular Session-Effective June 12, 2014)
- 14:89.1(A)(2) Aggravated Crime Against Nature Involving Sexual Intercourse, Second Degree Sexual Battery, Oral Sexual Battery or when prosecuted under the provisions of (C)(2) (Modified by Act No. 602 of the 2014 Regular Session-Effective June 12, 2014)
- 14:93.5 Sexual Battery of the Infirm

NOTE: Lifetime Registration with updates every three months also apply for any person with a prior conviction or adjudication for an enumerated registration offense, regardless of whether or not the prior offense required registration at the time of commission or conviction and who is subsequently convicted of or adjudicated for an offense which requires registration.

LIST OF SEX OFFENSES La. R.S. 15:541(24) (revised 8/1/15)

- 14:41 Rape
- 14:42 Aggravated Rape or First Degree Rape
- 14:42.1 Forcible Rape or Second Degree Rape
- 14:43 Simple Rape or Third Degree Rape
- 14:43.1 Sexual Battery

- 14:43.2 Second Degree Sexual Battery
- 14:43.3 Oral Sexual Battery
- 14:43.4 Aggravated Oral Sexual Battery occurring prior to August 15, 2001
- 14:43.5 Intentional Exposure of Aids Virus
- 14:46.2(B)(2) Human Trafficking
- 14:46.3 Trafficking of Children
- 14:78 Incest (Repealed and moved under 14:89(A)(2) by Act No. 602 of the 2014 Regular Session-Effective June 12, 2014)
- 14:78.1 Aggravated Incest (Repealed and moved under 14:89.1 by Act No. 602 of the 2014 Regular Session-Effective June 12, 2014)
- 14:80 Felony Carnal Knowledge of a Juvenile
- 14:81 Indecent Behavior with Juveniles
- 14:81.1 Pornography Involving Juveniles
- 14:81.2 Molestation of a Juvenile or a Person with Infirmities
- 14:81.3 Computer Aided Solicitation of a Juvenile
- 14:81.4 Prohibited Sexual Conduct Between an Educator and Student
- 14:82.1 Prostitution Persons Under 18
- 14:82.2(C)(4) & (5) Purchase of Commercially Sexual Activity
- 14:89 Crime Against Nature
- 14:89.1 Aggravated Crime Against Nature
- 14:89.2(B)(3) Crime Against Nature by Solicitation (Persons Under 18)
- 14:92(A)(7) Contributing to the Delinquency of Juveniles (Perform any Sexually Immoral Act)
- 14:93.5 Sexual Battery of the Infirm
- 14:106(A)(5) Obscenity by Solicitation (Persons Under 17)
- 14:283(E) Video Voyeurism
- 14:283.1 Voyeurism, Second or Subsequent Offense

NOTE: Deferred adjudication, adjudication withheld, or a conviction for the perpetration, attempted perpetration, or conspiracy to commit one of the offenses listed above shall be considered a sex offense.

LIST OF CHILD PREDATOR OFFENSES

La. R.S. 15:541(12)

(Criminal offense against a victim who is a minor under the age of 18)

The status below require registration only when the defendant is not the parent of the victim (R.S. 15:541(9)(a)):

- 14:44 Aggravated Kidnapping
- 14:44.1 Second Degree Kidnapping
- 14:44.2 Aggravated Kidnapping of a Child

- 14:45 Simple Kidnapping
- 14:45.1 Interference with the Custody of a Child
- 14:46 False Imprisonment
- 14:46.1 False Imprisonment; Offender Armed with a Dangerous Weapon

The statute below require registration for any defendant when the victim or the person being prostituted is under 18 (R.S. 15:541(9)(b)):

- 14:40.2 Felony Violation of Stalking when the defendant is more than four years older than the victim and convicted under Section (B)(1)(b)-Effective for anyone convicted, in custody or on supervision on or after August 1, 2014
- 14:46.2 Human Trafficking when the victim is under 18 or when the services include commercial sexual activity
- 14:83 Solicitation for Prostitution Involving Person Under 18
- 14:83.1 Inciting Prostitution When the Prostitution Involves Person Under 18
- 14:83.2 Promoting Prostitution When the Person Promoted is Under 18
- 14:84 Pandering in Violation of (1), (3), (5) and (6)
- 14:86 Enticing Persons into Prostitution
- 14:282 Operation of a Place of Prostitution Involving Person Under 18
- 23:251(A)(4) Minors Under 16, Prohibits Employment for Exhibition Use

A conviction for any offense provided in the above list includes a conviction for an equivalent offense under the laws of another state, military, territorial, foreign, tribal or federal law.

NOTE: A conviction for the perpetration, attempted perpetration, or conspiracy to commit any of the offenses outlined above shall be considered as a child predator for all circumstances.

Reentry Services

Reentry Services ensure that offenders have a seamless transition from incarceration into their communities. This is achieved by employing evidence-based strategies to reduce recidivism and victimization. Reentry strategies are designed to increase access to employment and ensure a continuum of care process after incarceration.

PRERELEASE CLASS:

Prerelease is a ten-module curriculum which contains material to assist offenders in building and strengthening soft skills. Furthermore, it prepares offenders for their transition from incarceration. The average amount of time it takes to complete the program is twelve weeks. It is mandatory for all offenders to complete Prerelease. The curriculum provides access to relevant information supporting the full range of reentry challenges and builds preparedness

with practice activities that include real-life scenarios. Guest speakers provide presentations on Prerelease topics related to their expertise.

REENTRY ACCOUNTABILITY PLAN (REAP):

A rehabilitative plan is developed on all offenders entering LCIW. The plan is a collaboration of education goals, faith-based programs, and cognitive behavioral classes all designed to reduce offender's risk of recidivism.

IDENTIFICATION DOCUMENT:

All offenders must release with two valid forms of identification. State Identification card is mandatory and the most important. A social security card is the desired secondary form. A birth certificate is pursued if needed to secure a State ID. Offenders must pay the cost of acquiring appropriate forms of identification.

COMPETENCY CERTIFICATION:

Offenders who have gained a skilled craft or trade work assignment and who are being released or transferred to a job listed in the Job and Safety skills assessment will be provided with recognition of competency. The certificate verifies that the holder has acquired the skills listed on the certificate.

TRANSITIONAL HOUSING:

Offenders who are in need of housing upon release will be referred to an appropriate transitional housing program. Housing referrals require an application process. Offenders are referred to programs which have services to meet offenders' needs.

MEDICAID ASSISTANCE APPLICATION:

The Affordable Care Act expands access to health insurance coverage to offenders upon their release. Enrollment begins nine months before release to ensure that upon release offenders will have a Medicaid card, and access to Marketplace resources.

SOCIAL SECURITY APPLICATION ASSISTANCE:

Individuals released from incarceration may be eligible for Social Security retirement, survivors, or disability benefits. Offenders who have a certified disability either mental or physical will be provided with assistance in completing a social security disability application. The Prerelease agreement between DOC and SSA allows offenders to submit an application for benefits 90 days prior to their scheduled release.

JOB & RESOURCE FAIR:

The Reentry staff host an annual job and resource fair. The purpose is to connect offenders with offender friendly employers, education providers, and to link offenders with community-based programs to support their needs.

VICTIM'S AWARENESS/ACCOUNTABILITY PROJECT:

Victim's awareness and the accountability project is designed to bring offenders to a clearer understanding of the impacts of crime upon their victims and to enable a more real and personal sense of responsibility. Personal accountability can help offenders transform

denial and minimization into a commitment to integrity and honest intention by facing the past and re-framing the future.

REFUSAL TO PARTICIPATE:

An eligible offender who refuses to participate in Reentry planning and Prerelease preparation shall sign the Reentry Planning and refusal form. Appropriate boards and panels will be notified of the offender's refusal. Disciplinary actions may be taken.

END OF LCIW ORIENTATION HANDBOOK