STATE OF LOUISIANA
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS
CORRECTIONS SERVICES

Policy
No. C.1.6

04 December 2000

FIELD OPERATIONS
General
Institutional Policies/Procedures and Inmate Posted Policies

1. **AUTHORITY:** Secretary of the Department of Public Safety and Corrections as contained in Chapter 9 of Title 36.

2. **PURPOSE:** To establish the Secretary's policy regarding institutional practices concerning the day-to-day operations of the facility and to create uniformity at all adult and juvenile institutions in issuing and implementing "Inmate Posted Policies" affecting the inmate population.

3. **REFERENCE:** ACA Standard 2-CO-3A-01 (Administration of Correctional Agencies).

4. **APPLICABILITY:** Assistant Secretaries and all Wardens.

5. **DEFINITION:**

   Inmate: Refers to anyone committed to the custody or supervision of the Department (whether as an adult or a juvenile in this context.)

6. **POLICY:**

   A. **INSTITUTIONAL POLICIES/PROCEDURES** shall be established at each institution to provide written guidelines concerning the day-to-day operating procedures for the secure, safe and orderly operation of the facilities. Appropriate department regulation requirements and applicable American Correctional Association standards should be incorporated into all policies and procedures and shall cover, at a minimum, the following:

   - security
   - correctional officer assignments
   - patrol and inspection
   - use of restraints
   - security equipment
   - control center operations
   - permanent log maintenance
   - count procedures
   - contraband control

B. **INMATE POSTED POLICIES** shall be developed at each institution. The essential elements of a posted policy should include sufficient details to put the inmates affected on notice of the expected behaviors, the effective date of the policy and the sanctions which may be imposed should the posted policy not be adhered to.

1) All inmate posted policies shall be signed, post dated 15 working days and submitted to the appropriate Assistant Secretary for review prior to implementation.

2) Absent affirmative action on the part of the Assistant Secretary to delay implementation, the Warden may assume approval and distribute the policy at the conclusion of the 15 day period.

3) At juvenile facilities, inmate posted policies shall be part of the orientation curriculum utilized upon the inmate's arrival at his assigned institution. The policies shall be maintained in each housing unit.

Richard L. Stalder
Secretary

ath

This regulation supersedes Department Regulation No. C-01-006 dated 10 August 1999.