



Department of  
Rehabilitation & Correction

Mike DeWine, Governor  
Annette Chambers-Smith, Director

01/16/2020

Sheriff Gordon Ellis  
Brown County Adult Detention Center  
750 Mt. Orab Pike  
Georgetown, OH 45121

RE: 2019 Annual Jail Inspection

Dear Sheriff Gordon Ellis:

In accordance with Section 5120.10 of the Ohio Revised Code and Executive Order 92-03 of the Department of Rehabilitation and Correction, the Brown County Adult Detention Center, a full service jail, was inspected on 11/20/2019. The inspection was restricted to assessing compliance with a group of standards, selected from the Standards for Jails in Ohio promulgated by the Department of Rehabilitation and Correction. The group of standards being inspected focused on Reception & Release, Classification, Security, Housing, Sanitation and Environmental Conditions, Communication, Visitation, Medical and Mental Health Services, Food Service, Recreation and Programming, Inmate Discipline, Administrative Segregation, Grievance, Staffing, and Staff Training. The inspection consisted of this Inspector receiving and/or reviewing requested documentation and/or materials, touring selected areas of the jail, and having discussions with various jail staff.

The total actual general housing capacity for the Brown County Adult Detention Center is 66. On the date of the jail inspection, there were 54 inmates incarcerated in the Brown County Adult Detention Center. The Ohio Department of Rehabilitation and Correction recommended housing capacity for the jail is 38, which is based upon total available living space and other requirements. Officials should maintain prisoner counts within the Department's recommended capacity figure.

The Brown County Adult Detention Center (Full Service Jail) is in compliance with 64 standards, 26 "Essential", and 38 "Important".

5120:1-8-01 (A)(1); -01 (A)(3); -01 (A)(4); -01 (A)(7); -02 (B)(1); -02 (B)(2); -02 (D); -03 (A)(1); -03 (A)(4); -03 (A)(5); -03 (A)(7); -03 (B)(5); -03 (B)(10)(b); -03 (B)(10)(c); -03 (B)(10)(d); -03 (B)(12); -03 (B)(15); -03 (B)(16); -04 (A)(4); -04 (C); -04 (D); -04 (E); -04 (F); -04 (H); -05 (A); -05 (B); -05 (C); -05 (E); -05 (G)(2); -05 (H)(3); -05 (I); -05 (J); -05 (K); -05 (N); -05 (P); -05 (Q); -06 (G); -07 (A); -07 (E); -07 (H); -07 (I); -09 (C); -09 (F); -09 (H); -09 (U); -09 (V); -09 (X); -10 (A); -10 (B); -10 (C); -10 (D); -10 (E); -10 (G)(1); -10 (G)(2); -11 (A); -11 (B); -11 (E); -12 (C); -15 (B); -15 (D); -15 (E); -16 (A); -17 (G); -18 (E);

The Brown County Adult Detention Center did not comply with 51 standards, 27 "Essential", and 24 "Important". This letter is intended to serve as a basis for developing plans of action for bringing the facility into compliance with the deficiencies noted during the inspection.

5120:1-8-01 (A) (9) (Important) Inmates shall not be confined in the reception area for more than twelve hours except when security, health and mental health concerns are being addressed.

Comments: On the day of the inspection one inmate was being held in holding in a non approved new holding unit. Jail

officials should not house inmates in booking for a period longer than 12 hours, furthermore this area needs to still be approved by the bureau.

5120:1-8-01 (A) (12) (Important) Juveniles shall not be held in jails except under rare circumstances - if at all -and shall be accepted only a) under court order, b) when all other alternative placements, including placement in the local juvenile detention center, have been considered and rejected, and c) after the jail provides the juvenile court with information regarding the conditions under which the youth shall be held in the adult jail and the jail's ability to comply with the juvenile specific standards, including paragraph (A)(12) of rule 5120:1-8-01, paragraph (B)(4) of rule 5120:1-8-02 and paragraph (K) of rule 5120:1-8-04 of the Administrative Code. Status offenders, i.e., runaways, curfew violators, etc. are prohibited from the facility. Every effort shall be made to ensure that juveniles are held in jails for the minimum amount of time necessary.

Comments: At the time of inspection the policy did not specify that juveniles need to be separated by sight, sound and touch. Jail official should update policy to meet the standard.

5120:1-8-02 (B) (4) (Important) Each full service jail shall have written policies and procedures, and practices which evidence, compliance with the following standards: Juvenile and adult inmates are separated in a manner consistent with sections 2151.311 and 2152.26 of the Revised Code.

Comments: At the time of inspection the policy did not specify that juveniles need to be separated by sight, sound and touch. Jail official should update policy to meet the standard.

5120:1-8-03 (A) Each full service jail shall maintain the following minimum standards in regard to security of the jail. (3) (Essential) A secure booking and release area.

Comments: On the day of the inspection the door between booking and other areas of the jail is propped open. Jail officials need to keep the booking door closed to maintain a secure booking.

5120:1-8-03 (A) Each full service jail shall maintain the following minimum standards in regard to security of the jail. (6) (Essential) A two-way communications system between central control, staffed posts and inmate occupied areas.

Comments: At time of inspection, one of the two way communication systems in inmate occupied areas was switched off making the inmate inadequate to communicate.

5120:1-8-03 (B) Each full service jail shall have written policies and procedures, and practices which evidence, that the following minimum standards are maintained. (2) (Important) All inmates shall be searched whenever entering or leaving the jail's security perimeter to control contraband.

Comments: On the day of the inspection nothing noted in provided policy stated that inmates shall be searched whenever entering or leaving the jail's security perimeter to control contraband. Jail officials should update policy to meet this standard.

5120:1-8-03 (B) Each full service jail shall have written policies and procedures, and practices which evidence, that the following minimum standards are maintained. (4) (Essential) There is a plan that guides the jail's response to emergencies. All jail personnel are trained in the implementation of the emergency plan. The emergency plan should include procedures to be followed in situations that threaten jail security.

Comments: On the day of the inspection the only emergency policy downloaded was the fire plan. Jail officials should download examples of all the emergency plans to demonstrate compliance.

5120:1-8-03 (B) Each full service jail shall have written policies and procedures, and practices which evidence, that the following minimum standards are maintained. (6) (Essential) An official count shall be conducted to verify inmates' physical presence and identification. There shall be no less than three official counts daily, not to exceed nine hours in duration from the previous official count. The official counts will be reconciled. Jail staff conducting the count shall record the count.

Comments: On the day of the inspection policy states counts will be conducted 0800, 1600, 0000. However on the day of the inspection we were told there are four counts a day 0700, 1300, 1600, 2330. Then after a review of the counts being recorded they are at all different times. Also on the example provided some counts were well over 9 hours. Jail officials should review and update policy and approve official count times then train staff on proper count procedure. Furthermore make sure staff is conducting counts not to exceed 9 hours.

5120:1-8-03 (B) Each full service jail shall have written policies and procedures, and practices which evidence, that the following minimum standards are maintained. (7) (Essential) Personal observation checks of inmates shall be conducted every sixty minutes on an irregular schedule. Observation checks shall be conducted at varying times and shall be documented after completion by the staff person performing the check.

Comments: On the date of the inspection documents provided did not meet the standard. Jail officials should make sure personal observation checks of inmates are being conducted every sixty minutes on an irregular schedule and recorded.

5120:1-8-03 (B) Each full service jail shall have written policies and procedures, and practices which evidence, that the following minimum standards are maintained. (8) (Important) In jails that recognize special needs inmates, they shall develop their own policy to address the management of those inmates with special needs.

Comments: At the time of inspection, Jail Administration did not upload supporting documentation in order to evidence compliance for this standard.

5120:1-8-03 (B) Each full service jail shall have written policies and procedures, and practices which evidence, that the following minimum standards are maintained. (9) (Essential) Inmates in physical restraints shall be personally checked by staff every ten minutes. The report of the use of physical restraints shall be reviewed and signed off by a non involved supervisor or higher ranking personnel. The use of physical restraints shall be reviewed for policy compliance by the jail administrator or designee.

Comments: On the day of the inspection the form used was discussed to write in the actual time and not a station time prewritten. Documents downloaded did not address use of physical restraints shall be reviewed for policy compliance by the jail administrator or designee and did not provided an example to demonstrate compliance.

5120:1-8-03 (B) Each full service jail shall have written policies and procedures, and practices which evidence, that the following minimum standards are maintained. (10) In regard to the use of force:

(a) (Essential) Use of force shall be limited to instances of justifiable self-defense, prevention of self-inflicted harm, protection of others, prevention of riot, discharge of firearm or other weapon, escape or other crime and controlling or subduing an inmate who refuses to obey a staff command or order.

Comments: On the day of the inspection the policy does not address use of force for a prevention of riot or subduing an inmate who refuses to obey a staff command or order. Furthermore no training documents were provided to review as varication all staff is trained on use of force. Jail officials should update policy and provide training logs to demonstrate compliance.

5120:1-8-03 (B) (11) Procedures guide searches of jails and inmates to control contraband.

(b) (Essential) A security inspection of the jail shall be conducted once per month.

Comments: On the day of the inspection the policy provided did not meet the intent of the standard. Jail officials need to update policy to make sure a monthly security inspection of the whole facility is being conducted. The jail policy for dealing with contraband is ok but nothing of physical deficiencies is addressed. Jail officials should create a form or develop another way of documenting these inspection to demonstrate compliance.

5120:1-8-03 (B) (11) Procedures guide searches of jails and inmates to control contraband.

(c) (Essential) The jail administrator or designee shall be notified of any discovered contraband or physical security

deficiencies. The appropriate disposition of contraband and the remediation of physical security deficiencies shall be documented.

Comments: On the day of the inspection the policy provided did not meet the intent of the standard. Jail officials need to update policy to make sure a monthly security inspection of the whole facility is being conducted. The jail policy for dealing with contraband is ok but nothing of physical deficiencies is addressed. Jail officials should create a form or develop another way of documenting these inspection to demonstrate compliance.

5120:1-8-03 (B) Each full service jail shall have written policies and procedures, and practices which evidence, that the following minimum standards are maintained. (17) (a) (Important) Stored in a secure area and used by inmates only under direct supervision and used only in accordance with manufacturer's instruction. The substances are only accessible to authorized persons.

Comments: On the day of the inspection SDS sheets were not available at all. Jail officials should make SDS sheets readily available and have in appropriate places. Furthermore download examples to demonstrate compliance.

5120:1-8-04 (B) (Important) ) Seating shall be provided in holding areas, holding cells, housing cells, dormitories, dayrooms and eating areas for each inmate.

Comments: On the day of the inspection, no seats were provided in the housing cells. Jail officials should provide seating in all housing cells.

5120:1-8-04 (G) (Important) Shower facilities at a minimum of one operable shower for every twelve occupants. Water temperatures shall be controlled thermostatically in a range from one hundred five to one hundred twenty degrees Fahrenheit.

Comments: On the day of the inspection you were over on the 1/12 ration showers to inmates. Jail officials should work to keep housing capacity with the BRC.

5120:1-8-04 (J) (Important) Natural light shall be provided in housing units, dorms, cells and/or dayspaces.

Comments: On the day of the inspection natural light is not provided in some housing areas. Jail officials should make sure natural light is provided in all inmate housing.

5120:1-8-04 (K) (Essential) Unadjudicated juvenile inmates shall be separated by sight and sound from adult inmates.

Comments: On the day of the inspection the policy did not specify that juveniles need to be separated by sight, sound and touch from adult inmate. Jail officials should update policy to meet the standard.

5120:1-8-05 (G) The jails shall maintain documentation that the following standards are met with regard to interior lighting: (1) (Important) At least twenty foot-candles, measured thirty inches above the floor, in inmate reading areas.

Comments: On the day of the inspection light readings in some cell areas were under 20 candle foot. Jail officials should make sure there is at least 20 foot candles of light in all inmate reading areas.

5120:1-8-05 (L) (Essential) The jail shall be inspected annually by a certified local or state fire safety inspector applying the applicable jurisdictional and Ohio Fire Code. The jail shall have a written plan to correct any jail-related deficiencies. The jail shall maintain documentation of the inspections and any corrective measures taken.

Comments: On the day of the inspection no policy was provided to ascertain the plan to correct any jail related deficiencies. Jail officials should download policy to demonstrate how jail related deficiencies are rectified.

5120:1-8-05 (M) (Essential) The jail shall have a written fire safety plan approved by local fire officials, and that is reviewed annually and updated as needed. The plan shall include fire prevention, training and drills, fire response and post-fire documentation and review. A current copy of the plan shall be maintained at the local fire department.

Comments: On the day of the inspection the plan provided did not address Post-Fire Documentation and Review, jails written plan to correct any deficiencies and was not approved by the local fire official . Furthermore the plan states fire drills will be quarterly with is not in compliance with fire drills. Jail officials need to review and update this plan to address as aspects and make sure it is approved by the local fire official .

5120:1-8-05 (O) (Essential) Fire drills shall be conducted every three months on each shift.

Comments: On the day of the inspection policy provided said fire drills occur quarterly and only one example was downloaded. Jail officials should update policy to meet the standard. Furthermore 12 fire drills examples need to be provide to demonstrate compliance to the standard.

5120:1-8-06 (B) (Important) Incoming and outgoing inmate mail, correspondence and packages shall be opened and inspected to intercept contraband or non permitted items. The jail shall document procedures for the appropriate disposition of intercepted items.

Comments: On the day of the inspection the policy provided advised "mail may be opened and inspected." Jail officials need to update policy and procedure to meet compliance.

5120:1-8-06 (C) (Important)Legal mail or correspondence shall be opened and inspected in the presence of the inmate to intercept contraband. The jail shall document procedures for the appropriate disposition of intercepted items.

Comments: At the time of inspection, Jail Administration did not upload the correct policy , procedures and practices that support this standard.

5120:1-8-07 (D) (Important) Visitors shall register upon entry into the jail. The registry shall include the date, visitor names, inmate visited and length of the visit.

Comments: On the date of the inspection documentation provided does not meet the standard. Jail officials should update the inmate visitation sheet to show IN and OUT time as verification of length of visit .

5120:1-8-09 (A) (Essential) Health authority. The jail has a designated health authority with responsibility for health and/or mental health care services pursuant a written agreement, contract or job description. The health authority may be a physician, health administrator or agency. When the health authority is other than a local physician, final clinical judgment rests with a single, designated, responsible, local physician licensed in Ohio. The health authority is responsible and authorized to: A1): Provide written policies and procedures specifically designed for the jail for all aspects of this standard that shall be reviewed on an annual basis. A2): Arranges for all levels of health care, mental health care and dental care and assures quality, accessible and timely are services for inmates. When necessary medical, mental health or dental care is not available at the jail, inmates referred to an appropriate setting. A3): Ensure where there is a separate organizational structure for mental health services; there is a designated mental health clinician. A4): Ensure decisions and actions regarding health care and mental health care meet inmate's serious medical and mental health needs are the sole responsibility of qualified health care and mental health professionals. A5): No inmate shall be denied necessary health care, as designated by the health authority.

Comments: On the day of the inspection no credentials or contract were provided to demonstrate compliance. Jail officials should download the current contract and credentials for the current health authority .

5120:1-8-09 (B) (Essential) Inmate pre-screen. Before acceptance into jail, health-trained personnel shall inquire about, but not be limited to the following conditions and the health authority shall develop policies for the acceptance or denial of admission for:

- (1) Suicide thoughts/plan.
- (2) Current serious or potentially serious medical or mental health issues needing immediate attention.
- (3) The use of taser, pepper spray or other less lethal use of force during arrest.

Comments: On the day of the inspection there was no pre screen form and all questions were not addressed in policy. Jail officials need to update policy and create a form or adapt another way of addressing this questions to meet compliance with this standard. Also include training records to verify staff is health trained.

5120:1-8-09 (D) (Essential) Health appraisal. Within fourteen days, a licensed nurse, physician, physician's assistant, EMT or paramedic shall complete a health appraisal to determine the medical and mental health condition for each inmate in custody. Such appraisal shall at least include the following:

- (1) Review of receiving screen.
- (2) Collection of additional data to complete the medical, dental and mental health history.
- (3) Laboratory and/or diagnostic tests to detect tuberculosis and other suspected communicable diseases as designated by the health authority.
- (4) Recording the height, weight, pulse, blood pressure and temperature.
- (5) Medical examination as determined by the examiner.
- (6) Mental health assessment.
- (7) Initiation of therapy when determined necessary by the examiner.
- (8) Development and implementation of a treatment plan.
- (9) Other test and examination as determined by the examiner or health authority.

Comments: On the day of the inspection TB tests were not conducted on all inmates. Furthermore not all aspects are adhered to during this appraisal. Jail officials should make sure all inmates are being TB tested and all aspects are adhered to.

5120:1-8-09 (E) (Essential) Full-service scope. The jail provides twenty-four-hour emergency medical, dental, and mental health care services.

Comments: On the day of the inspection policy advised the jail provided 24 emergency medical but does not provide a procedure on how they do it. Jail officials need to create a procedure to demonstrate how they do it.

5120:1-8-09 (G) (Essential) Credentials. All health and mental health care personnel who provide services to inmates are appropriately credentialed according to the licensure, certification, and registration requirements of Ohio. Verification of current credentials is on file at the facility. Health care staff work in accordance with profession-specific job descriptions approved by the health authority.

Comments: On the day of the inspection the policy provided does not deal with this standard. Furthermore no credentials were provided for verification. Jail officials should provide the proper policy and credentials of all medical and mental health staff.

5120:1-8-09 (J) (Essential) Medical/mental health record. The jail shall maintain an accurate health/mental health record in written or electronic format. The health authority shall develop policies and procedures concerning the following areas:

- (1) Health records remain confidential and are only accessible to personnel designated by the health authority.
- (2) Correctional staff may be advised of inmates' health/mental health status only to preserve the health and safety of the inmate, other inmates, jail staff and in accordance state and federal laws.
- (3) Retention and reactivation of said records if an inmate returns to the facility.
- (4) Transfer of medical/mental health information or record to external care provider.

Comments: On the day of the inspection policy provided did not demonstrate compliance. Furthermore nothing provided showed the health authority has approved this policy. Jail officials need to download the rest of the policy or update it with a procedure to meet this standard.

5120:1-8-09 (K) (Essential) Pharmaceuticals. Pharmaceuticals are managed in accordance with policies and procedures approved by the health authority and in compliance with state and federal laws and regulations and include the following:

- (1) The policies require dispensing and administering prescribed medications by health-trained personnel or

professionally trained personnel, adequate management of controlled medications, and provisions of medication to inmates in special management units.

(2) The jail shall develop a policy, approved by the health authority, regarding incoming medications.

Comments: On the day of the inspection the policy looked good, however there was health authority approval provided and no training records to show all staff is health trained. Jail officials should provided the health authority approval and training records.

5120:1-8-09 (M) (Essential) Mental health services. Inmates evidencing signs of mental illness or developmental disability shall be referred immediately to qualified mental health personnel. The health authority shall develop policies for the following areas:

- (1) Screening for mental health problems.
- (2) Referral to outpatient services, including psychiatric care.
- (3) Crisis intervention and management of acute psychiatric episodes.
- (4) Stabilization of the mentally ill and prevention of psychiatric deterioration in the jail.
- (5) Referral and admission to inpatient facilities.
- (6) Informed consent.

Comments: On the day of the inspection nothing in policy dealt with referral and admission to inpatient facilities. Furthermore no health authority approval. Jail officials should update procedure on how referrals are done and provide documentation on health authority approval.

5120:1-8-09 (N) (Essential) Suicide prevention program. The health authority shall have a plan for identifying and responding to suicidal and potentially suicidal inmates. The plan components shall include:

- (1) Identification - The receiving screening form contains observation and interview items related to the inmate's potential suicide risk. Circumstances include but are not limited to: profound incidents/issues, court dates, loss of significant others either by accident, natural causes or by suicide, sentencing, divorce, rejection, bad news, after a humiliating issue, etc. may be high risk periods for inmates.
- (2) Training - Staff members who work with inmates are trained to recognize verbal and behavioral cues that indicate potential suicide and how to respond appropriately. The plan includes initial and annual training.
- (3) Assessment - The plan specifies a suicide risk assessment and level system. The assessment needs to be completed every time an inmate is identified as being or potentially being suicidal, or if circumstances change. Only a qualified mental health professional may remove inmates from suicide risk status.
- (4) Housing - The plan must designate the housing beds/units for the suicidal or potentially suicidal inmates.
- (5) Monitoring - The plan specifies the procedures for monitoring an inmate who has been identified as potentially suicidal. A suicidal inmate is checked at varied intervals not to exceed ten minutes. Regular documented supervision is maintained. Inmates are placed in a designated cell, all belongings removed and other prevention precautions initiated, as appropriate.
- (6) Referral - The plan specifies the procedures for referring a potentially suicidal inmate and attempted suicides to a mental health care provider or facility, and includes timeframes.
- (7) Communication - The plan specifies for ongoing communications (oral and written), notifications between health care and correctional personnel regarding the status of suicidal inmates.
- (8) Intervention - The plan addresses how to handle a suicide in progress, including first-aid measures.
- (9) Notification - The plan includes procedures of notifying the jail administrator, outside authorities and family members of completed suicides. The plan shall consider safety and security issues when it comes to notification.
- (10) Reporting - The plan includes procedures for documenting, monitoring and reporting attempted or completed suicides. Completed suicides are immediately reported to the coroner/medical examiner and the division of parole and community services within thirty days of the incident.
- (11) Review - The plan specifies procedures for medical and administrative review if a suicide or a serious suicide attempt occurs.
- (12) Critical incident debriefing - The plan specifies the procedures for offering critical incident debriefing to affected staff and inmates.

Comments: On the day of the inspection documentation provided did not meet all aspects of the standard.

Furthermore, no health authority was provided. Jail officials should download full policy or update policy to meet the standard. Also the health authority should approve this policy and training records should be provided.

5120:1-8-09 (P) (Essential) Infectious disease control program. The health authority shall have a written infectious disease control program which collaborates with the local health department and shall include, at minimum, an exposure control plan and standard isolation precautions for inmates and staff, which are updated annually. The health authority shall develop written policy and procedure.

Comments: On the day of the inspection nothing provided that this policy is approved by the health authority or that it is updated annually. Jail officials should provide documentation of the above for compliance.

5120:1-8-09 (Q) (Essential) Pregnant inmate. Pregnant inmates shall receive appropriate and timely pre-natal care, delivery and postpartum care, as determined by the health authority.

Comments: On the date of the inspection no health authority approval was provided. Jail officials should provide the health authority approval for this and all medical policies.

5120:1-8-09 (R) (Essential) Restraints. Use of restraints for medical and psychiatric purposes shall be applied in accordance with policies and procedures approved by the health authority, including:

- (1) Conditions under which restraints may be applied.
- (2) Types of restraints to be applied.
- (3) Identification of a qualified medical or mental health professional who may authorize the use of restraints after reaching the conclusion that less intrusive measures are not a viable alternative.
- (4) Monitoring procedures.
- (5) Length of time restraints are to be applied.
  - (a) There shall be ten-minute, varied checks by correctional staff;
  - (b) There shall be thirty-minute checks by health-trained personnel;
  - (c) Inmates in medical restraints, if possible, after every two hours of continuous use, each extremity is freed or exercised for a period of five to ten minutes.
- (6) Documentation of efforts for less restrictive treatment alternatives.
- (7) An after-incident review.

Comments: On the day of the inspection the only thing downloaded was half the policy just stating the standard. Jail officials should download a full policy and procedure, with an approval from the health authority.

5120:1-8-09 (W) (Essential) Intoxication and detoxification. The health authority shall develop specific policies and protocols in accordance with local, state and federal laws for the treatment and observation of inmates manifesting symptoms of intoxication or detoxification from alcohol, opiates, hypnotics, or other drugs. Specific criteria are established for immediately transferring inmates experiencing severe, life-threatening intoxication (overdose) or detoxification symptoms to a hospital or detoxification center.

Comments: On the day of the inspection no treatment plan is spelled out. Furthermore no health authority approval was provided. Jail officials should update the policy to demonstrate treatment and have the policy approved by the health authority.

5120:1-8-10 (F) (Essential) All persons involved in the preparation of food shall receive a pre-assignment medical examination and annual re-examinations.

Comments: On the day of the inspection documentation provided did not show compliance with the standard. Jail officials need to provide a copy of a non inmate kitchen staff members pre-assignment medical examination and annual re-examinations.

5120:1-8-12 (B) (Important) There shall be a sanctioning schedule for rule violations. The jail administrator or designee shall approve any penalty exceeding suspension of rights or disciplinary isolation for more than one hundred twenty

hours. The maximum sanction for rule violations shall be no more than sixty days for violations arising out of one incident. Continuous confinement for more than thirty days requires the review and approval of the jail administrator or designee.

Comments: On the day of the inspection no documents were provided to demonstrate compliance. Jail officials should download examples to demonstrate compliance.

5120:1-8-12 (F) (Important) Pre-disciplinary hearing requirements shall include, at minimum a written incident report, an inmate's opportunity to waive in writing the disciplinary hearing, an investigation that commences within twenty-four hours of the incident to determine whether sufficient evidence exists to support the charge, and written notification to the inmate of the nature and date of the violation within twenty-four hours of the alleged violation(s) or discovery of the alleged violation(s).

Comments: On the day of the inspection documents provided did not show actual hearing paper work to determine time frames. Jail officials should download a disciplinary record to demonstrate compliance.

5120:1-8-12 (G) (Important) The inmate shall have a minimum period of twenty-four hours after receiving written notification of the rule violation(s) to prepare for the disciplinary hearing. The inmate may waive the twenty-four hour period. The inmate is given a hearing within forty-eight hours excluding holidays, weekends, and emergencies after receiving the written notification if placed in isolation or within three business days if the inmate is not placed in isolation. Postponement of the hearing may be granted.

Comments: At the time of inspection, Jail Administration provided supporting documentation that did not evidence compliance for this standard. Inmate shall have a minimum period of twenty-four hours after receiving the written information in which to prepare a defense.

5120:1-8-12 (H) (Important) Disciplinary hearing requirements shall include an impartial hearing officer appointed by the jail administrator or designee, the inmate's opportunity to be heard, present evidence and question witnesses subject to limitations imposed by the hearing officer, the hearing officer shall state the reasons for any limitations in writing, a written statement by the hearing officer of the facts relied upon and reasons for the imposition of any penalties shall be provided to the inmate and a copy placed in the inmate's file, and selection by the jail administrator or designee of a staff person to assist an inmate when the inmate is unable to effectively communicate.

Comments: On the day of the inspection policy provided needs updated to meet all aspects of the standard. Also the hearing form says inmates cant cross examine witnesses but the standard allows for witnesses to be questions. Jail officials should update policy and procedure to reflect the standard.

5120:1-8-17 (D) (Important) There shall be a written, implemented staffing plan that includes jail personnel assignments, days of the week and hours of the day that assignments are covered and any deviations from the plan with respect to weekends, holidays or other atypical situations.

(1) The plan shall include all posts and functions, a calculated shift relief factor, sufficient numbers of male and female jail staff on-duty and available to perform sensitive functions and procedures as necessary by inmate gender, and total number of employees required to fill identified posts and functions.

(2) The plan shall reflect that the jail has staff for administration and supervision; inmate programs; inmate supervision, custody and back up; support services including medical, food service, maintenance and clerical; staff training; and other jail-related functions such as escort and transportation of inmates.

(3) The staffing plan shall be reviewed once a year by the jail administrator and revised as needed.

Comments: On the day of the inspection documents provided did not demonstrate all posts and functions, a calculated shift relief factor, sufficient numbers of male and female jail staff on-duty and available to perform sensitive functions and procedures as necessary by inmate gender, no position assignment (only Corrections noted) and nothing demonstrating staffing plan reviewed once a year by the jail administrator and revised as needed. Jail officials need to update in policy and procedure all the above.

5120:1-8-17 (E) (Important) A staff person shall be designated in charge or supervisor of each shift .

Comments: On the day of the inspection no person was designated in charge on second shift. Jail officials should make sure they have a designated in charge or supervisor of each shift.

5120:1-8-17 (F) (Important) There shall be a written policy and procedure governing the screening, training and use of volunteers in the jail.

Comments: On the day of the inspection policy did not discuss volunteers at all and no documentation was provided to demonstrate compliance. Jail officials should update policy and provide examples to demonstrate compliance .

5120:1-8-18 (A) (Important) Jail support staff with routine contact shall receive training in pertinent agency policies and procedures prior to or in conjunction with assignment to jail duties.

(1) During the first year of assignment receive twenty-four hours of training including legal aspects of corrections, basic security concepts, emergency preparedness, interpersonal communications, first aid/CPR, unarmed self-defense, and " Standards for Jails in Ohio."

(2) Two hours of in-service training each subsequent year of employment addressing specific job assignments and/or jail related issues.

Comments: On the day of the inspection the policy provided did not specify language for support staff . Furthermore documents provided for training were not support staff . Jail officials should update policy and provide training documentation from support staff.

5120:1-8-18 (B) (Important) Correctional officers shall receive training as follows :

(1) Training in jail policies and within sixty days of employment .

(2) During the first year of assignment, training consistent with Chapter 109:2-9 of the Administrative Code.

(3) Eight hours of-service training each subsequent year of employment addressing specific job assignments and/or jail related issues. These training hours are in addition to training mandated by other standards.

Comments: On the day of the inspection policy did not address time frames specific to standard and no training documents were provided. Jail officials should update policy and provide proper documentation for compliance .

5120:1-8-18 (C) (Important) Administrators and supervisors shall receive training in addition to the training specified in paragraph (B) of this rule as follows:

(1) Training in jail policies and procedures prior to assignment to jail duties .

(2) During the first year of assignment, forty hours of training including legal aspects of jail management, managerial principles, labor relations, and records/information management.

(3) Eight hours of in-service training each subsequent year of employment addressing special issues, skills-enhancement, and other assignment related topics.

Comments: On the day of the inspection no verification was provided showing all supervisors have forty hours of training including legal aspects of jail management, managerial principles, labor relations and records/information management. Furthermore only one certificate was provided move documentation is needed for verification of all aspects.

5120:1-8-18 (D) (Important) Jail support staff with occasional contact shall receive training in pertinent agency policies and procedures prior to or in conjunction with assignment to jail duties.

Comments: On the day of the inspection no documentation was provide showing support staff had been trained . Jail officials should download training documentation as verification to standard .

Plan of action forms are enclosed. Completed form(s) and/or corrective materials addressing the noted deficiencies

must be completed and submitted through the Ohio Jail Management System (OHJMS) at [www.OHJMS.Intelligrants.com](http://www.OHJMS.Intelligrants.com) within 45 days of receipt of this correspondence. Please feel free to contact the Bureau if you need assistance or clarification in this effort. The Bureau remains available to discuss the aspects of this report or to provide reference materials or assistance as desired.

Sincerely,

A handwritten signature in cursive script that reads "Steve D. Holland". The signature is written in black ink and is positioned above a horizontal line.

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Stephen Holland, State Jail Inspector  
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