



Department of  
Rehabilitation & Correction

Mike DeWine, Governor  
Annette Chambers-Smith, Director

02/14/2020

Sheriff Deborah Burchett  
Clark County Jail  
120 N. Fountain Avenue  
Springfield, OH 45502

RE: 2019 Annual Jail Inspection

Dear Sheriff Deborah Burchett:

In accordance with Section 5120.10 of the Ohio Revised Code and Executive Order 92-03 of the Department of Rehabilitation and Correction, the Clark County Jail, a full service jail, was inspected on 11/12/2019. 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 Clark County Jail is 180. On the date of the jail inspection, there were 185 inmates incarcerated in the Clark County Jail. The Ohio Department of Rehabilitation and Correction recommended housing capacity for the jail is 167, which is based upon total available living space and other requirements. Officials should maintain prisoner counts within the Department's recommended capacity figure .

The Clark County Jail (Full Service Jail) is in compliance with 50 standards, 21 "Essential", and 29 "Important".

5120:1-8-01 (A)(1); -01 (A)(3); -01 (A)(4); -01 (A)(9); -01 (A)(12); -02 (B)(1); -02 (B)(4); -03 (A)(1); -03 (A)(3); -03 (A)(7); -03 (B)(5); -03 (B)(6); -03 (B)(8); -03 (B)(10)(d); -03 (B)(11)(b); -03 (B)(11)(c); -03 (B)(12); -03 (B)(15); -03 (B)(17); -04 (D); -04 (E); -04 (F); -04 (H); -04 (K); -05 (G)(1); -05 (G)(2); -05 (J); -05 (P); -05 (Q); -06 (C); -06 (G); -07 (A); -07 (E); -07 (I); -09 (E); -09 (G); -09 (P); -09 (Q); -09 (U); -09 (V); -09 (X); -10 (E); -10 (G)(1); -10 (G)(2); -11 (B); -11 (E); -15 (B); -15 (E); -16 (A); -17 (E);

The Clark County Jail did not comply with 65 standards, 32 "Essential", and 33 "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) (7) (Important) The jail shall develop and implement policies and procedures governing strip searches and body cavity searches during reception in consultation with the county prosecutor, city attorney or law director consistent with section 2933.32 of the Revised Code.

Comments: On the day of the inspection, no documentation was provided in reference to consultation with the county

prosecutor, city attorney or law director. Jail officials have a policy but the policy must be reviewed and in agreement with County Prosecutor, City Attorney, or Law Director.

5120:1-8-02 (B) (2) (Important) Each full service jail shall have written policies and procedures, and practices which evidence, compliance with the following standards: Violent and non-violent inmates are not placed in the same cell or unsupervised areas together.

Comments: On the day of the inspection, policy is not in compliance with standard, females violent and non-violent are still housed together. Jail officials should update policy and separate female violent and non-violent inmates.

5120:1-8-02 (D) (Important) Inmates, when placed in general population, shall be: D1): Assigned a bed. D2): Provided with a mattress, blanket, bed linens, and towels. D3): Provided with articles to maintain personal hygiene (toothbrush, toothpaste, feminine hygiene items and soap).

Comments: On the day of the inspection, policy provided does not meet the standard. Jail officials should update policy to support this practice.

5120:1-8-03 (A) Each full service jail shall maintain the following minimum standards in regard to security of the jail. (4) (Essential) Temporary weapons storage lockers or other secure storage at each point of entrance to the jail's security perimeter.

Comments: On the day of the inspection, the practice was not supported in policy and procedure. Jail officials should update policy to add language to support the practice.

5120:1-8-03 (A) Each full service jail shall maintain the following minimum standards in regard to security of the jail. (5) (Essential) If installed, closed circuit televisions that are operational and preclude the monitoring of shower, toilet and clothing exchange areas.

Comments: On the day of the inspection, policy did not meet observations made during the walk through portion on the inspection. Cameras were operational in certain areas, they did preclude the monitoring of shower, toilet and clothing exchange areas. Jail officials should update policy to address current camera system at the jail.

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: On the day of the inspection, policy did not support the standard and the jail does not have two-way communication in any of the cells. Jail officials should update policy to support the standard. Furthermore jail officials should make sure there is two-way communications system between central control, staffed posts and inmate occupied areas.

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, policy/ procedure provided did not meet the standard. Jail officials should update policy to meet the 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, policy provided did not address all emergency situations necessary for compliance. Furthermore, no training documents were provided to review for compliance. Jail officials should download an example of all emergency plans and training verification all staff have been trained on such plans.

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 day of the inspection, after reviewing checks, one was over by two hours and others were of as well. Jail officials need to make sure personal observation checks of inmates are conducted every sixty minutes on an irregular schedule.

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 documentation provided does not meet the standard. Jail officials should download a policy and 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, documents provided did not evidence compliance to all aspects. Jail officials should download training documentation and documentation that inmates or staff are examined or treated by qualified medical staff.

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:

(b) (Essential) Use of force shall be limited to the amount of force necessary to control a given situation and shall include a continuum of escalating force levels. In no event is physical force used as punishment.

Comments: On the day of the inspection, documents provided did not evidence compliance to all aspects. Jail officials should download training documentation and documentation that inmates or staff are examined or treated by qualified medical staff.

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:

(c) (Essential) An examination and/or treatment by qualified health care personnel shall be provided to inmates or staff involved in a use of force incident when there is obvious physical injury or there is a complaint of injury or request for medical attention.

Comments: On the day of the inspection, documents provided did not evidence compliance to all aspects. Jail officials should download training documentation and documentation that inmates or staff are examined or treated by qualified medical staff.

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. (16) (Important) Keys, tools and culinary equipment are inventoried and use is controlled.

Comments: On the day of the inspection, policy did not address tools and culinary equipment and no documentation for tools and culinary equipment was provided. Jail officials should update policy to meet all aspects of the standard and provide documentation to demonstrate compliance.

5120:1-8-04 (A) (4) Full service jails shall provide inmates with sufficient space. The jail shall maintain documentation regarding square footage and maximum occupancy figures for all housing and holding areas, and shall comply with the following minimum requirements: Dayspace: (Important) Thirty-five square feet per number of occupants occupying the dayspace at one time. Minimum size of one hundred five square feet.

Comments: On the day of the inspection, the jail was over the BRC. Jail officials should keep population at or below the BRC.

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, policy provided does not meet the standard. Jail officials should update policy to support this practice.

5120:1-8-04 (C) (Important) Single cells/rooms and multiple occupancy cells/rooms/dormitories shall have an air circulation of fifteen cubic feet of outside or recirculated filtered air per minute per occupant or as required by the local authority having jurisdiction. Documentation from a qualified source shall be maintained by the jail.

Comments: On the day of the inspection, no documents were provided from a qualified source in reference to working air circulation system. Jail officials should download materials to demonstrate compliance.

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, the jail was over the BRC. Jail officials should maintain the jail population at or below 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, due to age and layout, the jail can not provide natural light in all inmate housing areas. Jail officials should develop a way to provide natural light to all inmate occupied areas.

5120:1-8-05 (A) (Essential) The jail shall provide all inmates with hygiene articles at intake and replacement items to indigent inmates.

Comments: On the day of the inspection, policy is not supported by policy and procedure. Jail officials should update policy to address all language of the standard.

5120:1-8-05 (B) (Essential) All areas of a full service jail shall be safe and sanitary, including the food service and laundry areas. Staff and inmates shall have specific housekeeping responsibilities, which shall include, but are not limited to daily cleaning of toilets, urinals, sinks, drinking facilities and showers in areas occupied by inmates and disposal of garbage.

Comments: On the day of the inspection, no documentation was provided to demonstrate compliance. Jail officials should provide documentation to demonstrate compliance. (policy states Weekly sanitation form 17J-40 is to be filled out).

5120:1-8-05 (C) (Essential) Monthly sanitation, vermin and safety inspections of all areas shall be done by a designated trained staff person.

Comments: On the day of the inspection, documentation for vermin inspection were from 2018. Jail officials should download documentation verifying monthly vermin inspection (receipts) for 2019.

5120:1-8-05 (E) (Essential) The jail shall be inspected annually by local or state health authorities and a written report shall be provided. There shall be a written plan to correct jail-related deficiencies.

Comments: On the day of the inspection, only the food service inspection was provided. Jail officials need to provide a full facility health inspection for review for compliance.

5120:1-8-05 (H) The jail shall maintain documentation that the following standards are met with regard to bedding, linens and clothing: (3) (Important) Issued clothing shall be exchanged or laundered twice weekly. Arrangements are made to exchange or launder personal clothing and undergarments twice weekly;

Comments: On the day of the inspection, policy did not evidence compliance and no other documents were provided to verify compliance. Jail officials should update policy to meet the standard and download jail logs to evidence compliance.

5120:1-8-05 (I) (Important) Each inmate shall be provided the opportunity for a hot shower not to exceed forty-eight hours.

Comments: On the day of the inspection, policy did not meet this standard. Jail officials should update policy/ procedure to address the standard on how inmates in administrative segregation, disciplinary inmates and juveniles are given a hot shower not to exceed 48 hours. Furthermore administrative segregation, disciplinary inmates and juveniles should be logged to demonstrate compliance.

5120:1-8-05 (K) (Important) Shaving equipment and supplies shall be made available daily. Issuance and retrieval of shaving equipment and supplies shall be documented.

Comments: On the day of the inspection, documents provided did not meet the standard or the jails own policy. Jail officials should make sure officers are following policy of issuance/ retrieval for razors. Per Jail policy and in compliance with the standard, the Deputies shall document the following on their Daily Floor Log; Inmate's name, who received it, cell#, pod and time issued. Upon return note the time returned and the condition of the razor.

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, the jail failed the 2019 fire inspection and did not provide documentation that the deficiencies have been corrected or are being corrected. Jail officials should correct deficiencies noted on the fire inspection then have the fire inspector re-inspect for compliance. Furthermore, jail officials should download documentation that the deficiencies are being corrected.

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, Policy did not meet all aspects for compliance and no training records were provided. Furthermore, the plan did not have signed approval from a local fire official. Jail officials should update policy, provide fire training records and have plan reviewed and approved by a local fire official.

5120:1-8-05 (N) (Important) Training in jail fire safety equipment shall be conducted annually.

Comments: On the day of the inspection, documents provided did not meet compliance to the standard. Jail officials should update policy to address all aspects of the standard (training). Furthermore, download training documents to demonstrate compliance.

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

Comments: On the day of the inspection, no fire drills were provided for review for compliance. Jail officials should download 12 months of fire drills, conducted every three months on each shift.

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, policy provided did not meet the standard. Jail officials should upload an out going mail policy.

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 day of the inspection, the policy does not meet the standard. Furthermore, no log was provided to demonstrate compliance. Jail officials should update policy to reflect the standard and download materials to demonstrate compliance.

5120:1-8-07 (H) (Important) Visits shall be restricted only if the jail administrator or designee determines that a visit is a threat to safety, security or the best interests of the jail. The jail administrator or designee shall document restrictions in writing.

Comments: On the day of the inspection, the policy does not meet the standard. Furthermore, no log was provided to demonstrate compliance. Jail officials should update policy to reflect the standard, visit restrictions shall be documented in writing and an example should be provided to demonstrate compliance. .

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, documents provided did not evidence compliance. Jail officials should download current contract or written agreement for review. Furthermore, documents are needed to demonstrate how mental health and dental are addressed.

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, no health authority approval was provided. Jail officials should provide approval by the Health Authority to demonstrate compliance.

5120:1-8-09 (C) (Essential) Receiving screen. Health trained personnel, in accordance with protocols established by the health authority, shall perform a written medical, dental and mental health receiving screening on each inmate upon arrival at the jail and prior to being placed in general population.

(1) Inquiry includes at least the following:

- (a) Current and past illness and health problems;
- (b) Current and past dental problems;
- (c) Current and past mental health problems;
- (d) Allergies;
- (e) Current medications for medical and mental health;
- (f) Hospitalizations for medical or mental health purpose(s);
- (g) Special health needs;
- (h) Serious infection or communicable illness(s);
- (i) Use of alcohol and drugs including types, amounts and frequency used, date or time of last use and history of any problems after ceasing use i.e. withdrawal symptoms;
- (j) Suicidal risk assessment;
- (k) Possibility of pregnancy;
- (l) Other health problems as designated by the health authority.

(2) Observation of the following:

- (a) Behavior including state of consciousness, mental health status, appearance, conduct, tremors and sweating;
- (b) Body deformities and ease of movement;
- (c) Condition of skin, including trauma markings, bruises, lesions, jaundice, rashes, infestations and needle marks or other indications of drug abuse.

(3) Medical disposition of inmate:

- (a) General population;
- (b) General population with prompt referral to appropriate health or mental health services;
- (c) Referral for emergency treatment;
- (d) Medical observation/isolation;
- (e) Mental health observation/precautions;
- (f) Documentation of date, time and signature and title of person completing screening.

Comments: On the day of the inspection, no health authority approval was provided. Jail officials should provide approval by the Health Authority to demonstrate compliance.

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, no health authority approval was provided. Jail officials should provide approval by the Health Authority to demonstrate compliance. Furthermore, policy should address how Tuberculosis test refusals are addressed.

5120:1-8-09 (F) (Essential) Sick call. A physician and/or qualified health care professional conducts sick call.

- (1) Once per week for jails with an average daily population of less than fifty.

- (2) Three times per week for jails with an average population of less than one hundred ninety-nine.
- (3) Five times per week for jails with an average daily population of two hundred or more.

Comments: On the day of the inspection, no health authority approval was provided. Jail officials should provide approval by the Health Authority to demonstrate compliance.

5120:1-8-09 (H) (Essential) Health and mental health complaints. The jail shall ensure that there is a daily procedure whereby inmates have an opportunity to report medical and mental health complaints through health trained personnel, or for urgent matters, to any jail employee. The jail employee shall contact the appropriate medical or mental health department immediately. An inmate grievance system for medical and mental health treatment shall be established by the health authority. Both daily complaints and grievances shall be:

- (1) Addressed in a timely manner.
- (2) Recorded and maintained on file.
- (3) Reviewed daily by qualified health care personnel and treatment or follow-up shall be provided as necessary.

Comments: On the day of the inspection, no health authority approval was provided. Jail officials should provide approval by the Health Authority to demonstrate compliance.

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, no health authority approval was provided. Furthermore, policy did not demonstrate how transfers or reactivation are done. Jail officials should provide approval by the Health Authority and update policy to demonstrate compliance.

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, no health authority approval was provided for compliance. Furthermore, policy did not address incoming medications. Jail officials should update policy to meet all aspects of the standard and should get health authorities approval for compliance.

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, the policy did not meet all aspects of the standard. Furthermore no health

authority approval was provided. Jail officials should update policy and have approved by the health authority .

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, the policy and documents provided did not demonstrate compliance to the standard. Jail officials should have policy approved by the health authority , provided training records to this policy and update policy to meet all aspects of the standard.

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 jail has no medical restraint policy and no health authority approval was provided. Jail officials should provide approval by the Health Authority and develop a medical restraint policy to

demonstrate compliance.

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, the policy does not address all areas of the standard. Jail officials need to add language to the policy ( opiates, hypnotics). Furthermore, language and criteria needs added to address immediate transfer of inmates experiencing severe, life threatening symptoms to a hospital or detox center. This policy also needs approved by the health authority.

5120:1-8-10 (A) (Essential) There shall be documentation that the food service operation complies with the regulations of the local or state health department.

Comments: On the day of the inspection the jail was not in compliance with the regulations of the local or state health department. The jail needs to correct deficiencies specified by the health department. Jail officials should be re-inspected by the local health department to make sure all issues have been corrected for compliance.

5120:1-8-10 (B) (Essential) Inmates shall be served a minimum of three meals daily at regularly scheduled intervals, not to exceed fourteen hours between meals. Inmates can be served a minimum of two meals daily at regularly scheduled intervals, not to exceed fourteen hours between meals, on weekends, state holidays and during emergencies.

Comments: On the day of the inspection, no jail logs were provided to demonstrate time between meals. Jail officials should download jail log showing meals being passed to demonstrate compliance.

5120:1-8-10 (C) (Essential) Menu cycles and contents shall be evaluated and approved annually by a licensed nutritionist or registered dietitian or registered dietitian nutritionist.

Comments: On the day of the inspection, the material provided was not signed off by licensed nutritionist or registered dietitian or registered dietitian nutritionist. Jail officials should download approved and signed menus and provide a copy of the licensed nutritionist or registered dietitian or registered dietitian nutritionist credentials.

5120:1-8-10 (D) (Important) Records of food items served at meals shall be maintained pursuant to the jail's record retention schedule.

Comments: On the day of the inspection, no documentation was provided as to the jail's record retention schedule. Jail officials should download materials to demonstrate compliance.

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, no documentation was provided to verify compliance. Jail officials should update policy to meet the standard. Furthermore, Jail officials should download documentation to demonstrate compliance.

5120:1-8-11 (A) (Important) Exercise and/or equipment for inmates shall be provided and the jail shall ensure that inmates are offered at least five hours per week.

Comments: On the day of the inspection, policy did not address how or where inmates in administrative segregation or disciplinary receive recreation. Jail officials should update policy to address all inmates.

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, documents provided did not meet the standard. Jail officials should download all materials involved in the disciplinary process to demonstrate all aspects of the standard are addressed.

5120:1-8-12 (C) (Important) Inmate rules shall specify the fundamental rights that cannot be suspended except in an emergency or other condition beyond the control of the jail administrator.

Comments: On the day of the inspection, the practice is not supported in policy. Jail officials should update policy to support the standard.

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, policy provided did not address this standard. Jail officials need to download disciplinary policy and examples of disciplinary materials 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: On the day of the inspection, the documents provided did not meet compliance. Jail officials should download all documents that pertain to disciplinary hearings for review of compliance.

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, the documents provided did not meet compliance. Jail officials should download all documents that pertain to disciplinary hearings for review of compliance.

5120:1-8-15 (D) (Important) Within twenty-four hours of administrative segregation, the inmate shall be provided with written documentation of the reason for confinement. The inmate shall be provided an opportunity for a written or oral response to the jail administrator or designee, to be reviewed within seventy-two hours for determination of continued confinement.

Comments: On the day of the inspection, the policy did not meet the standard. Jail officials need to update policy that within twenty-four hours of administrative segregation, the inmate shall be provided with written documentation of the reason for confinement. Furthermore, nothing specified an opportunity for a written or oral response to the jail administrator or designee, to be reviewed within seventy-two hours for determination of continued confinement.

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, no calculated shift relief factor was provided and no verification that the staffing plan is being reviewed once a year by the jail administrator and revised as needed. Jail officials should provide a complete shift relief factor and provide verification that the staffing plan is being reviewed once a year by the jail administrator and revised as needed.

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 provided did not meet this standard. Jail officials should download policy to address this standard.

5120:1-8-17 (G) (Important) A written code of ethics shall be provided to jail staff.

Comments: On the day of the inspection, policy provided did not meet this standard. Jail officials should download policy to address this standard.

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, policy did not meet all aspects of the standard and no training documents were provided for review. Jail officials should update policy and provide training documents to demonstrate compliance.

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 in-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, documents provided did not meet the standard. Jail officials need to download materials showing all deputies during the first year of assignment have completed correctional basic training (Not Peace Officer Training), and the FOT program did not specify training on all jail policies and procedures within the first sixty days of employment.

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 training documents were provided for review. Jail officials need to provide training documents to demonstrate compliance.

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 training documents were provided for review. Jail officials need to provide training documents to demonstrate compliance.

5120:1-8-18 (E) (Important) The jail policies and procedures shall be available to jail staff, reviewed annually and updated by the sheriff, jail administrator, or designee, as needed.

Comments: On the day of the inspection, documentation provided did not specify that policies and procedures are reviewed/updated annually by the Sheriff, JA, or designee as needed. Jail officials should download policy address that above for compliance.

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,



---

Stephen Holland, State Jail Inspector  
Bureau of Adult Detention  
1580 St Rt 56  
London, Ohio 43140  
Phone: (614) 981-2040  
Email: [stephen.holland@odrc.state.oh.us](mailto:stephen.holland@odrc.state.oh.us)