



Department of  
Rehabilitation & Correction

Mike DeWine, Governor  
Annette Chambers-Smith, Director

02/14/2020

Sheriff Vernon Stanforth  
Fayette County Jail  
113 E. Market Street  
Washington Court House, OH 43160

RE: 2019 Annual Jail Inspection

Dear Sheriff Vernon Stanforth:

In accordance with Section 5120.10 of the Ohio Revised Code and Executive Order 92-03 of the Department of Rehabilitation and Correction, the Fayette County Jail, a full service jail, was inspected on 11/19/2019. 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 Fayette County Jail is 54. On the date of the jail inspection, there were 74 inmates incarcerated in the Fayette County Jail. The Ohio Department of Rehabilitation and Correction recommended housing capacity for the jail is 24, which is based upon total available living space and other requirements. Officials should maintain prisoner counts within the Department's recommended capacity figure .

The Fayette County Jail (Full Service Jail) is in compliance with 56 standards, 27 "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)(4); -03 (A)(5); -03 (A)(6); -03 (A)(7); -03 (B)(2); -03 (B)(5); -03 (B)(7); -03 (B)(8); -03 (B)(10)(c); -03 (B)(10)(d); -03 (B)(12); -03 (B)(15); -03 (B)(16); -04 (C); -04 (D); -05 (A); -05 (B); -05 (C); -05 (E); -05 (H)(3); -05 (I); -05 (J); -05 (K); -05 (L); -05 (O); -05 (P); -05 (Q); -06 (B); -06 (C); -06 (G); -07 (A); -07 (E); -07 (H); -07 (I); -09 (E); -09 (F); -09 (G); -09 (J); -09 (Q); -09 (U); -09 (W); -09 (X); -10 (A); -10 (G)(1); -10 (G)(2); -11 (B); -15 (B); -16 (A); -17 (G);

The Fayette County Jail did not comply with 56 standards, 25 "Essential", and 31 "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, policy did not meet the standard. Jail officials should update policy to meet

the standard. ORC 2933.32 states unless there is a legitimate medical reason or medical emergency justifying a warrantless search, a body cavity search shall be conducted only after a search warrant is issued that authorizes the search.

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, the jail was not in compliance of the standard. Due to the age, design and layout of the jail it is not completely possible to separate violent and non-violent inmates. The jail should look into alternatives in housing inmates that would allow for separation of violent and non-violent.

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, the jail did not show compliance of the standard. The jail's policy, procedure, and practice should reflect the standard. Furthermore, the jail should seek alternatives to maintain population within BRC.

5120:1-8-03 (A) Each full service jail shall maintain the following minimum standards in regard to security of the jail. (1) (Essential) An established security perimeter.

Comments: On the day of the inspection, due to age, design, and layout, the jail did not show compliance of the standard. The jail should have a secure perimeter.

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, due to age, design, and layout, the jail did not show compliance of the standard. The jail should have a secure booking and release area.

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 jail did not show compliance of the standard. The jail should maintain training records that staff are trained in response to emergencies.

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, the jail's policy, procedure, and practice, did not show compliance of the standard. The jail should verify that the count is reconciled.

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 jail's policy and procedure did not comply with the standard. Jail officials should make sure to verify staff check restrained inmate(s) every two (2) hours for responsiveness and restraint purposes. The examples provided are over on some ten minute checks. (checks should staggered and completed no more than ten minutes apart).

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, no training documents were provided to demonstrate officers have been trained. Jail officials should download documents to demonstrate training has been completed .

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, no training documents were provided to demonstrate officers have been trained. Jail officials should download documents to demonstrate training has been completed .

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 first paragraph under searches says "Clinton County Jail." Jail officials should correct policy for 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 first paragraph under searches says "Clinton County Jail." Jail officials should correct policy for 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 its BRC. The jail should maintain population within or under their 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, The jail was over its BRC. The jail should maintain population within or under the BRC.

5120:1-8-04 (E) (Important) Sanitation facilities shall include access to an operable flush toilet and lavatory with hot and cold potable water on a twenty-four hour a day basis without staff assistance .

Comments: On the day of the inspection, the jails was over it's BRC causing it to be out of compliance of the standard.

The jail should maintain population within the BRC and ensure that inmate shower, sink, and toilet ratios are maintained per the standard.

5120:1-8-04 (F) (Important) Toilet facilities at a minimum of one operable toilet for every twelve occupants .

Comments: On the day of the inspection, the jails was over it's BRC causing it to be out of compliance of the standard. The jail should maintain population within the BRC and ensure that inmate shower, sink, and toilet ratios are maintained per the standard.

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 it's BRC causing it to be out of compliance of the standard. The jail should maintain population within the BRC and ensure that inmate shower, sink, and toilet ratios are maintained per the standard. Furthermore, the jail should ensure that all water temperatures are within compliance for the standard.

5120:1-8-04 (H) (Important) One operable wash basin with hot and cold potable water for every twelve occupants.

Comments: On the day of the inspection, the jail was over it's BRC causing it to be out of compliance of the standard. The jail should maintain population within the BRC and ensure that inmate shower, sink, and toilet ratios are maintained per the standard.

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, the jail was not in compliance of the standard. The jail should ensure that all inmate areas have natural lighting.

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, the jail's light reading was lower that required by the standard. The jail should ensure that light reading are within the specified range for compliance of the standard.

5120:1-8-05 (G) The jails shall maintain documentation that the following standards are met with regard to interior lighting: (2) (Important) At least fifteen foot-candles, measured thirty inches above the floor, in inmate accessible areas.

Comments: On the day of the inspection, the jail's light reading was lower that required by the standard. The jail should ensure that light reading are within the specified range for compliance of the standard.

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 policy did not meet the standards for this jail. The policy address areas of the jail that are not present at the Fayette County Jail, such areas as the Medical Room, Sally Port and Outdoor Recreation. Jail officials need to update policy to correct errors and adopt procedures that fit the Fayette County Jail .

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

Comments: On the day of the inspection, no training records or veridiction was provided for compliance. Jail officials should download materials to demonstrate compliance to the 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 day of the inspection, two forms were downloaded. The blank forms seems to hit all aspects of the standard and other form does not. Jail officials should define which form is issued and provide examples 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, policy/ procedure did not address how dental care is addressed. Jail officials should up date policy to address all aspects of the standard.

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 training records were provided to verify staff is health trained. Jail officials need to download training materials 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, the receiving screen provided did not meet all aspects of the standard. Furthermore, no training documents were provided to verify health trained. Jail officials should provide training records as verification that staff are health trained and the form provided is vague and doesn't provide all aspects to meet the intent of the standard.

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, tuberculosis tests are not done on all new inmates by the 14 day of incarceration. Furthermore, policy does not address how refusal to the TB tests are addressed. Jail officials need to up date policy and make sure tuberculosis tests are being done on all new inmates by the 14 day of incarceration.

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, the documents downloaded did not address this standard. Jail officials should download documents to address 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, no training documents were provided for compliance. Jail officials should

download training documents to demonstrate 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, policy provided did not meet all aspects for this facility. Jail officials should update policy for there specific facility.

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, policy provided did not meet all aspects of the standard. Jail officials should update policy to meet all aspects of the standard and for their specific facility. Furthermore, jail officials need to provide training records to demonstrate compliance.

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, policy provided did not meet all aspects for this facility. Jail officials should update policy for there specific facility.

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 stated they do not use medical restraints. Jail officials need to create a policy and procedure to address medical restraints.

5120:1-8-09 (V) (Essential) Special nutritional and medical diets. Inmate diets are modified when ordered by the appropriate licensed individual to meet specific requirements related to clinical conditions.

Comments: On the day of the inspection, no documentation was provided to verify compliance. Jail officials need to download documentation to demonstrate 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, the jail did not provide documentation for compliance of the standard. The jail should ensure that Inmates shall be served a minimum of three meals daily at regularly scheduled intervals, not to exceed fourteen hours between meals.

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, only one menu was signed by dietitian. Jail officials should download dietitian credentials and have all menus signed off or a letter signed by the dietitian that all menus are approved .

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 to show the jails record retention schedule for food service. Jail officials need to download documentation of a retention schedule for food service .

5120:1-8-10 (E) (Essential) The jail shall make provisions for modified diets by physician's order or to accommodate the mandatory dietary requirements of a recognized religion practiced by the inmate.

Comments: On the day of the inspection, the jail did not provide documentation to show compliance for the standard. The jail should provide documentation that it is making provisions for special diets.

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, the jail did not provide documentation to show compliance of the standard. Furthermore, the jail's policy needs to be updated to reflect practices. The jail should ensure that all persons involved in the preparation of food receive a pre-assignment medical examination and annual re-examinations.

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, due to the age and layout of the facility they do not offer recreation. Jail official's should offer recreation to all inmates.

5120:1-8-11 (E) (Important) Inmates shall be permitted to practice a recognized religion subject to limitations necessary to maintain security and order.

Comments: On the day of inspection, Jail Administration did not upload the correct policy, procedures and practices that support this standard. Additionally, the jail did not provide supporting documentation in order to evidence compliance for this standard.

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 all aspects of the standard. Jail officials should make sure the form is completely filled out to verify compliance. Furthermore, nothing on the form addressed confinement for more than thirty days requires the review and approval of the jail administrator or designee.

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 policy did not meet the standard. Jail officials should update policy to meet 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, documents provided did not meet all aspects of the standard. Jail officials should download documents with dates so verification of time frames can be ascertained. Furthermore, nothing on the form addresses the opportunity waive the hearing.

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, documents provided did not meet all aspects of the standard. Jail officials should download documents with dates and signatures to verify compliance to the standard.

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, documents provided do not present all aspects of the standard. Jail officials need to provide documents that show the hearing process from beginning to end, to assess 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 jail did not furnish documentation to show compliance of the standard. The jail should provide documentation to show compliance for the standard.

5120:1-8-15 (E) (Important) Inmates held in administrative segregation for thirty consecutive days shall receive an administrative review by the jail administrator or designee. Subsequent reviews shall be conducted every thirty days. Reviews shall be documented.

Comments: On the day of the inspection, the jail did not furnish documentation to show compliance of the standard. The jail should provide documentation to show compliance for 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 did not adequately address all aspects of the standard. Jail officials should specify how they how male and female sensitive items are addressed, a shift relief factor or how this is addressed, as well as supervision, inmate programs, medical, food service, maintenance, clerical, staff training, and other jail-related functions such as escort and transportation of inmates.

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

Comments: On the day of inspection, no documentation provided designated who was in charge of the shift. Jail officials should download documents demonstrating who is in charge of each shift.

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, no documents were provided to demonstrate compliance. Jail officials need to download materials 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, documentation provided did not evidence compliance. Jail officials should download certificate's and verification of in-service training to meet 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, the only documents provided were for the jail administrator. Furthermore, no verification was provided such as certificates, sign ins or agendas. Jail officials need to download documentation to verify compliance with the standard of all jail supervisors.

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 documents were provided to support this standard. Jail officials should download documents support staff has been trained, for this standard at your facility medical, mental health and dispatchers would be considered support staff due to their involvement in operations.

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, downloaded documents did not demonstrated the policies are reviewed/updated annually by the Sheriff, JA, or designee. Jail officials should make sure all polices are/updated annually by the Sheriff, JA, or designee.

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,



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