

01/07/2020

Sheriff Matt Champlin
Gallia County Jail
18 Locust Street
Gallipolis, OH 45631

RE: 2019 Annual Jail Inspection

Dear Sheriff Matt Champlin:

In accordance with Section 5120.10 of the Ohio Revised Code and Executive Order 92-03 of the Department of Rehabilitation and Correction, the Gallia County Jail, a full service jail, was inspected on 12/16/2019. 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 Gallia County Jail is 21. On the date of the jail inspection, there were 39 inmates incarcerated in the Gallia County Jail. The Ohio Department of Rehabilitation and Correction recommended housing capacity for the jail is 11, which is based upon total available living space and other requirements. Officials should maintain prisoner counts within the Department's recommended capacity figure .

The Gallia County Jail (Full Service Jail) is in compliance with 55 standards, 25 "Essential", and 30 "Important".

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

The Gallia County Jail did not comply with 60 standards, 28 "Essential", and 32 "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: At the time of inspection, the jails current policy and procedures need updated to reflect this standard and components specified. Additionally, the jail did not provide supporting documentation in order to evidence compliance

for this standard.

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: At the time of the inspection, jail administration advised the Bureau that due to overcrowding issues and the age and layout within the jail, the jail is not able to properly house inmates according to their classification(s). Although they try to accommodate classifications, they are not able to adhere to all components specified in standard.

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: At the time of inspection, jail administration advised the Bureau that due to overcrowding, the jail was not able to assign inmates beds. It was observed in several areas that inmates were sleeping on their mattresses on the floor.

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: At the time of inspection, due to age and layout, the existing jail does not provide an established 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: Due to the age and layout of the existing facility, the jail does not provide an effective secure booking and release area.

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: Due to age and layout of the existing jail, the jail does not provide a 2 way communication system. Inmates shall be able to verbally contact the jail staff on duty by speaking at a normal conversational level. Yelling, rattling bars or doors or other non-verbal means of attracting attention, is not an acceptable means of communication.

5120:1-8-03 (A) Each full service jail shall maintain the following minimum standards in regard to security of the jail. (7) (Essential) Equipment necessary to maintain utilities, communications, security and fire protection in an emergency. Documentation supports that such equipment is tested quarterly and repaired or replaced as needed.

Comments: At the time of the inspection, the generator was not operable. Jail administration provided documentation showing its been inoperable since October 8, 2019. Documentation shows troubleshooting was completed on October 8, 2019 and repair estimates prepared. Jail administration and maintenance personnel indicated estimates were sent to the commissioners for approval. Date of inspection was December 16, 2019. Furthermore, the jails current policies and procedures need updated to reflect this standard and its components specified.

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: At the time of inspection, Jail Administration did not provide 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. (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, due to the age and layout of the existing jail, the jail is not able to accommodate inmates with special needs. Handicap accessible furnishings shall be made available for those in need (e.g. wheelchairs, toilets, showers, etc.).

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: At the time of inspection, Jail Administration provided supporting documentation that did not 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. (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: At the time of inspection, the jails current policy and procedures need updated to reflect this standard and components specified. Additionally, the jail did not provide supporting documentation in order to evidence compliance for this standard.

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: At the time of inspection, due to overcrowding, the jail exceeded the recommended capacity minimum square footage requirements for this standard.

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: At the time of inspection, the jail has exceeded the Bureau Recommended Capacity for their facility and there is not the required amount of seating for each inmate.

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

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: At the time of inspection, several lavatories were not operable and did not provide hot or cold potable water. Sanitation facilities in inmate areas (e.g. holding cells, holding areas, housing cells, dayrooms, dormitories)

excluding program areas, shall be equipped with a sanitary, working flush toilet, lavatory/sink with hot and cold potable water on a 24-hour basis without staff assistance.

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

Comments: At the time of inspection, it was observed that several inmate living areas had wash basins that were non-operational and did not provide hot or cold potable water that was suitable for washing hands or face.

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

Comments: Due to the age and layout, the jail does not provide all inmates at the Gallia County Jail with natural lighting.

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: At the time of inspection, the jails current policy, procedures and practices need updated to meet the intent of this standard. Additionally, the jail did not provide supporting documentation in order to evidence compliance for this standard. The overcrowding causes an overall unhygienic condition and the physical plant to be in a state of disrepair. Steps should be taken to reduce the population and improve the sanitation of the facility.

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: At the time of inspection, Jail Administration provided supporting documentation that did not evidence compliance for this standard. They were missing month of May and November inspection documentation.

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: At the time of inspection, Jail Administration did not provide supporting documentation in order to evidence compliance for this 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: At the time of inspection, random light meter readings were conducted in inmate reading areas that indicated the jail does not meet the required foot candles for this standard. Periodic inspections shall be conducted to ascertain that at least 20 foot-candles of light is provided in all inmate reading areas measured 30 inches from the floor. Foot-candles are measured by a light meter held either at the desk/table level or 30 inches above the floor.

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: At the time of inspection, random light meter readings were conducted in inmate accessible areas that indicated the jail does not meet the required foot candles for this standard. Periodic inspections shall be conducted to ascertain that at least 15 foot-candles of light is provided in all inmate accessible areas measured 30 inches from the floor. Foot-candles are measured by a light meter held either at the desk/table level or 30 inches above the floor.

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: At the time of inspection, the jail did not provide supporting documentation in order to evidence compliance

for this standard.

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

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: At the time of inspection, Jail Administration provided supporting documentation that did not evidence compliance for this standard.

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

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

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

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

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: At the time of inspection, the jails current policy, procedures and practices need updated to reflect this standard. Additionally, the jail did not provide supporting documentation in order to evidence compliance for this 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: At the time of inspection, Jail Administration provided supporting documentation that did not evidence compliance for this standard.

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

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

Comments: At the time of inspection, the jails current policy and procedures need updated to reflect this standard and components specified.

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: At the time of inspection, the jails current policy and procedures need updated to reflect this standard and components specified. Additionally, the jail did not provide supporting documentation in order to evidence compliance for this standard

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: At the time of inspection, the jails current policy and procedures need updated to reflect this standard and components specified. Additionally, the jail did not provide supporting documentation in order to evidence compliance for this standard

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: At the time of inspection, the jails current policy and procedures need updated to reflect this standard and components specified. Additionally, the jail did not provide supporting documentation in order to evidence compliance for this standard

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: At the time of inspection, the jails current policy and procedures need updated to reflect this standard and components specified. Additionally, the jail did not provide supporting documentation in order to evidence compliance for 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: At the time of inspection, the jails current policy and procedures need updated to reflect this standard and

components specified. Additionally, the jail did not provide supporting documentation in order to evidence compliance for this standard

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: At the time of inspection, the jails current policy and procedures need updated to reflect this standard and components specified. Additionally, the jail did not provide supporting documentation in order to evidence compliance for this standard

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: At the time of inspection, the jails current policy and procedures need updated to reflect this standard and components specified. Additionally, the jail did not provide supporting documentation in order to evidence compliance for this standard

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: At the time of inspection, Jail Administration provided supporting documentation that did not evidence compliance for this standard. No health authority documentation.

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: At the time of inspection, the jails current policy and procedures need updated to reflect this standard and components specified. Additionally, the jail did not provide supporting documentation in order to evidence compliance for this standard.

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: At the time of inspection, Jail Administration provided supporting documentation that did not evidence compliance for this standard. No evidence of Health Authority approval.

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

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: At the time of inspection, it was observed that due to overcrowding and the age and layout of the jail, the jail is not able to provide exercise and/or equipment in areas that can be utilized for recreation. Supporting documentation was not uploaded in order to evidence that inmates are receive at least 5 hours per week of recreation.

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: At the time of inspection, Jail Administration did not provide supporting documentation (sample discipline files) in order to evidence compliance for this 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: At the time of inspection, Jail Administration did not provide supporting documentation (sample discipline files) in order to evidence compliance for this standard.

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 did not provide supporting documentation (sample discipline files) in order to evidence compliance for this 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: At the time of inspection, Jail Administration did not provide supporting documentation (sample discipline files) in order to evidence compliance for this standard.

5120:1-8-15 (B)(Important) The use of administrative segregation as a penalty shall be prohibited.

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

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: At the time of inspection, Jail Administration did not provide supporting documentation (sample discipline files) in order to evidence compliance for this 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: At the time of inspection, Jail Administration did not provide supporting documentation (sample discipline files) in order to evidence compliance for this 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: At the time of inspection, Jail Administration provided supporting documentation that did not evidence compliance for this standard.

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

Comments: At the time of inspection, Jail Administration did not upload the jails policy, procedures and practices that

support this standard. Additionally, the jail did not provide supporting documentation in order to evidence compliance for this standard.

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

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

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

Comments: At the time of inspection, Jail Administration provided supporting documentation that did not evidence compliance for this standard. Documentation to evidence receipt of code of conduct not provided.

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: At the time of inspection, the jails current policy and procedures need updated to reflect this standard and components specified. Additionally, the jail did not provide supporting documentation of specified hours of training (jail support staff with routine contact) in order to evidence compliance for this standard.

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: At the time of inspection, the jails current policy and procedures need updated to reflect this standard and components specified. Additionally, the jail did not provide supporting documentation in order to evidence compliance for this standard.

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: At the time of inspection, the jails current policy and procedures need updated to reflect this standard and components specified. Additionally, the jail did not provide supporting documentation in order to evidence compliance for this standard.

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: At the time of inspection, the jails current policy, procedures and practices need updated to reflect this

standard. Additionally, the jail did not provide supporting documentation in order to evidence compliance for this standard.

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: At the time of inspection, the jails current policy, procedures and practices need updated to reflect this standard. Additionally, the jail did not provide supporting documentation in order to evidence compliance for this 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 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 black ink, appearing to read 'Joseph Landrum', is written over a light gray rectangular background.

Joseph Landrum, State Jail Inspector
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