



Department of
Rehabilitation & Correction

Mike DeWine, Governor
Annette Chambers-Smith, Director

01/02/2020

Sheriff Ronald Myers
Harrison County Jail
114 Court Street
Cadiz, OH 43907

RE: 2019 Annual Jail Inspection

Dear Sheriff Ronald Myers:

In accordance with Section 5120.10 of the Ohio Revised Code and Executive Order 92-03 of the Department of Rehabilitation and Correction, the Harrison County Jail, a full service jail, was inspected on 12/23/2019. 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 Harrison County Jail is 10. On the date of the jail inspection, there were 9 inmates incarcerated in the Harrison County Jail. The Ohio Department of Rehabilitation and Correction recommended housing capacity for the jail is 10, which is based upon total available living space and other requirements. Officials should maintain prisoner counts within the Department's recommended capacity figure .

The Harrison County Jail (Full Service Jail) is in compliance with 60 standards, 20 "Essential", and 40 "Important".

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

The Harrison County Jail did not comply with 49 standards, 30 "Essential", and 19 "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.

5120:1-8-02 (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 inspection, jail administration advised the Bureau that due to the age and layout of 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.

5120:1-8-03 (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: Due to the age and layout of the existing facility does not provide an established jail security perimeter. Additionally, a jail policy that would identify the existing jail security perimeter would need to be implemented into policy and procedure.

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 jail facility does not provide an established jail secure booking and release area. Additionally, a jail policy that would identify the existing jail secure booking and release area would need to be implemented into policy and procedure.

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 the age and layout of the existing facility, the jail does not provide a two-way communication system between central control, staffed posts and inmate occupied areas. Inmates shall be able to verbally contact the jail staff on duty by speaking at a normal conversational level. Yelling, rattling of bars or doors or other non-verbal means of attracting attention, is not an acceptable means of communication.

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. (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: 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: Due to the age and layout of the existing facility, the jail is not able to manage certain inmates with special needs.

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: Due to the age and layout of the existing facility on the day of inspection, the jail did not provide the required

amount of day space 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 (K) (Essential) Unadjudicated juvenile inmates shall be separated by sight and sound from adult inmates.

Comments: At the time of inspection, jail administration did not provide policy, procedures and practices that support this standard.

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 the 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, the jail provided a fire inspection that indicated deficiencies. The Fire inspector is scheduled to come back due to fire panel not operating at this time.

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: 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 (annual approval from local fire official) in order to 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 provide supporting documentation in order to evidence compliance for this standard.

5120:1-8-05 (P) (Essential) Jail furnishings shall meet fire safety performance standards.

Comments: At the time of inspection, on the first floor inmate day space it was discovered there was a wooden picnic table being used. Additionally, jail administration did not provide supporting documentation in order to evidence compliance with the standard.

5120:1-8-07 (A) (Important) There is a secure visiting area that physically separates the inmate and visitor with capability for two-way conversation and non-obscured and/or video visitation.

Comments: Due to the age and layout of the existing jail, the facility does not provide a secure visiting area.

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, 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. Jail Administration is currently working to get contracted health services with a third party.

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 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. Jail Administration is currently working to get contracted health services with a third party.

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 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. Jail Administration is currently working to get contracted health services with a third party .

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 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. Jail Administration is currently working to get contracted health services with a third party .

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, 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. Jail Administration is currently working to get contracted health services with a third party .

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, 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. Jail Administration is currently working to get contracted health services with a third party .

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.

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, 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. Jail Administration is currently working to get contracted health services with a third party .

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, 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. Jail Administration is currently working to get contracted health services with a third party .

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, 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. Jail Administration is currently working to get contracted health services with a third party .

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, 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. Jail Administration is currently working to get contracted health services with a third party .

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, 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. Jail Administration is currently working to get contracted health services with a third party.

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.

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.

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: 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. Jail Administration is currently working to get contracted health services with a third party.

5120:1-8-09 (U) (Essential) Continuing education for health trained personnel. All qualified health care professionals participate annually in continuing education appropriate for their position.

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.

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 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. Jail Administration is currently working to get contracted health services with a third party.

5120:1-8-09 (X) (Essential) Confidentiality. Information about an inmate's health status is confidential. Non health trained staff only have access to specific medical information on a "need to know" basis in order to preserve the health and safety of the specific inmate, other inmates, volunteers, visitors, criminal justice professionals or correctional staff.

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. Jail Administration is currently working to get contracted health services with a third party.

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.

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

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

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: 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 the inspection, it was observed that due to age and layout of the facility, the facility does not provide any areas that can be utilized for inmate recreation.

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: At the time of inspection, jail administration did not provide supporting documentation 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 did not provide supporting documentation in order to 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 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 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 did not provide supporting documentation in order to evidence compliance for 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: At the time of inspection, jail administration did not upload documentation 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 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: At the time of inspection, jail administration did not upload 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, jail administration did not upload 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, jail administration did not upload 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, jail administration did not upload 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 that reads "David L. Hicks". The signature is written in a cursive style and is positioned above a horizontal line.

David Hicks, State Jail Inspector
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Athens, Ohio 45701
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