



Department of
Rehabilitation & Correction

Mike DeWine, Governor
Annette Chambers-Smith, Director

11/19/2019

Sheriff Jeff Lawless
Lawrence County Jail
115 South 5th Street
Ironton, OH 45638

RE: 2019 Annual Jail Inspection

Dear Sheriff Jeff Lawless:

In accordance with Section 5120.10 of the Ohio Revised Code and Executive Order 92-03 of the Department of Rehabilitation and Correction, the Lawrence County Jail, a full service jail, was inspected on 10/21/2019. 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 Lawrence County Jail is 52. On the date of the jail inspection, there were 82 inmates incarcerated in the Lawrence County Jail. The Ohio Department of Rehabilitation and Correction recommended housing capacity for the jail is 27, which is based upon total available living space and other requirements. Officials should maintain prisoner counts within the Department's recommended capacity figure .

The Lawrence County Jail (Full Service Jail) is in compliance with 68 standards, 30 "Essential", and 38 "Important".

5120:1-8-01 (A)(1); -01 (A)(3); -01 (A)(4); -01 (A)(7); -01 (A)(9); -01 (A)(12); -02 (B)(4); -03 (A)(4); -03 (A)(5); -03 (A)(7); -03 (B)(2); -03 (B)(4); -03 (B)(5); -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 (D); -04 (K); -05 (A); -05 (E); -05 (H)(3); -05 (I); -05 (J); -05 (K); -05 (L); -05 (P); -05 (Q); -06 (B); -06 (C); -06 (F); -06 (G); -07 (A); -07 (D); -07 (E); -07 (H); -07 (I); -09 (E); -09 (F); -09 (H); -09 (R); -09 (V); -09 (X); -10 (A); -10 (B); -10 (C); -10 (D); -10 (E); -10 (G)(1); -10 (G)(2); -11 (B); -11 (E); -12 (B); -12 (F); -12 (G); -12 (H); -16 (A); -17 (E); -17 (F); -17 (G); -18 (A); -18 (E);

The Lawrence County Jail did not comply with 49 standards, 23 "Essential", and 26 "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) (1) (Important) Each full service jail shall have written policies and procedures, and practices which evidence, compliance with the following standards: Male and female inmates are housed separately by sight, touch and out of range of normal conversation with each other.

Comments: During the time of inspection, due to overcrowding issues, the jail was unable to separate male and female inmates out of range of normal conversation.

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 overcrowding issues and the age and layout of the facility, 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, not all inmates were assigned a bed due to the facility being well over the Bureau's recommended capacity.

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: The Lawrence County Jail does not have an established security perimeter. This is due to the age and layout of the existing facility.

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: the Lawrence County Jail does not have a secure booking and release area. This is due the age and layout of the existing facility. Age and layout does not provide.

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: The jail does not have a two way communication system in place in which inmates shall be able to verbally contact jail staff on duty by speaking at a normal conversation level. Yelling, rattling of bars or doors or other non-verbal means of attracting attention, is not an acceptable means of communication. A staff person shall remain within normal conversational hearing range or a two-way audio communication system shall be established to provide for verbal communication between staff and inmates.

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: At the time of inspection, Jail Administration did not provide supporting documentation to evidence compliance with the standard.

5120:1-8-03 (B) Each full service jail shall have written policies and procedures, and practices which evidence, that the following minimum standards are maintained. (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 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. (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, housing areas are not equipped or able to provide ADA intent (i.e. toilet area, showers) for this standard. Housing will be available for inmates with medical, psychiatric needs, suicidal, sexually aggressive, or those at high risk for victimization. Inmates with violent or mental health issues shall receive more frequent observation. Handicapped accessible furnishings shall be made available for those in need (e.g., wheelchairs, toilets, showers, etc.). Additionally, on the day of the inspection, due to severe overcrowding management and separation of special needs inmates is not feasible.

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. (15) (Important) Same gender and cross gender supervision guidelines shall be provided in policy and procedure.

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

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: 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, the jail 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 the inspection, it was observed that a toilet and lavatory(s) were non operational. Furthermore, holding cells and/or holding areas do not provide access to the requirements mentioned in this standard.

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

Comments: The jail has exceeded the Bureau Recommended Capacity for their facility and there is not the required ratio 1:12 of toilets to inmates.

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: The jail has exceeded the Bureau Recommended Capacity for their facility and there is not the required ratio 1:12 of showers to inmates.

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

Comments: The jail has exceeded the Bureau Recommended Capacity for their facility and there is not the required 1:12 ratio of operable wash basins with hot and cold potable water to inmates Furthermore, at the time of inspection, many wash basins were found to be inoperable.

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 of the facility, the facility does not provide natural light for all incarcerated inmates as required for this State Minimum Jail Standard.

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

Comments: At the time of inspection, Jail Administration did not provide supporting documentation in order to evidence compliance for this standard. Additionally, the Jail population was three times the Bureau Recommended Capacity on the date of inspection. This severe overcrowding causes an overall unhygienic condition.

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 did not provide supporting documentation in order to evidence compliance for this standard.

5120:1-8-05 (D) (Important) Regular maintenance and repairs shall occur.

Comments: On the day of inspection there were numerous sinks and toilets that were not operable. Additionally, the Jail Administration did not provide supporting documentation regarding regular maintenance and repairs for these issues.

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 which resulted in below the requirements for this standard. Steps must be taken by Jail Administration to increase the lighting in inmate reading areas.

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 which resulted in below the requirements for this standard. Steps must be taken by Jail Administration to increase the lighting in inmate reading and inmate accessible areas.

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, 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 provided supporting documentation that did not evidence compliance for the components specified in 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 provided supporting documentation that did not evidence compliance for the components specified in 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, Jail Administration 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, it was observed that the jail references the Health Authority's policy and procedure manual, however it was not uploaded in order to reference. Additionally, the jail did not provide supporting documentation in order to 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, several random files were obtained that revealed the jail was completing health assessments within the time requirement for this standard. However, the jail is not meeting all the specific components of the standard. Specifically, they are not in compliance with providing tuberculosis testing to every inmate.

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, Jail Administration provided supporting documentation that did not evidence compliance for this standard. The documentation the jail provided needs updated in order to evidence compliance with the 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, it was observed that the jail references the Health Authority's policy and

procedure manual, however it was not uploaded in order to reference. Additionally, Jail Administration provided supporting documentation that did not evidence compliance for all the specified components 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, Jail Administration provided supporting documentation that did not 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, Jail Administration provided supporting documentation that did not 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, it was observed that the jail references the Health Authority's policy and procedure manual, however it was not uploaded in order to reference. Additionally, Jail Administration provided supporting documentation that did not evidence compliance for all the specified components 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, it was observed that the jail references the Health Authority's policy and procedure manual, however it was not uploaded in order to reference. Additionally, Jail Administration provided supporting documentation that did not evidence compliance for all the specified components for this standard.

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, Jail Administration provided supporting documentation that did not evidence compliance for this standard.

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.

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

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: 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 the age and layout of the facility, the facility does not provide any areas that can be utilized for inmate recreation. Additionally, supporting documentation to support this standard was not made available to evidence compliance.

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: At the time of inspection, the inmates had not had access to the inmate rules of conduct.

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

Comments: At the time of inspection, it was observed that due to the age and layout of the facility, the facility does not have an area that can be utilized for administrative segregation purposes. All housing units are being utilized for general inmate housing. Jail Administration provided language in the jail's policy that indicates that the facility does not meet the minimum standards and major construction/renovation would be required to meet the Administrative Segregation Jail Standards.

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 provided language in the jail's policy that indicates that the facility does not meet the minimum standards and major construction/renovation would be required to meet the Administrative Segregation Jail Standards

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 provided language in the jail's policy that indicates that the facility does not meet the minimum standards and major construction/renovation would be required to meet the Administrative Segregation Jail Standards.

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, the jails current policy and procedures need updated to reflect this standard and components specified.

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, Jail Administration provided supporting documentation that did not 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 provided supporting documentation that did not evidence compliance for this standard. Additionally, during the inspection Jail Administration stated they were behind on administrators and supervisors additional training due to some staff change over .

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 provided supporting documentation that did not 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,



Joseph Landrum, State Jail Inspector
Bureau of Adult Detention
3791 State Route 63
Lebanon, Ohio 45036
Phone: (614) 971-9186
Email: joseph.landrum@odrc.state.oh.us