



Department of
Rehabilitation & Correction

Mike DeWine, Governor
Annette Chambers-Smith, Director

06/07/2019

Sheriff Douglas McGrath
Morgan County Jail
37 East Main Street
McConnelsville, OH 43756

RE: 2019 Annual Jail Inspection

Dear Sheriff Douglas McGrath:

In accordance with Section 5120.10 of the Ohio Revised Code and Executive Order 92-03 of the Department of Rehabilitation and Correction, the Morgan County Jail, a 12-day jail, was inspected on 06/05/2019. 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, Violations and Penalties, 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 Morgan County Jail is 8. On the date of the jail inspection, there were 4 inmates incarcerated in the Morgan County Jail. The Ohio Department of Rehabilitation and Correction recommended housing capacity for the jail is 6, which is based upon total available living space and other requirements. Officials should maintain prisoner counts within the Department's recommended capacity figure .

The Morgan County Jail (12-Day Jail) is in compliance with 64 standards, 22 "Essential", and 42 "Important".

5120:1-10-01 (A)(1); -01 (A)(4); -01 (A)(5); -01 (A)(7); -01 (A)(9); -01 (A)(12); -01 (A)(13); -02 (B)(3); -02 (B)(5); -02 (C); -03 (A)(5); -03 (A)(6); -03 (B)(2); -03 (B)(3); -03 (B)(5); -03 (B)(8); -03 (B)(10)(a); -03 (B)(10)(c); -03 (B)(10)(d); -03 (B)(11)(c); -03 (B)(12); -03 (B)(15); -04 (B); -04 (E); -04 (F); -04 (G); -04 (H); -04 (J); -05 (A); -05 (D); -05 (E); -05 (H); -05 (I); -05 (J); -05 (O); -06 (B); -06 (G); -07 (C); -07 (H); -07 (I); -09 (F); -09 (H); -09 (M); -09 (O); -09 (P); -09 (T); -09 (V); -09 (W); -09 (X); -10 (A); -10 (B); -10 (E); -10 (G)(1); -10 (G)(2); -11 (A); -11 (D); -12 (B); -12 (F); -12 (H); -15 (A); -15 (B); -15 (E); -16 (B); -17 (G);

The Morgan County Jail did not comply with 46 standards, 31 "Essential", and 15 "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.

5120:1-10-01 (A) Each twelve-day jail, as defined in rule 5120:1-7-02(A)(2) of the Administrative Code, shall adhere to the following standards regarding the reception and release of inmates. Each twelve-day jail shall implement policies and procedures, and produce documentation that evidences compliance with the following standards:
(2) (Important) The arresting, transporting or committing officer is identified by name and department.

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

5120:1-10-02 (B) Each twelve-day facility shall have written policies, procedures, and practices which complies with the following standards:

(2) (Important) Violent and non-violent inmates are not placed in the same cell or unsupervised areas together.

Comments: Due to the age and layout of the facility, the jail is not always able to comply with the intent of this standard. Although the jails policy mirrors the Ohio Jail Standard, a procedure would need to be put into place regarding separating violent and non violent inmates as they can not be placed in same cell or unsupervised areas together. The jail is currently operating under the premise of utilizing a "modified dormitory" and the cell doors to all but one are not operable. Jail Administration explained that they try their best to separate violent and non violent inmates, but do not always comply with the Ohio Jail Standard.

5120:1-10-02 (B) Each twelve-day facility shall have written policies, procedures, and practices which complies with the following standards:

(4) (Important) Juvenile and adult inmates are separated in a manner consistent with sections 2151.311 and 2152.26 of the Revised Code.

Comments: At the time of inspection, the jails current policy, procedures and practices need updated to reflect this standard and revised code sections.

5120:1-10-03 (A) Each twelve-day facility shall maintain the following standards in regard to the security of the jail.

(1) (Essential) An established security perimeter.

Comments: Due to the age and layout of the existing jail facility, the facility does not provide an established jail security perimeter as required by the Ohio Jail Standards. It should also be noted that all staff have keys to enter the jail facility from various points of entries within the Sheriff's Department.

5120:1-10-03 (A) Each twelve-day facility shall maintain the following standards in regard to the security of the jail.

(2) (Essential) A secure booking and release area.

Comments: The age and layout of the existing facility does not provide an established secure booking and release area as required by the Ohio Jail Standards. Additionally, all staff possess keys to the facility to enter/exit the jail facility from various points of entry within the jail facility.

5120:1-10-03 (A) Each twelve-day facility shall maintain the following standards in regard to the security of the jail.

(3) (Essential) Temporary weapons storage lockers or other secure storage at each point of entrance to the jail's security perimeter.

Comments: The age and layout of the facility does not provide temporary weapons storage lockers at each point of entrance to the jails security perimeter.

5120:1-10-03 (A) Each twelve-day facility shall maintain the following standards in regard to the security of the jail.

(4) (Essential) If installed, closed circuit televisions that are operational and preclude the monitoring of shower, toilet and clothing exchange areas.

Comments: At the time of inspection, it was observed that the closed circuit television did not preclude the monitoring of the shower area. The current positioning of the camera has a direct line of sight to the shower area.

5120:1-10-03 (B) Each twelve-day jail shall have written policies and procedures, and practices which evidence that the following standards are maintained.

(4) (Essential) There is a plan that guides the jail's response to emergencies. All jail personnel are trained annually in the implementation of the emergency plan. The emergency plan should include procedures to be followed in situations that threaten jail's security.

Comments: At the time of inspection, Jail Administration did not provide supporting documentation (i.e. verification of annual response to emergency training) in order to evidence compliance for this standard.

5120:1-10-03 (B) Each twelve-day jail shall have written policies and procedures, and practices which evidence that the following standards are maintained.

(6) (Essential) An official count shall be conducted three times daily not to exceed nine hours from the previous count to verify inmate's physical presence and identification. Jail staff conducting the count shall record the count.

Comments: At the time of inspection, it was observed that official counts are not being logged on the daily activity log and/or exceeding 9 hours from the previous count when being performed.

5120:1-10-03 (B) Each twelve-day jail shall have written policies and procedures, and practices which evidence that the following standards are maintained.

(7) (Essential) Personal observation checks of inmates shall be conducted at least once every sixty minutes. 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, it was observed that personal observation checks were being conducted by using the closed- captioned television and was not being performed personally and at irregular times. This does not meet the intent of the Ohio Jail Standard for personal observation checks. Personal observation checks of inmates shall be conducted at least once every sixty minutes and shall be conducted at varying times. Closed captioned television and other monitoring equipment may not be used as a substitution. Additionally, a review of the jails daily activity log indicated that several checks had exceeded the 60 minute requirement for this standard and/or not been logged.

5120:1-10-03 (B) Each twelve-day jail shall have written policies and procedures, and practices which evidence that the following 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 will be documented, reviewed and signed off by a non-involved supervisor or higher-ranking personnel. The use of physical restraints will be reviewed for policy compliance by the jail administrator or designee.

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

5120:1-10-03 (B) Each twelve-day jail shall have written policies and procedures, and practices which evidence that the following standards are maintained.

(10) In regard to the use of force:

(b) (Essential) Use of force shall be limited to the amount of force appropriate to control a given situation acknowledging changing levels of force may change in seconds. In no event is physical force used as punishment.

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

5120:1-10-03 (B) Each twelve-day jail shall have written policies and procedures, and practices which evidence that the following standards are maintained.

(B) Each twelve-day jail shall have written policies and procedures, and practices which evidence that the following standards are maintained.

(11) Develop procedures to guide searches of the jail and inmates in order to control contraband.

(b) (Essential) A security inspection of the jail shall be conducted once a month.

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

5120:1-10-04 (C) (Important) Single cells/rooms and multiple occupancy cells/rooms/dormitories shall have an air circulation of 15 cubic feet of outside or recirculated, filtered air per minute per occupant, or as required by the local jurisdiction. Documentation from a qualified source shall be maintained by the jail.

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

5120:1-10-04 (K) (Important) Juvenile inmates shall be separated by sight and sound from adult inmates.

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

5120:1-10-05 (B) (Essential) All areas of a twelve-day jail shall be safe and sanitary, including the food service, storage spaces and laundry areas. Staff and inmates shall have specific housekeeping responsibilities, which shall include, but are not limited to, cleaning of toilets, urinals, sinks, drinking facilities and showers in areas occupied by inmates, and disposal of garbage.

Comments: At the time of inspection, it was observed from supporting documentation that daily cleaning of the jail and specified areas was not being logged appropriately and/or not at all in order to evidence compliance for this standard.

5120:1-10-05 (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 upload supporting documentation (i.e. monthly inspections/exterminations) in order to evidence compliance for this standard.

5120:1-10-05 (F) The jails shall maintain documentation that the following standards are met with regard to interior lighting:

(1) (Important) At least twenty foot-candles, measured thirty inches above the floor, in inmate reading areas.

Comments: On the day of inspection, the lighting in all areas measured lower than required by the Ohio Jail Standard in inmate reading areas.

5120:1-10-05 (F) The jails shall maintain documentation that the following standards are met with regard to interior lighting:

(2) (Important) At least fifteen foot-candles, measured thirty inches above the floor, in inmate accessible areas.

Comments: On the day of inspection, the lighting in all areas measured lower than required by the Ohio Jail Standard in inmate all inmate accessible areas.

5120:1-10-05 (K) (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 the four(4)components specified. Additionally, the jail did not provide supporting documentation (i.e. annual local fire official review in order to evidence compliance for this standard.

5120:1-10-05 (L) (Essential) Training in jail fire safety equipment shall be conducted annually.

Comments: At the time of inspection, Jail Administration did not upload supporting documentation (i.e. verification of jail fire safety equipment for all staff) in order to evidence compliance for this standard.

5120:1-10-05 (M) (Essential) Fire drills shall be conducted every three months on each shift.

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

5120:1-10-05 (N) (Essential) Jail furnishings shall meet fire safety performance requirements.

Comments: At the time of inspection, Jail Administration did not upload supporting documentation (i.e. documentation that furnishings meet the required fire safety performance) in order to evidence compliance for this standard.

5120:1-10-07 (A) (Important) There is a secured visiting area that physically separates the inmate and visitor with capability for two-way, unobscured conversation and/or video visitation.

Comments: At the time of inspection, it was observed and explained to this inspector that due to the age and layout of the facility, there is not a secure visiting area that physically separates the inmate and visitor. Visits between inmates and visitors are conducted in the Sheriff's personal office.

5120:1-10-07 (E) (Important) The jail shall provide general visitation hours that provide inmates the opportunity for thirty minutes of visitation per week. If the jail utilizes video visitation, it will provide weekly general visitation hours that are supported by the video visitation system utilized, no less than twenty minutes per visit. A schedule of visiting hours shall be posted in inmate and visitor areas.

Comments: At the time of inspection, observation of visitation schedules posted in the inmate and visitor areas (lobby) was not observed. Additionally, supporting documentation (i.e. visitation log) that would verify at least 30 minutes of visitation per week was not provided in order to evidence compliance for this standard.

5120:1-10-09 (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:

- (1) Provide written policies and procedures specifically designed for the jail for all aspects of this standard that shall be reviewed on an annual basis.
 - (a) Written policies and procedures shall be easily accessible to staff and simple to understand .
- (2) Arranges for all levels of health care, mental health care and dental care and assures quality, accessible and timely services for inmates. When necessary medical, mental health or dental care is not available at the jail, inmates are referred to an appropriate setting.
- (3) 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.
- (4) 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 (i.e. annual medical policy, procedure and practices review) in order to evidence compliance for this standard.

5120:1-10-09 (B) (Essential) Inmate pre-screen. Before acceptance into the 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 an electronic weapon, pepper spray or other less lethal use of force during arrest.

Comments: At the time of inspection, Jail Administration did not provide supporting documentation (i.e. verification of health trained staff) in order to evidence compliance for this standard.

5120:1-10-09 (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;
 - (a) 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.³

Comments: At the time of inspection, Jail Administration did not upload the medical policy, procedures and practices that support this standard. Additionally, Jail Administration provided supporting documentation (receiving screen) that did not evidence compliance for this standard as all components were not indicated on the receiving screen form. This shall be in accordance with criteria and protocols established by the Morgan County Jails Health Authority. Furthermore, Jail Administration did not provide verification that staff are health trained.

5120:1-10-09 (D) (Essential) Scope of service. The jail shall provide, or make provisions for, twenty-four hour emergency health, dental and mental health care.

Comments: At the time of inspection, Jail Administration did not upload a policy, procedure and practices that would evidence compliance for this standard and components indicated (i.e. health, dental, mental health care).

5120:1-10-09 (E) (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 works in accordance with profession-specific job descriptions approved by the health authority.

Comments: At the time of inspection, Jail Administration did not provide supporting documentation (i.e. licensures, certifications, credentials) in order to evidence compliance for this standard.

5120:1-10-09 (G) (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.
- (1) 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, procedures and practices need updated to reflect this standard. Additionally, the jail did not provide supporting documentation (i.e. verification of health trained personnel) in order to evidence compliance for this standard.

5120:1-10-09 (I) (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, and jail staff and in accordance with 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 inmate health information was included in the inmate file and all staff have access to inmate file. Ohio Revised Code 3701.17 defines protected health information as, "Protected health information means information, in any form, including oral, written, electronic, visual, pictorial, or physical that describes an individual's past, present, or future physical or mental health status or condition, receipt of treatment or care, or purchase of health products...". This would include the collection of protected medical/mental health information when provided a receiving screen (5120:1-8-09(C) to all incoming inmates at the jail.

5120:1-10-09 (J) (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, procedures and practices need updated to reflect this standard. Additionally, the jail did not provide supporting documentation (i.e. verification of health trained staff) in order to evidence compliance for this standard.

5120:1-10-09 (K) (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 inmates with mental illness 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, procedures and practices need updated to reflect this standard. The standard specifies that the health authority shall develop policies for the following jail standards. Additionally, the jail did not provide supporting documentation (i.e. Health Authority policy annual approval) in order to evidence compliance for this standard.

5120:1-10-09 (L) (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.
- (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 shall 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 provide supporting documentation (i.e. verification of initial or annual training) in order to evidence compliance for this standard.

5120:1-10-09 (N) (Essential) Infectious disease control program. The health authority shall have a written infectious disease control program that 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 will develop written policy and procedures.

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

5120:1-10-09 (R) (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 did not provide supporting documentation (i.e. qualified health care professional training) in order to evidence compliance for this standard.

5120:1-10-09 (U) (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, the jails current policy and procedures need updated to reflect this standard and components specified.

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

Comments: At the time of inspection, the Jail Administrator advised the inspector that he did not have the jails menu cycles and contents evaluated and approved annually by a licensed nutritionist or registered dietician during this inspection cycle.

5120:1-10-10 (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, the jails current policy and procedures need updated to reflect this standard and components specified (jails record retention schedule for food items served at meals).

5120:1-10-10 (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 officials did not provide supporting documentation (pre-assignment and annual re-examinations) in order to show adherence for this standard. During the inspection, the Jail Administrator advised the inspector that there are 3 jail staff are involved in the preparation of food at the jail.

5120:1-10-12 (C) (Important) Inmate rules shall identify the fundamental rights that cannot be suspended except in an emergency, and/or other condition(s)/circumstance(s) beyond the control of the jail administrator or their staff.

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

5120:1-10-17 (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 reflect that the facility has staff for administration, supervision, and jail personnel 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.

(2) 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, procedures and practices need updated to reflect this standard. Additionally, the jail did not provide supporting documentation (i.e. shift schedule for jail, annual staffing plan review) in order to evidence compliance for this standard.

5120:1-10-17 (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 provide supporting documentation (i.e. staffing plan or shift schedule) in order to evidence compliance for this standard.

5120:1-10-18 (B) (Important) Correctional officers or staff with routine contact and who are not currently appointed as a peace officer, shall receive training as follows:

(1) Training in jail policies and procedures prior to or in within 60 days of assignment to jail duties.

(2) During the first year of assignment, they shall receive the jailer basic training consistent with section 109:2- 11 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 provide supporting documentation (i.e. training logs/certificates to support each of training standards) in order to evidence compliance for this standard.

5120:1-10-18 (D) (Important) Administrators and supervisors shall receive training in addition to the training specified in paragraphs (B) or (C) of this rule as follows:

(1) Training in jail policies and procedures prior to or in conjunction with assignment to jail duties.

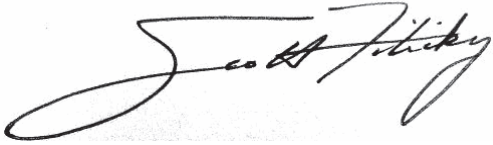
(2) During the first year of assignment, an additional forty hours of training above (B) or (C) in this standard, which may include legal aspects of jail management, managerial principles, labor relations, and records/information management.

(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 provide supporting documentation (i.e. training verification for each indicated training standard) 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 "Scott Filicky". The signature is written in a cursive style with a large, sweeping initial "S".

Scott Filicky, State Jail Inspector
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