



Department of
Rehabilitation & Correction

Mike DeWine, Governor
Annette Chambers-Smith, Director

02/06/2020

Sheriff David Doak
Portage County Justice Center
8240 Infirmary Road
Ravenna, OH 44266

RE: 2019 Annual Jail Inspection

Dear Sheriff David Doak:

In accordance with Section 5120.10 of the Ohio Revised Code and Executive Order 92-03 of the Department of Rehabilitation and Correction, the Portage County Justice Center, a full service jail, was inspected on 12/04/2019. 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 Portage County Justice Center is 362. On the date of the jail inspection, there were 249 inmates incarcerated in the Portage County Justice Center. The Ohio Department of Rehabilitation and Correction recommended housing capacity for the jail is 220, which is based upon total available living space and other requirements. Officials should maintain prisoner counts within the Department's recommended capacity figure.

The Portage County Justice Center (Full Service Jail) is in compliance with 66 standards, 32 "Essential", and 34 "Important".

5120:1-8-01 (A)(1); -01 (A)(3); -01 (A)(4); -01 (A)(9); -01 (A)(12); -02 (B)(2); -02 (B)(4); -02 (D); -03 (A)(3); -03 (A)(4); -03 (A)(6); -03 (A)(7); -03 (B)(2); -03 (B)(4); -03 (B)(5); -03 (B)(6); -03 (B)(7); -03 (B)(8); -03 (B)(11)(b); -03 (B)(11)(c); -03 (B)(12); -03 (B)(15); -03 (B)(17); -04 (A)(4); -04 (B); -04 (D); -04 (F); -04 (H); -04 (J); -04 (K); -05 (A); -05 (C); -05 (E); -05 (G)(1); -05 (G)(2); -05 (J); -05 (P); -05 (Q); -06 (B); -06 (C); -06 (G); -07 (A); -07 (D); -07 (E); -07 (H); -07 (I); -09 (C); -09 (E); -09 (F); -09 (G); -09 (K); -09 (N); -09 (Q); -09 (R); -09 (U); -09 (V); -09 (X); -10 (B); -10 (D); -10 (E); -10 (F); -10 (G)(1); -10 (G)(2); -11 (B); -11 (E); -16 (A);

The Portage County Justice Center did not comply with 50 standards, 21 "Essential", and 29 "Important". This letter is intended to serve as a basis for developing plans of action for bringing the facility into compliance with the deficiencies noted during the inspection.

5120:1-8-01 (A) (7) (Important) The jail shall develop and implement policies and procedures governing strip searches and body cavity searches during reception in consultation with the county prosecutor, city attorney or law director consistent with section 2933.32 of the Revised Code.

Comments: At the time of inspection, the jail's current policy, procedures and practices need updated to reflect language covering both strip searches and body cavity searches in consultation with the prosecutor, city attorney or law director. Additionally, the jail did not provide supporting documentation in order to show compliance for this standard (see notes within the standard in OHJMS).

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: At the time of the inspection, male and female inmates are not separated by sight in the new jail's new housing unit (Jail 2).

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

Comments: On the day of the inspection and due to the current construction at the jail, an unsecure entryway into the existing jail was made available for jail construction vendors for work accessibility. Due to these actions, the jail's established secure perimeter is compromised and has affected the safe and secure operation of the jail.

5120:1-8-03 (A) Each full service jail shall maintain the following minimum standards in regard to security of the jail. (5) (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 the inspection and due to the current construction at the jail, the closed circuit televisions in Housing Unit E did not preclude the monitoring of inmates while using the shower areas.

5120:1-8-03 (B) Each full service jail shall have written policies and procedures, and practices which evidence, that the following minimum standards are maintained. (9) (Essential) Inmates in physical restraints shall be personally checked by staff every ten minutes. The report of the use of physical restraints shall be reviewed and signed off by a non-involved supervisor or higher ranking personnel. The use of physical restraints shall be reviewed for policy compliance by the jail administrator or designee.

Comments: The jail's policy needs updated to include reports regarding the use of physical restraints must be documented, reviewed and signed off by a non-involved supervisor or higher-ranking personnel. The use of physical restraints must be reviewed for policy compliance by the jail administrator or designee to evidence compliance with the standard. Additionally, the jail did not provide supporting documentation to evidence compliance in accordance with the standard (see notes within the standard in OHJMS).

5120:1-8-03 (B) Each full service jail shall have written policies and procedures, and practices which evidence, that the following minimum standards are maintained. (10) In regard to the use of force:

(a) (Essential) Use of force shall be limited to instances of justifiable self-defense, prevention of self-inflicted harm, protection of others, prevention of riot, discharge of firearm or other weapon, escape or other crime and controlling or subduing an inmate who refuses to obey a staff command or order.

Comments: The jail did not provide supporting documentation showing compliance with sections (B)(10)(a), (B)(10)(b), (B)(10)(c) and (B)(10)(d) in accordance with the standard (see notes within the standard in OHJMS).

5120:1-8-03 (B) Each full service jail shall have written policies and procedures, and practices which evidence, that the following minimum standards are maintained. (10) In regard to the use of force:

(b) (Essential) Use of force shall be limited to the amount of force necessary to control a given situation and shall include a continuum of escalating force levels. In no event is physical force used as punishment.

Comments: The jail did not provide supporting documentation showing compliance with sections (B)(10)(a), (B)(10)

(b), (B)(10)(c) and (B)(10)(d) in accordance with the standard (see notes within the standard in OHJMS).

5120:1-8-03 (B) Each full service jail shall have written policies and procedures, and practices which evidence, that the following minimum standards are maintained. (10) In regard to the use of force:

(c) (Essential) An examination and/or treatment by qualified health care personnel shall be provided to inmates or staff involved in a use of force incident when there is obvious physical injury or there is a complaint of injury or request for medical attention.

Comments: The jail did not provide supporting documentation showing compliance with sections (B)(10)(a), (B)(10) (b), (B)(10)(c) and (B)(10)(d) in accordance with the standard (see notes within the standard in OHJMS).

5120:1-8-03 (B) Each full service jail shall have written policies and procedures, and practices which evidence, that the following minimum standards are maintained. (10) In regard to the use of force:

(d) (Essential) Use of force incidents shall be recorded and reviewed by the jail administrator or designee.

Comments: The jail did not provide supporting documentation showing compliance with sections (B)(10)(a), (B)(10) (b), (B)(10)(c) and (B)(10)(d) in accordance with the standard (see notes within the standard in OHJMS).

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. (16) (Important) Keys, tools and culinary equipment are inventoried and use is controlled.

Comments: On the day of the inspection, vendors had access to the jail's security perimeter keys and no documentation was provided to evidence how the keys were controlled.

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 (see notes within the standard in OHJMS)

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

Comments: On the day of the inspection, several housing units (Jail 1 and Jail 2) unit did not provide operable lavatories for the inmate population. Several lavatories did not provide hot and cold potable water (see notes within the standard in OHJMS).

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: At the time of the inspection, several housing unit showers were not operable affecting the ratio required by the standard. Additionally, water temperatures measured between 45-75 degrees Fahrenheit.

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: On the day of the inspection, inmate holding/housing units were found to be unsanitary (see notes within the standard in OHJMS)

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

Comments: On the day of the inspection, several items were found to be in disrepair. The jail failed to provide documentation that work orders/repairs had been completed.

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: The jail's supporting documentation did not evidence compliance in accordance with the standard. Additionally, a laundry exchange schedule must be developed for Jail 2 (see notes within the standard in OHJMS).

5120:1-8-05 (I) (Important) Each inmate shall be provided the opportunity for a hot shower not to exceed forty-eight hours.

Comments: On the day of the inspection, several housings units evidenced cold water temperatures in inmate showers (see notes within the standard in OHJMS).

5120:1-8-05 (K) (Important) Shaving equipment and supplies shall be made available daily. Issuance and retrieval of shaving equipment and supplies shall be documented.

Comments: The jails current policy, procedures and practices needs revised to include all inmates are provided shaving equipment and supplies on a daily basis (see notes within the standard in OHJMS).

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 did not provide supporting documentation in order to evidence compliance for this standard. Additionally, the jails current policy, procedures and practices needs revised to include a written plan to correct any jail related deficiencies (see notes within the standard in OHJMS).

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: The jail's written fire safety plan, must include a plan to correct any deficiencies in accordance with the standard. Additionally, the written safety plan must be approved by the jail' s local fire official on annual basis (see notes within the standard in OHJMS).

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

Comments: At the time of inspection, the jail did not provide supporting documentation to evidence compliance for this standard (see notes within the standard in OHJMS).

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

Comments: The jail did not provide documentation indicating jail staff conducts fire drills on all shifts every three (3) months (see notes within the standard in OHJMS).

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: The jail's policy and procedure needs revised to include section (A)(1) in accordance with the standard. This information will need to include the review and approval of the Health Authority. Additionally, supporting documentation was not provided regarding the current contract with the jail's Health Authority to evidence compliance with the standard (see notes within the standard in OHJMS).

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: The jail's policy needs updated to include language showing compliance with sections (B)(2) and (B)(3) of the standard. This information will need to include the review and approval of the Health Authority. Additionally, The jail did not provide documentation showing jail staff who receive inmate medical and mental health complaints were health-trained.

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: The jail's policy needs updated to include language showing compliance with section (D)(2) of the standard in accordance with the standard. This information will need to include the review and approval of the Health Authority (see notes within the standard in OHJMS).

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: The jail's policy needs updated to include language showing compliance with sections (H)(1), (H)(2), and

(H)(3) in accordance with the standard. This information will need to include the review and approval of the Health Authority. Additionally, the jail did not provide documentation showing jail staff who receive inmate medical and mental health complaints were health-trained (see notes within the standard in OHJMS).

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: The jail's policy needs updated to include language showing compliance with sections (J)(2) and (J)(3) of the standard. This information will need to include the review and approval of the Health Authority (see notes within the standard in OHJMS).

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: The jail's policy needs updated to include language showing compliance with section (M)(6) of the standard. This information will need to include the review and approval of the Health Authority .

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: The jail's policy needs updated to include an infectious disease control program to include language indicating isolation precautions and exposure control for inmates and jail staff. Additionally, this information will need to include the review and approval of the Health Authority (see notes within the standard in OHJMS).

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: The jail's policy needs updated to include language regarding specific criteria established for immediately transferring inmates experiencing severe, life-threatening intoxication or detoxification symptoms to a hospital or detoxification center. Additionally, this information will need to include the review and approval of the Health Authority (see notes within the standard in OHJMS).

5120:1-8-10 (A) (Essential) There shall be documentation that the food service operation complies with the regulations of the local or state health department.

Comments: The jail's supporting documentation did not evidence compliance with the standard (see notes within the standard in OHJMS)

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: The jail did not provide evidence showing their menu cycle had been approved annually by a licensed nutritionist, registered dietitian, or registered dietitian nutritionist.

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: The jail did not provide documentation showing inmates are provided and/or offered at least five hours of exercise per week (see notes within the standard in OHJMS).

5120:1-8-12 (B) (Important) There shall be a sanctioning schedule for rule violations. The jail administrator or designee shall approve any penalty exceeding suspension of rights or disciplinary isolation for more than one hundred twenty hours. The maximum sanction for rule violations shall be no more than sixty days for violations arising out of one incident. Continuous confinement for more than thirty days requires the review and approval of the jail administrator or designee.

Comments: The jail's current policy, procedure and practices need updated to reflect standard and component specified. Additionally, the jail did not provide supporting documentation to evidence compliance for this standard (see notes within the standard in OHJMS).

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: The jail did not provide supporting documentation to evidence compliance for this standard (see notes within the standard in OHJMS).

5120:1-8-12 (F) (Important) Pre-disciplinary hearing requirements shall include, at minimum a written incident report, an inmate's opportunity to waive in writing the disciplinary hearing, an investigation that commences within twenty-four hours of the incident to determine whether sufficient evidence exists to support the charge, and written notification to the inmate of the nature and date of the violation within twenty-four hours of the alleged violation(s) or discovery of the alleged violation(s).

Comments: At the time of inspection, the jail did not provide supporting documentation did not evidence compliance for this standard (see notes within the standard in OHJMS).

5120:1-8-12 (G) (Important) The inmate shall have a minimum period of twenty-four hours after receiving written notification of the rule violation(s) to prepare for the disciplinary hearing. The inmate may waive the twenty-four hour period. The inmate is given a hearing within forty-eight hours excluding holidays, weekends, and emergencies after receiving the written notification if placed in isolation or within three business days if the inmate is not placed in isolation. Postponement of the hearing may be granted.

Comments: At the time of inspection, the jail did not provide supporting documentation to evidence compliance for this standard (see notes within the standard in OHJMS).

5120:1-8-12 (H) (Important) Disciplinary hearing requirements shall include an impartial hearing officer appointed by the jail administrator or designee, the inmate's opportunity to be heard, present evidence and question witnesses subject to limitations imposed by the hearing officer, the hearing officer shall state the reasons for any limitations in writing, a written statement by the hearing officer of the facts relied upon and reasons for the imposition of any penalties shall be provided to the inmate and a copy placed in the inmate's file, and selection by the jail administrator or designee of a

staff person to assist an inmate when the inmate is unable to effectively communicate .

Comments: At the time of inspection, the jail did not provide supporting documentation to evidence compliance for this standard (see notes within the standard in OHJMS).

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

Comments: At the time of the inspection, the jail's policy and procedure needs revised to meet the components of the standard.

5120:1-8-15 (D) (Important) Within twenty-four hours of administrative segregation, the inmate shall be provided with written documentation of the reason for confinement. The inmate shall be provided an opportunity for a written or oral response to the jail administrator or designee, to be reviewed within seventy-two hours for determination of continued confinement.

Comments: At the time of the inspection, the jail's policy and procedure needs revised to meet the components of the standard. Additionally, supporting documentation was not provided to show compliance with the standard (see notes within the standard in OHJMS).

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 the inspection, the jail did not provide policy, procedure and supporting documentation to evidence compliance with the standard (see notes within the standard in OHJMS).

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: The jail did not provide documentation to show compliance with sections (D)(1), (D)(2), and (D)(3) of the standard (see notes within the standard in OHJMS).

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

Comments: The jail failed to provide evidence of compliance with this standard. Policy and procedure need to be provided for review.

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: The jail did not upload documentation to evidence compliance in accordance with the standard (see notes within the standard in OHJMS).

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

Comments: The jail did not upload documentation to evidence a written code of ethics are provided to new jail staff (see notes within the standard in OHJMS).

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: The jail did not provide documentation to show compliance with sections (A)(1) and (A)(2) of the standard (see notes within the standard in OHJMS).

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: The jail did not provide documentation to show compliance with sections (B)(1), (B)(2), and (B)(3) of the standard (see notes within the standard in OHJMS).

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: The jail did not provide documentation to show compliance with sections (C)(1), (C)(2), and (C)(3) of the standard (see notes within the standard in OHJMS).

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: The jail did not provide documentation to evidence compliance in accordance with the standard (see notes within the standard in OHJMS).

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: The jail did not provide documentation to evidence compliance in accordance with the standard (see notes within the standard in OHJMS).

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,



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