

02/07/2020

Sheriff Michael Hetzel
Wyandot County Jail
125 E. Wyandot Avenue
Upper Sandusky, OH 43351

RE: 2019 Annual Jail Inspection

Dear Sheriff Michael Hetzel:

In accordance with Section 5120.10 of the Ohio Revised Code and Executive Order 92-03 of the Department of Rehabilitation and Correction, the Wyandot County Jail, a full service jail, was inspected on 09/26/2019. 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 Wyandot County Jail is 20. On the date of the jail inspection, there were 19 inmates incarcerated in the Wyandot County Jail. The Ohio Department of Rehabilitation and Correction recommended housing capacity for the jail is 18, which is based upon total available living space and other requirements. Officials should maintain prisoner counts within the Department's recommended capacity figure .

The Wyandot County Jail (Full Service Jail) is in compliance with 46 standards, 15 "Essential", and 31 "Important".

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

The Wyandot County Jail did not comply with 69 standards, 38 "Essential", and 31 "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) (3) (Important) (3) (Important) A booking and identification record shall be made of every commitment that includes the following information:

- (a) Time and date of commitment;
- (b) Name and alias;
- (c) Official charge or charges;

- (d) Authority for commitment;
- (e) Date of birth of inmate;
- (f) Sex and race of inmate;
- (h) Marital status of inmate;
- (g) Height and weight of inmate;
- (i) Home address and telephone number of inmate;
- (j) Spouse, next of kin, or person to notify in case of an emergency;
- (k) Social security number;
- (l) Identifying characteristics (scars, or marks.)

Comments: On the day of the inspection, the example provided did not account for Identifying characteristics (scars or marks.). Jail officials should update the form or supply additional documentation to verify compliance .

5120:1-8-01 (A) (9) (Important) Inmates shall not be confined in the reception area for more than twelve hours except when security, health and mental health concerns are being addressed.

Comments: On the day of the inspection, no documentation was provided as it relates to this standard. Jail officials should download materials as they relate to the standard.

5120:1-8-02 (B) (2) (Important) Each full service jail shall have written policies and procedures, and practices which evidence, compliance with the following standards: Violent and non-violent inmates are not placed in the same cell or unsupervised areas together.

Comments: On the day of the inspection, due to age and layout of the jail. The jail is not able to properly separate inmates in this manor. Jail officials should come up with a way to address this issue in a manor compliant with the intent of the standard.

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

Comments: On the day of the inspection, the age and layout of the facility does not provide a secure perimeter due to the use of keys/ key pads used by all officers to enter and exit the secure perimeter . Jail officials need to eliminate security keys in the security perimeter.

5120:1-8-03 (A) Each full service jail shall maintain the following minimum standards in regard to security of the jail. (3) (Essential) A secure booking and release area.

Comments: On the day of the inspection, the booking area is not secured. All officers have keys that enable them to move in and out of the security perimeter. Jail officials need to address securing the booking area from the rest 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: On the day of the inspection, some of the CCTV cameras were broken or out of operation. Jail officials need to repair cameras that are currently broken and put back into operation.

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: On the day of the inspection, two way communication was not provided in all inmate occupied areas. Jail officials should make sure two way communication is offered in all inmate occupied areas .

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

Comments: On the day of the inspection, the jail did not provide generator test logs or maintenance documentation. Jail officials should download documents to evidence compliance .

5120:1-8-03 (B) Each full service jail shall have written policies and procedures, and practices which evidence, that the following minimum standards are maintained. (4) (Essential) There is a plan that guides the jail's response to emergencies. All jail personnel are trained in the implementation of the emergency plan. The emergency plan should include procedures to be followed in situations that threaten jail security.

Comments: On the day of the inspection, documentation provided did not verify all emergency plans are addressed or document that all staff have completed training. Jail officials should address all emergency situations and provide documents that all staff have been trained on such emergencies .

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: On the day of the inspection, no procedure was provided and policy was vague. Jail officials should update a procedure as to define how and when counts are done.

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: On the date of the inspection, policy appeared to be in compliance with the standard however the procedure provided did not specify how this will be accomplished. Jail officials should update a procedure to have all aspects of the standard incorporated.

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: On the day of the inspection, only policy was provided. No use of force documents were provided to demonstrate evidence of compliance. Furthermore, no training documents were provided showing all staff have been trained. Jail officials should download documents to demonstrate compliance .

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: On the day of the inspection, only policy was provided. No use of force documents were provided to demonstrate evidence of compliance. Furthermore, no training documents were provided showing all staff have been

trained. Jail officials should download documents to demonstrate compliance .

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: On the day of the inspection, only policy was provided. No use of force documents were provided to demonstrate evidence of compliance. Furthermore, no training documents were provided showing all staff have been trained. Jail officials should download documents to demonstrate compliance .

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: On the day of the inspection, only policy was provided. No use of force documents were provided to demonstrate evidence of compliance. Furthermore, no training documents were provided showing all staff have been trained. Jail officials should download documents to demonstrate compliance .

5120:1-8-03 (B) (11) Procedures guide searches of jails and inmates to control contraband.

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

Comments: On the day of the inspection, documents provided did not evidence that the inspections are done monthly and policy had nothing addressing the discovery of contraband or physical security deficiencies. Jail officials need to provide more concurrent inspections to evidence compliance and update policy/ procedures to address the discovery of contraband and physical security deficiencies.

5120:1-8-03 (B) (11) Procedures guide searches of jails and inmates to control contraband.

(c) (Essential) The jail administrator or designee shall be notified of any discovered contraband or physical security deficiencies. The appropriate disposition of contraband and the remediation of physical security deficiencies shall be documented.

Comments: On the day of the inspection, documents provided did not evidence that the inspections are done monthly and policy had nothing addressing the discovery of contraband or physical security deficiencies. Jail officials need to provide more concurrent inspections to evidence compliance and update policy/ procedures to address the discovery of contraband and physical security deficiencies.

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. (12) (Important) Inmate movement from one area to another is controlled by staff.

Comments: On the day of the inspection, no documents were provided for review.

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: On the date of the inspection and after review of the staffing plan , the jail does not always have a female on duty in the jail. Jail policy did not address how this is addressed through staffing. Jail officials need to make sure there is cross gender supervision is available when needed. Furthermore, jail officials need to download a policy and staffing plan to show compliance.

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, no inventory was provided for keys, tools or culinary equipment to review to demonstrate compliance. Jail officials should download inventory logs and sign in/ out sheets for keys, tools or culinary equipment.

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. (17) (a) (Important) Stored in a secure area and used by inmates only under direct supervision and used only in accordance with manufacturer's instruction. The substances are only accessible to authorized persons.

Comments: On the day of the inspection, no safety data sheets were provide for verification that substances are being used under manufactures instructions. Jail officials should provide documents to show compliance to 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: On the day of the inspection, the jail was over BRC thus putting them over on day space square footage per inmate. Jail officials should work to maintain jail population with in the BRC .

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: On the day of the inspection, the jail was over BRC thus putting them over on seating per inmate. Jail officials should work to maintain jail population with in the BRC .

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: On the day of the inspection, the policy does not meet the standard and no documentation from a qualified source was provided. Jail officials should update policy to reflect the standard and provide documentation from a qualified source that the system is operating per 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: On the day of the inspection no documents were provided showing cleaning was being done. Jail officials should download documents to demonstrate compliance.

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: On the date of the inspection, no downloads were provided to demonstrate compliance. Jail officials should download inspection sheets and receipts from extermination company that completes monthly inspections.

5120:1-8-05 (E) (Essential) The jail shall be inspected annually by local or state health authorities and a written report shall be provided. There shall be a written plan to correct jail-related deficiencies.

Comments: On the day of the inspection, no written plans to correct deficiencies were provided. Jail officials should provide policy with written plans to correct deficiencies.

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: On the day of the inspection lighting was below candle-foot needed to meet compliance. Jail officials should make sure all lighting is working and at proper candle-foot,

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: On the day of the inspection, lighting was below candle-foot needed to meet compliance. Jail officials should make sure all lighting is working and at proper candle-foot.

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: On the day of the inspection, documentation provided was blank and could not be used to demonstrate compliance. Jail officials should provided several weeks of concurrent used documents to demonstrate compliance .

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: On the day of the inspection, no fire inspection or plan to correct any deficiencies was provided. Jail officials should provide the annual fire inspection as well as a procedure to correct found deficiencies .

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: On the day of the inspection, the fire plan provided did not meet all aspects of the standard. Furthermore, no drills, training logs or any other documents were downloaded to demonstrate compliance.

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

Comments: On the day of the inspection, no training documents were downloaded. Jail officials need to download training documents to demonstrate compliance.

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

Comments: On the day of the inspection, only one fire drill was provided to demonstrate compliance. Jail officials need to provide 12 drills, 3 from each shift within 3 months of each other to demonstrate compliance.

5120:1-8-07 (H) (Important) Visits shall be restricted only if the jail administrator or designee determines that a visit is a threat to safety, security or the best interests of the jail. The jail administrator or designee shall document restrictions in writing.

Comments: On the day of the inspection, policy does not address restricting visits or visitors. Jail officials should update policy and procedures on how this is address and documented.

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: On the day of the inspection, the policy provided does not address how mental health or dental services are offered. Jail officials should update policy and procedure to address all aspects of 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: On the day of the inspection, no training records were provided as verification staff is health trained . Jail officials should download training documents demonstrating staff have been trained on the pre -screen form by medical.

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: On the day of the inspection, the form used does not address all aspects of the standard and per the jails policy. Jail officials should revise form to meet standard. Furthermore, policy should address how medical dispositions are completed to determine placement.

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: On the day of the inspection, documents downloaded did not demonstrate that these appraisals were done within 14 days, TB tests are not given, nothing on form reference mental health or dental. Jail officials should update form to meet all aspects per standard.

5120:1-8-09 (F) (Essential) Sick call. A physician and/or qualified health care professional conducts sick call.

- (1) Once per week for jails with an average daily population of less than fifty.
- (2) Three times per week for jails with an average population of less than one hundred ninety-nine.
- (3) Five times per week for jails with an average daily population of two hundred or more.

Comments: On the day of the inspection, only credentials were provided, no policy or sick call sheets. Jail officials should download materials to demonstrate compliance to the standard.

5120:1-8-09 (H) (Essential) Health and mental health complaints. The jail shall ensure that there is a daily procedure whereby inmates have an opportunity to report medical and mental health complaints through health trained personnel, or for urgent matters, to any jail employee. The jail employee shall contact the appropriate medical or mental health department immediately. An inmate grievance system for medical and mental health treatment shall be established by the health authority. Both daily complaints and grievances shall be:

- (1) Addressed in a timely manner.
- (2) Recorded and maintained on file.
- (3) Reviewed daily by qualified health care personnel and treatment or follow-up shall be provided as necessary.

Comments: On the day of the inspection, only a blank sick call form was provided. Jail officials should provided policy and procedure and examples for compliance.

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: On the day of the inspection, policy provided simply stated the standard but did not provide a procedure on how to accomplish the task. Furthermore, no retention schedule was provided.

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: On the day of the inspection, documents provided did not specify who the mental health provider is or a contract. Furthermore, not all aspects of the standard were address in the policy.

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: On the day of the inspection, the policy provided is just the standards with no procedure provided. Jail officials should update policy and provide a procedure to meet compliance with the 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: On the day of the inspection, documents provided did not validate that it is current and updated annually. Furthermore, the health authority advised he agreed to preform the services but nothing about approving the policy.

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: On the day of the inspection, the health authority agrees to perform the services but did not review or approve the policies. Jail officials should get a current and updated statement form the health authority that they have reviewed and approve the policies of the Wyandot County Jail.

5120:1-8-09 (R) (Essential) Restraints. Use of restraints for medical and psychiatric purposes shall be applied in accordance with policies and procedures approved by the health authority, including:

- (1) Conditions under which restraints may be applied.
- (2) Types of restraints to be applied.
- (3) Identification of a qualified medical or mental health professional who may authorize the use of restraints after reaching the conclusion that less intrusive measures are not a viable alternative.
- (4) Monitoring procedures.
- (5) Length of time restraints are to be applied.
 - (a) There shall be ten-minute, varied checks by correctional staff;
 - (b) There shall be thirty-minute checks by health-trained personnel;
 - (c) Inmates in medical restraints, if possible, after every two hours of continuous use, each extremity is freed or exercised for a period of five to ten minutes.
- (6) Documentation of efforts for less restrictive treatment alternatives.
- (7) An after-incident review.

Comments: On the day of the inspection, documents downloaded did not meet the standard. Jail officials should revise policy/ procedure and forms to meet compliance.

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: On the day of the inspection, no training records were provided as verification for compliance to the standard. Jail officials should download training documents to demonstrate compliance.

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: On the day of the inspection, no documents were downloaded for review of compliance.

5120:1-8-10 (B) (Essential) Inmates shall be served a minimum of three meals daily at regularly scheduled intervals, not to exceed fourteen hours between meals. Inmates can be served a minimum of two meals daily at regularly scheduled intervals, not to exceed fourteen hours between meals, on weekends, state holidays and during emergencies.

Comments: On the day of the inspection, no logs were provided showing meal times or meal pass. Jail officials should download documentation to verify meal times or logs showing meal pass.

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

Comments: On the day of the inspection, no retention schedule was provided. Jail officials should download the sheriffs department retention schedule for records.

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: On the day of the inspection, nothing was downloaded to show compliance to the standard.

5120:1-8-10 (G) (1) (Essential) All food handlers are instructed to wash their hands upon reporting for kitchen duty, after restroom breaks and/or after handling unsanitary items.

Comments: On the day of the inspection, nothing was downloaded to show compliance to the standard.

5120:1-8-10 (G) (2) (Essential) The food services manager or designee is responsible for a healthy and sanitary kitchen environment and shall immediately address any health or cleanliness issues with kitchen staff or inmate workers.

Comments: On the day of the inspection, nothing was downloaded to show compliance to the 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: On the day of the inspection, the age and layout of the facility does not provide a recreation area for inmates as required per standard.

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: On the day of the inspection, no sample discipline files were provided to evidence compliance to the standard. Jail officials should download sample discipline files to demonstrate compliance.

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: On the day of the inspection, no sample discipline files were provided to evidence compliance to the standard. Jail officials should download sample discipline files to demonstrate compliance.

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: On the day of the inspection, no sample documents were downloaded to demonstrate compliance. Furthermore, policy does not meet the standard. Jail officials should update policy and download materials to demonstrate compliance.

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: On the day of the inspection, no sample discipline files were provided to evidence compliance to the standard. Jail officials should download sample discipline files to demonstrate compliance.

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: On the day of the inspection, policy provided does not specify that inmates will be provided written documentation of the reason for confinement. Jail officials should update policy with correct language and provide administrative segregation samples.

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: On the day of the inspection, no administrative segregation samples were provided to demonstrate compliance. Jail officials should download documents to evidence compliance.

5120:1-8-16 (A) (Important) Inmate rules shall include a grievance procedure that is available to inmates and includes at least one level of appeal.

Comments: On the day of the inspection, the inmate handbook did not address a grievance procedure or appeal. Jail officials should update or download inmate rules to demonstrate compliance.

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: On the day of the inspection, only the policy was provided. Jail officials should download materials demonstrating compliance to all aspects of this standard.

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

Comments: On the day of the inspection, the documents provided did not show a screening or training form as evidence of compliance. Jail officials should address the use of volunteers and provide an example of screening and training as evidence of compliance.

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: On the day of the inspection, no documents were provided for review.

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: On the day of inspection, the policy needs updated for clarification. Furthermore, no documentation was provided demonstrating compliance to B1 or B2 of this standard. Jail officials should look at and revise policy to address each area individually. Furthermore, provide documentation providing OPOTA certificate for current CO's to demonstrate compliance and FTO paperwork showing completed for policy review.

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: On the day of the inspection, policy stated all employees receive supervisor training. Policy needs reviewed and revised for clarification. Furthermore, no documents were provide for verification of any training. Jail officials should review and revise policy for clarification and download documentation for compliance to the standard.

5120:1-8-18 (D) (Important) Jail support staff with occasional contact shall receive training in pertinent agency policies and procedures prior to or in conjunction with assignment to jail duties.

Comments: On the day of the inspection no documents were provided for review.

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: On the day of the inspection no documents were provided for review.

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,

Steve D. Holland

Stephen Holland, State Jail Inspector
Bureau of Adult Detention
1580 St Rt 56
London, Ohio 43140
Phone: (614) 981-2040
Email: stephen.holland@odrc.state.oh.us