



Department of  
Rehabilitation & Correction

**John R. Kasich**, Governor  
**Gary C. Mohr**, Director

04/02/2018

Sheriff Kimmy Rogers  
Adams County Jail  
110 W. Main Street  
West Union, OH 45693

RE: 2017 Annual Jail Inspection

Dear Sheriff Kimmy Rogers:

In accordance with Section 5120.10 of the Ohio Revised Code and Executive Order 92-03 of the Department of Rehabilitation and Correction, the Adams County Jail, a full service jail, was inspected on 12/06/2017. 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 Adams County Jail is 38. On the date of the jail inspection, there were 53 inmates incarcerated in the Adams County Jail. The Ohio Department of Rehabilitation and Correction recommended housing capacity for the jail is 21, which is based upon total available living space and other requirements. Officials should maintain prisoner counts within the Department's recommended capacity figure.

The Adams County Jail (Full Service Jail) is in compliance with 77 standards, 34 "Essential", and 43 "Important".

5120:1-8-01 (A)(1); -01 (A)(3); -01 (A)(4); -01 (A)(9); -01 (A)(12); -02 (B)(1); -02 (B)(4); -02 (D); -03 (A)(4); -03 (A)(5); -03 (B)(2); -03 (B)(4); -03 (B)(5); -03 (B)(6); -03 (B)(8); -03 (B)(10)(a); -03 (B)(10)(b); -03 (B)(10)(c); -03 (B)(10)(d); -03 (B)(11)(b); -03 (B)(11)(c); -03 (B)(12); -03 (B)(15); -03 (B)(16); -03 (B)(17); -04 (D); -04 (J); -04 (K); -05 (A); -05 (B); -05 (E); -05 (G)(1); -05 (G)(2); -05 (I); -05 (K); -05 (N); -05 (P); -05 (Q); -06 (B); -06 (C); -06 (G); -07 (A); -07 (D); -07 (E); -07 (H); -09 (A); -09 (E); -09 (F); -09 (G); -09 (H); -09 (J); -09 (K); -09 (M); -09 (P); -09 (V); -09 (X); -10 (A); -10 (B); -10 (C); -10 (E); -10 (G)(1); -10 (G)(2); -11 (A); -11 (B); -11 (E); -12 (B); -12 (C); -12 (F); -12 (G); -12 (H); -15 (B); -15 (E); -16 (A); -17 (E); -17 (F); -17 (G); -18 (C);

The Adams County Jail did not comply with 37 standards, 18 "Essential", and 19 "Important". This letter is intended to serve as a basis for developing plans of action for bringing the facility into compliance with the deficiencies noted during the inspection.

5120:1-8-01 (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: On the date of the inspection documentation provided did not show compliance with the standard. Jail officials need to develop a strip and cavity search policy in consultation with the county prosecutor, city attorney or law director consistent with section 2933.32 of the Revised Code.

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 the jail did not meet this standard due to overcrowding. Furthermore the jail policy does not reflect this standard. Jail officials should update policy and procedure to reflect the standard. Due to age and layout of this facility jail officials need to come up a way of addressing separation on violate and non violent inmates.

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 it was discovered that officers carry a perimeter key on this to the visitation door, which can exit the jail. Jail officials should not keep perimeter door keys inside 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 it was discovered that officers carry a perimeter key on this to the visitation door, which can exit the jail. Jail officials should not keep perimeter door keys inside 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. (6) (Essential) A two-way communications system between central control, staffed posts and inmate occupied areas.

Comments: On the day of the inspection there was no two-way communication in the max cells. Jail officials should make sure all inmate housing and occupied areas are equipped with two-way communication

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, jail maintenance was unavailable to start generator, also policies downloaded were not correct for this standard. In addition no test logs were downloaded as verification. Jail officials should have a policy as to emergency back up equipment and it should be tested regularly and documented..

5120:1-8-03 (B) Each full service jail shall have written policies and procedures, and practices which evidence, that the following minimum standards are maintained. (7) (Essential) Personal observation checks of inmates shall be conducted every sixty minutes on an irregular schedule. Observation checks shall be conducted at varying times and shall be documented after completion by the staff person performing the check.

Comments: On the day of the inspection information provided shows the jail is well over both the policy standard of 45 minute checks and minimum standards for jails in Ohio of 60 minute checks. Jail officials should make sure that personal observation checks are being done in accordance to policy and minimum standards for jails in Ohio.

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 day of the inspection documentation provided did not meet the standard. Jail officials need to provide documentation showing that physical restraints are reviewed and signed off by a non involved supervisor or higher ranking personnel.

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 date of inspection the jail was over BRC. Jail officials should maintain jail inmate levels at or below 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 date of the inspection there were not enough seats due to jail being over the BRC. Jail officials should maintain inmate levels at or below 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 date of inspection no documentation from a qualified source was provided as verification on recirculated filtered air. Jail officials should provide documentation showing they provide a minimum of fifteen cubic feet of outside or recirculated filtered air per minute per occupant.

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 the jail was over the ratio of 1/12 ration due to being over the BRC. Furthermore the policy does not reflect the stand. Jail officials should update policy to meet the standard and maintain jail inmate levels at or below the BRC.

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

Comments: On the day of the inspection the jail was over the ratio of 1/12 ration due to being over the BRC. Furthermore the policy does not reflect the stand. Jail officials should update policy to meet the standard and maintain jail inmate levels at or below the BRC.

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: On the day of the inspection the jail was over the ratio of 1/12 ration due to being over the BRC. Furthermore the policy does not reflect the stand. Jail officials should update policy to meet the standard and maintain jail inmate levels at or below the BRC.

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

Comments: On the day of the inspection the jail was over the ratio of 1/12 ration due to being over the BRC. Furthermore the policy does not reflect the stand. Jail officials should update policy to meet the standard and maintain jail inmate levels at or below the BRC.

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 day of the inspection no documentation was provided as verification these inspections are being done. Jail officials should provide documentation as verification inspections are being done.

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, policy is not clear on when or how often laundry is exchanged and nothing is put in about personal clothing being laundered. Furthermore no inmate handbook was provide to see verification as stated in current policy. Jail officials should update policy to meet standard and provide all documentation as verification this is being done.

5120:1-8-05 (J) (Important) The jail shall make provisions for inmate haircuts.

Comments: On the day of the inspection no documentation was given as verification haircuts or haircutting equipment is being given to inmates. Jail officials should provide documentation as verification this is being done.

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 was provided. Furthermore no policy to address how deficiencies are corrected. Jail officials should make sure a fire inspection is done annually and have a policy to address 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 no verification was given showing staff training and the current plan had not been signed off on by the a local fire department as verification. Furthermore no documentation was given showing how deficiencies are corrected.

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

Comments: On the day of the inspection documentation provided did not meet the standard. Jail officials should make sure fire drills are being done on every shift and not more then three months apart.

5120:1-8-07 (I) (Important) Visits between inmates and members of the public shall be monitored and may be recorded by any means for safety and security reasons.

Comments: On the day of the inspection policy provided did not address any aspect of the standard. Jail officials should up date policy and procedure to meet 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 documentation provided did not meet the standard. Furthermore provide jail training records as verification that all staff is health trained. Jail officials should develop and implement a pre-screen and policy with reasons for acceptance and denial.

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 no all aspects of the standard were address in the screening. Furthermore the health authority did not sign off on the policy for approval. Jail officials should update screening to meet all the aspects of the standard and should be signed approval from the Health Authority.

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 documentation provided does not meet the standard. Jail officials should update the 14 day health appraisal form to show all aspects of the standard are being done.

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 policy did not comply with the standard. Jail officials should update policy to reflect all aspects of the standard.

5120:1-8-09 (Q) (Essential) Pregnant inmate. Pregnant inmates shall receive appropriate and timely pre-natal care, delivery and postpartum care, as determined by the health authority.

Comments: On the date of the inspection policy provided did not hit all aspects of the standard. Jail officials should update policy to meet as aspects the standard including the postpartum care.

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 documentation provided did not meet the standard. Jail officials should download a copy of CEU's and verification of current credentials for this standard.

5120:1-8-09 (W) (Essential) Intoxication and detoxification. The health authority shall develop specific policies and protocols in accordance with local, state and federal laws for the treatment and observation of inmates manifesting symptoms of intoxication or detoxification from alcohol, opiates, hypnotics, or other drugs. Specific criteria are established for immediately transferring inmates experiencing severe, life-threatening intoxication (overdose) or detoxification symptoms to a hospital or detoxification center.

Comments: On the day of the inspection the policy does not meet the standard. Jail officials should come up with a policy that meets all the aspects of the standard in language and procedure.

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 documentation was provided showing a records retention schedule. Jail officials should have a records retention policy and provide this policy at the time of the inspection.

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 date of the inspection policy did not reflect the standard, furthermore no documentation was provided as verification. Jail officials should update policy and provide verification.

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 documentation and policy provided did not meet the standard. Jail officials should notify the inmate in writing as to the reason for Administrative Segregation within 24 hours and inmate may respond within 72 hours as to his confinement.

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 no staffing plan or calculated shift relief provided. Jail officials should submit work scheduled and officer assignments for review, also a calculated shift relief factor.

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 date of the inspection the policy reflected the standard however the documentation did not. Jail officials need to download training documentations showing Jail support staff with routine contact (medical, mental health, food service, maintenance, program staff) have the required training.

5120:1-8-18 (B) (Important) Correctional officers shall receive training as follows:

- (1) Training in jail policies and within sixty days of employment.
- (2) During the first year of assignment, training consistent with Chapter 109:2-9 of the Administrative Code.
- (3) Eight hours of-service training each subsequent year of employment addressing specific job assignments and/or jail related issues. These training hours are in addition to training mandated by other standards.

Comments: On the date of the inspection the policy reflected the standard however the documentation did not. Jail officials need to download training documentations showing Correction Officers have the required training.

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 date of the inspection the policy reflected the standard however the documentation did not. Jail officials need to download training documentations showing Jail support staff with Occasional contact have the required training.

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 date of the inspection documentation provided did not show compliance with the standard. Policy provided had not reviewed annually and updated by the sheriff, jail administrator or designee as needed

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](http://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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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](mailto:stephen.holland@odrc.state.oh.us)

# Ohio | Department of Rehabilitation & Correction

John R. Kasich, Governor  
Gary C. Mohr, Director

May 24, 2018

Sheriff Kimmy Rogers  
Adams County Jail  
110 W. Main Street  
West Union, Ohio 45693

RE: 2017 – Annual Jail Inspection/Plans of Action

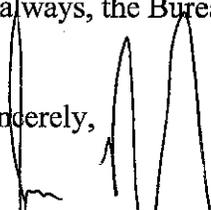
Dear Sheriff Rogers:

The Bureau of Adult Detention has received the Plans of Action you submitted through the Ohio Jail Management System (OHJMS) in response to the annual inspection of the Adams County Jail on December 6, 2017. We appreciate your efforts in attempting to maintain compliance with the Minimum-Standards for Jails in Ohio.

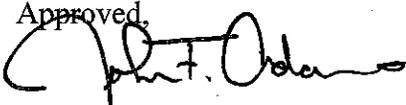
I have reviewed the provided material. The Plans of Action submitted appear to identify the proposed means for bringing the Adams County Jail back into compliance with the deficiencies noted in the inspection report. We encourage you to implement these changes as soon as possible. The Adams County Jail will remain a *Status Jail* until the next inspection or until the remaining corrective action has been completed.

Please feel free to contact me if you have questions or concerns relating to this correspondence. As always, the Bureau remains available to provide technical assistance upon request.

Sincerely,

  
Jon Radebaugh, Assistant Administrator  
Bureau of Adult Detention  
Office: (614) 752-0911  
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Approved,

  
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cc: Lt. Jason Hayslip, Jail Administrator  
Adams County Commissioners  
File