



Department of
Rehabilitation & Correction

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

August 9, 2018

Sheriff Scott Kent
Crawford County Justice Center
3613 Stetzer Road
Bucyrus, Ohio 44820

RE: 2017 – Annual Jail Inspection

Dear Sheriff Kent,

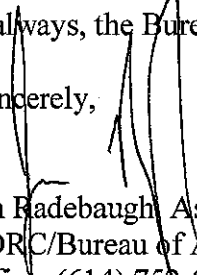
The Bureau of Adult Detention has received the plans of action and corrective material you submitted through the Ohio Jail Management System (OHJMS) in response to the annual inspection of the Crawford County Justice Center on October 30, 2017. We appreciate your efforts in attempting to maintain compliance with the Standards for Jails in Ohio.

I have reviewed the provided material. The documentation will increase the level of compliance for the Crawford County Justice Center on Jail Standards: 5120: 1-08-03(B)(10)(b)(Essential); -03(B)(10)(d)(Essential); -03(B)(16)(Important); -05(E)(Essential); -05(L)(Essential); and -17(G)(Important).

The plans of action submitted for the remaining deficiencies appear to identify the proposed means for bringing the Crawford County Justice Center back into compliance with these Standards. Notes were attached to several of these plans of action in OHJMS identifying how jail officials can show compliance with each standard. Please continue to work toward correcting these deficiencies prior to your next inspection. The Crawford County Justice Center will remain a *Status Jail* until the next inspection or until the additional 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
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Approved,



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cc: Major Kent Rachel
Crawford County Board of Commissioners
File



Department of
Rehabilitation & Correction

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

04/06/2018

Sheriff Scott Kent
Crawford County Justice Center
3613 Stetzer Road
Bucyrus, OH 44820

RE: 2017 Annual Jail Inspection

Dear Sheriff Scott Kent:

In accordance with Section 5120.10 of the Ohio Revised Code and Executive Order 92-03 of the Department of Rehabilitation and Correction, the Crawford County Justice Center, a full service jail, was inspected on 10/30/2017. 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 Crawford County Justice Center is 121. On the date of the jail inspection, there were 105 inmates incarcerated in the Crawford County Justice Center. The Ohio Department of Rehabilitation and Correction recommended housing capacity for the jail is 121, which is based upon total available living space and other requirements. Officials should maintain prisoner counts within the Department's recommended capacity figure.

The Crawford County Justice Center (Full Service Jail) is in compliance with 85 standards, 38 "Essential", and 47 "Important".

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

The Crawford County Justice Center did not comply with 31 standards, 15 "Essential", and 16 "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.

5120:1-8-03 (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: At the time of inspection, Jail Administration did not upload documentation in order to evidence compliance for this standard.

5120:1-8-03 (B) Each full service jail shall have written policies and procedures, and practices which evidence, that the following minimum standards are maintained. (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: At the time of inspection, Jail Administration did not upload documentation in order to evidence compliance for this standard.

5120:1-8-03 (B) Each full service jail shall have written policies and procedures, and practices which evidence, that the following minimum standards are maintained. (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: At the time of inspection, Jail Administration did not upload documentation in order to evidence compliance for this standard.

5120:1-8-03 (B) Each full service jail shall have written policies and procedures, and practices which evidence, that the following minimum standards are maintained. (15) (Important) Same gender and cross gender supervision guidelines shall be provided in policy and procedure.

Comments: At the time of inspection, the jails current policy and procedures need updated to reflect this standard and components specified. Additionally, Jail Administration provided supporting documentation that did not evidence compliance for this standard.

5120:1-8-03 (B) Each full service jail shall have written policies and procedures, and practices which evidence, that the following minimum standards are maintained. (16) (Important) Keys, tools and culinary equipment are inventoried and use is controlled.

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

5120:1-8-04 (A) (4) Full service jails shall provide inmates with sufficient space. The jail shall maintain documentation regarding square footage and maximum occupancy figures for all housing and holding areas, and shall comply with the following minimum requirements: Dayspace: (Important) Thirty-five square feet per number of occupants occupying the dayspace at one time. Minimum size of one hundred five square feet.

Comments: At the time of inspection, due to overcrowding, the female occupied areas have exceeded the recommended capacity minimum square footage requirements for this standard.

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

Comments: At the time of inspection, several inmate occupied areas (male/female) did not have hot potable water and/or the water pressure in these areas was so low that inmates are unable to use the wash basins.

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

Comments: At the time of inspection, it was observed that maintenance and repairs are needed in several areas of the facility. These observations included the following: A bulkhead in one of the inmate occupied areas had received water damage and a build up of mildew, broken glass in the inmate visitation area, hot water not operational and/or very low water pressure in several of the lavatory's, deficiency's noted on the health and fire inspection reports, lighting below state standard requirements, non-functioning light bulbs, floor drain missing in shower area, showers not operational, phone and Kiosks not operational, graffiti covered walls in many of the cells, cracked walls that no longer have grout between the blocks, many of the vents were covered with toilet paper that reduce the proper functioning of the air handling system, build up of dust around many of the return vent system in several of the inmate occupied areas, and missing block in the partition wall in male dorm.

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: At the time of inspection, the jail did not provide a written plan to correct jail related deficiencies in current jail policy and procedures. There shall be a written plan to correct jail-related deficiencies and this practice shall be supported in written procedure.

5120:1-8-05 (G) The jails shall maintain documentation that the following standards are met with regard to interior lighting: (1) (Important) At least twenty foot-candles, measured thirty inches above the floor, in inmate reading areas.

Comments: At the time of inspection, random light meter readings were conducted which measured below the requirements for this standard. Several inmate occupied areas had lights that were not operable which resulted in the low meter readings. Steps must be taken by Jail Administration to increase the lighting in inmate reading areas.

5120:1-8-05 (G) The jails shall maintain documentation that the following standards are met with regard to interior lighting: (2) (Important) At least fifteen foot-candles, measured thirty inches above the floor, in inmate accessible areas.

Comments: At the time of inspection, random light meter readings were conducted which measured below the requirements for this standard. Several inmate occupied areas had lights that were not operable which resulted in the low meter readings. Steps must be taken by Jail Administration to increase the lighting in inmate accessible areas.

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 a written plan to correct jail related deficiencies in current jail policy and procedures. There shall be a written plan to correct jail-related deficiencies and this practice shall be supported in written procedure.

5120:1-8-05 (Q) (Essential) Jail exits shall be clear and evacuation routes shall be posted or clearly marked throughout the jail.

Comments: At the time of inspection, it was observed that the posting of evacuation routes or the placement of signs, arrows, or other markings along a planned route and/or posted diagrams, markings were not placed at appropriate locations throughout the building, including inmate occupied areas. Jail Administration was made aware during walkthrough.

5120:1-8-09 (B) (Essential) Inmate pre-screen. Before acceptance into jail, health-trained personnel shall inquire about, but not be limited to the following conditions and the health authority shall develop policies for the acceptance or denial of admission for:

- (1) Suicide thoughts/plan.
- (2) Current serious or potentially serious medical or mental health issues needing immediate attention.
- (3) The use of taser, pepper spray or other less lethal use of force during arrest.

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

5120:1-8-09 (C) (Essential) Receiving screen. Health trained personnel, in accordance with protocols established by the health authority, shall perform a written medical, dental and mental health receiving screening on each inmate upon arrival at the jail and prior to being placed in general population.

(1) Inquiry includes at least the following:

- (a) Current and past illness and health problems;
- (b) Current and past dental problems;
- (c) Current and past mental health problems;
- (d) Allergies;
- (e) Current medications for medical and mental health;
- (f) Hospitalizations for medical or mental health purpose(s);
- (g) Special health needs;
- (h) Serious infection or communicable illness(s);
- (i) Use of alcohol and drugs including types, amounts and frequency used, date or time of last use and history of any problems after ceasing use i.e. withdrawal symptoms;
- (j) Suicidal risk assessment;
- (k) Possibility of pregnancy;
- (l) Other health problems as designated by the health authority.

(2) Observation of the following:

- (a) Behavior including state of consciousness, mental health status, appearance, conduct, tremors and sweating;
- (b) Body deformities and ease of movement;
- (c) Condition of skin, including trauma markings, bruises, lesions, jaundice, rashes, infestations and needle marks or other indications of drug abuse.

(3) Medical disposition of inmate:

- (a) General population;
- (b) General population with prompt referral to appropriate health or mental health services;
- (c) Referral for emergency treatment;
- (d) Medical observation/isolation;
- (e) Mental health observation/precautions;
- (f) Documentation of date, time and signature and title of person completing screening.

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

5120:1-8-09 (D) (Essential) Health appraisal. Within fourteen days, a licensed nurse, physician, physician's assistant, EMT or paramedic shall complete a health appraisal to determine the medical and mental health condition for each inmate in custody. Such appraisal shall at least include the following:

- (1) Review of receiving screen.
- (2) Collection of additional data to complete the medical, dental and mental health history.
- (3) Laboratory and/or diagnostic tests to detect tuberculosis and other suspected communicable diseases as designated by the health authority.
- (4) Recording the height, weight, pulse, blood pressure and temperature.
- (5) Medical examination as determined by the examiner.
- (6) Mental health assessment.
- (7) Initiation of therapy when determined necessary by the examiner.
- (8) Development and implementation of a treatment plan.
- (9) Other test and examination as determined by the examiner or health authority.

Comments: At the time of inspection, the jails current policy and procedures need updated to reflect this standard and components specified. Additionally, Jail Administration did not upload documentation in order to evidence compliance for this standard.

5120:1-8-09 (K) (Essential) Pharmaceuticals. Pharmaceuticals are managed in accordance with policies and procedures approved by the health authority and in compliance with state and federal laws and regulations and include the following:

- (1) The policies require dispensing and administering prescribed medications by health-trained personnel or professionally trained personnel, adequate management of controlled medications, and provisions of medication to inmates in special management units.
- (2) The jail shall develop a policy, approved by the health authority, regarding incoming medications.

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

5120:1-8-09 (M) (Essential) Mental health services. Inmates evidencing signs of mental illness or developmental disability shall be referred immediately to qualified mental health personnel. The health authority shall develop policies for the following areas:

- (1) Screening for mental health problems.
- (2) Referral to outpatient services, including psychiatric care.
- (3) Crisis intervention and management of acute psychiatric episodes.
- (4) Stabilization of the mentally ill and prevention of psychiatric deterioration in the jail.
- (5) Referral and admission to inpatient facilities.
- (6) Informed consent.

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

5120:1-8-09 (P) (Essential) Infectious disease control program. The health authority shall have a written infectious disease control program which collaborates with the local health department and shall include, at minimum, an exposure control plan and standard isolation precautions for inmates and staff, which are updated annually. The health authority shall develop written policy and procedure.

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

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: At the time of inspection, Jail Administration provided the Food Services Annual Health Inspection report that indicated violations. The jail food service operation shall comply with regulations of the local or state health department.

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

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

5120:1-8-10 (F) (Essential) All persons involved in the preparation of food shall receive a pre-assignment medical examination and annual re-examinations.

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

5120:1-8-17 (D) (Important) There shall be a written, implemented staffing plan that includes jail personnel assignments, days of the week and hours of the day that assignments are covered and any deviations from the plan with respect to weekends, holidays or other atypical situations.

(1) The plan shall include all posts and functions, a calculated shift relief factor, sufficient numbers of male and female jail staff on-duty and available to perform sensitive functions and procedures as necessary by inmate gender, and total number of employees required to fill identified posts and functions.

(2) The plan shall reflect that the jail has staff for administration and supervision; inmate programs; inmate supervision, custody and back up; support services including medical, food service, maintenance and clerical; staff training; and other jail-related functions such as escort and transportation of inmates.

(3) The staffing plan shall be reviewed once a year by the jail administrator and revised as needed.

Comments: At the time of inspection, the jails current policy and procedures need updated to reflect this standard and components specified. Additionally, Jail Administration provided supporting documentation that did not evidence compliance for 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: At the time of inspection, Jail Administration did not provide supporting documentation in order to evidence compliance for this standard.

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

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

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

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

(1) Training in jail policies and within sixty days of employment.

(2) During the first year of assignment, training consistent with Chapter 109:2-9 of the Administrative Code.

(3) Eight hours of-service training each subsequent year of employment addressing specific job assignments and/or jail related issues. These training hours are in addition to training mandated by other standards.

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

5120:1-8-18 (C) (Important) Administrators and supervisors shall receive training in addition to the training specified in paragraph (B) of this rule as follows:

- (1) Training in jail policies and procedures prior to assignment to jail duties.
- (2) During the first year of assignment, forty hours of training including legal aspects of jail management, managerial principles, labor relations, and records/information management.
- (3) Eight hours of in-service training each subsequent year of employment addressing special issues, skills-enhancement, and other assignment related topics.

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

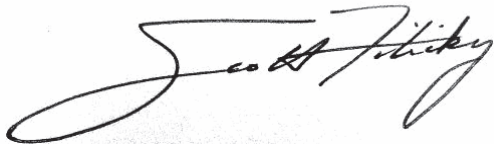
Comments: At the time of inspection, Jail Administration did not provide supporting documentation in order to evidence compliance for this standard.

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

Plan of action forms are enclosed. Completed form(s) and/or corrective materials addressing the noted deficiencies must be completed and submitted through the Ohio Jail Management System (OHJMS) at www.OHJMS.Intelligrants.com within 45 days of receipt of this correspondence. Please feel free to contact the Bureau if you need assistance or clarification in this effort. The Bureau remains available to discuss the aspects of this report or to provide reference materials or assistance as desired.

Sincerely,



Scott Filicky, State Jail Inspector
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