



Department of  
Rehabilitation & Correction

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

03/20/2018

Sheriff David Shaffer  
Knox County Jail  
11540 Upper Gilchrist Road  
Mt. Vernon, OH 43050

RE: 2017 Annual Jail Inspection

Dear Sheriff David Shaffer:

In accordance with Section 5120.10 of the Ohio Revised Code and Executive Order 92-03 of the Department of Rehabilitation and Correction, the Knox County Jail, a full service jail, was inspected on 10/25/2017. 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 Knox County Jail is 100. On the date of the jail inspection, there were 85 inmates incarcerated in the Knox County Jail. The Ohio Department of Rehabilitation and Correction recommended housing capacity for the jail is 100, which is based upon total available living space and other requirements. Officials should maintain prisoner counts within the Department's recommended capacity figure.

The Knox County Jail (Full Service Jail) is in compliance with 110 standards, 53 "Essential", and 57 "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)(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)(10)(b); -03 (B)(10)(c); -03 (B)(10)(d); -03 (B)(11)(b); -03 (B)(11)(c); -03 (B)(12); -03 (B)(16); -03 (B)(17); -04 (B); -04 (C); -04 (D); -04 (E); -04 (F); -04 (G); -04 (H); -04 (J); -04 (K); -05 (A); -05 (B); -05 (C); -05 (E); -05 (G)(1); -05 (G)(2); -05 (H)(3); -05 (I); -05 (J); -05 (K); -05 (L); -05 (M); -05 (N); -05 (O); -05 (P); -05 (Q); -06 (B); -06 (C); -06 (G); -07 (A); -07 (D); -07 (E); -07 (H); -07 (I); -09 (A); -09 (B); -09 (C); -09 (D); -09 (E); -09 (F); -09 (G); -09 (H); -09 (J); -09 (K); -09 (M); -09 (N); -09 (P); -09 (Q); -09 (R); -09 (U); -09 (V); -09 (W); -09 (X); -10 (A); -10 (B); -10 (C); -10 (D); -10 (E); -10 (F); -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); -17 (F); -17 (G); -18 (B); -18 (C); -18 (D); -18 (E);

The Knox County Jail did not comply with 6 standards, 0 "Essential", and 6 "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.

5120:1-8-02 (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: At the time of inspection, jail administration advised the Bureau that due to overcrowding issues (female pod) within the jail, the jail is not able to properly separate female inmates according to their classification(s).

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, it was observed that a female staff member is not on duty and/or available at all times. Steps must be taken by Jail Administration to ensure that when both males and females are housed in the jail at least one male and one female staff member shall be on duty at all times.

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, the female dormitory did not meet the space requirements due to being over capacity.

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

Comments: At the time of the inspection while conducting a walkthrough of the facility, several areas of the jail were obstructed with debris and/or in need of repair. It was observed that many of the ventilation systems screens/grates in each inmate living area were covered with debris and toothpaste which would obstruct the HVAC system and two way communication systems, a substantial amount of graffiti was also present in many of the cells and living areas, cracked/ shattered security glass, many of the light fixtures in the cells were also covered with paper and toothpaste. Jail Administration shall conduct daily maintenance inspections and these inspections are to ascertain that all systems are in operable condition. Repairs shall be documented and maintained.

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: Information obtained on the date of the jail inspection led to the conclusion that a female staff member is not available at all times in order to perform sensitive functions and procedures as necessary by inmate gender.

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."

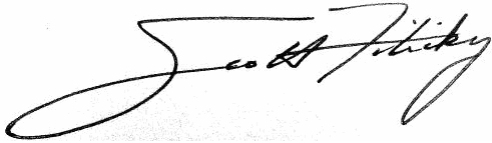
(2) Two hours of in-service training each subsequent year of employment addressing specific job assignments and/or jail related issues.

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

The Knox County Jail is in compliance with 100% of the Essential Standards and at least 90% of the Important Standards meeting the requirements of a "Compliant Jail". It should be noted however; the jail did not comply with 6 of the Important Standards upon which the facility was inspected. This letter is intended to serve as a basis for developing plans of action for bringing the facility back into compliance with the remaining deficiencies noted during the inspection.

The Bureau of Adult Detention encourages the jail to correct the remaining deficiencies noted in the inspection report prior to the next annual jail inspection. Plan of Action forms are enclosed and can be submitted through the Ohio Jail Management System (OHJMS) at [www.OHJMS.Intelligrants.com](http://www.OHJMS.Intelligrants.com). 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 and to provide reference materials or assistance as desired.

Sincerely,

A handwritten signature in black ink, reading "Scott Filicky". The signature is written in a cursive style with a large, sweeping initial "S".

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