

# Ohio | Department of Rehabilitation & Correction

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

August 6, 2018

Sheriff William Eckelberry  
Seneca County Jail  
3040 South State Route 100  
Tiffin, Ohio 44883

RE: 2017 – Annual Jail Inspection

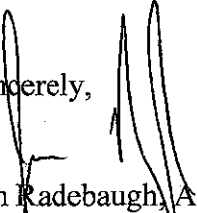
Dear Sheriff Eckelberry,

The Bureau of Adult Detention has received the plans of action and corrective material you forwarded to our office in response to the annual inspection of the Seneca County Jail on December 4, 2017. We appreciate your efforts in attempting to maintain compliance with the Standards for Jails in Ohio.

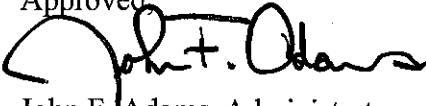
I have reviewed the provided material. The documentation will increase the level of compliance for the Seneca County Jail on Jail Standards: 5120: 1-08-09(E)(Essential); -09(M)(Essential); and -10(F)(Essential). Plans of action were submitted for the remaining deficiencies but the jail currently remains out of compliance with these standards. Notes were attached to these plans of action identifying how jail officials can show compliance with each standard. Please continue to work toward correcting these deficiencies prior to your next inspection. The Seneca County Jail 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,

  
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Approved

  
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cc: Lt. Panuto, Jail Administrator  
Seneca County Board of Commissioners  
File



Department of  
Rehabilitation & Correction

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

04/16/2018

Sheriff William Eckelberry  
Seneca County Jail  
3040 South State Route 100  
Tiffin, OH 44883

RE: 2017 Annual Jail Inspection

Dear Sheriff William Eckelberry:

In accordance with Section 5120.10 of the Ohio Revised Code and Executive Order 92-03 of the Department of Rehabilitation and Correction, the Seneca County Jail, a full service jail, was inspected on 12/04/2017. 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 Seneca County Jail is 229. On the date of the jail inspection, there were 204 inmates incarcerated in the Seneca County Jail. The Ohio Department of Rehabilitation and Correction recommended housing capacity for the jail is 180, which is based upon total available living space and other requirements. Officials should maintain prisoner counts within the Department's recommended capacity figure.

The Seneca County Jail (Full Service Jail) is in compliance with 86 standards, 36 "Essential", and 50 "Important".

5120:1-8-01 (A)(3); -01 (A)(4); -01 (A)(7); -01 (A)(9); -01 (A)(12); -02 (B)(1); -02 (B)(2); -02 (D); -03 (A)(1); -03 (A)(3); -03 (A)(4); -03 (A)(5); -03 (A)(6); -03 (A)(7); -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)(15); -03 (B)(16); -03 (B)(17); -04 (B); -04 (C); -04 (D); -04 (E); -04 (J); -04 (K); -05 (A); -05 (B); -05 (E); -05 (H)(3); -05 (I); -05 (J); -05 (K); -05 (L); -05 (M); -05 (O); -05 (Q); -06 (B); -06 (C); -06 (G); -07 (A); -07 (D); -07 (E); -07 (H); -07 (I); -09 (F); -09 (N); -09 (Q); -09 (U); -09 (V); -10 (A); -10 (B); -10 (C); -10 (D); -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 (D); -17 (E); -17 (F); -17 (G); -18 (B); -18 (C); -18 (D);

The Seneca County Jail did not comply with 30 standards, 17 "Essential", and 13 "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) (1) (important) All inmates are legally committed to the jail.

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

components specified.

5120:1-8-02 (B) (4) (Important) Each full service jail shall have written policies and procedures, and practices which evidence, compliance with the following standards: Juvenile and adult inmates are separated in a manner consistent with sections 2151.311 and 2152.26 of the Revised Code.

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

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. (2) (Important) All inmates shall be searched whenever entering or leaving the jail's security perimeter to control contraband.

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

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. (2) (Important) All inmates shall be searched whenever entering or leaving the jail's security perimeter to control contraband.

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

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, temporary beds (boats) were used to assist with overcrowding in the Jail; affecting an inmate housing unit exceeding the minimum square footage requirements for this standard.

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

Comments: At the jails current capacity, the jail does not provide the requirement for this standard. Multiple occupancy housing/holding areas shall have one flush toilet for every 12 inmates. There shall be a written approval or documentation of appropriate codes if the ratio is different from 12 inmates per flush toilet.

5120:1-8-04 (G) (Important) Shower facilities at a minimum of one operable shower for every twelve occupants. Water temperatures shall be controlled thermostatically in a range from one hundred five to one hundred twenty degrees Fahrenheit.

Comments: At the time of inspection, shower temperature readings were taken and were reflected to be below the requirement for this standard. Documentation shall be maintained to show that water temperatures are between 105 and 120 degrees Fahrenheit. Additionally, a policy to reflect this standard was not indicated in the policy the jail had uploaded.

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

Comments: The jail has exceeded the Bureau Recommended Capacity for their facility and does not meet the ratio for this standard. There shall be written approval or documentation of appropriate codes if the ratio is different from 12 inmates per fixture.

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

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

Comments: On the date of inspection several areas of the facility showed signs of disrepair, it was observed that light bulbs in many of the inmate living areas were burnt out which resulted in low light meter requirements, bottom metal panel on a shower was pulled away from wall, graffiti on many of the walls in housing/cell areas, urinals not operable, vent covers had debris covering proper ventilation, a drinking fountain was not operational, security tinting on windows removed, a hole in the drywall in an inmate living area. Jail administration was made aware of these areas of disrepair during the inspection.

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 resulted in below the requirements for this standard. Several if the 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 resulted in below the requirements for this standard. Several if the 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 (N) (Important) Training in jail fire safety equipment shall be conducted annually.

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

5120:1-8-05 (P) (Essential) Jail furnishings shall meet fire safety performance standards.

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

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:

Comments: At the time of inspection, the jails current policy and procedures need updated to reflect this standard and components specified. Additionally, the jail did not provide supporting documentation in order to evidence compliance for 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: At the time of inspection, the jails current policy and procedures need updated to reflect this standard and components specified. Additionally, the jail 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 upload 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, several random medical files were reviewed that revealed the jail had not completed health assessments within the time requirement for this standard. A physical examination, collection of health history and other health data shall be conducted for inmates whose confinement will exceed ten days, prior to their fifteenth consecutive day of confinement.

5120:1-8-09 (E) (Essential) Full-service scope. The jail provides twenty-four-hour emergency medical, dental, and mental health care services.

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 (G) (Essential) Credentials. All health and mental health care personnel who provide services to inmates are appropriately credentialed according to the licensure, certification, and registration requirements of Ohio. Verification of current credentials is on file at the facility. Health care staff work in accordance with profession-specific job descriptions approved by the health authority.

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

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

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, the jails current policy and procedures need updated to reflect this standard and components specified. Additionally, the jail did not provide supporting documentation in order to evidence compliance for this standard.

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

5120:1-8-09 (X) (Essential) Confidentiality. Information about an inmate's health status is confidential. Non health trained staff only have access to specific medical information on a "need to know" basis in order to preserve the health and safety of the specific inmate, other inmates, volunteers, visitors, criminal justice professionals or correctional staff.

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

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 did not provide supporting documentation in order to evidence compliance for this standard. All persons (inmates, staff and cooks, etc.) who are assigned duties in the food service or kitchen area shall receive medical examinations and approvals by qualified health care personnel (i.e. physician, nurse).

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.

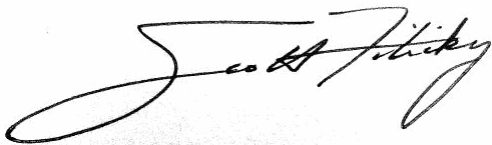
Comments: At the time of inspection, Jail Administration did not provide supporting documentation in order to evidence compliance for this standard.

5120:1-8-18 (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, the jails current policy and procedures need updated to reflect this standard and components specified.

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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