

# Ohio | Department of Rehabilitation & Correction

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

April 19, 2016

Sheriff Tim Rogers  
Coshocton County Jail  
328 Chestnut St.  
Coshocton, Ohio 43812

RE: 2015 Annual Jail Inspection

Sheriff 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 Noble County Jail (FSJ) was inspected on November 19<sup>th</sup> & 20<sup>th</sup>, 2015. The inspection was restricted to assessing compliance with a group of one hundred and seventeen (117) standards, selected from the Minimum 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, food service, recreation, inmate discipline, administrative segregation, grievance, staffing, and staff training. Please note that this inspection does not reflect a comprehensive evaluation of the overall jail condition. The inspection consisted of this Inspector receiving and/or reviewing requested documentation and/or materials, touring selected areas of the jail, and having a brief interview with Jail Administrator – Lt. Chad Jackson.

The total actual housing capacity for the Coshocton County Jail (FSJ) is (60), consisting of (48) adult males, (12) adult females. On the date of the actual jail inspection, there were (59) inmates incarcerated in the Coshocton County Jail (FSJ). The Ohio Department of Rehabilitation and Correction recommended housing capacity for the jail is (15), which is based upon total available living space and other requirements. Officials should maintain prisoner counts within the Department's recommended capacity figure. The Coshocton County Jail (FSJ) is in compliance with the following standards:

5120:1-8-01 (A)(01); -01(A)(3); -01(A)(4); -02(B)(1); -02(D); -03(A)(4); -03(B)(2); -03(B)(10)(b); -03(B)(10)(c); -03(B)(12); -04(D); -04(F); -05(K); -05(L); -05(G); -07(A); -07(H); -09(F)(2); -09(G); -09(V); -10(G)(1); -10(G)(2); -11(B); -11(E); -16(A).

The Coshocton County Jail (FSJ) did not comply with (89) of the 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 into compliance with the deficiencies noted during the inspection.

5120:1-8-01(A)(7)(Important): Each full-service jail shall develop and implement policies and procedures governing strip searches and body cavity searches during reception in consultation with the County Prosecutor, consistent with 2933.32 of the Revised Code. The practices shall be supported by written policies and procedures. All jail procedures, to include forms used, should be approved in writing. At the time of the inspection, this

requirement was not supported by policy and consultation with the County Prosecutor was not provided.

5120:1-8-01(A)(9)(Important): Each full-service jail shall ensure inmates are not confined in the reception area for more than twelve hours except when security, health, and mental health concerns are being addressed. At the time of the inspection, this requirement was not supported by policy.

5120:1-8-01(A)(12)(Important): Each full-service jail shall ensure that juveniles are not held in jails except under rare circumstances, if at all. In those cases where they are to be held, they shall only be accepted under the following conditions: (1) Under Court Order; (2) When all other alternative placements, including placement in the local juvenile detention center, have been considered and rejected; and (3) after the jail provides the juvenile court with information regarding the conditions under which the youth shall be held in the adult jail and the jail's ability to comply with the juvenile specific standards, including 5120:1-08-01(A)(12), 5120:1-8-02(B)(4), and 5120:1-08-04(K) of the Administrative Code. Status offenders, i.e., runaways, curfew violators, etc. are prohibited from the facility. Every effort shall be made to ensure that juveniles are held in jails for the minimum amount of time necessary. This practice and procedure is not supported by the jail's current policy.

5120:1-8-02(B)(2)(Important): Each full-service jail shall have written policies, procedures and practices to ensure violent and non-violent inmates are not placed in the same cell or unsupervised areas together. Due to overcrowding issue(s), the jail was unable to properly separate violent and non-violent inmates into separate confinement areas. Additionally, the policies need updated to support this procedure and practice.

5120:1-8-02(B)(4)(Important): Each full-service jail shall have written policies, procedures and practices to ensure juvenile and adult inmates are separated in a manner consistent with sections 2151.311(Procedure upon taking child into custody) and 2152.26(Places of Detention for delinquent child or juvenile traffic offender). The current policy needs updated to reflect the requirements of this standard.

5120:1-8-03 (A) (1)(Essential): Each full-service jail shall have an established security perimeter. The age and layout of the existing jail facility does not provide an established jail security perimeter. Currently all staff possess key fobs to enter/exit the facility from various entries within the jail. Additionally, the policy needs updated to support this requirement.

5120:1-8-03(A)(3)(Essential): Each full-service jail shall have a secure booking and release area. The Coshocton County Jail does not have a secure booking and release area. This is due to the age and layout of the existing facility. Additionally, the policy needs updated to support this requirement.

5120:1-8-03(A)(5)(Essential): Each full-service jail shall maintain the following minimum standards in regard to security of the jail. If installed, closed circuit televisions that are operational and preclude the monitoring of shower, toilet and clothing exchange areas. At the time of the inspection, this requirement was not supported by policy.

5120:1-8-03(A)(6)(Essential): Each full-service jail shall maintain a two-way communication system between central control, staffed posts, and prisoner occupied areas. The jail currently has no system in place.

5120:1-8-03(A)(7)(Essential): Each full-service jail shall ensure there is equipment necessary to maintain utilities, communication, security and fire protection in an emergency. Documentation to support that such equipment is tested, repaired, or replaced as needed must also be created. The current jail policy, procedures and practices

need updated to reflect the requirements of this standard. Additionally, generator test logs were not provided at the time of the inspection.

5120:1-8-03(B)(4)(Essential): Each full-service jail shall have written policies, procedures and practices to ensure that there is a plan that guides the jail's response to emergencies. All Jail personnel are to be trained in the implementation of the emergency plan. The emergency plan should also include procedures to be followed in situations that threaten the jail security. The current jail policy needs updated to reflect the requirements of this standard and verification that all staff have been trained in the implementation of the jail's response to emergencies.

5120:1-8-03(B)(5)(Essential): Each full-service jail shall have written policies, procedures and practices to ensure staff maintain a log to record routine information, emergency situations and unusual incidents. The jail's current policies need updated to support this requirement.

5120:1-8-03(B)(6)(Essential): Each full-service jail shall have written policies, procedures and practices to cover official jail counts. There shall be no less than three official counts daily, not to exceed nine hours from the previous official count. The current jail policy needs updated to reflect the requirements of this standard. Additionally, at the time of the inspection, official count logs were not provided to evidence compliance.

5120:1-8-03(B)(7)(Essential): Each full-service jail shall have written policies, procedures and practices to ensure personal observation checks are being completed every 60 minutes as mandated by Ohio Jail Standards. These checks must be completed at varying times and documented. A document/log reviewed on the date of the inspection showed logged times exceeding 60 minute personal observation checks. The current jail policy needs updated to reflect the requirements of this standard.

5120:1-8-03(B)(8) (Important): Each full-service jail shall have written policies, procedures and practices to ensure special needs inmates are recognized and that the jail addresses the management of those inmates with special needs. The current jail policy does not specifically address special needs inmates, as required by the standard.

5120:1-8-03(B)(9)(Essential): Each full-service jail shall have written policies, procedures and practices to ensure 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 compliance by the jail administrator or designee. At the time of the inspection, this requirement was not supported by policy, procedures and practices.

5120:1-8-03(B)(10)(a)(Essential): Each full-service jail shall have written policies, procedures and practices to ensure that 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. The current jail policy does not reflect the requirements of the standard.

5120:1-8-03(B)(10)(d)(Essential): Each full-service jail shall have written policies, procedures and practices to ensure use of force incidents shall be recorded and reviewed by the jail administrator or designee. At the time of the inspection, this inspector could not locate the policy, procedures and practices that reflect the requirements of this standard.

5120:1-8-03(B)(11)(b)(Essential): Each full-service jail shall have written policies, procedures and practices to ensure a security inspection of the jail shall be conducted once per month. Jail policy needs updated to support this requirement.

5120:1-8-03(B)(11)(c)(Essential): Each full-service jail shall have written policies, procedures and practices to ensure the jail's administration or designee shall be notified of any discovered contraband or physical security deficiencies. The appropriate disposition of contraband and the remediation of security deficiencies shall be documented. The current jail policy needs updated to reflect the requirements of this standard.

5120:1-8-03(B)(15)(Important): Each full-service jail shall have written policies, procedures and practices to provide gender and cross gender supervision guidelines. Current jail policy, procedures and practices does not support this requirement.

5120:1-8-03(B)(16)(Important): Each full-service jail shall have written policies, procedures and practices to ensure keys, tools, and culinary equipment are inventoried/documented. The jail needs to develop logs for documentation and accountability purposes. The policy, procedures and practices also need updated to reflect the requirements of the standard.

5120:1-8-03(B)(17)(a)(Important): Each full-service jail shall have written policies, procedures and practices to ensure toxic, corrosive and flammable substances shall be stored in a secure area and used by inmates only under direct supervision and used only according to manufactures' instruction. The substances must only be accessible to authorized persons. The policy, procedures and practices need updated to reflect the requirements of the standard. Additionally, the policy needs to identify the storage area to be utilized for these materials.

5120:1-8-04(A)(4)(a)(Important): Each full-service jail shall have written policies, procedures and practices to ensure prisoners in dormitories are provided with sufficient dayroom space as mandated by the Ohio Jail Standards. All dormitory spaces must provide housed prisoners with at least 35 square feet of day space per prisoner. The jail has exceeded the Bureau Recommended Capacity for their facility and does not have the required amount of day space for each inmate.

5120:1-8-04(B)(Important): Each full-service jail shall ensure seating shall be provided in holding areas, housing cells, dormitories, dayrooms and eating areas for each inmate. At their current capacity, the jail does not provide sufficient seating for inmates.

5120:1-8-04(C)(Important): Each full-service jail shall ensure 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. The jail does not have documentation from a qualified source showing adherence to this standard.

5120:1-8-04(E)(Important): Each full-service jail shall ensure the 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. At the time of the inspection, the hot water in the male cell was not working properly.

5120:1-8-04(G)(Important): Each full-service jail shall ensure shower facilities are available, 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. There shall be written approval or documentation of appropriate building codes if the ratio is different from 12 inmates per shower. Additionally, the jail policy needs to be updated to reflect the current language and intent of the standard.

5120:1-8-04(H)(Important): Each full-service jail shall ensure there is one operable wash basin with hot and cold potable water for every twelve occupants. On the date of the inspection, the hot water for the wash basins was not properly working and need repaired. Jail Administration was made aware of the issue at the time of the inspection.

5120:1-8-04(J)(Important): Each full-service jail shall provide natural light in the housing units, dorms, cells and/or day spaces. Due to the current age and layout of the jail, the facility does not provide all prisoners with access to natural lighting. On the date of the inspection, several inmates were housed in holding cells with no access to natural light.

5120:1-8-04(A)(4)(K)(Essential): Each full-service jail shall ensure juvenile inmates who have not yet been adjudicated shall be separated by sight and sound from adult inmates. The policy, procedures and practices need updated to reflect the requirements of the standard.

5120:1-8-05(A)(Essential): Each full-service jail shall provide all inmates with hygiene articles at intake and replacement items to indigent inmates. The current jail policy does not reflect the requirements of the standard.

5120:1-8-05(B)(Essential): Each full-service jail shall ensure all areas of the jail be safe and sanitary, including the food service and laundry areas. Staff and inmates shall have specific housekeeping responsibilities, which shall include, but not limited to daily cleaning of toilets, urinals, sinks, drinking facilities and showers in areas occupied by inmates and the disposal of garbage daily. At the time of the inspection, the jail was unable to provide sanitation inspection logs/documentation that the components listed in this standard had been performed on a daily basis. Additionally, on the date of the inspection showers and walls were heavily rusted, and portions (housing units) of the jail were dirty with the appearance of not being cleaned on a daily basis.

5120:1-8-05(C)(Essential): Each full-service jail shall ensure monthly sanitation, vermin, and safety inspections of all areas shall be done by a designated, trained staff person. Any treatment or extermination shall be conducted by a licensed pest control professional. On the date of the inspection, the jail was not able to provide any documentation to evidence this practice.

5120:1-8-05(E)(Essential): Each full-service jail shall ensure the jail is inspected annually by local or state authorities and a written report shall be provided. There shall be a written plan to correct jail related deficiencies. At the time of the inspection, the jail did not have a plan implemented to correct jail related deficiencies in their current policies, procedures and practices. The health inspection report(s) listed deficiencies which must be rectified before the facility is brought back into compliance.

5120:1-8-05(G)(1)(Important): Each full-service jail shall ensure there is at least twenty foot-candles of light, measured thirty inches above the floor in inmate reading areas. On the date of the inspection, lighting in all housing units (cells and dayrooms) measured lower than twenty foot candles. Steps must be taken to increase jail lighting in inmate reading areas.

5120:1-8-05(G)(2)(Important): Each full-service jail shall ensure there is at least fifteen foot-candles of light, measured thirty inches above the floor in all inmate accessible areas. On the date of the inspection, lighting in areas measured lower than fifteen foot candles. Steps must be taken to increase jail lighting in inmate accessible areas.

5120:1-8-05(H)(3)(Important): Each full-service jail shall ensure issued clothing is exchanged or laundered twice weekly. Arrangements are to be made to exchange or launder personal clothing and undergarments twice weekly. On the date of the inspection, the jail did not provide any documentation to evidence this practice.

5120:1-8-05(I)(Important): Each full-service jail shall ensure each inmate be provided the opportunity for a hot shower in time frames not to exceed forty-eight hours. The current jail policy does not reflect the requirements of the standard. On the date of the inspection, the jail was not able to provide any documentation to evidence this practice.

5120:1-8-05(J)(Important): Each full-service jail shall make provisions for haircuts. Arrangements can be a licensed barber coming to the jail, transported to a barber, or provide instruments to cut hair for inmate use as requested. The jail maintained no documentation to support this practice.

5120:1-8-05(M)(Essential): Each full-service 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. The policy, procedures and practices need updated to reflect the requirements/components of this standard. The plan must also be approved by a local fire official(s).

5120:1-8-05(N)(Important): Each full-service jail shall ensure training in jail fire safety equipment shall be conducted annually. Training shall be provided on jail fire safety equipment for all jail staff. The fire safety equipment required is at the discretion of the local fire official. This training shall occur annually and be documented in the jail staff training records. At the time of the inspection, the jail did not provide training documentation to evidence compliance with this standard.

5120:1-8-05(O)(Essential): Each full-service jail shall ensure fire drills shall be conducted every three months on each shift. On the day of the inspection, it was observed that fire drills are not being performed in accordance to this standard. The current jail policy does not reflect the requirements of the standard.

5120:1-8-05(P)(Essential): Each full-service jail shall ensure jail furnishings shall meet fire safety performance standards. The current jail policy does not reflect the requirements of the standard and no documentation was provided at the time of the inspection to evidence compliance with this standard.

5120:1-8-05(Q)(Essential): Each full service jail shall ensure that jail exits shall be clear and evacuation routes shall be posted or clearly marked throughout the jail. At the time of the inspection, the jail did not provide accessible markings and/or signs in all areas occupied by inmates to support compliance with this standard. The jail policy needs to be updated to reflect the current language and intent of the standard.

5120:1-8-06(B)(Important): Each full-service jail shall ensure incoming and outgoing inmate mail, correspondence, and packages shall be opened and inspected in order to intercept contraband or non-permitted items. The jail

shall document procedures for the appropriate disposition of any intercepted items. The jail's current policy, procedure and practices need updated to reflect how intercepted items are logged and/or documented.

5120:1-8-06(C)(Important): Each full-service jail shall ensure legal mail and correspondence shall be opened and inspected in the presence of the inmate to intercept contraband. The jail shall document procedures for the appropriate disposition of intercepted items. The jail's current policy, procedure and practices need updated to reflect how intercepted items are logged and/or documented.

5120:1-8-07(D)(Important): Each full-service jail shall ensure all jail visitors shall register upon entry. The registry shall include at a minimum, the date, visitor names, inmate visited, and length of visit. At the time of the inspection, the jail did not provide documentation/logs to evidence compliance with this standard.

5120:1-8-07(E)(Important): Each full-service jail shall provide general visitation hours that provide inmates the opportunity for thirty minutes of visitation per week. If the jail utilizes video visitation, it will provide weekly general visitation hours that are supported by the video visitation system utilized, no less than 20 minutes per visit. A schedule of visiting hours shall be posted in inmate and visitor areas. At the time of the inspection, the jail did not provide documentation/logs to evidence compliance with this standard.

5120:1-8-07(I)(Important): Each full-service jail shall ensure visits between inmates and members of the public shall be monitored and may be recorded by any means for safety and security reasons. The jail's current policy and procedure that supports this standard need updated to reflect the requirements of the standard.

5120:1-8-09(A)(Essential): Each full-service jail shall ensure there is a designated health authority with the responsibility for health and/or mental health care services pursuant to a written agreement, contract or job description. The Health Authority may be a physician, health administrator or agency. The jail shall have written policy, procedures and practices that shall be specific to the jail, to include all aspects of the medical/mental health standard and reviewed annually. At the time of the inspection, several components listed for this standard were not provided and/or not included in the jail's current policy, procedures and practices.

5120:1-8-09(B)(Essential): Each full-service jail shall have written policies, procedures and practices that address inmate pre-screenings. The screening must include suicide thoughts/plan, current serious or potentially serious medical or mental health issues needing immediate attention, the use of Taser, pepper spray, or other less than lethal use of force during arrest. Anytime an arrestee is denied due to medical circumstances, documentation from a local hospital or urgent care of medical clearance to be incarcerated shall be provided. Training records of employees conducting the inmate pre-screen must be provided to verify they are health trained. During the inspection, the jail was not able to produce any documentation or policies to support compliance with this standard.

5120:1-8-09(C)(Essential): Each full-service jail shall ensure jail staff have completed training in conducting the receiving screening. The documentation needs to be maintained by the jail to verify the staff members are health trained. No training records were provided at the time of the inspection that documented jail staff have completed the receiving screening training. Furthermore, the jail's current policy and procedure that supports this standard need updated to reflect standard and all the components listed.

5120:1-8-09(D)(Essential): Each full-service jail shall ensure that health appraisals are conducted within fourteen days. A licensed nurse, physician, physician's assistant, EMT, paramedic shall complete a health appraisal to

determine the medical and mental health condition for each inmate. At a minimum, the nine components of this Ohio Jail Standard shall be listed on the health appraisal form. 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. The jail's current policy and procedure that supports this standard need updated to reflect standard and all the components listed.

5120:1-8-09(E)(Essential): Each full-service jail shall ensure the jail provides twenty-four-hour emergency medical, dental, and mental health services. The jail's current policy and procedure that supports this standard need updated to reflect standard and all the components listed.

5120:1-8-09(H)(Essential): Each full-service jail shall ensure that health and mental health complaints are addressed. 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 of follow-up shall be provided as necessary. The jail's current policy and procedure that supports this standard need updated to reflect the requirements of the standard, to include all of the components listed.

5120:1-8-09(J)(Essential): Each full-service jail shall have written policies, procedures and practices that address medical and mental health records. 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 with 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. The jail's current policy and procedure that supports this standard need updated to reflect the requirements of the standard and all the components listed.

5120:1-8-09(K)(Essential): Each full-service jail shall have written policies, procedures and practices to ensure pharmaceuticals are managed in accordance with policies and procedures approved by the health authority and in compliance with state and federal laws. The policies must 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. Steps must be taken to ensure that the jail staff has received training in the proper management of pharmaceuticals. During the inspection, the jail was not able to provide any policies, training records or other documentation supporting compliance with this standard.

5120:1-8-09(M)(Essential): Each full-service jail shall have written policies, procedures and practices to ensure inmates who are evidencing signs of mental illness or developmental disability shall be referred immediately to qualified mental health personnel. The health authority shall develop and approve 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. The



jail's current policy and procedure that supports this standard need updated to reflect standard and all the components listed.

5120:1-8-09(N)(Essential): Each full-service jail shall have a suicide prevention program. The health authority shall have a plan for identifying and responding to suicidal and potentially suicidal inmates. The components shall include: Identification, Training, Assessment, Housing, Monitoring, Referral, Communication, Intervention, Notification, Reporting, Review, and Critical Incident debriefing. The suicide prevention program must be approved by a mental health professional and /or the jail's health authority. The jail's current policy and procedure that supports this standard need updated to reflect the requirements of the standard and all twelve of the components listed. Additionally, staff members who work with inmates shall be trained initially and annually to recognize verbal and behavioral cues that indicate potential suicide and how to respond appropriately. Training records supporting compliance with this standard were not available at the time of the inspection.

5120:1-8-09(P)(Essential): Each full-service jail shall have written policies, procedures and practices that establish an infectious disease 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 jail's current policy and procedure that supports this standard need updated to reflect the requirements of the standard and all the components listed.

5120:1-8-09(Q)(Essential): Each full-service jail shall ensure pregnant inmates shall receive appropriate and timely pre-natal care, delivery and postpartum care, as determined by the health authority. The jail's current policy and procedure that supports this standard need updated to reflect the requirements of the standard and all the components listed.

5120:1-8-09(R)(Essential): Each full-service jail shall have written policies, procedures and practices to ensure the use of restraints for medical and psychiatric purposes shall be applied in accordance in policies and procedures approved by the health authority. The jail's current policy and procedure that supports this standard need updated to reflect the requirements of the standard and all the components listed. The revised policy and procedures for medical and psychiatric restraints must be approved by the health authority.

5120:1-8-09(U)(Essential): Each full-service jail shall ensure all qualified health care professionals participate annually in continuing education appropriate for their position. The jail's current policy and procedure need updated to reflect the requirements of the standard.

5120:1-8-09(W)(Essential): Each full-service jail shall have written policies, procedures and practices that address intoxication and detoxification. The health authority shall develop specific policies and protocols in accordance to 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 or detoxification symptoms to a hospital or detoxification center. The jail's current policy and procedure need updated to reflect the requirements of the standard and all the components listed.

5120:1-8-09(X)(Essential): Each full-service jail shall ensure 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. The jail's current policy and procedure need updated to reflect the requirements of the standard and all the components listed.

5120:1-8-10(A)(Important): Each full-service jail shall ensure documentation that the food service operation complies with the regulations of the local or state health departments. The jail's current policy and procedure need updated to reflect the requirements of the standard. The jail also had deficiencies noted on their current food service inspection report.

5120:1-8-10(B)(Essential): Each full-service jail shall ensure that 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. At the time of the inspection, the jail was not able to produce a menu cycle to evidence compliance with this standard.

5120:1-8-10(C)(Essential): Each full-service jail shall ensure menu cycles and contents shall be evaluated and approved annually by a licensed nutritionist or registered dietician or registered dietitian nutritionist. During the inspection, the jail was not able to show documentation evidencing compliance with the standard.

5120:1-8-10(D)(Important): Each full-service jail shall ensure records of food items served at meals shall be maintained pursuant to the jail's record retention schedule. During the inspection, the jail was not able to produce these required records.

5120:1-8-10(E)(Essential): Each full-service jail shall make provisions for modified diets by physician's order or to accommodate the mandatory dietary requirements of a recognized religion practiced by the inmate. During the inspection, the jail was not able to produce these required records.

5120:1-8-10(F)(Essential): Each full-service jail shall ensure all persons involved in the preparation of food shall receive a pre-assignment medical examination and annual re-examinations. During the inspection, the jail was not able to show documentation evidencing compliance with this standard.

5120:1-8-11(A)(Important): Each full-service jail shall ensure that exercise and/or equipment for inmates shall be provided and the jail shall further ensure that inmates are offered at least five hours per week. During the inspection, it was evident that inmates are not being provided with the mandated recreation requirements. Documentation evidencing compliance with this standard was also not available at the time of the inspection.

5120:1-8-12(B)(Important): Each full-service jail shall ensure that 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. Documentation evidencing compliance with this standard was also not available at the time of the inspection.

5120:1-8-12(C)(Important): Each full-service jail shall ensure that inmate rules shall specify the fundamental rights that cannot be suspended except in an emergency or other condition beyond the control of the jail administrator. Documentation evidencing compliance with this standard was also not available at the time of the inspection.

5120:1-8-12(F)(Important): Each full-service jail shall ensure pre-disciplinary hearing requirements shall include, at a 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, a 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). During the inspection, the jail was not able to show policies or other documentation supporting compliance with the requirements of the standard.

5120:1-8-12(G)(Important): Each full-service jail shall ensure an inmate shall have a minimum 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. During the inspection, the jail was not able to show policies or other documentation supporting compliance with the requirements of the standard.

5120:1-8-12(H)(Important): Each full-service jail shall ensure 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. During the inspection, the jail was not able to show policies or other documentation supporting compliance with this standard.

5120:1-8-15(B)(Important): Each full-service jail shall ensure the use of administrative segregation as a penalty and/or punishment shall be prohibited. Steps must be taken to ensure inmates who are placed in administrative segregation are receiving the same privileges as the general population. The age and layout of the facility does not provide an area to administratively segregate prisoners from the rest of the general population.

5120:1-8-15(D)(Important): Each full-service jail shall ensure that within twenty four hours of administrative segregation, the inmate shall be provided with written documentation of the reason for confinement. The inmate shall also 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. During the inspection, the jail was not able to show policies or other documentation supporting compliance with this standard.

5120:1-8-15(E)(Important): Each full-service jail shall ensure 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. The reviews shall be documented. During the inspection, the jail was not able to show policies or other documentation supporting compliance with this standard.

5120:1-8-17(D)(Important): Each full-service jail shall have 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 the respect to weekends, holidays and 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 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. The jail's current policy and procedure that supports this standard need updated to reflect the requirements of the standard and all the components listed.

5120:1-8-17(E)(Important): Each full-service jail shall have a staff person designated in charge or supervision of each shift. During the inspection, the jail was not able to show policies or other documentation supporting compliance with this standard.

5120:1-8-17(F)(Important): Each full-service jail shall have a written policy and procedure governing the screening, training, and use of volunteers in the jail. During the inspection, the jail was not able to show policies or other documentation supporting compliance with this standard.

5120:1-8-17(G)(Important): Each full-service jail shall provide a written code of ethics to jail staff. The manual shall contain a code of ethics that prohibits employees from using their official position to secure privileges for themselves or others and from engaging in activities that constitute a conflict of interest. During the inspection, the jail was not able to show policies supporting compliance with this standard. Training files and/or other verification of the required training could not be produced by Jail Administration at the time of the inspection.

5120:1-8-18(A)(1)(2)(Important): Each full-service jail shall ensure jail support staff with routine contact shall receive training and pertinent agency policies and procedures prior to or in conjunction with assignment to jail duties. During the first year of assignment, they must 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. They must also receive two hours of in-service training each subsequent year of employment addressing specific job assignments and/or jail related issues. Training files and/or other verification of the required training could not be produced by Jail Administration at the time of the inspection. The jail was not able to show policies supporting compliance with this standard.

5120:1-8-18(B)(1)(2)(3)(Important): Each full-service jail shall ensure that: (1) Correctional officers shall receive training in jail policies within sixty days of employment; (2) During the first year of assignment, training consistent with Chapter 109:2-9 of the Administrative code; and (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. On the day of the inspection, policy and training records evidencing compliance were not available to evaluate.

5120:1-8-18(C)(1)(2)(3)(Important): Each full-service jail shall ensure that 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 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. These training hours are in addition to training mandated by other standards. On the day of the inspection, policy and training records evidencing compliance were not available to evaluate.

5120:1-8-18(D)(Important): Each full-service jail shall ensure jail support staff with occasional contact receive training in pertinent agency policies and procedures prior to or in conjunction with assignment to jail duties. Policy and training records evidencing compliance were not available to evaluate at the time of the inspection.

Plan of action forms are enclosed. Completed form(s) and/or corrective materials addressing the noted deficiencies must be completed and returned to Assistant Bureau Administrator Jon Radebaugh (jon.radebaugh@odrc.state.oh.us) within 45 days of receipt of this correspondence. Feel free to contact me if you need assistance or clarification in this effort. The Department remains available to discuss the aspects of this report or to provide reference materials or assistance as desired.

Sincerely,



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Coshocton County Board of Commissioners  
Lt. Jackson, Jail Administrator  
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