



Department of
Rehabilitation & Correction

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

June 6, 2016

Sheriff Joe Browning
Gallia County Jail
18 Locust St.
Gallipolis, Ohio 45631

RE: 2015 Annual Jail Inspection

Sheriff Browning,

In accordance with Section 5120.10 of the Ohio Revised Code and Executive Order 92-03 of the Department of Rehabilitation and Correction, the Gallia County Jail (FSJ) was inspected on November 12th & 13th, 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. Anthony Werry.

The total actual housing capacity for the Gallia County Jail (FSJ) is (21), consisting of (17) adult males, (4) adult females, (0) mixed (either adults or juveniles), and (0) special housing beds. On the date of the actual jail inspection, there were (26) inmates incarcerated in the Gallia County Jail (FSJ). The Ohio Department of Rehabilitation and Correction recommended housing capacity for the jail is (11), which is based upon total available living space and other requirements. Officials should maintain prisoner counts within the Department's recommended capacity figure. The Gallia County Jail (FSJ) is in compliance with the following standards:

5120:1-8-01 (A)(01); -01(A)(3); -01(A)(4); -01(A)(9); -01(A)(12); -02(B)(1); -02(B)(4); -03(A)(4); -03(A)(7); -03(B)(2); -03(B)(5); -03(B)(6); -03(B)(10)(a); -03(B)(10)(b); -03(B)(10)(c); -03(B)(10)(d); -03(B)(12); -04(D); -04(F); -04(G); -04(A)(4)(K); -05(A); -05(J); -05(K); -05(P); -06(G); -07(A); -07(D); -07(E); -07(H); -07(I); -10(B); -10(C); -10(G)(1); -10(G)(2); -11(B); -11(E); -12(F); -12(G); -12(H); -17(E); -17(G); -18(C); -18(E).

The Gallia County Jail (FSJ) did not comply with (71) 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. The current jail policy needs updated to reflect the requirements of this standard and verification of consultation with the County Prosecutor.

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 the jail's age/ layout and overcrowding issue(s), the jail was unable to properly separate violent and non-violent inmates into separate confinement areas.

5120:1-8-02(D)(1)(Important): Each full-service jail shall ensure that inmates, when placed in general population, shall be: (1) assigned a bed; (2) Provided with a mattress, blanket, bed linens and towels; (3) Provided with articles to maintain personal hygiene (toothbrush, toothpaste, feminine hygiene items and soap). Due to the overcrowding issue(s) not every inmate is assigned a bed.

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. 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 age and layout of the existing facility does not provide an effective secure booking or release area. 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, one of the cameras was positioned in a manner that if a male inmate was going to the bathroom, the inmate would be visible while standing. Jail Administration was made aware of this at the time of the inspection.

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(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)(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.

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 and procedures does not specifically cover special needs inmates.

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. The jail policy needs to be updated to reflect the current language and intent of the standard. Additionally, the jail was not able to provide logs and/or documentation for the use of restraints at the time of the inspection.

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 jail's policy was not sufficient to address the requirements of the 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 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 purposes. The policy also needs 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 jail does not have a procedure documented in policy for the proper storage of toxic or flammable substances. 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 there is not the required amount of day space for each inmate. The jails average daily count reported at 21, the Bureau recommended capacity is 11. On the day of the inspection, count was recorded at 26 inmates.

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. Additionally, the current policy needs reviewed and updated in order to be in compliance with the standard.

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 female pod was not working properly and inmates were housed in the holding cells that did not have access to an operable toilet and/or lavatory. Jail administration was made aware of this during the time of the inspection.

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/or 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. The jail does not provide all prisoners with access to natural lighting in cells.

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 occupies by inmates and the disposal of garbage daily. The policy, procedures and practices need updated to reflect the requirements of the standard.

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.

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 and procedures.

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, the levels measured below twenty (20) foot-candles in "A" block and the women's pod. 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, the levels measured below fifteen 15 foot-candles in "A" block and the women's pod. Steps must be taken to increase jail lighting in inmate accessible areas.

5120:1-8-05(H)(Important): Each full-service jail shall ensure issued clothing be exchanged or laundered twice weekly. Arrangements are made to exchange or launder personal clothing and undergarments twice weekly. The jails current policy, procedures and practices need updated to reflect the requirements of the standard.

5120:1-8-05(I)(Important): Each full-service jail shall ensure each inmate be provided the opportunity for a hot shower not to exceed forty-eight hours. The current jail policy, procedures and practices does not reflect the requirements of the standard. The jail was unable to provide jail logs and/or documentation showing showers were made available at the time of the inspection.

5120:1-8-05(L)(Essential): Each full-service jail shall ensure the jail is inspected annually by a certified local or state fire 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. At the time of the inspection, the jail did not have a plan implemented to correct jail related deficiencies in their current policies and procedures. Additionally, the jail did not provide a current copy of a fire inspection report.

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 current plan had not been signed off 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, there was no documentation to verify fire drills having been conducted on each shift so that 12 drills are conducted annually.

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.

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 jails current policy, procedure and practices needs 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 jails current policy, procedure and practices need updated to reflect how intercepted items are logged and/or documented.

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. 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 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. The jails current policy and procedure that supports this standard need updated to reflect the standard and all the components listed. Any changes to the jail's medical policies, procedures and practices to include forms/logs must have the approval of the Health Authority.

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. The jails current policy and procedure that supports this standard need updated to reflect the standard and all the components listed. Any changes to the jail's medical policies, procedures and practices to include forms/logs must have the approval of the Health Authority.

5120:1-8-09(C)(1)(2)(3)(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. The jails current policy and procedure that supports this standard need updated to reflect standard and all the components listed. Training records of employees conducting the inmate pre-screen must be provided to verify they are health trained. Any changes to the medical policies, procedures and practices to include forms/logs must have the approval of the Health Authority.

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. During the inspection, the jail was not able to provide any documentation showing compliance with the requirements of this standard. The jails current policy and procedure that supports this standard needs updated to reflect the standard and all the components listed. Any changes to the medical policies, procedures and practices to include forms/logs must have the approval of the Health Authority.

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 jails current policy and procedure that supports this standard need updated to reflect the standard and all the components listed. Any changes to the medical policies, procedures and practices to include forms/logs must have the approval of the Health Authority.

5120:1-8-09(F)(1)(Essential): Each full-service jail shall ensure a physician and/or qualified health care professional conducts sick call once per week for jails with an average population of less than fifty. The jails current policy and procedure that supports this standard needs updated to reflect the standard and all the components listed. Any changes to the medical policies, procedures and practices to include forms/logs must have the approval of the Health Authority.

5120:1-8-09(G)(Essential): Each full-service jail shall ensure all health and mental health care personnel who provide services to inmates are appropriately credentialed according to the licensure, certification, and registration requirements of the State of Ohio. Verification of current credentials must be on file at the facility. Health care staff works in accordance with profession-specific job descriptions approved by the health authority. The jails current policy and procedure that supports this standard needs updated to reflect the standard and all the components listed. Any changes to the medical policies, procedures and practices to include forms/logs must have the approval of the Health Authority.

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 jails current policy and procedure that supports this standard need updated to reflect the standard and all the components listed. Any changes to the medical policies, procedures and practices to include forms/logs must have the approval of the Health Authority.

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 jails current policy and procedure that supports this standard need updated to reflect the standard and all the components listed. Any changes to the medical policies, procedures and practices to include forms/logs must have the approval of the Health Authority.

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. The jails current policy and procedure that supports this standard need updated to reflect standard and all the components listed. Any changes to the medical policies, procedures and practices to include forms/logs must have the approval of the Health Authority.

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 jails current policy and procedure that supports this standard need updated to reflect the standard and all the components listed. Any changes to the medical policies, procedures and practices to include forms/logs must have the approval of the Health Authority.

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 jails health authority. The jails current policy and procedure that supports this standard need updated to reflect standard and all the components listed. Any changes to the medical policies, procedures and practices to include

forms/logs must have the approval of the Health Authority. Steps must be taken to ensure that the jail staff has received training in how to recognize verbal and behavioral cues that indicate potential suicide and how to respond appropriately. The plan includes initial and annual training.

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 jails current policy and procedure that supports this standard need updated to reflect the standard and all the components listed. Any changes to the medical policies, procedures and practices to include forms/logs must have the approval of the Health Authority.

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 jails current policy and procedure that supports this standard need updated to reflect standard and all the components listed. Any changes to the medical policies, procedures and practices to include forms/logs must have the approval of the Health Authority.

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 jails current policy and procedure that supports this standard need updated to reflect the standard and all the components listed. Any changes to the medical policies, procedures and practices to include forms/logs must have the approval of 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 jails current policy and procedure that supports this standard need updated to reflect the standard and all the components listed. Any changes to the medical policies, procedures and practices to include forms/logs must have the approval of the Health Authority.

5120:1-8-09(V)(Essential): Each full-service jail shall ensure inmate diets are modified when ordered by the appropriate licensed individual to meet specific requirements related to the clinical conditions. The jails current policy and procedure that supports this standard need updated to reflect the standard and all the components listed. Any changes to the medical policies, procedures and practices to include forms/logs must have the approval of the Health Authority.

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

Any changes to the medical policies, procedures and practices to include forms/logs must have the approval of the Health Authority.

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 jails current policy and procedure that supports this standard need updated to reflect the standard and all the components listed. Any changes to the medical policies, procedures and practices to include forms/logs must have the approval of the Health Authority.

5120:1-8-10(A)(Essential): Each full-service jail shall have documentation that the food service operation complies with the local or state health authority. On the date of the inspection, there were deficiencies noted on the Food operation inspection report dated June 19, 2015.

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. The jails current policy and procedure that supports this standard need updated to reflect the standard and all the components listed.

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. The jails current policy and procedure that supports this standard need updated to reflect the standard and all the components listed.

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. The jails current policy, procedure and practices that supports this standard need updated to reflect the standard and all the components listed.

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 observed that due to the age and layout of the facility, the facility does not provide any areas that can be utilized for inmate recreation. Additionally, there were also no policies, procedures, practices, and/ or documentation/logs supporting compliance with this standard.

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. The jails current policy, procedure and practices that supports this standard need updated to reflect the standard and all the components listed.

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. The jails current policy, procedure and practices that supports this standard need updated to reflect the standard and all the components listed.

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. During the inspection, it was observed that due to the age and layout of the facility, the facility really does not have an appropriate area for administrative segregation. Per Lt. Werry on the current practice, if an inmate would need to be placed in administrative segregation, the jail would transfer the inmate to another facility. If this is the jails practice, than this is what would need to be specified in the jails policy and procedures.

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. The jails current policy, procedure and practices that supports this standard need updated to reflect the standard and all the components listed.

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. The jails current policy and procedure that supports this standard need updated to reflect the standard.

5120:1-8-16(A)(Important): Each full-service jail shall have inmate rules to include a grievance procedure that is available to inmates and includes at least one level of appeal. The jails current policy and procedure that supports this standard need updated to reflect the 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 jails current policy and procedure that supports this standard need updated to reflect the standard and all the components listed.

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. The jails current policy and procedure that supports this standard need updated to reflect the standard and all the components listed.

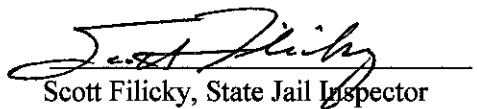
5120:1-8-18(A)(1)(2)(Important): Each full-service jail shall ensure jail support staff with routine contact shall receive training and pertinent agency policies and procedures prior to or in conjunction with assignment to jail duties. During the first year of assignment, they must receive twenty four 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. On the day of the inspection, training records evidencing compliance were not available to evaluate.

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, 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. 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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cc: John F. Adams, Bureau Administrator
Gallia County Board of Commissioners
Lt. Werry, Jail Administrator
File