



Department of  
Rehabilitation & Correction

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

September 4, 2015

Sheriff Michael R. McCauley  
Guernsey County Jail  
601 Southgate Parkway  
Cambridge, Ohio 43780

RE: 2015 Annual Jail Inspection

Dear Sheriff McCauley:

In accordance with Section 5120.10 of the Ohio Revised Code and Executive Order 92-03 of the Department of Rehabilitation and Correction, the Guernsey County Jail, a full-service jail facility, was inspected on August 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup>, 2015. The inspection was restricted to assessing compliance with a group of one hundred and seventeen (117) 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 and release, classification, security, housing, sanitation and environmental conditions, communication, visitation, medical and mental health, 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 - Sgt. Jim Stoney and Corporal Beckner.

The total actual general housing capacity for the Guernsey County Jail is (66), consisting of (54) adult males and (12) adult females. On the date of the jail inspection, there were (68) inmates incarcerated in the Guernsey County Jail. The Ohio Department of Rehabilitation and Correction recommended housing capacity for the jail is (66), which is based upon total available living space and other requirements. Officials should maintain prisoner counts within the Department's recommended capacity figure. The Guernsey County Jail (FS) is in compliance with the following standards:

5120:1-8-01(A)(1); -01(A)(3); -01(A)(4); -01(A)(12); -02(B)(1); -02(B)(2); -02(B)(4); -02(D); -03(A)(4); -03(A)(5); -03(A)(6); -03(A)(7); -03(B)(2); -03(B)(4); -03(B)(5); -03(B)(6); -03(B)(10)(a); -03(B)(10)(b); -03(B)(10)(c); -03(B)(10)(d); -03(B)(12); -03(B)(17)(a); -04(A)(4)(k); -05(A); -05(B); -05(E); -05(H)(3); -05(I); -05(J); -05(K); -05(L); -05(Q); -06(G); -07(D); -07(E); -09(Q); -10(D); -10(E); -10(G)(1); -10(G)(2); -11(A); -11(B); -11(E); -12(C); -12(F); -12(G); -15(D); -15(E); -16(A); -17(E); -17(F); -18(B); -18(C);

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The Guernsey County Jail did not comply with (53) 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 policy and procedure is not supported by the jail's current policy.

5120:1-8-01(A)(9)(Important): Each full-service jail shall have written policies, procedures and practices that 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, the current jail policy did not support this standard.

5120:1-8-03 (A) (1)(Essential): Each full-service jail shall have an established security perimeter. A sketch of the jail and written procedures shall designate the security perimeter. Passage through this boundary shall be strictly controlled and monitored. The boundary shall be clearly identifiable as the boundary, which separates the secure areas of the jail from those which are used for other functions. At the time of the inspection, the current jail policy did not support this standard.

5120:1-8-03(A)(3)(Essential): Each full-service jail shall have a secure booking and release area. A sketch of the jail and written procedures shall designate the secure booking and release area. Passage through this boundary shall be strictly controlled and monitored. The boundary shall be clearly identifiable as the boundary, which separates the secure areas of the jail from those which are used for other functions. At the time of the inspection, the current jail policy did not support this standard.

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. Documents and/or logs 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 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

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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 current policy/documentation does not meet 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. At the time of the inspection, the current jail policy did not support this standard.

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. At the time of the inspection, the current jail policy did not support 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 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. At the time of the inspection, the current jail policy did not support this 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.

5120:1-8-05(C)(Essential): Each full-service jail shall have written policies, procedures and practices to 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. The jail currently does not have a policy or other documentation/logs outlining this standard.

5120:1-8-05(E)(Essential): Each full-service jail shall ensure the jail is inspected annually by local or state health authorities and a written report shall be provided. There shall be a written plan to correct jail related deficiencies. On the date of the inspection, the jail provided this inspector with a food service operation inspection. The jail did not provide a full facility health inspection. Per Sgt. Stoney on the date of the inspection, he is in the process of contacting the health department to have the entire facility inspected. It was also discussed during the inspection that several jail windows were cracked and need repaired as soon as practical.

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5120:1-8-05(G)(1)(Important): Each full-service jail shall have a written policy to ensure there is at least twenty foot-candles of light, measured thirty inches above the floor in inmate reading areas. At the time of the inspection, the current jail policy did not support this standard.

5120:1-8-05(G)(2)(Important): Each full-service jail shall have a written policy to ensure there is at least twenty foot-candles of light, measured thirty inches above the floor in inmate accessible areas. At the time of the inspection, the current jail policy did not support this standard.

5120:1-8-05(M)(Essential): Each full-service jail shall have written policies, procedures and practices to ensure the jail has 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. At the time of the inspection, the current jail policy did not support this standard.

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 had no documentation supporting the practice or to evidence the training had occurred.

5120:1-8-05(O)(Essential): Each full-service jail shall have written policies, procedures and practices that ensure fire drills shall be conducted every three months on each shift. On the date of the inspection, only 6 fire drills had been completed per the documentation this inspector received.

5120:1-8-05(P)(Essential): Each full-service jail shall have written policies, procedures and practices that ensure jail furnishings meet fire safety performance standards. Documentation that jail furnishings meet the required fire safety performance shall be on file for review. On the date of the inspection, there were no policies or documentation to support compliance with this standard.

5120:1-8-06(B)(Important): Each full-service jail shall have written policies, procedures and practices to 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. At the time of the inspection, the current jail policy did not support this standard.

5120:1-8-06(C)(Important): Each full-service jail shall have written policies, procedures and practices to ensure legal mail or 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. At the time of the inspection, the current jail policy did not support this standard.

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5120:1-8-07(A)(Important): Each full-service jail shall ensure there is a secure visiting area that physically separates the inmate and visitor with the capability for two-way conversation and non-obscured visitation and/or video visitation. At the time of the inspection, the current jail policy did not support this standard.

5120:1-8-07(H)(Important): Each full-service jail shall have a policy and procedure in place to ensure visits shall be restricted only if the jail administrator or designee determines that a visit is a threat to safety, security or the best interests of the jail. The jail administrator or designee shall document/log restrictions in writing. At the time of the inspection, the current jail policy did not support 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. There were no documentation / policies supporting compliance with this standard. At the time of the inspection, the current jail policy did not support this 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, the current jail policy did not support this standard.

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, it was noted that none of the staff at the jail are "health trained". Also during the inspection, the staff expressed the need for the jail to employ a fulltime health care/medical professional.

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.

5120:1-8-09(D)(Essential): Each full-service jail shall ensure that health appraisals are conducted within fourteen days for each inmate in custody. A licensed nurse, physician, physician's assistant, EMT, paramedic shall

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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 policies or documentation showing compliance with the requirements of this standard.

5120:1-8-09(F)(Essential): Jail Administration must amend policies and procedures to ensure that three times per week a physician and/or qualified health care professional conducts sick call. During the inspection, it was noted that none of the staff at the jail are health trained. At the time of the inspection, it was noted that the current practice for the jail during sick call is that the officer(s) collect the sick call forms from the inmates and fax to Dr. Shubert. Dr. Shubert reviews the sick call forms and then provides direction as to what needs to be done for each inmate. The employee interviewed at the time of the inspection doesn't feel comfortable with the current system and is waiting for something bad to happen before changes are made.

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 procedure shall state that the work of allied medical personnel is performed under the supervision of the jail physician. At the time of the inspection, the jail was not able to produce any documents or records showing compliance with this standard.

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 current jail policy did not meet this standard. It should also be noted at the time of the inspection that none of the jail staff are "health trained".

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

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reactivation of said records if an inmate returns to the facility, (4) Transfer of medical/ mental health information or record to external care provider. During the inspection, the jail was not able to provide any policies or documentation supporting compliance with this standard.

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. At the time of the inspection, the current policy did not reflect the standard and will need to be signed off by the jail's 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. During the inspection, the jail was not able to produce any documentation, policies, or training records demonstrating compliance with this standard.

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. During the inspection, the current policy only listed AIDS/HIV as the only infectious disease control program topics.

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 with policies and

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procedures approved by the health authority. At the time of the inspection, the current jail policy did not meet this standard, and the jail will also have to have the health authority approve the policy.

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. At the time of the inspection, the jail was advised to update their current policy and provide documentation showing compliance for this standard.

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. At the time of the inspection, the current jail policy did not reflect this 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. At the time of the inspection, the jail could produce no policies or documentation showing compliance with this standard. This policy must be approved by 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. At the time of the inspection, the Guernsey County Jail does not have a medical professional on grounds, Officers and staff has access to all inmates' medical information because they are the ones that have to do it per the staff interviewed on the day of the inspection. The current process/procedure/system is in violation of this standard.

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 provide and/or include the menu cycle/schedule.

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.



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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 policy or other documentation 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. At the time of the inspection, the current jail policy did not reflect this 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. At the time of the inspection, the current jail policy did not meet 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. During the inspection, the jail was not able to show policies or other documentation supporting compliance with this standard.

5120:1-8-17(D)(1)(2)(3)(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 or other atypical situations. Information obtained on the date of the jail inspection, per the jails policy, the shift relief factor lists 18 total staff, and currently the jail has 15. It was brought to this writer's attention during the inspection that if the jail would need to transport an inmate, this would limit jail staff on shift due to the shortage of staff. The jails staffing plan shall also be reviewed once a year by the jail administrator and revised as needed.

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 documentation supporting compliance with this standard.

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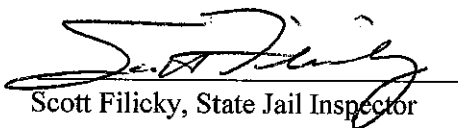
5120:1-8-18(A)(2)(Important): Each full-service jail shall ensure jail support staff with routine contact shall receive training and pertinent agency policies and procedures prior to or in conjunction with assignment to jail duties. During the first year of assignment, they must receive twenty four hours 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. At the time of the inspection, the current jail policy did not support this standard.

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. At the time of the inspection, the current jail policy did not support this standard.

5120:1-8-18(E)(Important): Each full-service jail shall ensure jail policies and procedures shall be available to jail staff, reviewed annually and updated by the sheriff, jail administrator, or designee, as needed. Information obtained during the inspection revealed that the vast majority of policies and procedures for the Guernsey County Jail need to be reviewed and/or updated.

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](mailto:jon.radebaugh@odrc.state.oh.us)) within 45 days of receipt of this correspondence. Please 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  
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Sgt. Jim Stoney, Jail Administrator