



Department of  
Rehabilitation & Correction

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

March 29, 2016

Sheriff David Shaffer  
Knox County Jail  
11540 Upper Gilchrist Rd.  
Mt. Vernon, Ohio 43050

RE: 2015 Annual Jail Inspection

Dear Sheriff Shaffer:

In accordance with Section 5120.10 of the Ohio Revised Code and Executive Order 92-03 of the Department of Rehabilitation and Correction, the Knox County Jail, was inspected on October 27<sup>th</sup> and 28<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 – Lieutenant Lamp.

The total actual housing capacity for the Knox County Jail is (100), consisting of (84) adult males, (12) adult females, (0) mixed (either adults or juveniles), and (4) special housing beds. On the date of the actual jail inspection, there were (65) inmates incarcerated in the Knox County Jail. The Ohio Department of Rehabilitation and Correction recommended housing capacity for the jail is (100), which is based upon total available living space and other requirements. Officials should maintain prisoner counts within the Department's recommended capacity figure. The Knox County Jail (FSJ) is in compliance with the following standards:

5120:1-8-01 (A)(01); -01(A)(3); -01(A)(4); -01(A)(7); -01(A)(9); -01(A)(12); -02(B)(1); -02(B)(2); -02(B)(4); -02(D); -03(A)(1); -03(A)(3); -03(A)(4); -03(A)(5); -03(A)(6); -03(A)(7); -03(B)(2); -03(B)(4); -03(B)(5); -03(B)(6); -03(B)(7); -03(B)(8); -03(B)(9); -03(B)(10)(a); -03(B)(10)(b); -03(B)(10)(c); -03(B)(10)(d); -03(B)(11)(b); -03(B)(11)(c); -03(B)(12); -03(B)(16); -03(B)(17)(a); -04(A)(4)(A); -04(B); -04(C); -04(D); -04(E); -04(F); -04(G); -04(H); -04(J); -04(A)(4)(K); -05(A); -05(B); -05(C); -05(E); -05(G)(1); -05(G)(2); -05(H)(3); -05(I); -05(J)-05(K); -05(L); -05(M); -05(N); -05(O); -05(P); -05(Q); -06(B); -06(C); -06(G); -07(A); -07(D); -07(E); -07(H); -07(I); -09(A); -09(B); -09(C); -09(D); -09(E); -09(F); -09(G); -09(H); -09(J); -09(K); -09(M); -09(N); -09(P); -09(Q); -09(R); -09(U); -09(V); -09(W); -09(X); -10(A); -10(B); -10(C); -10(D); -10(E); -10(F); -10(G)(1); -10(G)(2); -11(A); -11(B); -11(E); -12(B); -12(C); -12(F); -12(G); -12(H); -15(B); -15(D); -15(E); -16(A); -17(E); -17(F); -17(G); -18(A); -18(B); -18(C); -18(D); -18(E).

The Knox County Jail (FSJ) is in compliance with 100% of the Essential Standards and at least 90% of the Important Standards making it a "**Compliant Jail**". It should be noted however, the jail did not comply with (2) of the Important

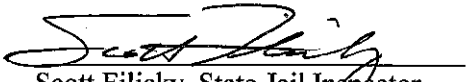
Standards upon which the facility was inspected. This letter is intended to serve as a basis for developing plans of action for bringing the facility back into compliance with the remaining deficiencies noted during the inspection.

5120:1-8-03(B)(15)(Important): Each full service jail shall have written policies and procedures, and practices which evidence, that same gender and cross gender supervision guidelines shall be provided in policy and procedure. When both male and females are housed in the jail at least one male and one female staff member shall be on duty at all times. At the time of the inspection, it was observed that a female staff member is not available at all times.

5120:1-8-17(D)(1)(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. The plan shall include sufficient numbers of male and female jail staff on-duty and available to perform sensitive functions and procedures as necessary by inmate gender. Information obtained on the date of the jail inspection led to the conclusion that a female staff member is not available at all times.

Plan of action forms are enclosed. Completed form(s) and/or corrective materials addressing the noted deficiencies can be completed and returned to Assistant Bureau Administrator Jon Radebaugh ([jon.radebaugh@odrc.state.oh.us](mailto:jon.radebaugh@odrc.state.oh.us)). 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 (ODRC)  
Knox County Board of Commissioners  
Lt. Lamp, Jail Administrator  
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