



RESCUE

Department of  
Rehabilitation & Correction

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

August 12, 2015

Sheriff Jeff Lawless  
Lawrence County Jail  
115 S. 5th St.  
Ironton, Ohio 45638

RE: 2015 Annual Jail Inspection

Dear Sheriff Lawless:

In accordance with Section 5120.10 of the Ohio Revised Code and Executive Order 92-03 of the Department of Rehabilitation and Correction, the Lawrence County Jail, a full-service jail, was inspected on July 16th and 17th, 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, classification, security, housing, sanitation and environmental conditions, communication, visitation, medical, food service, recreation, inmate discipline, administrative segregation, grievance, staffing, and staff training. The inspection consisted of this Inspector receiving and/or reviewing requested documentation and/or materials, touring selected areas of the jail, and having a brief interview with you and Major Hunter.

The total actual general housing capacity for the Lawrence County Jail is (52), consisting of (0) adult males and (0) adult females, (52) mixed (either adult males or adult females), and (0) special housing beds. On the date of the jail inspection, there were (43) inmates incarcerated in the Lawrence County Jail. The Ohio Department of Rehabilitation and Correction recommended housing capacity for the jail is (27), which is based upon total available living space and other requirements. Officials should maintain prisoner counts within the Department's recommended capacity figure.

The Lawrence County Jail (FS) is in compliance with the following standards:

5120:1-8-01(A)(1); -01(A)(4); -02(D); -03(A)(5); -03(B)(10)(d); -04(F); -05(A); -05(H)(3); -05(I); -05(M); -05(P); -05(Q); -06(G); -07(E); -09(F)(1)(2); -10(A); -10(G)(2); -11(B); -11(E); -16(A); -17(E).

The Lawrence County Jail did not comply with (94) 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)(3)(Important): Each full-service jail shall have written policies, procedures and practices to ensure booking and identification records are made of every commitment, including the birthdate of the inmate and the sex/race of the inmate. The current policy/procedure does not list either.

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.

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. During a visit on, or about June 30, 2015, this Inspector did observe inmates being housed in the reception area. Additionally, during the interview with you on the date of the inspection you said that due to the overcrowding issues, said the jail is unable to keep inmates separated for classification purposes while in holding cells.

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)(1)(Important): Each full-service jail shall have written policies, procedures and practices to ensure male and female inmates are housed separately by sight, touch, and out of range of normal conversation with each other. The current policy does not accurately identify the male and female housing areas. It was also discussed during the tour that paper had been taped on the windows of the female block to provide for sight separation, but it appeared to have been tampered with.

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.

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 Lawrence 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)(4)(Essential): Each full-service jail shall have temporary weapons storage lockers or other secure storage located at each point of entrance to the jail's security perimeter. The jail's policies must be updated to identify the location of these lockers / secure storage.

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. On the date of the inspection, no policy existed and/or documentation to prove that the actions were being performed. It should also be noted that the battery for the back-up generator was faulty. County maintenance staff was called to the jail and a new battery was installed. It was only then that the back-up generator did properly initiate.

5120:1-8-03(B)(2)(Important): Each full-service jail shall have written policies, procedures and practices to ensure that all inmates shall be searched whenever entering or leaving the jail's security perimeter to control contraband. The current jail policy needs updated to reflect the requirements of this standard.

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 jail currently has no such policy.

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 in duration from the previous official count. Jail Administration must also notify their jail staff on

how to properly record that an official count was conducted. Current policy does not direct staff on how to properly record a count.

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. Additionally, the policy covering this topic needs reviewed and updated.

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. Policy needs created and/or re-written. 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 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. Additionally, the jail's current practice was to check on the inmates in physical restraints every 15 minutes.

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)(b)(Essential): Each full-service jail shall have written policies, procedures and practices to ensure use of force shall be limited to the amount of force necessary to control a given situation and shall include a continuum of escalating force levels. In no event is physical force to be used as punishment. The jail policy needs to be updated to reflect the current language and intent of the standard.

5120:1-8-03(B)(10)(c)(Essential): Each full-service jail shall have written policies, procedures and practices to ensure that an examination and/or treatment by qualified health care personnel shall be provided to inmates or staff involved in a use of force incident when there is obvious physical injury or there is a complaint of injury or request for medical attention. The jail policy needs to be updated to reflect the current language and intent of the 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 jail's policy was not sufficient to address the requirements of the standard.

5120:1-8-03(B)(12)(Important): Each full-service jail shall have written policies, procedures and practices to ensure inmate movement from one area to another is controlled by staff. The jail's policy needs to be updated to include procedures for inmate movement.

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.

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(D)(Important): Each full-service jail shall ensure the temperature in the jail is mechanically raised or lowered to acceptable comfort levels. The jail was not able to provide documentation of the daily temperatures inside of the facility.

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 many of the cells was not working properly. Additionally, in right main (cell #3), the toilet could not be tested due to complications with the plumbing. Jail Administration was made aware of the issue at the time of the inspection.

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. The jail was not in compliance with the ratio of inmates to showers during those periods of time when they were exceeding their housing capacity.

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. The jail does not provide all prisoners with access to natural lighting in cells, dormitories and/or day spaces.

5120:1-8-04(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 jail did not have the proper policies and procedures to support this standard. The jail administration referenced a Federal Decree that they are subject to in regards to this standard, but were not able to provide a copy.

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 occuppies by inmates and the disposal of garbage daily. At the time of the inspection, the jail was unsanitary in multiple areas to include the toilets, urinals, sinks, drinking facilities and shower areas. One Jail Inspector also observed flying insect in the drains and plumbing areas.

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, it was noted by a Jail Inspector that several areas in the jail had an abundance of flying insects. Jail Administration was made aware at the time of the inspection.

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. On 7/16/15, an inspection of the jail was completed by Environmental Health Director John McKean of the Health Department. This inspection revealed jail related deficiencies. These deficiencies should be addressed as soon as possible to insure the safety and health of the Lawrence County Jail employees and inmates.

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 9.1 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, there was no detectable reading.

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. Since the Lawrence County Jail provides instruments, they should be kept in a manner acceptable to local or state health officials. The jail maintained no documentation to support this practice.

5120:1-8-05(K)(Important): Each full-service jail shall ensure that shaving equipment and supplies shall be made available daily. Issuance and retrieval of all shaving equipment and supplies shall be documented. On the day of the inspection, the jail had no documentation to support this practice.

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. On 7-16-15, District Assistant Chief Alan Smith conducted an inspection of the Lawrence County Jail which revealed deficiencies.

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

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 evidence/documentation of fire drills having been conducted.

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. There were no policies or logs to support compliance with this standard.

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. On the day of the inspection, there were no policies or logs to support compliance with this standard.

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. The jail policy that supports this standard need updated.

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. The jail policy supporting this standard needs updated to reflect the language and requirements of the current standard.

5120:1-8-07(H)(Important): Each full-service jail shall 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. There were no logs or documentation as required by the 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.

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. The jail had none of the required policies and no other documentation to support compliance with 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, the jail was not able to produce and 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.

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

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. At the time of the inspection, the jail was not able to list the medical agencies that provide medical treatment for each of the required areas in the standard.

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. During the inspection, the jail was not able to produce any policies, procedure or documentation supporting compliance with this standard.

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. 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. During the inspection, the jail was not able to provide any policies or other documentation showing compliance with the requirements of this standard.

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 jail was not able to produce any documentation, policies, or training records demonstrating compliance with this standard.

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. At the time of the inspection, the jail was not able to produce any policies, procedure or documentation supporting compliance with this standard.

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. At the time of the inspection, the jail had no policy regarding medical restraint. They further had no documentation supporting compliance with the standard.

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, there was no policy or documentation showing compliance with the 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, there was no policy, procedure, menus or other documentation showing compliance with 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.

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 jail could produce no policies, procedures or other documentation showing compliance with 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 produce a menu cycle, policy or other documentation showing 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 show evidence supporting compliance with this standard.

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.

5120:1-8-10(G)(1)(Essential): Each full-service jail shall have written policies, procedures and practices to ensure that all food handlers are instructed to wash their hands upon reporting for kitchen duty, after restroom breaks and/ or after handling unsanitary items. During the inspection, the jail was not able to show policies or other documentation supporting 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 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. There were also no policies or 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. During the inspection, the jail was not able to show any policy or other documentation supporting compliance with this standard.

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. During the inspection, the jail was not able to show policy, rules or other documentation supporting compliance with this standard.

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 this 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 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. 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. During the inspection, the jail was not able to show policies or other documentation supporting compliance with this standard. Additionally, at the time of the inspection, the jail had no areas that were being used for administrative segregation purposes.

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)(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 led to the conclusion that there is not enough security staff to safely operate the jail if an emergency would exist.

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 or other documentation supporting compliance with this standard.

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.

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(C)(1)(2)(3)(Important): Each full-service jail shall ensure administrators and supervisors receive training in addition to the training in paragraph (B) of this rule as follows: (1) Training in jail policies and procedures prior to assignment to jail 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; and (3) Eight hours of in-service training each subsequent year of employment addressing special issues, skills-enhancement, and other assignment related topics. Training records evidencing compliance for supervisors were not available to evaluate at the time of the inspection. It should be noted that Major Hunter who has recently taken over duties as the Jail Administrator is scheduled to take the Jail Administrator's course in the near future.

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.

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 Lawrence County Jail need to be reviewed, updated and/or created.

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  
Lawrence County Board of Commissioners  
Dean Hunter, Jail Administrator  
File