



Department of  
Rehabilitation & Correction

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

April 7, 2016

Sheriff Stephen S. Hannum  
Noble County Jail  
420 Olive St.  
Caldwell, Ohio 43724

RE: 2015 Annual Jail Inspection

Sheriff Hannum,

In accordance with Section 5120.10 of the Ohio Revised Code and Executive Order 92-03 of the Department of Rehabilitation and Correction, the Noble County Jail (FSJ) was inspected on November 3<sup>rd</sup> & 4<sup>th</sup>, 2015. The inspection was restricted to assessing compliance with a group of one hundred and seventeen (117) standards, selected from the Minimum Standards for Jails in Ohio promulgated by the Department of Rehabilitation and Correction. The group of standards being inspected focused on reception & release, classification, security, housing, sanitation and environmental conditions, communication, visitation, medical, food service, recreation, inmate discipline, administrative segregation, grievance, staffing, and staff training. Please note that this inspection does not reflect a comprehensive evaluation of the overall jail condition. The inspection consisted of this Inspector receiving and/or reviewing requested documentation and/or materials, touring selected areas of the jail, and having a brief interview with Jail Administrator – Lt. Cherish Ditch.

The total actual housing capacity for the Noble County Jail (FSJ) is (36), consisting of (32) adult males, (0) adult females, (0) mixed (either adults or juveniles), and (4) special housing beds. On the date of the actual jail inspection, there were (18) inmates incarcerated in the Noble County Jail (FSJ). The Ohio Department of Rehabilitation and Correction recommended housing capacity for the jail is (36), which is based upon total available living space and other requirements. Officials should maintain prisoner counts within the Department's recommended capacity figure. The Noble 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); -03(A)(3); -03(A)(6); -03(B)(5); -03(B)(10)(b); -03(B)(10)(d); -03(B)(12); -03(B)(17)(a); -04(A)(4)(A); -04(B); -04(D); -04(E); -04(F); -04(G); -04(H); -04(J); -05(A); -05(C); -05(G)(1); -05(G)(2); -05(H)(3); -

05(J); -05(K); -05(M); -06(G); -07(A); -07(E); -10(A); -10(B); -10(G)(1); -11(A); -11(B); -11(E); -12(B); -12(F); -12(H); -15(B); -18(E).

The Noble County Jail (FSJ) did not comply with (70) 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.

5120:1-8-02(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 and procedures need updated.

5120:1-8-02(D)(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). The current jail policy, procedures and practices need updated to reflect the requirements of this standard.

5120:1-8-03 (A) (1)(Essential): Each full-service jail shall have an established security perimeter. The current jail policy, procedures and practices need updated to reflect the requirements of this standard.

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)(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. The current jail policy, procedures and practices need updated to reflect the requirements of this standard.

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

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 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)(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. The current jail policy needs updated to reflect the requirements of 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. The current jail policy, procedures and practices need updated to reflect the requirements of this standard.

5120:1-8-03(B)(8) (Important): Each full-service jail shall have written policies, procedures and practices to ensure special needs inmates are recognized and that the jail addresses the management of those inmates with special needs. 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. At the time of the inspection, this requirement was not supported by policy, procedures and practices.

5120:1-8-03(B)(10)(a)(Essential): Each full-service jail shall have written policies, procedures and practices to ensure that use of force shall be limited to instances of justifiable self-defense, prevention of self-inflicted harm, protection of others, prevention of riot, discharge of firearm or other weapon, escape or other crime and controlling or subduing an inmate who refuses to obey a staff command or order. The current jail policy does not reflect the requirements of the standard.

5120:1-8-03(B)(10)(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)(15)(Important): Each full-service jail shall have written policies, procedures and practices to provide gender and cross gender supervision guidelines. Current jail policy, procedures and practices does not support this requirement.

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

5120:1-8-05(B)(Essential): Each full-service jail shall ensure all areas of the jail be safe and sanitary, including the food service and laundry areas. Staff and inmates shall have specific housekeeping responsibilities, which shall include, but not limited to daily cleaning of toilets, urinals, sinks, drinking facilities and showers in areas occupied by inmates and the disposal of garbage daily. The current jail policy does not reflect the requirements of the standard.

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(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 does not reflect the requirements of the standard.

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.

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. The jails current policy needs updated to reflect fire safety equipment shall be conducted annually.

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

5120:1-8-05(O)(Essential): Each full-service jail shall ensure jail furnishings shall meet fire safety performance standards. The current jail policy does not reflect the requirements of the standard.

5120:1-8-05(Q)(Essential): Each full service jail shall ensure that jail exits shall be clear and evacuation routes shall be posted or clearly marked throughout the jail. At the time of the inspection, the jail did not provide accessible markings

and/or signs in all areas occupied by inmates to support compliance with this standard. The jail policy needs to be updated to reflect the current language and intent of the standard.

5120:1-8-06(B)(Important): Each full-service jail shall ensure incoming and outgoing inmate mail, correspondence, and packages shall be opened and inspected in order to intercept contraband or non-permitted items. The jail shall document procedures for the appropriate disposition of any intercepted items. The jails current policy, procedure and practices need updated to reflect how intercepted items are logged and/or documented.

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

5120:1-8-07(D)(Important): Each full-service jail shall ensure all jail visitors shall register upon entry. The registry shall include at a minimum, the date, visitor names, inmate visited, and length of visit. The jail policy/registry 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. The jail was also not able to provide any policies or documentation showing compliance with the requirements of this standard.

5120:1-8-09(F)(1)(Essential): Each full-service jail shall ensure a physician and/or qualified health care professional conducts sick call (1) Once per week for jails with an average population of less than fifty. On the day of 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(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. 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 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 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. During the inspection, the jail was not able to produce any documentation and/or policies demonstrating compliance with this 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(C)(Essential): Each full-service jail shall ensure menu cycles and contents shall be evaluated and approved annually by a licensed nutritionist or registered dietician or registered dietitian nutritionist. During the inspection, the jail was not able to show documentation evidencing compliance with the standard.

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

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

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

5120:1-8-10(G)(2)(Essential): Each full-service jail shall ensure the food service manager or designee is responsible for a healthy and sanitary kitchen environment and shall immediately address any health or cleanliness issues with kitchen staff or inmate workers. The jails current policy and procedure that supports this standard need updated to reflect 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. The jails current policy and procedure that supports this standard need updated to reflect 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. The jails current policy and procedure that supports this standard need updated to reflect standard.



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 and procedure that supports this standard need updated to reflect 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. The jails current policy and procedure that supports this standard need updated to reflect 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 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 standard and all the components listed. The proposed level of staffing for the Noble County Jail was 18 total employees. Per Lt. Ditch, the current staffing level is 8 employees.

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

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

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

5120:1-8-18(A)(1)(2)(Important): Each full-service jail shall ensure jail support staff with routine contact shall receive training and pertinent agency policies and procedures prior to or in conjunction with assignment to jail duties. During the first year of assignment, they must receive twenty four hours of training including legal aspects of corrections, basic security concepts, emergency preparedness, interpersonal communications, first aid/CPR, unarmed self-defense, and Standards for jails in Ohio. They must also receive two hours of in-service training each subsequent year of employment addressing

specific job assignments and/or jail related issues. Training files and/or other verification of the required training could not be produced by Jail Administration at the time of the inspection. The jail was not able to show policies supporting compliance with this standard.


5120:1-8-18(B)(1)(2)(3)(Important): Each full-service jail shall ensure that: (1) Correctional officers shall receive training in jail policies within sixty days of employment; (2) During the first year of assignment, training consistent with Chapter 109:2-9 of the Administrative code; and (3) Eight hours of in-service training each subsequent year of employment addressing specific job assignments and/or jail related issues. These training hours are in addition to training mandated by other standards. On the day of the inspection, policy and training records evidencing compliance were not available to evaluate.

5120:1-8-18(C)(1)(2)(3)(Important): Each full-service jail shall ensure that administrators and supervisors shall receive training in addition to the training specified in paragraph (B) of this rule as follows: (1) Training in jail policies and procedures prior to assignment duties. (2) During the first year of assignment, forty hours of training including legal aspects of jail management, managerial principles, labor relations, and records/information management. (3) Eight hours of in-service training each subsequent year of employment addressing special issues, skills enhancement, and other assignment related topics. These training hours are in addition to training mandated by other standards. On the day of the inspection, policy and training records evidencing compliance were not available to evaluate.

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

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

Sincerely,



Scott Filicky, State Jail Inspector  
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cc: John F. Adams, Bureau Administrator  
Noble County Board of Commissioners  
Lt. Ditch, Jail Administrator  
File