



Department of
Rehabilitation & Correction

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

May 31, 2016

Sheriff Robert B. Radcliff
Pickaway County Jail
600 Island Rd.
Circleville, Ohio 43113

RE: 2015 Annual Jail Inspection

Sheriff Radcliff,

In accordance with Section 5120.10 of the Ohio Revised Code and Executive Order 92-03 of the Department of Rehabilitation and Correction, the Pickaway County Jail (FSJ) was inspected on November 9th and 10th, 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. Carpenter, and Cpl. Evans.

The total actual housing capacity for the Pickaway County Jail (FSJ) is (114), consisting of (94) adult males, (16) adult females, (0) mixed (either adults or juveniles), and (4) special housing beds. On the date of the actual jail inspection, there were (108) inmates incarcerated in the Pickaway County Jail (FSJ). The Ohio Department of Rehabilitation and Correction recommended housing capacity for the jail is (114), which is based upon total available living space and other requirements. Officials should maintain prisoner counts within the Department's recommended capacity figure. The Pickaway 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)(5); -03(B)(6); -03(B)(10)(b); -03(B)(12); -03(B)(15); -03(B)(16); -03(B)(17)(a); -04(A)(4)(A); -04(D); -04(E); -04(F); -04(H); -04(A)(4)(K); -05(A); -05(B); -05(C); -05(H)(3); -05(I); -05(J); -05(K); -05(P); -05(Q); -07(A); -07(D); -07(I); -09(B); -09(F); -09(J); -09(Q); -09(V); -10(A); -10(B); -10(C); -10(E); -10(G)(1); -10(G)(2); -11(A); -11(B); -11(E); -12(C); -15(B); -15(D); -15(E); -17(E);

The Pickaway County Jail (FSJ) did not comply with (55) 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.

5120:1-8-03(B)(4)(Essential): Each full-service jail shall have written policies, procedures and practices to ensure that there is a plan that guides the jail's response to emergencies. All Jail personnel are to be trained in the implementation of the emergency plan. The emergency plan should also include procedures to be followed in situations that threaten the jail security. The current jail policy needs updated to reflect the requirements of this standard and verification that all staff have been trained in the implementation of the jail's response to emergencies.

5120:1-8-03(B)(7)(Essential): Each full-service jail shall have written policies, procedures and practices to ensure personal observation checks are being completed every 60 minutes as mandated by Ohio Jail Standards. These checks must be completed at varying times and documented. A document/log reviewed on the date of the inspection showed logged times exceeding 60 minute personal observation checks.

5120:1-8-03(B)(8) (Important): Each full-service jail shall have written policies, procedures and practices to ensure special needs inmates are recognized and that the jail addresses the management of those inmates with special needs. 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)(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)(10)(c)(Essential):): Each full-service jail shall have written policies, procedures and practices to ensure that Use of force incidents shall be recorded and reviewed by the jail administrator or designee. Jail policy needs updated to support this requirement.

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.

5120:1-8-04(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 the time of the inspection, trustees had been placed in the indoor recreation area and only had seating for four (4). 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(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. At the time of the inspection, inmates were housed in the indoor recreation area and did not have access to a shower.

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 (e.g. Indoor recreation).

5120:1-8-05(E)(Essential): Each full-service jail shall ensure the jail is inspected annually by local or state authorities and a written report shall be provided. There shall be a written plan to correct jail related deficiencies. At the time of the inspection, the jail did not have a plan implemented to correct jail related deficiencies in their current policies and procedures.

5120:1-8-05(G)(1)(Important): Each full-service jail shall ensure there is at least twenty foot-candles of light, measured thirty inches above the floor in inmate reading areas. On the date of the inspection, the levels measured approximately at 9.2 foot-candles (e.g. Dayroom area). Steps must be taken to increase jail lighting in all inmate reading areas.

5120:1-8-05(G)(2)(Important): Each full-service jail shall ensure there is at least fifteen foot-candles of light, measured thirty inches above the floor in all inmate accessible areas. On the date of the inspection, the levels measured approximately at 9.2 foot-candles (e.g. Dayroom areas and shower). Steps must be taken to increase jail lighting in all inmate accessible areas.

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(M)(Essential): Each full-service jail shall have a written fire safety plan approved by local fire officials, and that is reviewed annually and updated as needed. The plan shall include fire prevention, training and drills, fire response and post fire documentation and review. A current copy of the plan shall be maintained at the local fire department. The policy, procedures and practices needs updated to reflect the requirements/components of this standard. The plan must also be approved by a local fire official(s).

5120:1-8-05(N)(Important): Each full-service jail shall ensure training in jail fire safety equipment shall be conducted annually. Training shall be provided on jail fire safety equipment for all jail staff. The fire safety equipment required is at the discretion of the local fire official. This training shall occur annually and be documented in the jail staff training records. At the time of the inspection, the jail did not provide training documentation to evidence compliance with this standard.

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

5120:1-8-06(G)(Important): Each full-service jail shall ensure inmates have access to inmate telephone services. The jails current policy that supports this standard needs updated to reflect standard.

5120:1-8-07(E)(Important): Each full-service jail shall provide general visitation hours that provide inmates the opportunity for thirty minutes of visitation per week. If the jail utilizes video visitation, it will provide weekly general visitation hours that are supported by the video visitation system utilized, no less than 20 minutes per visit. A schedule of visiting hours shall be posted in inmate and visitor areas. The jails current policy that supports this standard needs updated to reflect 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. The jail policy supporting this standard needs updated to reflect the language and requirements of the current 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 jails current policy and procedure that supports this standard needs updated to reflect standard and all the components listed. Any changes to the medical policies, procedures and practices to include forms/logs must have the approval of the Health Authority.

5120:1-8-09(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. The jails current policy and procedure that supports this standard need updated to reflect standard and all the components listed.

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. The jails current policy and procedure that supports this standard need updated to reflect standard and all the components listed. During the inspection, the samples of assessments provided exceeded the 14 day requirement for 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. The jails current policy and procedure that supports this standard need updated to reflect standard and all the components listed.

5120:1-8-09(G)(Essential): Each full-service jail shall ensure all health and mental health care personnel who provide services to inmates are appropriately credentialed according to the licensure, certification, and

registration requirements of the State of Ohio. Verification of current credentials must be on file at the facility. Health care staff works in accordance with profession-specific job descriptions approved by the health authority. The jails current policy and procedure that supports this standard need updated to reflect standard and all the components listed.

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, due to medical staffing issues, the jail was not able to produce any documentation supporting compliance with this standard. The jails current policy and procedure that supports this standard need updated to reflect standard and all the components listed.

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 training records (health trained personnel) or other documentation supporting compliance with this standard. The jails current policy and procedure that supports this standard need updated to reflect standard and all the components listed.

5120:1-8-09(M)(Essential): Each full-service jail shall have written policies, procedures and practices to ensure inmates who are evidencing signs of mental illness or developmental disability shall be referred immediately to qualified mental health personnel. The health authority shall develop and approve policies for the following areas: (1) Screening for mental health problems, (2) Referral to outpatient services, including psychiatric care, (3) Crisis intervention and management of acute psychiatric episodes, (4) Stabilization of the mentally ill and prevention of psychiatric deterioration in the jail, (5) referral and admission to inpatient facilities, (6) informed consent. The jails current policy and procedure that supports this standard need updated to reflect standard and all the components listed.

5120:1-8-09(N)(Essential): Each full-service jail shall have a suicide prevention program. The health authority shall have a plan for identifying and responding to suicidal and potentially suicidal inmates. The components shall include: Identification, Training, Assessment, Housing, Monitoring, Referral, Communication, Intervention, Notification, Reporting, Review, and Critical Incident debriefing. The suicide prevention program must be approved by a mental health professional and /or the jails health authority. The jails current policy and procedure that supports this standard need updated to reflect standard and all the components (12) listed.

5120:1-8-09(P)(Essential): Each full-service jail shall have written policies, procedures and practices that establish an infectious disease program. The health authority shall have a written infectious disease control program which collaborates with the local health department and shall include, at minimum, an exposure control plan and standard isolation precautions for inmates and staff, which are updated annually. The jails current policy and procedure that supports this standard need updated to reflect standard and all the components listed.

5120:1-8-09(R)(Essential): Each full-service jail shall have written policies, procedures and practices to ensure the use of restraints for medical and psychiatric purposes shall be applied in accordance in policies and procedures approved by the health authority. The jails current policy and procedure that supports this standard needs updated to reflect standard and all the components listed. The revised policy and procedures for medical and psychiatric restraints must be approved by the health authority.

5120:1-8-09(U)(Essential): Each full-service jail shall ensure all qualified health care professionals participate annually in continuing education appropriate for their position. At the time of the inspection, there was no policy or documentation showing compliance with the 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. The jails current policy and procedure that supports this standard need updated to reflect standard and all the components listed.

5120:1-8-09(X)(Essential): Each full-service jail shall ensure information about an inmate's health status is confidential. Non health trained staff only have access to specific medical information on a "need to know" basis in order to preserve the health and safety of the specific inmate, other inmates, volunteers, visitors, criminal justice professionals or correctional staff. The jails current policy and procedure that supports this standard need updated to reflect standard and all the components listed.

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(F)(Essential): Each full-service jail shall ensure all persons involved (e.g. Staff and inmates) 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. The jails current policy and procedure that supports this standard need updated to reflect 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). 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.

5120:1-8-12(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. 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.

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(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 provide documentation for review that a written code of ethics was provided to evidence staff received a written code of ethics.

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

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.

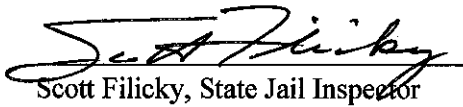
5120:1-8-18(C)(1)(2)(3)(Important): Each full-service jail shall ensure that administrators and supervisors shall receive training in addition to the training specified in paragraph (B) of this rule as follows: (1) Training in jail policies and procedures prior to assignment duties. (2) During the first 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. Training records evidencing compliance were not available to evaluate at the time of the inspection. The jails current policy and procedure that supports this standard need updated to reflect 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. The jails current policy and procedure that supports this standard need updated to reflect standard.

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

Sincerely,



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File