



Department of
Rehabilitation & Correction

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

April 12, 2016

Sheriff Michael Chandler
Putnam County Adult Detention Facility
1035 Heritage Trail
Ottawa, Ohio 45875

RE: 2015 Annual Jail Inspection

Sheriff Chandler,

In accordance with Section 5120.10 of the Ohio Revised Code and Executive Order 92-03 of the Department of Rehabilitation and Correction, the Putnam County Adult Detention Facility, was inspected on January 14th & 15th, 2016. The inspection was restricted to assessing compliance with a group of one hundred and fifteen (115) 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 Brandi Schroeder and Jail Administrator Lt. David Roney

The total actual housing capacity for the Putnam County Adult Detention Facility is (64), consisting of (52) adult males, (12) adult females, (0) mixed (either adults or juveniles), and (0) special housing beds. On the date of the actual jail inspection, there were (47) inmates incarcerated in the Putnam County Adult Detention Facility. The Ohio Department of Rehabilitation and Correction recommended housing capacity for the jail is (76), which is based upon total available living space and other requirements. Officials should maintain prisoner counts within the Department's recommended capacity figure. The Putnam County Adult Detention Facility is in compliance with the following standards:

5120:1-8-01 (A)(01); -01(A)(3); -01(A)(4); -01(A)(7); -01(A)(9); -01(A)(12); -02(B)(1); -02(B)(2); -02(B)(4); -02(D); -03(A)(1); -03(A)(3); -03(A)(4); -03(A)(5); -03(A)(6); -03(A)(7); -03(B)(2); -03(B)(4); -03(B)(5); -03(B)(6); -03(B)(7); -03(B)(8); -03(B)(9); -03(B)(10); -03(B)(10)(b); -03(B)(10)(c); -03(B)(10)(d); -03(B)(11)(b); -03(B)(11)(c); -03(B)(12); -03(B)(15); -03(B)(16); -03(B)(17)(a); -04(A)(4)(A); -04(B); -04(C); -04(D); -04(E); -04(F); 04(G); -04(H); -04(J); -04(A)(4)(K); -05(A); -05(B); -05(C); -05(E); -05(G)(1); -05(G)(2); -05(H)(3); -05(I); -05(J); -05(K); -05(L); -05(M); -

05(N); -05(O); -05(P); -05(Q); -06(B); -06(C); -06(G); -07(A); -07(D); -07(E); -07(H); -07(I); -09(A); -09(B); -09(C); -09(D); -09(E); -09(F); -09(G); -09(H); -09(J); -09(K); -09(M); -09(N); -09(P); -09(Q); -09(R); -09(U); -09(V); -09(W); -09(X); -10(A); -10(B); -10(C); -10(D); -10(E); -10(F); -10(G)(1); -10(G)(2); -11(A); -11(B); -11(E); -12(B); -12(C); -12(F); -12(G); -12(H); -15(B); -15(D); -15(E); -16(A); -17(D); -17(E); -17(F); -17(G); -18(A); -18(B); -18(C); -18(D); -18(E).

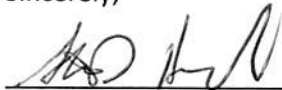
The Putnam County Adult Detention Facility did not comply with (1) of the standards upon which the facility was inspected. The non-compliant standards are as follows:

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 staffing assignments (schedule) does not meet the staffing plan.

The Putnam County Adult Detention Facility is in compliance with 100% of the Essential Standards and at least 90% of the Important Standards making it a "Compliant Jail". It should be noted however, the jail did not comply with (1) of the Important Standards upon which the facility was inspected. This letter is intended to serve as a basis for developing plans of action for bringing the facility back into compliance with the remaining deficiencies noted during the inspection.

The Bureau of Adult Detention encourages the jail to correct the remaining deficiencies noted in the inspection report prior to the next annual jail inspection. Plan of Action forms are enclosed and can be returned to Assistant Bureau Administrator Jon Radebaugh (jon.radebaugh@odrc.state.oh.us). Feel free to contact me if you need assistance or clarification in this effort. The Department remains available to discuss the aspects of this report and to provide reference materials or assistance as desired.

Sincerely,



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Putnam County Board of Commissioners

Lt. D. Roney, Jail Administrator

File