



Department of  
Rehabilitation & Correction

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

April 7, 2016

Sheriff Dave Phalen  
Fairfield County Jail - Annex  
5955 Revenge Rd.  
Lancaster, Ohio 43130

RE: 2015 Annual Jail Inspection

Sheriff Phalen,

In accordance with Section 5120.10 of the Ohio Revised Code and Executive Order 92-03 of the Department of Rehabilitation and Correction, the Fairfield County Jail - Annex (MSJ) was inspected on December 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 Sgt. Cassel and Jail Administrator – Lt. Churchill.

The total actual housing capacity for the Fairfield County Jail - Annex (MSJ) is (84), consisting of (80) 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 (74) inmates incarcerated in the Fairfield County Jail - Annex (MSJ). The Ohio Department of Rehabilitation and Correction recommended housing capacity for the jail is (40), which is based upon total available living space and other requirements. Officials should maintain prisoner counts within the Department's recommended capacity figure. The Fairfield County Jail - Annex (MSJ) is in compliance with the following standards:

5120:1-8-01 (A)(1); -01(A)(3); -01(A)(4); -01(A)(7); -01(A)(9); -01(A)(12); -02(B)(1); -02(B)(2); -02(B)(D); -03(A)(5); -03(B)(5); -03(B)(7); -03(B)(9); -03(B)(10)(a); -03(B)(10)(c); -03(B)(10)(d); -03(B)(11)(b); -03(B)(11)(c); -03(B)(12); -03(B)(15); -04(D); -04(E); -04(F); -04(H); -04(J); -05(A); -

05(C); -05(H)(3); -05(I); -05(J); -05(O); -05(P); -05(Q); -06(G); -07(D); -07(H); -09(A); -09(E); -09(G); -09(J); -09(M); -09(Q); -09(U); -11(B); -11(E); -12(B); -12(C); -12(F); -12(G); -12(H); -17(E); -17(G); -18(E).

The Fairfield County Jail - Annex (MSJ) did not comply with (51) 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 (MSJ) 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 needs updated.

5120:1-8-03(A)(2)(Important): Each full-service jail (MSJ) shall have a defined, controlled security perimeter. The current jail policy, procedures and practices needs updated to reflect the requirements of this standard for this facility.

5120:1-8-03(A)(4)(Important): Each full-service jail (MSJ) shall have temporary weapons storage lockers or other secure storage at each point of entrance to the jail's security perimeter. The current jail policy, procedures and practices needs updated to reflect the requirements of this standard for this facility. There shall be a means to temporarily secure weapons at all entrance points used by law enforcement or other appropriate persons. The weapon lockers or cabinets should be located within or near sallyports or security vestibules. At the time of the inspection, it was observed that there is only 1 temporary weapons locker located at the rear entrance of the building. In order to obtain entrance into the outside security perimeter, you must identify yourself and be electronically let into the outside security perimeter. It is at that time per the Lieutenant, that the law enforcement officer is advised to secure any weapons into their vehicles before gaining entrance into the secure perimeter. The current policy, procedures and practices do not reflect the above mentioned.

5120:1-8-03(A)(6)(Essential): Each full-service jail (MSJ) 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 (MSJ) 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 needs updated to reflect the requirements of this standard.

5120:1-8-03(B)(2)(Important): Each full-service jail (MSJ) 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 (MSJ) 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 for this particular facility 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 (MSJ) 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)(8) (Important): Each full-service jail (MSJ) 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. The current jail policy does not specifically cover special needs inmates.

5120:1-8-03(B)(10)(b)(Essential): Each full-service jail (MSJ) 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)(16)(Important): Each full-service jail (MSJ) 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 and accountability purposes. The policy, procedures and practices also needs updated to reflect the requirements of the standard.

5120:1-8-03(B)(17)(a)(Important): Each full-service jail (MSJ) 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 policy, procedures and practices needs updated to reflect the requirements of the standard. 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 (MSJ) 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 (MSJ) 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. The number of beds in the facility outnumbers the available seats in the jail.

5120:1-8-04(C)(Important): Each full-service jail (MSJ) 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. The age and layout of the existing structure does not offer the proper HVAC equipment to comply with this standard.

5120:1-8-04(G)(Important): Each full-service jail (MSJ) 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 at the time of the inspection.

5120:1-8-04(A)(4)(K)(Essential): Each full-service jail (MSJ) shall ensure juvenile inmates who have not yet been adjudicated shall be separated by sight and sound from adult inmates. The policy, procedures and practices needs updated to reflect the requirements of the standard.

5120:1-8-05(B)(Essential): Each full-service jail (MSJ) 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 policy, procedures and practices needs updated to reflect the requirements of the standard.

5120:1-8-05(E)(Essential): Each full-service jail (MSJ) 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 (MSJ) 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 10 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 (MSJ) 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 10 foot-candles. Steps must be taken to increase jail lighting in inmate accessible areas.

5120:1-8-05(K)(Important): Each full-service jail (MSJ) shall ensure that shaving equipment and supplies shall be made available daily. Issuance and retrieval of all shaving equipment and supplies shall be documented. The policy, procedures and practices needs updated to reflect the requirements of the standard.

5120:1-8-05(L)(Essential): Each full-service jail (MSJ) 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 (MSJ) 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 (MSJ) 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.

5120:1-8-06(B)(Important): Each full-service jail (MSJ) 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 needs updated to reflect how intercepted items are logged and/or documented.

5120:1-8-06(C)(Important): Each full-service jail (MSJ) 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 needs updated to reflect how intercepted items are logged and/or documented.

5120:1-8-07(A)(Important): Each full-service jail (MSJ) 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 jails current policy, procedures and practices needs updated to reflect standard.

5120:1-8-07(E)(Important): Each full-service jail (MSJ) 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 to include video visitation.

5120:1-8-07(I)(Important): Each full-service jail shall (MSJ) ensure visits between inmates and members of the public shall be monitored and may be recorded by any means for safety and security reasons. The jails current policy and procedure needs updated to reflect standard.

5120:1-8-09(B)(Essential): Each full-service jail (MSJ) 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 any documentation/training or policies and procedures to support compliance with this standard.

5120:1-8-09(C)(Essential): Each full-service jail (MSJ) 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. Furthermore, the jails current policy and procedure that supports this standard needs updated to reflect standard and all the components listed.

5120:1-8-09(D)(Essential): Each full-service jail (MSJ) 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 documentation showing compliance with the requirements of this standard. The jails current policy and procedure that supports this standard needs updated to reflect standard and all the components listed.

5120:1-8-09(F)(2)(Essential): Each full-service jail (MSJ) shall ensure a physician and/or qualified health care professional conducts sick call (2) Three times per week for jails with an average population of less than one hundred ninety-nine. On the day of the inspection, it was brought to this inspector's attention that due to medical staffing issues, sick call is only offered on Monday's at all three facilities.

5120:1-8-09(H)(Essential): Each full-service jail (MSJ) 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 needs updated to reflect standard and all the components listed.

5120:1-8-09(K)(Essential): Each full-service jail (MSJ) 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 needs updated to reflect standard and all the components listed.

5120:1-8-09(N)(Essential): Each full-service jail (MSJ) 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 needs updated to reflect standard and all the components (12) listed.

5120:1-8-09(P)(Essential): Each full-service jail (MSJ) 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 needs updated to reflect standard and all the components listed.

5120:1-8-09(R)(Essential): Each full-service jail (MSJ) 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(V)(Essential): Each full-service jail (MSJ) 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 not able to provide documentation showing compliance with this standard.

5120:1-8-09(W)(Essential): Each full-service jail (MSJ) 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 needs updated to reflect standard and all the components listed.

5120:1-8-09(X)(Essential): Each full-service jail (MSJ) 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 needs updated to reflect standard and all the components listed.

5120:1-8-11(A)(Important): Each full-service jail (MSJ) 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 of recreation time per week. During the inspection, it was observed and discussed with Sgt. Cassel that due to the age and layout of the facility, the facility does not provide any areas that can be utilized for inmate recreation.

5120:1-8-15(B)(Important): Each full-service jail (MSJ) 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, 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 administrative segregation.

5120:1-8-16(A)(Important): Each full-service jail (MSJ) shall have inmate rules to include a grievance procedure that is available to inmates and includes at least one level of appeal. On the date of the inspection it was observed that the inmate handbook did not mention that the grievance procedure includes at least one level of appeal.

5120:1-8-17(D)(Important): Each full-service jail (MSJ) 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 needs updated to reflect standard and all the components listed.

5120:1-8-17(F)(Important): Each full-service jail (MSJ) shall have a written policy and procedure governing the screening, training, and use of volunteers in the jail. The jails current policy and procedure that supports this standard needs updated to reflect standard and all the components listed.

5120:1-8-18(A)(1)(2)(Important): Each full-service jail (MSJ) 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. On the day of the inspection, training records evidencing compliance were not available to evaluate.

5120:1-8-18(B)(1)(2)(3)(Important): Each full-service jail (MSJ) 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 (MSJ) 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

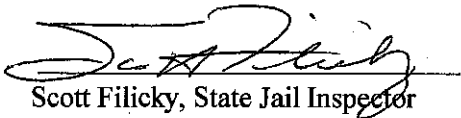


including legal aspects of jail management, managerial principles, labor relations, and records/information management. (3) Eight hours of in-service training each subsequent year of employment addressing special issues, skills enhancement, and other assignment related topics. These training hours are in addition to training mandated by other standards. On the day of the inspection, training records evidencing compliance were not available to evaluate.

5120:1-8-18(D)(Important): Each full-service jail (MSJ) 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.

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  
Bureau of Adult Detention  
770 West Broad St. 3rd Floor  
Columbus, Ohio 43222  
Cellular: (614) 208-0525  
Email: scott.filicky@odrc.state.oh.us

cc: John F. Adams, Bureau Administrator  
Fairfield County Board of Commissioners  
Lt. Churchill, Jail Administrator  
File

# Ohio | Department of Rehabilitation & Correction

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

July 5, 2016

Sheriff Dave Phalen  
Fairfield County Jail-Annex  
5955 Revenge Rd.  
Lancaster, Ohio 43130

RE: 2015 Annual Jail Inspection

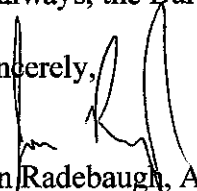
Dear Sheriff Phalen:

The Bureau of Adult Detention has received the Plans of Action you forwarded to our office in response to the annual inspection of the Fairfield County Jail-Annex on December 3<sup>rd</sup> & 4<sup>th</sup>, 2015. We appreciate your efforts in attempting to maintain compliance with the Minimum-Standards for Jails in Ohio.

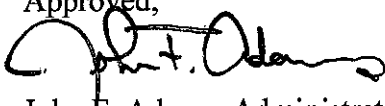
I have reviewed the provided materials. The Plans of Action submitted appear to reflect long term resolutions to the deficiencies noted in the Inspection Report. We encourage implementation of the planned activities for resolution of the listed concerns as soon as possible. The Fairfield County Jail-Annex will remain a Status Jail until the next inspection or until the remaining corrective action has been completed.

Please feel free to contact me if you have questions or concerns relating to this correspondence. As always, the Bureau remains available to provide technical assistance upon request.

Sincerely,

  
Jon Radebaugh, Assistant Administrator  
Bureau of Adult Detention  
Office: (614) 752-0911  
Email: [jon.radebaugh@odrc.state.oh.us](mailto:jon.radebaugh@odrc.state.oh.us)

Approved,

  
John F. Adams, Administrator  
Bureau of Adult Detention  
Office: (614) 752-1834  
Email: [john.adams@odrc.state.oh.us](mailto:john.adams@odrc.state.oh.us)

cc: Fairfield County Board of Commissioners  
Lt. Churchill, Jail Administrator  
File

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

July 5, 2016

Sheriff Dave Phalen  
Fairfield County Jail-Main  
221 E. Main St.  
Lancaster, Ohio 43130

RE: 2015 Annual Jail Inspection

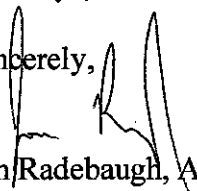
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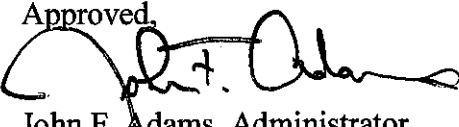
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Sincerely,

  
Jon Radebaugh, Assistant Administrator  
Bureau of Adult Detention  
Office: (614) 752-0911  
Email: [jon.radebaugh@odrc.state.oh.us](mailto:jon.radebaugh@odrc.state.oh.us)

Approved,

  
John F. Adams, Administrator  
Bureau of Adult Detention  
Office: (614) 752-1834  
Email: [john.adams@odrc.state.oh.us](mailto:john.adams@odrc.state.oh.us)

cc: Fairfield County Board of Commissioners  
Lt. Churchill, Jail Administrator  
File



Department of  
Rehabilitation & Correction

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

March 30, 2016

Sheriff Dave Phalen  
Fairfield County Jail – Main  
221 E. Main St.  
Lancaster, Ohio 43130

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Sheriff Phalen,

In accordance with Section 5120.10 of the Ohio Revised Code and Executive Order 92-03 of the Department of Rehabilitation and Correction, the Fairfield County Jail (FSJ) was inspected on October 20<sup>th</sup> & 21<sup>st</sup>, 2016. 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 Sgt. Hodder and Jail Administrator – Lt. Churchill.

The total actual housing capacity for the Fairfield County Jail (FSJ) is (76), consisting of (66) adult males, (0) adult females, (0) mixed (either adults or juveniles), and (10) special housing beds. On the date of the actual jail inspection, there were (53) inmates incarcerated in the Fairfield County Jail (FSJ). 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 Fairfield 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(D); -03(A)(4); -03(A)(6); -03(B)(5); -03(B)(9); -03(B)(10)(a); -03(B)(10)(c); -03(B)(10)(d); -03(B)(11)(b); -03(B)(11)(c); -03(B)(12); -03(B)(15); -04(D); -04(F); -05(A); -05(C); -05(H)(3); -05(I); -05(J); -05(O); -05(P); -05(Q); -05(G); -06(G); -07(D); -07(H); -09(A); -09(E); -09(G); -09(J); -09(M); -09(Q); -09(U); -11(B); -11(E); -12(B); -12(C); -12(F); -12(G); -12(H); -17(E); -17(G); -18(E).

The Fairfield County Jail (FSJ) did not comply with (57) 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 needs updated to reflect the language of the standard.

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 Fairfield 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)(5)(Essential): Each full-service jail shall maintain the following minimum standards in regards to security of the jail. If installed, closed circuit televisions must be operational and preclude the monitoring of shower, toilet and clothing exchange areas. At the time of the inspection, one of the cameras was positioned in a manner that if a male inmate was going to the bathroom, the inmate would be visible while standing. Jail Administration was made aware of this at the time of the inspection.

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 needs 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. 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. The current jail policy does not specifically cover special needs inmates.

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)(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 and accountability purposes. The policy, procedures and practices 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 policy, procedures and practices needs updated to reflect the requirements of the standard.

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.

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(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.

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, the "East" side shower was not operable.

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 (e.g. Isolation cells).

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 policy, procedures and practices needs updated to reflect the requirements of the 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 policy, procedures and practices needs updated to 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 health 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 9.0 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, the levels measured approximately at 9.0 foot-candles. Steps must be taken to increase jail lighting in inmate accessible areas.

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 provided an example of issuance of razors but did not include the retrieval of razors that had been passed out, nor did it reflect the quantity of razors that had been passed out.

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 to correct jail related deficiencies in their current policies and procedures. The Fire Inspection report did note jail related deficiencies. As a result, the jail must complete plan(s) of action to address the noted deficiencies.

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.

5120:1-8-06(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 needs 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 needs updated to reflect how intercepted items are logged and/or documented.

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 jails current policy needs updated to reflect the language of the 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 needs updated to reflect the language of the standard to include video visitation.

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. The jails current policy and procedure needs updated to reflect the language of the 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 any documentation/training or policies and procedures 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. Furthermore, the jails current policy and procedure that supports this standard needs 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. During the inspection, the jail was not able to provide any documentation showing compliance with the requirements of this standard. The jails current policy and procedure that supports this standard needs updated to reflect standard and all the components listed.

5120:1-8-09(F)(2)(Essential): Each full-service jail shall ensure a physician and/or qualified health care professional conducts sick call (2) Three times per week for jails with an average population of less than one hundred ninety-nine. On the day of the inspection, it was brought to this inspector's attention that due to medical staffing issues, sick call is only offered on Monday's at all three facilities.

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 needs 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 needs 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 needs updated to reflect the language of the 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 needs updated to reflect the language of the 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 needs updated to reflect the language of the 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(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, the jail staff were not able to provide 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. The jails current policy and procedure needs updated to reflect the language of the 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 needs updated to reflect the language of the standard and all the components listed.

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.

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, 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 administrative segregation.

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, 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 administrative segregation.

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. 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 administrative segregation.

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. On the date of the inspection it was

observed that the inmate handbook did not mention that the grievance procedure includes at least one level of appeal.

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 needs updated to reflect the language of the standard and all the components listed.

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. The jails current policy and procedure needs updated to reflect the language of the standard and all the components listed.

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. On the day of the inspection, training records evidencing compliance were not available to evaluate.

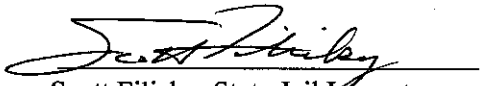
5120:1-8-18(B)(1)(2)(3)(Important): Each full-service jail shall ensure that: (1) Correctional officers shall receive training in jail policies within sixty days of employment; (2) During the first year of assignment, training consistent with Chapter 109:2-9 of the Administrative code; and (3) Eight 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 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, 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.

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,



Scott Filicky, State Jail Inspector  
Bureau of Adult Detention  
770 West Broad St. 3rd Floor  
Columbus, Ohio 43222  
Cellular: (614) 208-0525  
Email: scott.filicky@odrc.state.oh.us

cc: John F. Adams, Bureau Administrator  
Fairfield County Board of Commissioners  
Lt. Churchill, Jail Administrator  
File

# Ohio | Department of Rehabilitation & Correction

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

April 6, 2016

Sheriff Dave Phalen  
Fairfield County Minimum Security Misdemeanor Jail  
221 E. Main St.  
Lancaster, Ohio 43130

RE: 2015 Annual Jail Inspection

Sheriff Phalen,

In accordance with Section 5120.10 of the Ohio Revised Code and Executive Order 92-03 of the Department of Rehabilitation and Correction, the Fairfield County Minimum Security Misdemeanor Jail (MSJ) was inspected on November 5<sup>th</sup> & 6<sup>st</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 Sgt. Boring and Jail Administrator – Lt. Churchill.

The total actual housing capacity for the Fairfield County Minimum Security Misdemeanor Jail (MSJ) is (132), consisting of (38) adult males, (79) adult females, (0) mixed (either adults or juveniles), and (15) special housing beds. On the date of the actual jail inspection, there were (65) inmates incarcerated in the Fairfield County Minimum Security Misdemeanor Jail (MSJ). The Ohio Department of Rehabilitation and Correction recommended housing capacity for the jail is (43), which is based upon total available living space and other requirements. Officials should maintain prisoner counts within the Department's recommended capacity figure. The Fairfield County Minimum Security Misdemeanor Jail (MSJ) 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(D); -03(A)(1); -03(A)(2); -03(A)(3); -03(A)(4); -03(A)(5); -03(A)(6); -03(B)(5); -03(B)(6); 03(B)(7); -03(B)(9); -03(B)(10)(a); -03(B)(10)(c); -03(B)(10)(d); -03(B)(11)(b); -03(B)(11)(c); -03(B)(12); -03(B)(15); -03(B)(17)(a); -04(D); -05(A); -05(C); -05(G)(1); -05(G)(2); -05(H)(3); -05(I); -05(J); -05(O); -06(G); -07(D); -07(H); -09(A); -09(E); -09(G); -09(J); -09(M); -09(Q); -09(U); -09(V); -10(B); -10(C); -10(D); -10(E); -10(G)(1); -11(B); -11(E); -12(B); -12(C); -12(F); -12(G); -12(H); -15(B); -15(D); -15(E); -17(E); -17(G); -18(E).

The Fairfield County Minimum Security Misdemeanor Jail (MSJ) did not comply with (52) 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.

5120:1-8-03(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. There also needs to be 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)(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)(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)(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 and accountability purposes. The policy, procedures and practices also need updated to reflect the requirements of the standard.

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.

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(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, it was observed that the trustees at the MSJ need staff assistance to the booking area due to not having a flush toilet and/or lavatory in their designated living area.

5120:1-8-04(F)(Important): Each full-service jail shall ensure that toilet facilities at a minimum of one operable toilet for every 12 occupants. There shall be written approval or documentation of appropriate building codes if the ratio is different from 12 inmates per toilet. The jail was not in compliance with the ratio of inmates to toilets 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.

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. There shall be written approval or documentation of appropriate building codes if the ratio is different from 12 inmates per wash basins. The jail was not in compliance with the ratio of inmates to wash basins 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 (e.g. Isolation cells/ Admin. Segregation).



5120:1-8-04(A)(4)(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 policy, procedures and practices need updated to reflect the requirements of the 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 policy, procedures and practices need updated to 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. It should also be noted that there were deficiencies noted on the most recent health inspection.

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 provided an example of issuance of razors but did not include the retrieval of razors that had been passed out, nor did it reflect the quantity of razors that had been passed out. The policy, procedures and practices need updated to 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. The Fire Inspection report did note jail related deficiencies and must be corrected in accordance to Ohio Fire Code. Please forward the Bureau the corrective measures that were taken to address the deficiencies noted in the fire inspection report.

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 need 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(P)(Essential): Each full-service jail shall ensure jail furnishings meet fire safety performance standards. At the time of the inspection, the jail did not provide a review of documentation that the jails furnishings meet the required safety performance standards.

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.

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(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 jails current policy that supports this standard needs updated to reflect standard that includes video visitation.

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 that includes video visitation.

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. The jails current policy and procedure that supports this standard needs updated to reflect 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 admittance 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 any documentation/training or policies and procedures 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. Furthermore, 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. During the inspection, the jail was not able to provide any documentation showing compliance with the requirements of 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(F)(2)(Essential): Each full-service jail shall ensure a physician and/or qualified health care professional conducts sick call (2) Three times per week for jails with an average population of less than one hundred ninety-nine. On the day of the inspection, it was brought to this inspector's attention that due to medical staffing issues, sick call is only offered on Monday's at all three facilities.

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 have 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(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, twelve (12) in total.

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 need 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(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(A)(Essential): Each full-service jail shall ensure documentation that the food service operation complies with the regulations of the local or state health department. On the date of the inspection, the jail provided a copy of the food service inspection that noted deficiencies from the health inspection.

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. Although the food service preparation is conducted at the Minimum Security Jail, the food preparation was being prepared by female inmate workers that had not had a 14 day health appraisal due to the shortage of medical staff. The jail was not able to provide documentation that the female inmate food service workers had completed physical exams in order to work in the kitchen. According to Jail Administration, the Food Service operation is contracted with Aramark and they do not have it in their contract for pre-assignment or annual physicals at this time, but will be negotiating their contract to make sure they are in the upcoming contract in order to be in compliance with this standard.

5120:1-8-10(G)(1)(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.

5120:1-8-11(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. At the time of the inspection, notified this inspector that it is not being offered due to the renovation at the facility. Jail Administration did advise this inspector that it is only being offered in the day room areas.

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. On the date of the inspection it was observed that the inmate handbook did not mention that the grievance procedure includes at least one level of appeal.

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 written policy and procedure governing the screening, training, and use of volunteers in the jail. The jails current policy and procedure that supports this standard need updated to reflect standard and all the components listed.

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. On the day of the inspection, training records evidencing compliance were not available to evaluate.

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

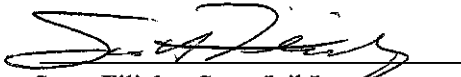
to training mandated by other standards. On the day of the inspection, training records evidencing compliance were not available to evaluate.

5120:1-8-18(C)(1)(2)(3)(Important): Each full-service jail shall ensure 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, 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.

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  
Bureau of Adult Detention  
770 West Broad St. 3rd Floor  
Columbus, Ohio 43222  
Cellular: (614) 208-0525  
Email: scott.filicky@odrc.state.oh.us

cc: John F. Adams, Bureau Administrator  
Fairfield County Board of Commissioners  
Lt. Churchill, Jail Administrator  
File

# Ohio | Department of Rehabilitation & Correction

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

July 5, 2016

Sheriff Dave Phalen  
Fairfield County Minimum Security Misdemeanor Jail  
221 E. Main St.  
Lancaster, Ohio 43130

RE: 2015 Annual Jail Inspection

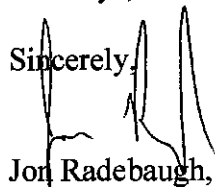
Dear Sheriff Phalen:

The Bureau of Adult Detention has received the Plans of Action you forwarded to our office in response to the annual inspection of the Fairfield County Minimum Security Misdemeanor Jail on November 5<sup>th</sup> & 6<sup>th</sup>, 2015. We appreciate your efforts in attempting to maintain compliance with the Minimum-Standards for Jails in Ohio.

I have reviewed the provided materials. The Plans of Action submitted appear to reflect long term resolutions to the deficiencies noted in the Inspection Report. We encourage implementation of the planned activities for resolution of the listed concerns as soon as possible. The Fairfield County Minimum Security Misdemeanor Jail will remain a Status Jail until the next inspection or until the remaining corrective action has been completed.

Please feel free to contact me if you have questions or concerns relating to this correspondence. As always, the Bureau remains available to provide technical assistance upon request.

Sincerely,



Jon Radebaugh, Assistant Administrator  
Bureau of Adult Detention  
Office: (614) 752-0911  
Email: [jon.radebaugh@odrc.state.oh.us](mailto:jon.radebaugh@odrc.state.oh.us)

Approved,



John F. Adams, Administrator  
Bureau of Adult Detention  
Office: (614) 752-1834  
Email: [john.adams@odrc.state.oh.us](mailto:john.adams@odrc.state.oh.us)

cc: Fairfield County Board of Commissioners  
Lt. Churchill, Jail Administrator  
File