



Department of  
Rehabilitation & Correction

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

May 16, 2016

Sheriff Dane Howard  
Huron County Jail  
255 Shady Lane Dr.  
Norwalk, Ohio 44857

RE: 2015 – Annual Jail Inspection

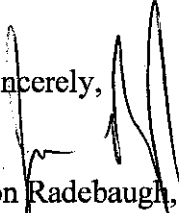
Dear Sheriff Howard,

The Bureau of Adult Detention has received the corrective materials you forwarded to our office in response to the annual inspection of the Huron County Jail on September 29th and 30th, 2015. We appreciate your efforts in attempting to maintain compliance with the Standards for Jails in Ohio.

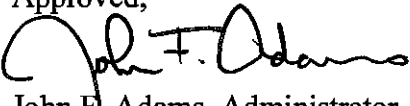
I have reviewed the provided materials. The documentation will increase the level of compliance for the Huron County Jail on specific standards reviewed this year. The jail is now in compliance with Jail Standards: 5120: 1-8-03(B)(7); -03(B)(9); -03(B)(16); -05(L); -05(M); -05(N); -05(Q); -09(B); -09(C); -09(D); -09(M); -09(N); and -09(W). The facility remains out of compliance with Jail Standards: 5120: 1-8-17(D)(1)(2)(3); -17(F); -18(A)(1)(2); -18(B)(1)(2)(3); and -18(D). The Huron County Jail is now compliant with 100% of the Essential Standards and at least 90% of the Important Standards making it a “**Compliant Jail**”.

Your continuing effort to maintain compliance with the Standards for Jails in Ohio is to be commended. The Bureau encourages the jail to correct the remaining deficiencies noted in the inspection report prior to the next jail inspection. Congratulations and thank you for your cooperation in the 2015 annual inspection process.

Sincerely,

  
Jon Radebaugh, Assistant Administrator  
ODRC/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  
ODRC/Bureau of Adult Detention  
Office: (614) 752-1834  
Email: [john.adams@odrc.state.oh.us](mailto:john.adams@odrc.state.oh.us)

cc: Major Cooksey, Jail Administrator  
Huron County Board of Commissioners  
File



Department of  
Rehabilitation & Correction

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

March 23, 2016

Sheriff Dane Howard  
Huron County Jail  
255 Shady Lane Dr.  
Norwalk, Ohio 44857

RE: 2015 – Annual Jail Inspection

Dear Sheriff Howard:

In accordance with Section 5120.10 of the Ohio Revised Code and Executive Order 92-03 of the Department of Rehabilitation and Correction, the Huron County Jail, a Full Service Jail facility, was inspected on September 29<sup>th</sup> and 30<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 Bureau of Adult Detention. The group of standards being inspected focused on reception and release, classification, security, housing, sanitation and environmental conditions, communication, visitation, medical/mental health, food service, recreation and programming, 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 Lt. Stanfield and Major Cooksey, Jail Administrator.

The total actual housing capacity for the Huron County Jail (FSJ) is (134), consisting of (0) adult males and (0) adult females, and (134) mixed housing (either adults or juveniles), and (0) special housing beds. On the date of the actual jail inspection, there were (111) inmates incarcerated in the Huron County Jail (FSJ). The Bureau of Adult Detention's recommended housing capacity for the jail is (134), which is based upon total available living space and other requirements. Officials should maintain prisoner counts within the Bureau's recommended capacity figure. The Huron County Jail (FSJ) 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)(4); -02(D); -03(A)(1); -03(A)(3); -03(A)(4); -03(A)(5); -03(A)(6); -03(A)(7); -03(B)(2); -03(B)(4); -03(B)(5); -03(B)(6); -03(B)(8); -03(B)(10)(a); -03(B)(10)(b); -03(B)(10)(c); -03(B)(10)(d); -03(B)(11)(b); -03(B)(11)(c); -03(B)(12); -03(B)(15); -03(B)(17)(a); -04(A)(4)(A); -04(B); -04(C); -04(D); -04(E); -04(F); -04(G); -04(H); -04(J); -05(A); -05(B); -05(C); -05(E); -05(G)(1); -05(G)(2); -05(H)(3); -05(I); -05(J); -05(K); -05(O); -05(P); -06(B); -06(C); -06(G); -07(A); -07(D); -07(E); -07(H); -07(I); -09(A); -09(E); -09(F); -09(G); -09(H); -09(J); -09(K); -09(P); -09(Q); -09(R); -09(U); -09(V); -

09(X); 10(A); -10(B); -10(C); -10(D); -10(E); -10(F); -10(G)(1); -10(G)(2); -11(A); -11(B); -11(E); -12(B); -12(C); -12(F); -12(G); -12(H); -15(B); -15(D); -15(E); -16(A); -17(E); -17(G); -18(C); -18(E).

The Huron County Jail (FSJ) did not comply with (18) of the standards upon which the facility was inspected. This letter is intended to serve as a basis for developing plans of action for bringing the facility into compliance with the deficiencies noted during the inspection.

5120:1-8-03(B)(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)(9)(Essential): Each full-service jail shall have written policies, procedures and practices to ensure inmates in physical restraints shall be personally checked by staff every ten minutes. The report of the use of physical restraints shall be reviewed and signed off by a non-involved supervisor or higher ranking personnel. The use of physical restraints shall be reviewed for compliance by the jail administrator or designee. At the time of the inspection, the jail did not provide any logs/documentation to support compliance with this 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 purposes. The policy also needs 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. On the date of the inspection, the current policy and procedure does not mention the jails written plan to correct jail related deficiencies.

5120:1-8-05(M)(Essential): Each full-service jail shall ensure 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. At the time of the inspection, a local fire official had not approved the written fire safety plan.

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 be documented in the jail staff training records. At the time of the inspection, the jail maintained had no documentation supporting the practice or to evidence the training had occurred.

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.

5120:1-8-09(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. At the time of the inspection, the current jail policy, procedure and practices were not indicated and did not meet the intent of this standard. This policy, procedure and practice must be approved by the health authority.

5120:1-8-09(C)(Essential): Each full-service jail shall have written policies, procedures and practices regarding the receiving screen. Health trained personnel, in accordance with protocols established by the health authority, shall perform a written medical, dental, and mental health receiving screening on each inmate upon arrival at the jail and prior to being placed in general population. At the time of the inspection, several components listed under the inquiry, observation and medical disposition were not included on the receiving screen form. The current jail policy, procedures and practices needs updated to reflect the components listed for this standard and must have the approval of the health authority.

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. At the time of the inspection, per an interview with the jail nurse, health appraisals were being conducted every 30 days on inmates incarcerated at the jail. It was also observed that a mental health assessment was also not part of the 14 days health appraisal.

5120:1-8-09(M)(Essential): Each full-service jail shall have written policies, procedures and practices to ensure inmates who are evidencing signs of mental illness or developmental disability shall be referred immediately to qualified mental health personnel. The health authority shall develop and approve policies for the following areas: (1) Screening for mental health problems, (2) Referral to outpatient services, including psychiatric care, (3) Crisis intervention and management of acute psychiatric episodes, (4) Stabilization of the mentally ill and prevention of psychiatric deterioration in the jail, (5) referral and admission to inpatient facilities, (6) informed consent. At the time of the inspection, the jails medical/mental health policies and procedures did not indicate "informed consent" as related to this standard and must also have the approval of the health authority.

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. At the time of the inspection, several components were not indicated in the current policy, procedures and practices that reflect the Ohio Jail Standard outlined for a suicide

prevention program. The changes indicated during the inspection for this standard must be approved by a mental health professional and/or 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. At the time of the inspection, the jail's current policies, procedures and practices relating to this standard does not include the specifics outlined in the standard. The changes to the policy must be approved by the health authority.

5120:1-8-17(D)(1)(2)(3)(Important): Each full-service jail shall have a written, implemented staffing plan that includes jail personnel assignments, days of the week and hours of the day that assignments are covered and any deviations from the plan with the respect to weekends, holidays or other atypical situations. 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 plan shall include all posts and functions, a calculated shift relief factor, sufficient numbers of male and female staff on duty and available to perform sensitive functions and procedures as necessary by inmate gender, and a total number of employees required to fill identified posts and functions. The staffing plan shall be reviewed once a year by the jail administrator and revised as needed. At the time of the inspection, the jail's current policies, procedures and practices relating to this standard does not include the specifics outlined in the staffing standard. It was also observed at the time of the inspection that per the calculated shift relief factor (1.3), the total number of employees to operate the jail per the shift relief factor is 39 staff. The current number of employees at the time of the inspection was 30.

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

5120:1-8-18(A)(1)(2)(Important): Jail Administration must amend policies and procedures , and practices that address 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. (1) During the first year of assignment 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. (2) Two hours of in-service training each subsequent year of employment addressing specific job assignments and/or jail related issues. Training records evidencing compliance were not available to evaluate at the time of the inspection.

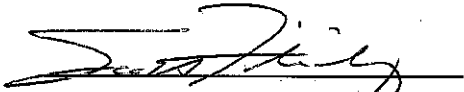
5120:1-8-18(B)(1)(2)(3)(Important): Each full-service jail shall ensure that: (1) Correctional officers shall receive training in jail policies within sixty days of employment; (2) During the first year of assignment, training consistent with Chapter 109:2-9 of the Administrative code; and (3) Eight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

addressing specific job assignments and/or jail related issues. These training hours are in addition to training mandated by other standards. On the day of the inspection, training records evidencing compliance were not available to evaluate.

5120:1-8-18(D)(Important): Jail Administration must amend policies and procedures, and practices that evidence that jail support staff with occasional contact shall 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 W. Broad St., 3<sup>rd</sup> Floor

Cellular: (614) 208-0525

Email: [scott.filicky@odrc.state.oh.us](mailto:scott.filicky@odrc.state.oh.us)

cc: John F. Adams, Bureau Administrator

County Board of Commissioners

Major Cooksey, Jail Administrator

File