



Department of  
Rehabilitation & Correction

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

June 2, 2016

Sheriff Matthew Lutz  
Muskingum County Jail  
28 N. 4<sup>th</sup> St.  
Zanesville, Ohio 43701

RE: 2015 Annual Jail Inspection

Sheriff Lutz,

In accordance with Section 5120.10 of the Ohio Revised Code and Executive Order 92-03 of the Department of Rehabilitation and Correction, the Muskingum County Jail (FSJ) was inspected on December 8<sup>th</sup> & 9<sup>th</sup>, 2015. The inspection was restricted to assessing compliance with a group of one hundred and seventeen (117) standards, selected from the Minimum Standards for Jails in Ohio promulgated by the Department of Rehabilitation and Correction. The group of standards being inspected focused on reception & release, classification, security, housing, sanitation and environmental conditions, communication, visitation, medical, food service, recreation, inmate discipline, administrative segregation, grievance, staffing, and staff training. Please note that this inspection does not reflect a comprehensive evaluation of the overall jail condition. The inspection consisted of this Inspector receiving and/or reviewing requested documentation and/or materials, touring selected areas of the jail, and having a brief interview with Jail Administrator – Captain Dave Suci.

The total actual housing capacity for the Muskingum County Jail (FSJ) is (123), consisting of (0) adult males, (0) adult females, (123) mixed (either adults or juveniles), and (0) special housing beds. On the date of the actual jail inspection, there were (116) inmates incarcerated in the Muskingum County Jail (FSJ). The Ohio Department of Rehabilitation and Correction recommended housing capacity for the jail is (123), which is based upon total available living space and other requirements. Officials should maintain prisoner counts within the Department's recommended capacity figure. The Muskingum 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)(4); -02(D); -03(A)(1); -03(A)(3); -03(A)(4); -03(A)(5); -03(A)(6); -03(A)(7); -03(B)(2); -03(B)(5); 03(B)(6); -03(B)(7); -03(B)(8); -03(B)(9); -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)(16); -03(B)(17)(a); -04(C); -04(D); -04(E); -04(G); -04(J); -04(A)(4)(K); -05(A); -05(B); -05(C); -05(G)(1); -05(H)(3); -05(I); -05(J); -05(K); -05(L); -05(M); -05(O); -05(P); -05(Q); -06(B); -06(C); -06(G); -07(A); -07(D); -07(E);

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

The Muskingum County Jail (FSJ) did not comply with (12) 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)(2)(Important): Each full-service jail shall have written policies, procedures and practices to ensure violent and non-violent inmates are not placed in the same cell or unsupervised areas together. Per discussion with Jail Administrator Captain Suci, due to overcrowding issue(s) the jail is unable to properly separate violent and non-violent inmates into separate confinement areas.

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.

5120:1-8-04(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 (female dorm(s)) 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 the time of the inspection, the female dorm(s) were over capacity and did not provide the required seating for each inmate housed in the dormitory.

5120:1-8-04(E)(Important): Each full-service jail shall ensure toilet facilities at a minimum of one operable toilet for every twelve occupants. There shall be written approval or documentation of appropriate building codes if the ratio is different from 12 inmates per operable toilet. At the time of the inspection, the ratio for the female dorm(s) was at 1:17.

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 operable wash basin with hot and cold potable water. At the time of the inspection, the ratio for the female dorm(s) was at 1:17.

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

5120:1-8-05(G)(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 did not meet the required foot-candles for this standard (e.g. 4<sup>th</sup> floor). Steps must be taken to increase jail lighting in inmate accessible areas.

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.

5120:1-8-17(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 needs 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(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](mailto:scott.filicky@odrc.state.oh.us)

cc: John F. Adams, Bureau Administrator  
Muskingum County Board of Commissioners  
Capt. Suci, Jail Administrator  
File



Department of  
Rehabilitation & Correction

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

June 2, 2016

Sheriff Matthew Lutz  
Muskingum County Jail  
28 N. 4<sup>th</sup> St.  
Zanesville, Ohio 43701

RE: 2015 Annual Jail Inspection – Minimum Security Jail

Sheriff Lutz,

In accordance with Section 5120.10 of the Ohio Revised Code and Executive Order 92-03 of the Department of Rehabilitation and Correction, the Muskingum County Jail (MSJ) was inspected on December 10<sup>th</sup>, 2015. The inspection was restricted to assessing compliance with a group of one hundred and seventeen (117) standards, selected from the Minimum Standards for Jails in Ohio promulgated by the Department of Rehabilitation and Correction. The group of standards being inspected focused on reception & release, classification, security, housing, sanitation and environmental conditions, communication, visitation, medical, food service, recreation, inmate discipline, administrative segregation, grievance, staffing, and staff training. Please note that this inspection does not reflect a comprehensive evaluation of the overall jail condition. The inspection consisted of this Inspector receiving and/or reviewing requested documentation and/or materials, touring selected areas of the jail, and having a brief interview with Jail Administrator – Captain Dave Suci.

The total actual housing capacity for the Muskingum County Jail (MSJ) is (55), consisting of (55) adult males, (0) adult females, (0) mixed (either adults or juveniles), and (0) special housing beds. On the date of the actual jail inspection, there were (55) inmates incarcerated in the Muskingum County Jail (MSJ). The Ohio Department of Rehabilitation and Correction recommended housing capacity for the jail is (55), which is based upon total available living space and other requirements. Officials should maintain prisoner counts within the Department's recommended capacity figure. The Muskingum County 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(B)(4); -02(D); -03(A)(2); -03(A)(3); -03(A)(4); -03(A)(5); -03(A)(6); -03(A)(7); -03(B)(2); -03(B)(5); 03(B)(6); -03(B)(7); -03(B)(8); -03(B)(9); -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)(16); -03(B)(17)(a); -04(A)(4)(A); -04(B); -04(C); -04(D); -04(E); -04(F); -04(G); -04(H); -04(J); -04(A)(4)(K); -05(A); -05(B); -05(C); -05(G)(1); -05(G)(2); -05(H)(3); -05(I); -05(J); -05(K); -05(L); -05(M); -05(O); -05(P); -05(Q); -06(B); -06(C); -06(G); -07(A); -07(D); -07(E); 07(H); -07(I); -09(A); -09(B); -09(C); -09(D); -09(E); -09(F); -09(G); -09(H); -09(J); -09(K); -09(M); -09(N); -09(P); -09(Q); -09(R); -09(U); -09(V); -09(W); -09(X); -10(A); -10(B); -10(C); -10(D); -10(E); -10(F); -10(G)(1); -10(G)(2); -11(A); -11(B); -11(E); -12(B); -12(C); -12(F); -12(G); -12(H); -15(B); -15(D); -15(E); -16(A); -17(E); -17(F); -17(G); -18(B); -18(C); -18(E).

The Muskingum County Jail (MSJ) did not comply with (6) of the standards upon which the facility was inspected. This letter is intended to serve as a basis for developing plans of action for bringing the facility into compliance with the deficiencies noted during the inspection.

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

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

5120:1-8-05(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.

5120:1-8-17(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 needs 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(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](mailto:scott.filicky@odrc.state.oh.us)

cc: John F. Adams, Bureau Administrator

Muskingum County Board of Commissioners

Capt. Suci, Jail Administrator

File

# Ohio | Department of Rehabilitation & Correction

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

July 2, 2015

Chief Kenneth Miller  
Zanesville City Jail  
332 South St.  
Zanesville, Ohio 43701

RE: 2015 Annual Jail Inspection

Dear Chief Miller:

In accordance with Section 5120.10 of the Ohio Revised Code and Executive Order 92-03 of the Department of Rehabilitation and Correction, the Zanesville City Jail, a full-service jail facility, was inspected on June 2<sup>nd</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, classification, security, housing, sanitation and environmental conditions, medical, food service, recreation, administrative segregation, 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 Michelle Duke, Jail Administrator.

The total actual general housing capacity for the Zanesville City Jail is (56), consisting of (0) adult males and (0) adult females, (44) mixed (either adult males or adult females). On the date of the jail inspection, there were (33) inmates incarcerated in the Zanesville City Jail. The Ohio Department of Rehabilitation and Correction recommended housing capacity for the jail is (56), which is based upon total available living space and other requirements. Officials should maintain prisoner counts within the Department's recommended capacity figure. The Zanesville City Jail (FS) 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)(2); -03(A)(3); -03(A)(4); -03(A)(5); -03(A)(6); -03(A)(7); -03(B)(2); -03(B)(4); -03(B)(5); -03(B)(6); -03(B)(7); -03(B)(8); -03(B)(10); -03(B)(10)(b); -03(B)(10)(c); -03(10)(c); -03(10)(d); -03(B)(11)(b); -03(B)(11)(c); -03(B)(12); -03(B)(15); -03(B)(16); -03(B)(17)(a); -04(A)(4)(A); -04(B); -04(D); -04(E); -04(F); -04(G); -04(H); -04(J); -04(A)(4)(K); -05(A); -05(B); -05(C); -05(E); -05(G)(1); -05(G)(2); -05(H)(3); -05(I); -05(J); -05(K); -05(L); -05(O); -05(P); -05(Q); -06(B); -06(C); -06(E); -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(M); -09(N); -09(P); -09(Q); -09(R); -09(U); -09(V); -09(W); -09(X); -10(A); -10(B); -10(C); -10(D); -10(E); -10(G)(1); -10(G)(2); -11(A); -11(B); -11(E); -12(B); -12(C); -12(F); -12(G); -12(H); -15(B); -15(D); -15(E); -16(A); -17(D); -17(E); -17(F); -17(G); -18(A); -18(B); -18(C); -18(D); -18(E).

The Zanesville City Jail did not comply with (8) 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)(9)(Essential): Jail Administration must take steps to ensure that inmates in physical restraints shall be personally checked by staff every ten minutes. At the time of the inspection, logs indicating personal checks for inmate(s) in restraints exceeded the ten minutes as mandated by Standards for Ohio Jails.

5120:1-8-04(C)(Important): Steps must be taken to ensure that single cells/rooms and multiple occupancy cells/rooms/dormitories have an air circulation of fifteen cubic feet of outside or recirculated air per minute per occupant or as required by the local authority having jurisdiction. On the date of the inspection, documentation evidencing that a qualified source had measured the circulation had not been performed.

5120:1-8-05(M)(Essential): Action must be taken to amend policies and procedures regarding the jail's written fire safety plan must include fire prevention, training and drills, fire response and post-fire documentation and review. The fire safety plan must be reviewed annually and updated as needed. A current copy of the plan shall be maintained at the local fire department.

5120:1-8-05(N)(Important): Jail Administration must take steps to ensure training in jail fire safety equipment shall be conducted annually. On the day of the inspection, training verification for this standard had not been completed within this inspection cycle. This writer was informed by Jail Administrator Michelle Duke that this training will be performed on 7-7-15. Please forward verification of completion for this standard once completed.

5120:1-8-09(B)(Essential): Jail Administration must take action to ensure that training records are maintained for employees conducting the inmate pre-screening to verify that the employee is health trained.

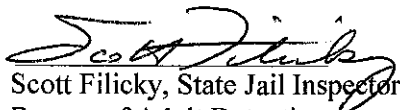
5120:1-8-09(C)(1)(Essential): Jail Administration must take action to ensure that training records are maintained for employees conducting the receiving screening to verify that the employee is health trained.

5120:1-8-09(D)(Essential): Action must be taken to ensure that all 9 components of the Health Appraisal are being completed by a licensed nurse, physician, physician assistant, EMT, or paramedic to determine the medical and mental health condition for each inmate in custody. A physical examination, collection of health history and other health data shall be conducted for inmates whose confinement will exceed 10 days, prior to their fifteenth consecutive day of confinement.

5120:1-8-10(F)(Essential): Action must be taken to ensure that all persons involved in the preparation of food shall receive a pre-assignment medical examination and annual re-examinations. At the time of the inspection, no documentation was presented that that Aramark employees have received the appropriate medical examination. Please forward proof to the Bureau once completed.

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](mailto: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

Telephone: (614) 752-0833

Cellular: (614) 208-0525

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

cc: John F. Adams, Bureau Administrator

Mayor Jeff Tilton

Michelle Duke, Jail Administrator

File



Department of  
Rehabilitation & Correction

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

July 14, 2015

Chief Kenneth Miller  
Zanesville City Jail  
332 South St.  
Zanesville, OH 43701

RE: 2015 – Annual Jail Inspection

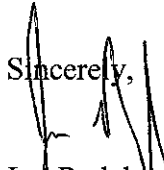
Dear Chief Miller,

The Bureau of Adult Detention has received the Plan of Action and additional corrective materials you forwarded to our office in response to the annual inspection of the Zanesville City Jail on June 2, 2015. We appreciate your efforts in attempting to maintain compliance with the Standards for Jails in Ohio.

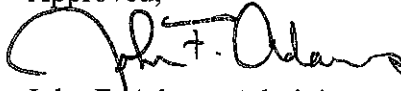
I have reviewed the provided materials. The documentation will increase the level of compliance for the Zanesville City Jail on specific standards reviewed this year. The facility is now in compliance with Jail Standards: 5120: 1-8-03(B)(9); -04(C); -05(M); -05(N); -09(B); -09(B); -09(C)(1); -09(D); and -10(F). The documentation and amended policies will bring the facility back into **Full Compliance** with all of the standards inspected upon this year.

Your continuing effort to maintain compliance with the Standards for Jails in Ohio is to be commended. 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: Michelle Duke, Jail Administrator  
Mayor Jeff Tilton  
File