



Department of
Rehabilitation & Correction

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

10/01/2018

Sheriff Kimmy Rogers
Adams County Jail
110 W. Main Street
West Union, OH 45693

RE: 2018 Annual Jail Inspection

Dear Sheriff Kimmy Rogers:

In accordance with Section 5120.10 of the Ohio Revised Code and Executive Order 92-03 of the Department of Rehabilitation and Correction, the Adams County Jail, a full service jail, was inspected on 09/06/2018. The inspection was restricted to assessing compliance with a group of standards, selected from the 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 and Mental Health Services, Food Service, Recreation and Programming, Inmate Discipline, Administrative Segregation, Grievance, Staffing, and Staff Training. The inspection consisted of this Inspector receiving and/or reviewing requested documentation and/or materials, touring selected areas of the jail, and having discussions with various jail staff.

The total actual general housing capacity for the Adams County Jail is 38. On the date of the jail inspection, there were 48 inmates incarcerated in the Adams County Jail. The Ohio Department of Rehabilitation and Correction recommended housing capacity for the jail is 21, which is based upon total available living space and other requirements. Officials should maintain prisoner counts within the Department's recommended capacity figure .

The Adams County Jail (Full Service Jail) is in compliance with 77 standards, 33 "Essential", and 44 "Important".

5120:1-8-01 (A)(2); -01 (A)(5); -01 (A)(6); -01 (A)(8); -01 (A)(11); -01 (A)(13); -01 (A)(14); -01 (A)(15); -02 (B)(3); -03 (A)(4); -03 (A)(5); -03 (A)(7); -03 (B)(4); -03 (B)(5); -03 (B)(10)(a); -03 (B)(10)(c); -03 (B)(10)(d); -03 (B)(11)(a); -03 (B)(11)(b); -03 (B)(11)(c); -03 (B)(13); -03 (B)(14); -04 (A)(1); -04 (A)(2)(a); -04 (K); -04 (L); -05 (A); -05 (B); -05 (C); -05 (E); -05 (F); -05 (H)(4); -05 (H)(6); -05 (P); -05 (Q); -06 (A); -06 (D); -06 (F); -06 (H); -07 (B); -07 (C); -07 (G); -07 (J); -09 (A); -09 (E); -09 (F); -09 (G); -09 (H); -09 (I); -09 (J); -09 (L); -09 (M); -09 (O); -09 (S); -09 (U); -09 (V); -09 (X); -09 (Y); -09 (Z); -09 (AA); -10 (A); -10 (B); -10 (C); -10 (E); -10 (G)(1); -10 (G)(2); -11 (C); -12 (A); -12 (D); -12 (E); -12 (I); -15 (A); -15 (C); -15 (F); -16 (B); -17 (A); -17 (C);

The Adams County Jail did not comply with 36 standards, 19 "Essential", and 17 "Important". 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.

5120:1-8-01 (A) (10) (Important) The jail shall develop, implement, maintain, and update as necessary a set of generally applicable inmate rules. The rules shall be accessible to all inmates and shall provide information regarding confinement including sleeping hours, meals, mail, work assignments, telephone access, visitation, correspondence, medical care, hygiene, laundry, recreation, programs, rules of conduct, disciplinary procedures and grievance

procedures. A staff member or translator shall assist the inmate in understanding the inmate rules if there is a literacy or language problem. The jail shall maintain signed acknowledgements from each inmate acknowledging that the rules were received by and/or explained to them.

Comments: On the day of the inspection sleeping hours were not mentioned in the jail rules. Jail officials should update jail rules to include all aspects of the standard.

5120:1-8-02 (A) (Important) Each full service jail shall have a written inmate classification system that specifies the criteria and procedures for determining and changing the classification of inmates to determine the level of custody required, special needs, housing assignment and participation in programming. Each minimum security jail, as defined in paragraph (A)(4) of rule 5120:1-7-02 of the Administrative Code, shall have a written inmate classification system that limits inmates housed in the jail to those sentenced or transferred by order of a judge for a traffic offense, misdemeanor or felony of the fourth or fifth degree that are not offenses of violence as defined in division (A)(9) of section 2901.01 of the Revised Code. The classification system shall include the evaluation of each inmate to determine whether the inmate is suitable to be housed in the minimum security jail. Determination to transfer an inmate from the minimum security jail shall be made by the jail administrator or designee based on the best interests of the inmate, staff and/or the safe, secure operation of the jail.

Comments: On the day of the inspection policy didn't address programming and no other documentation was provided showing the actual classification sheet. Jail officials should review policy for compliance and upload documents showing verification of classification system.

5120:1-8-02 (B) (5) (Important) Jails using inmate workers shall evaluate and select workers based on established criteria.

Comments: On the day of the inspection no documentation was provided showing an inmate evaluation as verification of compliance. Jail officials should show documentation as corroboration to policy for verification to standard.

5120:1-8-02 (B) (6) (Important) Inmates participating in work or educational release programs shall be housed separately from the general population.

Comments: On the day of the inspection the jail did not have an area that could separate work or education release inmates from general population. Jail officials should come up with a way to address housing of these inmates separately from general population.

5120:1-8-03 (A) Each full service jail shall maintain the following minimum standards in regard to security of the jail. (1) (Essential) An established security perimeter.

Comments: On the day of the inspection there is a perimeter key kept inside the security perimeter which can be used to exit the facility. Jail officials should keep all security perimeter keys outside the security perimeter.

5120:1-8-03 (A) Each full service jail shall maintain the following minimum standards in regard to security of the jail. (3) (Essential) A secure booking and release area.

Comments: On the day of the inspection there is a perimeter key kept inside the security perimeter which can be used to exit the facility. Jail officials should keep all security perimeter keys outside the security perimeter. Furthermore the entry doors are not interlocked which allows both to be open at the same time. Jail officials should have doors interlocked as to no open direct access through the secure perimeter.

5120:1-8-03 (A) Each full service jail shall maintain the following minimum standards in regard to security of the jail. (6) (Essential) A two-way communications system between central control, staffed posts and inmate occupied areas.

Comments: On the day of the inspection there was no two-way communication in the max cells. Jail officials should

make sure all inmates housing and occupied areas are equipped with two-way communication.

5120:1-8-03 (B) Each full service jail shall have written policies and procedures, and practices which evidence, that the following minimum standards are maintained. (1) (Important) Procedures govern availability, control inventory, storage, and use of firearms, less than lethal devices, and related security devices, and specify the level of authority required for their access and use. Chemical agents and electrical disablers are used only with the authorization of the jail administrator or designee. Access to storage areas is restricted to authorized persons and the storage space is located in an area separate and apart from inmate housing or activity areas.

Comments: On the day of the inspection no documentation was uploaded for this standard. Jail officials although they don't store any such weapons inside the security perimeter should have a policy of when weapons may be brought in and under who's authorization.

5120:1-8-03 (B) Each full service jail shall have written policies and procedures, and practices which evidence, that the following minimum standards are maintained. (3) (Important) Procedures and practices governing strip and body cavity searches following reception shall be developed and implemented in consultation with the county prosecutor, city attorney or law director consistent with section 2933.32 of the Revised Code.

Comments: On the day of the inspection no documentation was provided showing that the policy was developed and implemented in consultation with the county prosecutor, city attorney or law director. Jail officials should provide documentation that the county prosecutor, city attorney or law director consistent with section 2933.32 of the Revised Code, has reviewed and agrees with the policy. .

5120:1-8-03 (B) Each full service jail shall have written policies and procedures, and practices which evidence, that the following minimum standards are maintained. (6) (Essential) An official count shall be conducted to verify inmates' physical presence and identification. There shall be no less than three official counts daily, not to exceed nine hours in duration from the previous official count. The official counts will be reconciled. Jail staff conducting the count shall record the count.

Comments: On the day of the inspection no documents were provided showing when actual counts were conducted to compare with policy. Jail officials should upload documentation showing actual count times on a log as verification .

5120:1-8-03 (B) Each full service jail shall have written policies and procedures, and practices which evidence, that the following minimum standards are maintained. (7) (Essential) Personal observation checks of inmates shall be conducted every sixty minutes on an irregular schedule. Observation checks shall be conducted at varying times and shall be documented after completion by the staff person performing the check .

Comments: On the day of the inspection documentation provided showed times were over on both policy and standard times. Jail officials should make sure all checks are being done according to policy and with in state minimum standards.

5120:1-8-03 (B) Each full service jail shall have written policies and procedures, and practices which evidence, that the following minimum standards are maintained. (9) (Essential) 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 policy compliance by the jail administrator or designee.

Comments: On the day of the inspection policy does not meet all aspects of the standard. Jail officials should update policy to meet all aspects of the standard.

5120:1-8-03 (B) Each full service jail shall have written policies and procedures, and practices which evidence, that the following minimum standards are maintained. (10) In regard to the use of force:

(b) (Essential) 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 used as punishment.

Comments: On the date of the inspection no mention of "in no event is physical force used as punishment." Jail officials should update policy to include this statement or provide other documentation that shows physical force is never used as a punishment. Furthermore jail officials should provide training documentation verifying all staff has been trained in use of force.

5120:1-8-04 (A) (3) Dormitory Sleeping Space: (a) (Important) Fifty square feet per occupant , except forty-eight square feet in jails constructed prior to 1983, wherein the formula shall be based upon the requirements of paragraph (A)(2)(a) of rule 5120:1-8-04 of the Administrative Code.

Comments: On the day of the inspection, measurements provided were under the square footage recommended for standard compliance. Jail officials should reduce the population to the Bureau Recommended Capacity .

5120:1-8-04 (I) (Important) Noise levels shall not exceed seventy decibels in daytime and forty-five decibels at night. Noise levels shall be documented using a sound level meter set to the A-scale (decibels.)

Comments: On the day of the inspection sound meter readings was taken that showed sound readings during day time were 70 to 75 db. No night time readings were provided for inspection to verify the standard. Jail officials need to reduce sound decibels during the day and provide nighttime decibels readings for verification of the standard.

5120:1-8-05 (D) (Important) Regular maintenance and repairs shall occur.

Comments: On the day of the inspection no documentation was provided as verification as to maintenance and repair issues are occurring. Jail officials should upload maintenance request orders or emails of repairs as verification to this standard.

5120:1-8-05 (G): The jail shall maintain documentation that the following standards are met with regard to interior lighting: G3): (Important) Lighting in inmate sleeping areas shall be reducible to between two and four foot-candles, measured thirty inches above the floor.

Comments: On the day of the inspection no night time lighting documentation was provided for verification of the standard. Jail officials should take night time reading to provide for verification of the standard .

5120:1-8-05 (H) The jail shall maintain documentation that the following standards are met with regard to bedding, linens and clothing: (1) (Important) Bedding and mattresses shall be in good repair and cleaned prior to being reissued;

Comments: On the day of the inspection the mattresses were in pretty poor condition and no logs as verification were provided showing that they are cleaned prior to reuse. Jail officials should replace old worn out mattresses and provide logs showing where they are cleaned prior to reuse.

5120:1-8-05 (H) The jail shall maintain documentation that the following standards are met with regard to bedding, linens and clothing: (2) (Important) Clean bed linens and towels shall be exchanged once weekly. Issuance of clean linens and towels shall be documented;

Comments: On the date of the inspection policy did not specify the bed linens and towels shall be exchanged once weekly. Furthermore documentation did not specify bed linens and towels shall be exchanged once weekly. Jail officials should update policy to reflect the standard and exchanges should be documented specifically for verification of the standard.

5120:1-8-05 (H) The jail shall maintain documentation that the following standards are met with regard to bedding, linens and clothing: (5) (Important) Mattresses shall be cleaned monthly;

Comments: On the day of the inspection documentation did not support policy or standard, nothing on logs specified mattress cleaning. Jail officials should specifically document that mattresses are being cleaned .

5120:1-8-05 (L) (Essential) The jail shall be inspected annually by a certified local or state fire safety 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.

Comments: On the day of the inspection, no fire inspection report was available for review. Jail officials should make sure a fire inspection is done annually and maintain documentation.

5120:1-8-05 (M) (Essential) The 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 .

Comments: On the day of the inspection the fire plan has not been approved by the local fire official . Furthermore nothing in the plan advised how the jail corrected an deficiencies. Jail officials need to get the plan signed off by the local fire official and update the plan to correct any jail related deficiencies .

5120:1-8-05 (O) (Essential) Fire drills shall be conducted every three months on each shift.

Comments: On the day of the inspection drills provided did not specify shift and it lack enough documentation for verification of this standard. Jail officials should provide one years worth of fire drills and specify shift for verification . Also be specific in policy to when drills will be done per shift.

5120:1-8-07 (F) (Important) Written policy and procedures shall govern contact and special visits .

Comments: On the day of the inspection documents downloaded did not show any policy reference contact visits. Jail officials should upload policy to address contact visits .

5120:1-8-09 (B) (Essential) Inmate pre-screen. Before acceptance into jail, health-trained personnel shall inquire about, but not be limited to the following conditions and the health authority shall develop policies for the acceptance or denial of admission for:

- (1) Suicide thoughts/plan.
- (2) Current serious or potentially serious medical or mental health issues needing immediate attention.
- (3) The use of taser, pepper spray or other less lethal use of force during arrest.

Comments: On the day of the inspection policy provided meets language of the standard but no documentation was provided to show where these questions are asked. Jail officials should provide documentation showing where these questions are addressed prior to admission to the jail.

5120:1-8-09 (C) (Essential) 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.

- (1) Inquiry includes at least the following:
 - (a) Current and past illness and health problems;
 - (b) Current and past dental problems;
 - (c) Current and past mental health problems;
 - (d) Allergies;
 - (e) Current medications for medical and mental health;
 - (f) Hospitalizations for medical or mental health purpose(s);
 - (g) Special health needs;
 - (h) Serious infection or communicable illness(s);

- (i) Use of alcohol and drugs including types, amounts and frequency used, date or time of last use and history of any problems after ceasing use i.e. withdrawal symptoms;
 - (j) Suicidal risk assessment;
 - (k) Possibility of pregnancy;
 - (l) Other health problems as designated by the health authority.
- (2) Observation of the following:
- (a) Behavior including state of consciousness, mental health status, appearance, conduct, tremors and sweating;
 - (b) Body deformities and ease of movement;
 - (c) Condition of skin, including trauma markings, bruises, lesions, jaundice, rashes, infestations and needle marks or other indications of drug abuse.
- (3) Medical disposition of inmate:
- (a) General population;
 - (b) General population with prompt referral to appropriate health or mental health services;
 - (c) Referral for emergency treatment;
 - (d) Medical observation/isolation;
 - (e) Mental health observation/precautions;
 - (f) Documentation of date, time and signature and title of person completing screening.

Comments: On the day of the inspection no documentation was provided showing policy has been approved by the Health Authority. Jail officials should have the health authority review and approve all medical policies. Also make sure all minimum standard for jails in Ohio questions are addressed during intake.

5120:1-8-09 (D) (Essential) Health appraisal. Within fourteen days, a licensed nurse, physician, physician's assistant, EMT or paramedic shall complete a health appraisal to determine the medical and mental health condition for each inmate in custody. Such appraisal shall at least include the following:

- (1) Review of receiving screen.
- (2) Collection of additional data to complete the medical, dental and mental health history.
- (3) Laboratory and/or diagnostic tests to detect tuberculosis and other suspected communicable diseases as designated by the health authority.
- (4) Recording the height, weight, pulse, blood pressure and temperature.
- (5) Medical examination as determined by the examiner.
- (6) Mental health assessment.
- (7) Initiation of therapy when determined necessary by the examiner.
- (8) Development and implementation of a treatment plan.
- (9) Other test and examination as determined by the examiner or health authority.

Comments: On the date of the inspection the health appraisal did not address dental issues. Jail officials should make sure all aspects of the standard are included on the appraisal.

5120:1-8-09 (K) (Essential) Pharmaceuticals. Pharmaceuticals are managed in accordance with policies and procedures approved by the health authority and in compliance with state and federal laws and regulations and include the following:

- (1) The policies 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.
- (2) The jail shall develop a policy, approved by the health authority, regarding incoming medications.

Comments: On the day of the inspection no documentation was provided showing policy has been approved by the Health Authority. Jail officials should have the health authority review and approve all medical policies. Furthermore provide training records showing all staff is health trained.

5120:1-8-09 (N) (Essential) Suicide prevention program. The health authority shall have a plan for identifying and responding to suicidal and potentially suicidal inmates. The plan components shall include:

- (1) Identification - The receiving screening form contains observation and interview items related to the inmate's

potential suicide risk. Circumstances include but are not limited to: profound incidents/issues, court dates, loss of significant others either by accident, natural causes or by suicide, sentencing, divorce, rejection, bad news, after a humiliating issue, etc. may be high risk periods for inmates.

(2) Training - Staff members who work with inmates are trained to recognize verbal and behavioral cues that indicate potential suicide and how to respond appropriately. The plan includes initial and annual training.

(3) Assessment - The plan specifies a suicide risk assessment and level system. The assessment needs to be completed every time an inmate is identified as being or potentially being suicidal, or if circumstances change. Only a qualified mental health professional may remove inmates from suicide risk status.

(4) Housing - The plan must designate the housing beds/units for the suicidal or potentially suicidal inmates.

(5) Monitoring - The plan specifies the procedures for monitoring an inmate who has been identified as potentially suicidal. A suicidal inmate is checked at varied intervals not to exceed ten minutes. Regular documented supervision is maintained. Inmates are placed in a designated cell, all belongings removed and other prevention precautions initiated, as appropriate.

(6) Referral - The plan specifies the procedures for referring a potentially suicidal inmate and attempted suicides to a mental health care provider or facility, and includes timeframes.

(7) Communication - The plan specifies for ongoing communications (oral and written), notifications between health care and correctional personnel regarding the status of suicidal inmates.

(8) Intervention - The plan addresses how to handle a suicide in progress, including first-aid measures.

(9) Notification - The plan includes procedures of notifying the jail administrator, outside authorities and family members of completed suicides. The plan shall consider safety and security issues when it comes to notification.

(10) Reporting - The plan includes procedures for documenting, monitoring and reporting attempted or completed suicides. Completed suicides are immediately reported to the coroner/medical examiner and the division of parole and community services within thirty days of the incident.

(11) Review - The plan specifies procedures for medical and administrative review if a suicide or a serious suicide attempt occurs.

(12) Critical incident debriefing - The plan specifies the procedures for offering critical incident debriefing to affected staff and inmates.

Comments: On the day of the inspection the policies provided misses many aspects of the standard and has not been signed off by the health authority. Jail officials should update the policy and have the health authority review and approve.

5120:1-8-09 (P) (Essential) Infectious disease control 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 health authority shall develop written policy and procedure.

Comments: On the day of the inspection no documentation was provided showing policy has been approved by the Health Authority. Jail officials should have the health authority review and approve all medical policies. Furthermore, this policy should be in collaboration with the health department with verification or note how they are notified if the jail has a suspected inmate with infectious disease.

5120:1-8-09 (Q) (Essential) Pregnant inmate. Pregnant inmates shall receive appropriate and timely pre-natal care, delivery and postpartum care, as determined by the health authority.

Comments: On the day of the inspection no documentation was provided showing policy has been approved by the Health Authority. Jail officials should have the health authority review and approve all medical policies.

5120:1-8-09 (T) (Important) Emergency response plan - The health aspects of the emergency response plan (mass disaster drill & man down drill). Emergency medical care, including first aid and basic life support, is provided by all health care professionals and those health-trained correctional staff specifically designated by the jail administrator. All staff responding to medical emergencies are certified in cardiopulmonary resuscitation (CPR) in accordance with the recommendations of certifying health organizations.

Comments: On the day of the inspection no documentation was provided that all staff is health trained in CPR. Jail officials should provide documentation showing all staff are certified in CPR.

5120:1-8-09 (W) (Essential) Intoxication and detoxification. The health authority shall develop specific policies and protocols in accordance with 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 (overdose) or detoxification symptoms to a hospital or detoxification center.

Comments: On the day of the inspection no documentation was provided showing policy has been approved by the Health Authority. Jail officials should have the health authority review and approve all medical policies.

5120:1-8-10 (F) (Essential) All persons involved in the preparation of food shall receive a pre-assignment medical examination and annual re-examinations.

Comments: On the day of the inspection no documentation was uploaded. Jail officials should upload documentation as verification of this standard.

5120:1-8-11 (D) (Important) The jail shall provide the opportunity for alcohol and drug abuse treatment, academic training, psychological and social services and other community services.

Comments: On the day of the inspection no verification was provided that academic training, social services and other community services were provided. Jail officials should up date policy to meet all aspects of the standard and provide verification that it is being offered per standard.

5120:1-8-17 (B) (Important) Pre-employment background checks shall be conducted prior to hiring of jail staff.

Comments: On the day of the inspection documentation provided did not meet the standard for background checks done on new hire jail staff. Jail officials should show documentation showing that background checks are being done on new hire staff.

Plan of action forms are enclosed. Completed form(s) and/or corrective materials addressing the noted deficiencies must be completed and submitted through the Ohio Jail Management System (OHJMS) at www.OHJMS.Intelligrants.com within 45 days of receipt of this correspondence. Please feel free to contact the Bureau 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,



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