



Department of
Rehabilitation & Correction

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

05/04/2017

Sheriff Gordon Ellis
Brown County Adult Detention Center
750 Mt. Orab Pike
Georgetown, OH 45121

RE: 2016 Annual Jail Inspection

Dear Sheriff Gordon Ellis:

In accordance with Section 5120.10 of the Ohio Revised Code and Executive Order 92-03 of the Department of Rehabilitation and Correction, the Brown County Adult Detention Center, a full service jail, was inspected on 07/19/2016. 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 Brown County Adult Detention Center is 58. On the date of the jail inspection, there were 59 inmates incarcerated in the Brown County Adult Detention Center. The Ohio Department of Rehabilitation and Correction recommended housing capacity for the jail is 38, which is based upon total available living space and other requirements. Officials should maintain prisoner counts within the Department's recommended capacity figure.

The Brown County Adult Detention Center (Full Service Jail) is in compliance with 68 standards, 24 "Essential", and 44 "Important".

5120:1-8-01 (A)(1); -01 (A)(12); -01 (A)(2); -01 (A)(3); -01 (A)(4); -01 (A)(5); -01 (A)(7); -02 (B)(1); -02 (B)(2); -02 (B)(4); -02 (D); -03 (A)(1); -03 (A)(4); -03 (A)(5); -03 (A)(7); -03 (B)(11)(b); -03 (B)(12); -03 (B)(15); -03 (B)(2); -03 (B)(5); -03 (B)(6); -03 (B)(7); -03 (B)(8); -04 (A)(4); -04 (E); -04 (A)(2a); -04 (F); -04 (H); -04 (K); -05 (A); -05 (B); -05 (C); -05 (E); -05 (F); -05 (H)(3); -05 (I); -05 (K); -05 (M); -05 (N); -05 (P); -05 (Q); -06 (F); -06 (F); -07 (A); -07 (B); -07 (D); -07 (E); -07 (H); -07 (I); -09 (V); -10 (A); -10 (B); -10 (C); -10 (E); -10 (F); -10 (G)(1); -10 (G)(2); -11 (A); -11 (B); -11 (E); -12 (B); -12 (C); -12 (F); -15 (D); -15 (E); -16 (A); -17 (G); -18 (E);

The Brown County Adult Detention Center did not comply with 108 standards, 29 "Essential", and 79 "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 no policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

5120:1-8-01 (A) (11) (Important) During reception, male and female inmates shall not be placed in the same cell or unsupervised areas together.

Comments: On the day of the inspection no policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

5120:1-8-01 (A) (13) (Important) Inmates' identification and release documentation shall be verified.

Comments: On the day of the inspection no policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

5120:1-8-01 (A) (14) (Important) Upon an inmate's release to another agency, the jail shall document the following information:

- (a) The identity of the receiving officer and the agency;
- (b) The time and date of the release;
- (c) The authority for the release

Comments: On the day of the inspection no policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

5120:1-8-01 (A) (15) (Important) Upon an inmate's release or transfer, the jail shall obtain a receipt for all property returned at the time of release or transfer from the inmate, or the receiving officer, as appropriate.

Comments: On the day of the inspection no policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

5120:1-8-01 (A) (6) (Important) Inmates shall be searched and all unauthorized items shall be confiscated. Confiscated items shall be listed in an inventory by objective description and secured.

- (a) Money or any form of currency shall be confiscated, counted in the inmate's presence and secured.
- (b) The inmate's signature shall be affixed to the completed inventory. If the signature can not be obtained, the inventory shall be witnessed by another staff person.
- (c) For a minimum security jail, as defined by paragraph (A)(4) of rule 5120:1-7-02 of the Administrative Code, if inmates are permitted to possess money, the jail shall implement policies and procedures that limit the amount of money possessed and shall include provisions that prevent inmate gambling, theft and extortion.

Comments: On the day of the inspection no policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

5120:1-8-01 (A) (8) (Important) Inmates who are to be integrated with the general population and/or whose clothing is soiled or infested shall receive a shower and clean uniform clothing. In a minimum security jail, if inmates are permitted

to wear personal clothing, the jail shall implement a policy and procedure that limits the amount and type of personal clothing an inmate may possess while in the jail.

Comments: On the day of the inspection no policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

5120:1-8-01 (A) (9) (Important) Inmates shall not be confined in the reception area for more than twelve hours except when security, health and mental health concerns are being addressed.

Comments: This Inspector did observe inmates being housed in the reception area. Additionally, during the interview with jail staff, it was advised that porters are housed in booking.

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 no policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

5120:1-8-02 (B) (3) (Important) Male and female inmates are supervised if placed together for purposes of programming, transportation or other similar activities

Comments: On the day of the inspection no policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

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 policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

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 no policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

5120:1-8-02 (C) (Important) Juveniles shall not be held in a minimum security jail.

Comments: On the day of the inspection no policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this

standard is in compliance.

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: The door between booking and housing hallway is left open at all times for booking officer to assist floor officers. Jail officials should maintain a secured booking and release area.

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: At the time of the inspection there was no two-way communication system in the housing units. Jail officials need to provide two-way communication between central control, staffed posts and inmate occupied areas. Two way communication is available in special housing day rooms. No two way communication in any cells whatsoever.

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 policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

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:

(a) (Essential) Use of force shall be limited to instances of justifiable self-defense, prevention of self-inflicted harm, protection of others, prevention of riot, discharge of firearm or other weapon, escape or other crime and controlling or subduing an inmate who refuses to obey a staff command or order.

Comments: On the day of the inspection no policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

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 day of the inspection no policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

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:

(c) (Essential) An examination and/or treatment by qualified health care personnel shall be provided to inmates or staff involved in a use of force incident when there is obvious physical injury or there is a complaint of injury or request for medical attention.

Comments: On the day of the inspection no policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

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:

(d) (Essential) Use of force incidents shall be recorded and reviewed by the jail administrator or designee.

Comments: On the day of the inspection no policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

5120:1-8-03 (B) (11) Procedures guide searches of jails and inmates to control contraband.

(a) (Important) Inmate accessible areas shall be inspected in a manner that ensures all areas are inspected each month.

Comments: On the day of the inspection the policy failed to meet all aspects of the standard. Jail officials should update policy to reflect the standard for compliance.

5120:1-8-03 (B) (11) Procedures guide searches of jails and inmates to control contraband.

(c) (Essential) The jail administrator or designee shall be notified of any discovered contraband or physical security deficiencies. The appropriate disposition of contraband and the remediation of physical security deficiencies shall be documented.

Comments: On the day of the inspection the policy failed to meet all aspects of the standard. Jail officials should update policy to reflect the standard for compliance.

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. (13) (Important) The staff supervision and searching of inmate workers.

Comments: On the day of the inspection no policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

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. (14) (Important) No inmate shall be given control of or authority over any other inmate, security function or service activity.

Comments: On the day of the inspection no policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

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. (16) (Important) Keys, tools and culinary equipment are inventoried and use is controlled.

Comments: The jail needs to develop logs for documentation purposes for culinary equipment and tools. Furthermore perimeters keys cannot be kept in the security perimeter.

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. (17) (a) (Important) Stored in a secure area and used by inmates only

under direct supervision and used only in accordance with manufacturer's instruction. The substances are only accessible to authorized persons.

Comments: The jail does not have a procedure documented in policy for the proper storage of toxic or flammable substances. Additionally, the policy needs to identify the storage area to be utilized for these materials. Chemicals were not secure on the day of the inspection.

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 policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

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. (4) (Essential) There is a plan that guides the jail's response to emergencies. All jail personnel are trained in the implementation of the emergency plan. The emergency plan should include procedures to be followed in situations that threaten jail security.

Comments: On the day of the inspection no training documentation was provided to show verification of compliance with this standard. Jail officials should provide training documentation as verification that this standard is in compliance.

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 no policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

5120:1-8-04 (B) (Important)) Seating shall be provided in holding areas, holding cells, housing cells, dormitories, dayrooms and eating areas for each inmate.

Comments: No inmate seating provided in housing or holding cells.

5120:1-8-04 (C) (Important) 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.

Comments: The jail does not have documentation from a qualified source showing adherence to this standard.

5120:1-8-04 (D) (Important) Temperature is mechanically raised or lowered to acceptable comfort levels.

Comments: The jail was not able to provide documentation of the daily temperatures inside of the facility.

5120:1-8-04 (A) (1)Holding Cells: (Important) Sixty square feet for one to three occupants with twenty square feet for each additional occupant up to a maximum of one hundred twenty square feet (six occupants).

Comments: On the day of the inspection a holding cell was being used to house three females, which lacks the required the square. footage. Jail officials should reduce the population to the Bureau Recommended Capacity.

5120:1-8-04 (A) (2) Housing Cells: (b) (Important) One hundred square feet with seven feet least dimension for double occupancy, stacked bunks, one hundred ten square feet with nine feet least dimension for double occupancy, single bunks.

Comments: On the day of the inspection, the single, double and triple bunked cells were found to lack the required square footage. Jail officials should reduce the population to the Bureau Recommended Capacity.

5120:1-8-04 (A) (2) Housing Cells: (c) (Important) One hundred forty-five square feet with nine feet least dimension for triple occupancy, stacked bunk and single bunk; one hundred seventy square feet with twelve feet least dimension for triple occupancy, single bunks.

Comments: On the day of the inspection, the single, double and triple bunked cells were found to lack the required square footage. Jail officials should reduce the population to the Bureau Recommended Capacity.

5120:1-8-04 (G) (Important) Shower facilities 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.

Comments: The jail was not in compliance with the ratio of inmates to showers during those periods of time when they were exceeding their housing capacity. Furthermore temperatures were found to be above one hundred twenty degree range.

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 no policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

5120:1-8-04 (J) (Important) Natural light shall be provided in housing units, dorms, cells and/or dayspaces.

Comments: The jail does not provide all prisoners with access to natural lighting in cells.

5120:1-8-04 (L) (Important) If inmate access to clothing, bed, bedding, toilet, lavatory and shower are suspended, there shall be a daily review for reinstatement by the jail administrator or designee.

Comments: On the day of the inspection no policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

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

Comments: On the day of the inspection no policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

5120:1-8-05 (G) The jails shall maintain documentation that the following standards are met with regard to interior lighting: (1) (Important) At least twenty foot-candles, measured thirty inches above the floor, in inmate reading areas.

Comments: On the date of the inspection, the levels measured 10.1 foot-candles. Steps must be taken to increase jail lighting in inmate reading areas.

5120:1-8-05 (G) The jails shall maintain documentation that the following standards are met with regard to interior lighting: (2) (Important) At least fifteen foot-candles, measured thirty inches above the floor, in inmate accessible areas.

Comments: On the date of the inspection, the lighting was not in compliance.

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 documentation was provided for verification of lighting. Jail officials should provide light readings showing compliance to this 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 no policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

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 day of the inspection no policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

5120:1-8-05 (H) The jail shall maintain documentation that the following standards are met with regard to bedding, linens and clothing: (4) (Important) Blankets shall be cleaned or exchanged once a month;

Comments: On the day of the inspection no policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

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 no policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

5120:1-8-05 (H) The jail shall maintain documentation that the following standards are met with regard to bedding, linens and clothing: (6) (Important) Bedding, mattresses, towels and clothing shall be exchanged or cleaned when soiled.

Comments: On the day of the inspection no policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

5120:1-8-05 (J) (Important) The jail shall make provisions for inmate haircuts.

Comments: The jail does have equipment but needs to maintain documentation for verification.

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 written plan to correct jail related deficiencies was provided. Jail officials should provide a written plan to correct any deficiencies. as verification that this standard is in compliance.

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

Comments: The jail failed to provided verification of fire drills or drills were out of standard compliance. Jail officials should provide verification that one fire drill is done on every shift, every three months.

5120:1-8-06 (A) (Important) There shall be no limitation on the amount of incoming or outgoing mail or correspondence via the postal service when the inmate is responsible for the costs of postage.

Comments: On the day of the inspection no policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

5120:1-8-06 (D) (Important) Mail, correspondence and packages shall only be withheld, read or rejected based on legitimate jail interests of order and security and is justified and approved by the jail administrator or designee in writing. The inmate shall be notified if mail is withheld or rejected.

Comments: On the day of the inspection no policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

5120:1-8-06 (H) (Important) Inmates shall have access to legal counsel of record including telephone contact, written communication, and confidential visits.

5120:1-8-06 (B) (Important) Incoming and outgoing inmate mail, correspondence and packages shall be opened and inspected to intercept contraband or non permitted items. The jail shall document procedures for the appropriate disposition of intercepted items.

Comments: There were no policies or logs to support compliance with this standard.

5120:1-8-07 (C) (Important) Visitors shall be required to provide valid identification.

Comments: On the day of the inspection no policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

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

Comments: On the day of the inspection no policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

5120:1-8-07 (G) (Important) The jail shall establish visitor security procedures to prevent contraband from entering the jail.

Comments: On the day of the inspection no policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

5120:1-8-07 (J) (Important) Professional visits by attorneys of record or clergy shall be permitted as dictated by jail safety and security needs.

Comments: On the day of the inspection no policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

5120:1-8-09 (A) (Essential) Health authority. The jail has a designated health authority with responsibility for health and/or mental health care services pursuant a written agreement, contract or job description. The health authority may be a physician, health administrator or agency. When the health authority is other than a local physician, final clinical judgment rests with a single, designated, responsible, local physician licensed in Ohio. The health authority is responsible and authorized to:

Comments: On the day of the inspection no policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

5120:1-8-09 (AA) (Important) Inmate death. In all inmate deaths, the health authority determines the appropriateness of clinical care; ascertains whether corrective action in the system's policies, procedures, or practices is warranted; and, identifies trends that require further study.

Comments: On the day of the inspection no policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

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.

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 policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

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: At the time of the inspection the jail was not getting the Health Appraisal's done within the 14 days and not all aspects were looked at per the standard. Jail Officials should up date the appraisal form to meet all aspects of the standard and have the assessments within the 14 day period required by the standard.

5120:1-8-09 (E) (Essential) Full-service scope. The jail provides twenty-four-hour emergency medical, dental, and mental health care services.

Comments: On the day of the inspection no policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

5120:1-8-09 (F) (Essential) Sick call. A physician and/or qualified health care professional conducts sick call.

- (1) Once per week for jails with an average daily population of less than fifty.
- (2) Three times per week for jails with an average population of less than one hundred ninety-nine.
- (3) Five times per week for jails with an average daily population of two hundred or more.

Comments: On the day of the inspection no policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

5120:1-8-09 (G) (Essential) Credentials. All health and mental health care personnel who provide services to inmates are appropriately credentialed according to the licensure, certification, and registration requirements of Ohio. Verification of current credentials is on file at the facility. Health care staff work in accordance with profession-specific job descriptions approved by the health authority.

Comments: On the day of the inspection no policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

5120:1-8-09 (H) (Essential) Health and mental health complaints. 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 or follow-up shall be provided as necessary.

Comments: On the day of the inspection no policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

5120:1-8-09 (I) (Important) Personal physician treatment. Inmates can be treated by a personal physician in the jail at their own expense, upon the approval by the jail physician, provided that the current credentials of the personal physician are verified.

Comments: On the day of the inspection no policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

5120:1-8-09 (J) (Essential) Medical/mental health record. The jail shall maintain an accurate health/mental health record in written or electronic format. The health authority shall develop policies and procedures concerning the following areas:

- (1) Health records remain confidential and are only accessible to personnel designated by the health authority.
- (2) Correctional staff may be advised of inmates' health/mental health status only to preserve the health and safety of the inmate, other inmates, jail staff and in accordance state and federal laws.
- (3) Retention and reactivation of said records if an inmate returns to the facility.
- (4) Transfer of medical/mental health information or record to external care provider.

Comments: On the day of the inspection no policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

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 policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

5120:1-8-09 (L) (Important) Dental care. Inmates shall be provided dental and oral care under the direction and supervision of a dentist licensed in the state of Ohio. There is a system of established priorities for care, when in the dentist's judgment, the inmate's health would otherwise be adversely affected.

Comments: On the day of the inspection no policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

5120:1-8-09 (M) (Essential) Mental health services. Inmates evidencing signs of mental illness or developmental disability shall be referred immediately to qualified mental health personnel. The health authority shall develop 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.

Comments: On the day of the inspection no policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

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 no policy, procedure or documentation was provided to show verification of

compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

5120:1-8-09 (O) (Important) Emergency equipment/supplies. Emergency medical equipment and supplies, as determined by the health authority shall be available at all times and replenished, as needed and may include automatic external defibrillators (AEDs).

Comments: On the day of the inspection no policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

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 policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

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 policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

5120:1-8-09 (R) (Essential) Restraints. Use of restraints for medical and psychiatric purposes shall be applied in accordance with policies and procedures approved by the health authority, including:

- (1) Conditions under which restraints may be applied.
- (2) Types of restraints to be applied.
- (3) Identification of a qualified medical or mental health professional who may authorize the use of restraints after reaching the conclusion that less intrusive measures are not a viable alternative.
- (4) Monitoring procedures.
- (5) Length of time restraints are to be applied.
 - (a) There shall be ten-minute, varied checks by correctional staff;
 - (b) There shall be thirty-minute checks by health-trained personnel;
 - (c) Inmates in medical restraints, if possible, after every two hours of continuous use, each extremity is freed or exercised for a period of five to ten minutes.
- (6) Documentation of efforts for less restrictive treatment alternatives.
- (7) An after-incident review.

Comments: On the day of the inspection no policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

5120:1-8-09 (S) (Important) Continuous quality improvement program. The health authority shall develop a continuous quality improvement (CPI) system of monitoring and reviewing, at least annually, the fundamental aspects of the jail's health/mental health care system, including but not limited to: access to care; the intake process; emergency care and hospitalizations; and, adverse inmate occurrences, including all deaths. Periodic chart reviews are included to determine the timeliness and appropriateness of the clinical care provided to inmates.

Comments: On the day of the inspection no policy, procedure or documentation was provided to show verification of

compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

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 policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

5120:1-8-09 (U) (Essential) Continuing education for health trained personnel. All qualified health care professionals participate annually in continuing education appropriate for their position.

Comments: On the day of the inspection no policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

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 policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

5120:1-8-09 (X) (Essential) Confidentiality. 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.

Comments: On the day of the inspection no policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

5120:1-8-09 (Y) (Important) Informed consent. The health authority shall develop a policy and procedure requiring that all examinations, treatments and procedures are governed by informed consent practices applicable in the jail's jurisdiction.

Comments: On the day of the inspection no policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

5120:1-8-09 (Z) (Important) Privacy. The health authority shall develop a policy whereby health care encounters, including medical and mental health interviews, examinations, and procedures are conducted in a setting that respects the inmate's privacy.

Comments: On the day of the inspection no policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

5120:1-8-10 (D) (Important) Records of food items served at meals shall be maintained pursuant to the jail's record retention schedule.

Comments: During the inspection, the jail was not able to produce these required records.

5120:1-8-11 (C) (Important) The jail shall provide inmate access to reading materials.

Comments: On the day of the inspection no policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

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 policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

5120:1-8-12 (A) (Important) Written inmate rules shall specify prohibited acts or conduct, degrees of violations, ranges of penalties and disciplinary hearing procedures.

Comments: On the day of the inspection no policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

5120:1-8-12 (D) (Important) Jail disciplinary measures shall not include corporal punishment, discipline administered by inmates and withholding food.

Comments: On the day of the inspection no policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

5120:1-8-12 (E) (Important) Each jail shall have a written policy that specifies the circumstances under which a disciplinary hearing is conducted.

Comments: On the day of the inspection no policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

5120:1-8-12 (I) (Important) Jail inmates shall be afforded an opportunity to appeal disciplinary actions to the jail administrator or designee.

Comments: On the day of the inspection no policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

5120:1-8-12 (G) (Important) The inmate shall have a minimum period of twenty-four hours after receiving written notification of the rule violation(s) to prepare for the disciplinary hearing. The inmate may waive the twenty-four hour period. The inmate is given a hearing within forty-eight hours excluding holidays, weekends, and emergencies after receiving the written notification if placed in isolation or within three business days if the inmate is not placed in isolation. Postponement of the hearing may be granted.

Comments: During the inspection, the jail was not able to show policies or other documentation supporting compliance with this standard.

5120:1-8-12 (H) (Important) The inmate shall have a minimum period of twenty-four hours after receiving written notification of the rule violation(s) to prepare for the disciplinary hearing. The inmate may waive the twenty-four hour period. The inmate is given a hearing within forty-eight hours excluding holidays, weekends, and emergencies after receiving the written notification if placed in isolation or within three business days if the inmate is not placed in isolation. Postponement of the hearing may be granted.

Comments: During the inspection, the jail was not able to show policies or other documentation supporting compliance with this standard.

5120:1-8-15 (A) (Important) Each jail shall have written policies and procedures that govern the administrative segregation of inmates from the general population.

Comments: On the day of the inspection no policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

5120:1-8-15 (C) (Important) Administrative segregation shall be employed to separate an inmate from the general population whenever one or more of the following exists:

Comments: On the day of the inspection no policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

5120:1-8-15 (F) (Important) Inmates in administrative segregation shall receive all privileges and rights unless the inmate poses a threat to the security of the jail or the health and welfare of him/herself or others. Any suspension or modification of privileges and/or rights shall be documented.

Comments: On the day of the inspection no policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

5120:1-8-16 (B) (Important) Retaliation by staff for inmate grievances is prohibited.

Comments: On the day of the inspection no policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

5120:1-8-17 (A) (Important) Each full service jail shall have a designated jail administrator who is qualified by training or experience to supervise and control inmates as outlined in a written job description.

Comments: On the day of the inspection no policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

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 no policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

5120:1-8-17 (C) (Important) Annual standardized performance reviews of jail employees shall be conducted.

Comments: On the day of the inspection no policy, procedure or documentation was provided to show verification of compliance with this standard. Jail officials should provide policy, procedures or documentation as verification that this standard is in compliance.

5120:1-8-17 (D) (Important) There shall be 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 respect to weekends, holidays or 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 posts and 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.

(3) The staffing plan shall be reviewed once a year by the jail administrator and revised as needed.

Comments: On the day of the inspection the jail was unable to produce documentation showing compliance with any of the aspects of this standard.

5120:1-8-17 (E) (Important) A staff person shall be designated in charge or supervisor of each shift.

Comments: Jail officials advised that Corporals are in charge of shifts but they need to address this in policy and procedure. However there is no written policy to back this procedure.

5120:1-8-17 (F) (Important) There shall be a written policy and procedure governing the screening, training and use of volunteers in the jail.

Comments: During the inspection, the jail was not able to show policies or other documentation supporting compliance with this standard.

5120:1-8-18 (A) (Important) Jail support staff with routine contact shall receive training in 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.

Comments: Training files and/or other verification of the required training could not be produced by Jail Administration at the time of the inspection.

5120:1-8-18 (B) (Important) Correctional officers shall receive training as follows:

(1) Training in jail policies and within sixty days of employment.

(2) During the first year of assignment, training consistent with Chapter 109:2-9 of the Administrative Code.

(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.

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

5120:1-8-18 (C) (Important) 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 to jail 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.

Comments: Training records evidencing compliance for supervisors were not available to evaluate at the time of the inspection.

5120:1-8-18 (D) (Important) 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.

Comments: 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 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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