



Department of  
Rehabilitation & Correction

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

04/07/2017

Sheriff Dale Williams  
Carroll County Jail  
43 Second Street, S.E.  
Carrollton, OH 44615

RE: 2016 Annual Jail Inspection

Dear Sheriff Dale Williams:

In accordance with Section 5120.10 of the Ohio Revised Code and Executive Order 92-03 of the Department of Rehabilitation and Correction, the Carroll County Jail, a full service jail, was inspected on 10/26/2016. 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 Carroll County Jail is 35. On the date of the jail inspection, there were 26 inmates incarcerated in the Carroll County Jail. The Ohio Department of Rehabilitation and Correction recommended housing capacity for the jail is 15, which is based upon total available living space and other requirements. Officials should maintain prisoner counts within the Department's recommended capacity figure.

The Carroll County Jail (Full Service Jail) is in compliance with 95 standards, 43 "Essential", and 52 "Important".

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

The Carroll County Jail did not comply with 21 standards, 10 "Essential", and 11 "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.

5120:1-8-02 (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: At the time of inspection, the jails current policy, procedures, and practices were not in compliance with this standard and components specified. The documentation supporting this standard evidenced the jail was not classifying inmates in accordance to the jail's policy and procedure due to physical plant limitations.

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

Comments: At the time of inspection, jail administration advised the Bureau that due to overcrowding issues within the jail, the jail is not able to properly house inmates according to their classification(s). Although they try to accommodate classifications, they are not able to adhere to all components specified in standard..

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: The age and layout of the existing jail facility does not provide an established jail security perimeter required under the Minimum Standards for Jails in Ohio. Currently all staff has key cards to enter/exit the facility from various entries within the jail and to the Carroll County Courthouse. The elevator within the jail offers access to civilians using it for court purposes; the elevator does not possess an over-ride system.

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 age and layout of the existing jail facility does not provide a secure booking and release area that is required under the Standards for Jails in Ohio. The jail has two (2) separate prisoner booking areas (one adjacent to public entrance and the other from the Sallyport area) used by Law Enforcement and Jail Staff. Currently all staff has key cards to enter/exit the facility from various entries within the jail and sheriff's department.

5120:1-8-03 (A) Each full service jail shall maintain the following minimum standards in regard to security of the jail. (4) (Essential) Temporary weapons storage lockers or other secure storage at each point of entrance to the jail's security perimeter.

Comments: The age and layout of the existing jail facility does not provide a secure area for weapons storage; this in relation of not having an established security perimeter. The current weapons storage lockers are located in the deputy sheriff's reporting room.

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: The jails current policy, procedures and practices need updated to reflect standard and components specified (must be three (3) official counts not to exceed nine hours in duration from the previous count) .

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: At the time of inspection, the jail's supporting documentation for compliance did not show adherence for this standard (inmate observation checks were greater than sixty (60) minutes).

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: The jails current policy, procedures and practices need updated to reflect standard and components specified. This in regards to the use of physical restraints must checked/documented every 10 minutes; and the jail's physical restraint policy must be reviewed for policy compliance by the jail administrator or designee.

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: The facility's holding cell(s) do not meet the minimum square footage requirements for this standard.

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: The facility's housing cell(s) do not meet the minimum square footage requirements for this standard.

5120:1-8-04 (A) (2) Housing Cells: (d) (Important) One hundred eighty square feet with nine feet least dimension for quadruple occupancy, two stacked bunks, two hundred fifteen square feet with twelve feet least dimension for quadruple occupancy, single bunks.

Comments: The facility's housing cell(s) do not meet the minimum square footage requirements for 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: The facility's lighting in all housing units are not reducible for inmate sleeping areas; and do not meet the foot-candles of light requirements for this standard.

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: At the time of inspection, the jail did not provide supporting documentation in order to evidence compliance for this standard.

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: The jails current policy, procedures and practices need updated to reflect standard and components

specified.

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: The jails current policy, procedures and practices need updated to reflect standard and components specified (J 3).

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: The jails current policy, procedures and practices need updated to reflect standard and components specified (informed consent).

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: The jails current policy, procedures and practices need updated to reflect standard and components specified.

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.

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: The jails current policy, procedures and practices need updated to reflect standard and components specified.

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: The jails current policy, procedures and practices need updated to reflect standard and components

specified.

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: The jails current policy, procedures and practices need updated to reflect standard and components specified.

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](http://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,

A handwritten signature in blue ink that reads "Joel M. Commins". The signature is written in a cursive style and is positioned above a horizontal line.

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