



Department of  
Rehabilitation & Correction

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

04/03/2018

Sheriff Deborah Burchett  
Clark County Jail  
120 N. Fountain Avenue  
Springfield, OH 45502

RE: 2017 Annual Jail Inspection

Dear Sheriff Deborah Burchett:

In accordance with Section 5120.10 of the Ohio Revised Code and Executive Order 92-03 of the Department of Rehabilitation and Correction, the Clark County Jail, a full service jail, was inspected on 12/08/2017. 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 Clark County Jail is 180. On the date of the jail inspection, there were 190 inmates incarcerated in the Clark County Jail. The Ohio Department of Rehabilitation and Correction recommended housing capacity for the jail is 167, which is based upon total available living space and other requirements. Officials should maintain prisoner counts within the Department's recommended capacity figure.

The Clark County Jail (Full Service Jail) is in compliance with 78 standards, 36 "Essential", and 42 "Important".

5120:1-8-01 (A)(1); -01 (A)(3); -01 (A)(4); -01 (A)(7); -01 (A)(9); -01 (A)(12); -02 (B)(1); -02 (B)(4); -02 (D); -03 (A)(1); -03 (A)(3); -03 (A)(4); -03 (A)(5); -03 (A)(7); -03 (B)(2); -03 (B)(4); -03 (B)(5); -03 (B)(6); -03 (B)(8); -03 (B)(9); -03 (B)(10)(a); -03 (B)(10)(b); -03 (B)(10)(c); -03 (B)(10)(d); -03 (B)(12); -03 (B)(15); -03 (B)(17); -04 (E); -04 (K); -05 (A); -05 (C); -05 (E); -05 (G)(1); -05 (G)(2); -05 (H)(3); -05 (I); -05 (J); -05 (L); -05 (M); -05 (N); -05 (P); -05 (Q); -06 (C); -06 (G); -07 (A); -07 (E); -07 (I); -09 (D); -09 (E); -09 (F); -09 (G); -09 (H); -09 (U); -09 (V); -09 (X); -10 (A); -10 (B); -10 (C); -10 (D); -10 (E); -10 (F); -10 (G)(1); -10 (G)(2); -11 (E); -12 (B); -12 (C); -12 (F); -12 (G); -12 (H); -15 (B); -15 (D); -15 (E); -16 (A); -17 (E); -17 (F); -17 (G); -18 (C); -18 (D);

The Clark County Jail did not comply with 36 standards, 16 "Essential", and 20 "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 (B) (2) (Important) Each full service jail shall have written policies and procedures, and practices which evidence, compliance with the following standards: Violent and non-violent inmates are not placed in the same cell or unsupervised areas together.

Comments: On the day of the inspection there was no way to separate female violent and non violent inmates from each other. Jail officials should keep all violent and non violent inmates house separately.

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 jail policy did not reflect the standard, furthermore the facility does not have two way communication in any cells. Jail officials should make sure there is a two-way communications system between central control, staffed posts and inmate occupied areas.

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 date of the inspection documents provided showed some checks were over the 60 minutes. Jail officials should make sure personal observation checks are being done every sixty minutes on an irregular schedule

5120:1-8-03 (B) (11) Procedures guide searches of jails and inmates to control contraband.  
(b) (Essential) A security inspection of the jail shall be conducted once per month.

Comments: On the day of the inspection downloaded documents did not meet the standard. jail officials should provided documentation showing verification of compliance to the standard.

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 downloaded documents did not meet the standard. jail officials should provided documentation showing verification of compliance to 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. (16) (Important) Keys, tools and culinary equipment are inventoried and use is controlled.

Comments: On the day of the inspection documentation did not meet all aspects of the standard. Key control policy is complaint, however tools and culinary equipment documentation and policy needs downloaded. Jail officials should download documentations showing compliance with all aspects of the standard.

5120:1-8-04 (A) (4) Full service jails shall provide inmates with sufficient space. The jail shall maintain documentation regarding square footage and maximum occupancy figures for all housing and holding areas, and shall comply with the following minimum requirements: Dayspace: (Important) Thirty-five square feet per number of occupants occupying the dayspace at one time. Minimum size of one hundred five square feet.

Comments: On the day of the inspection the jail was over BRC thus being over in day space square footage. Jail officials should maintain the inmate population at or below BRC.

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: On the day of the inspection the jail was over BRC and did not have enough seats for all inmates. Jail officials should maintain inmate population at or below BRC.

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: On the day of the inspection the jail did not provide documentation from a qualified source, furthermore it was not addressed in policy. Jail officials should provide documentation from a qualified source showing compliance, also should update policy with standard language..

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

Comments: On the day of the inspection some of the holding cells were very cold, one registered at 56 degrees. Jail officials should make sure all areas of the jail remain at an acceptable comfort level as stated in your policy.

5120:1-8-04 (F) (Important) Toilet facilities at a minimum of one operable toilet for every twelve occupants.

Comments: On the day of the inspection the jail was over BRC and did not meet the 1/12 inmates per toilet ration. Jail officials should maintain inmate population at or below BRC.

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: On the day of the inspection the jail was over BRC and did not meet the 1/12 inmates per shower ration. Jail officials should maintain inmate population at or below BRC.

5120:1-8-04 (H) (Important) One operable wash basin with hot and cold potable water for every twelve occupants.

Comments: On the day of the inspection the jail was over BRC and did not meet the 1/12 inmates per wash basis ration. Jail officials should maintain inmate population at or below BRC.

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

Comments: On the day of the inspection there were cells which did not provide any natural light. Jail officials should provide natural light to all inmates.

5120:1-8-05 (B) (Essential) All areas of a full service jail shall be safe and sanitary, including the food service and laundry areas. Staff and inmates shall have specific housekeeping responsibilities, which shall include, but are not limited to daily cleaning of toilets, urinals, sinks, drinking facilities and showers in areas occupied by inmates and disposal of garbage.

Comments: On the day of the inspection many aspects of the housing units and cells did not appear to be cleaned regularly. Jail officials should make sure inmates are fulfilling their daily cleaning responsibility.

5120:1-8-05 (K) (Important) Shaving equipment and supplies shall be made available daily. Issuance and retrieval of shaving equipment and supplies shall be documented.

Comments: On the day of the inspection policy was corrected to meet the standard. However no documentation was provided to verify issuance / retrieval logs. Jail officials should provide documentation showing compliance with the standard.

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

Comments: On the day of the inspection documentation provided was not to standard. Fire drills are to be conducted every three months on each shift. Fire drill sheet still shows quarterly, no every three months. Documents provided showed fire drills are over the three month standard. Jail officials should make sure fire drills are being conducted with in every three months of each other.

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: On the day of the inspection, policy stated that out going mail was not inspected. Jail officials should update policy and procedure to make sure the out going mail is open and inspected to intercept contraband or non permitted items.

5120:1-8-07 (D) (Important) Visitors shall register upon entry into the jail. The registry shall include the date, visitor names, inmate visited and length of the visit.

Comments: On the documentation provided did not meet all aspects of the standard. Jail officials should see that all aspects of the standard are being done.

5120:1-8-07 (H) (Important) Visits shall be restricted only if the jail administrator or designee determines that a visit is a threat to safety, security or the best interests of the jail. The jail administrator or designee shall document restrictions in writing.

Comments: On the day of the inspection policy states that inmates are denied visitation for claustrophobia. furthermore no example of jail administrator restrictions in writing. Jail officials should update policy to the standard.

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 documentation was provided in reference to the designated health authority with responsibility for health and/or mental health care services pursuant a written agreement, contract or job description. Jail officials should download a current the current contact or agreement with your health authority. If the health authority is a hired full time employee you may download the job description.

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 no documentation was provided as verification that all staff is health trained. Jail officials should provided documentation that all jail staff is health trained.

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 not all aspects of the standard addressed and the health authority had not given a sign approval of the policy. Jail officials need to address all aspects of the standard in the health screen and the health authority needs to approve the policy. Furthermore jail officials should download verification all staff are health trained.

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 the policy did not address as aspects of the standard. Furthermore the policy was not developed and approved by the health authority. Jail officials should update policy to address as aspects of the standard and have the health authority review and approve it.

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 the policy had not been approved by the health authority and there was not language addressing incoming medications brought to the jail. Jail officials should add language to the policy to address all aspects and then have the policy reviewed and approved by the health authority.

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 documentation provided did not meet all aspects of the standard. Jail officials should update policy to reflect the standard. Furthermore the policy needs to be approved by the health authority.

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 some areas of the policy did not meet the standard. All completed suicides must be immediately report to coroner. Furthermore need to see verification all staff is health trained and the health authority has approved the policy. Jail officials should update policy to reflects all aspects of the standard and download other materials as verification of 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 date of the inspection documentation downloaded did not show corrections staff had all been health trained and the policy has not been approved by the health authority. Jail officials should download materials showing compliance with this standard. Furthermore make sure the policy is reviewed and updated annually, the current policy did not address this.

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 the policy had not been approved by Health Authority. Jail officials should have this policy reviewed and approved by the health authority.

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 date of the inspection the policy had not been approved by the health authority. Jail officials should have this policy reviewed and approved by the health authority.

5120:1-8-11 (A) (Important) Exercise and/or equipment for inmates shall be provided and the jail shall ensure that inmates are offered at least five hours per week.

Comments: On the day of the inspection inmates housed in the booking area were not given any recreation at all. Jail officials should make sure all inmates are getting at least five hours of recreation per week.

5120:1-8-11 (B) (Important) The jail shall provide for inmate television viewing and table games.

Comments: On the day of the inspection inmates housed in the booking area were not given any recreation at all. Jail officials should make sure all inmates are getting at least five hours of recreation per week.

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 no calculated shift relief factor was provided, furthermore policy does not make sure the policy is reviewed once a year by the jail administrator and revised as needed. Jail officials should complete a calculated shift relief and update policy to make sure it is reviewed at least once a year or as needed.

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: On the day of the inspection documentation provided didn't show first aid/ CPR and Standards for Jails in Ohio were taught. Jail officials should incorporate these trainings.

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 policy didn't reflect 8 hours of in-service each subsequent years of employment. Also officers are not doing during the first year of assignment, training consistent with Chapter 109-2-9 of the Administrative Code. Jail officials should update policy to comply .

5120:1-8-18 (E) (Important) The jail policies and procedures shall be available to jail staff, reviewed annually and updated by the sheriff, jail administrator, or designee, as needed.

Comments: On the day of the inspection policy provided does not meet the standard. Jail officials should update policy to meet compliance with the standard.

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,



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Stephen Holland, State Jail Inspector  
Bureau of Adult Detention  
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# Ohio | Department of Rehabilitation & Correction

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

June 11, 2018

Sheriff Deborah Burchett  
Clark County Jail  
120 N. Fountain Avenue  
Springfield, Ohio 45502

RE: 2017 – Annual Jail Inspection/Plans of Action

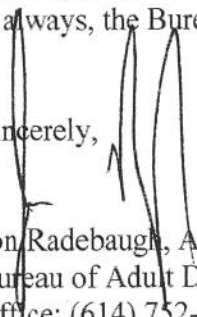
Dear Sheriff Burchett:

The Bureau of Adult Detention has received the Plans of Action you submitted through the Ohio Jail Management System (OHJMS) in response to the annual inspection of the Clark County Jail on December 8, 2017. We appreciate your efforts in attempting to maintain compliance with the Minimum-Standards for Jails in Ohio.

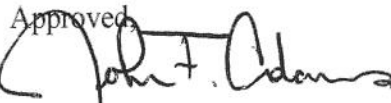
I have reviewed the provided material. The Plans of Action submitted appear to identify the proposed means for bringing the Clark County Jail back into compliance with the deficiencies noted on the inspection report. We encourage you to implement these changes as soon as possible. The Clark County Jail will remain a *Status Jail* until the next inspection or until the remaining corrective action has been completed.

Please feel free to contact me if you have questions or concerns relating to this correspondence. As always, the Bureau remains available to provide technical assistance upon request.

Sincerely,

  
Jon Radebaugh, Assistant Administrator  
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cc: Lt. Michael Young, Jail Administrator  
Clark County Commissioners  
File