



Department of  
Rehabilitation & Correction

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

03/02/2017

Sheriff Tim Rogers  
Coshocton County Justice Center  
328 Chestnut Street  
Coshocton, OH 43812

RE: 2016 Annual Jail Inspection

Dear Sheriff Tim Rogers:

In accordance with Section 5120.10 of the Ohio Revised Code and Executive Order 92-03 of the Department of Rehabilitation and Correction, the Coshocton County Justice Center, a full service jail, was inspected on 12/14/2016. 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 Coshocton County Justice Center is 60. On the date of the jail inspection, there were 51 inmates incarcerated in the Coshocton County Justice Center. 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 Coshocton County Justice Center (Full Service Jail) is in compliance with 35 standards, 15 "Essential", and 20 "Important".

5120:1-8-01 (A)(11); -01 (A)(13); -01 (A)(2); -01 (A)(5); -03 (A)(4); -03 (B)(10)(b); -03 (B)(10)(c); -03 (B)(14); -03 (B)(5); -05 (F); -05 (Q); -06 (A); -07 (C); -07 (G); -07 (J); -09 (F); -09 (H); -09 (I); -09 (O); -09 (Q); -09 (R); -09 (U); -09 (W); -09 (Y); -09 (Z); -10 (A); -10 (B); -10 (G)(1); -10 (G)(2); -11 (C); -11 (D); -15 (C); -15 (F); -16 (B); -17 (A);

The Coshocton County Justice Center did not comply with 81 standards, 38 "Essential", and 43 "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: At the time of inspection, the jails current policy and procedures need updated to reflect this standard and components specified. Additionally, supporting documentation to support this standard was not made available to evidence 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: At the time of inspection, the jail did not provide supporting documentation in order to evidence compliance for this standard.

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

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

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

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

Comments: At the time of inspection, the jails current policy and procedures need updated to reflect this standard and components specified. Additionally, supporting documentation to support this standard was not made available to

evidence 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: At the time of inspection, the jails current policy and procedures need updated to reflect this standard and components specified

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

Comments: At the time of inspection, the jails current policy and procedures need updated to reflect this standard and components specified. Additionally, supporting documentation to support this standard was not made available to evidence 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: At the time of inspection, the jails current policy and procedures need updated to reflect this standard and components specified. Additionally, supporting documentation to support this standard was not made available to evidence compliance.

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 does not provide an established jail security perimeter. Currently all jail staff posses key fobs and/or keys to enter/exit the facility from various entries within the jail.

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: Due to the age and layout, the Coshocton County Jail does not provide a secure booking and release area. Additionally, the jails current policy, procedures and practices need updated to reflect standard.

5120:1-8-03 (A) Each full service jail shall maintain the following minimum standards in regard to security of the jail. (5) (Essential) If installed, closed circuit televisions that are operational and preclude the monitoring of shower, toilet and clothing exchange areas.

Comments: At the time of inspection, the jails current policy and procedures need updated to reflect this standard and components specified.

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: The jail currently does not have a two way communications system in place to evidence compliance for this standard.

5120:1-8-03 (A) Each full service jail shall maintain the following minimum standards in regard to security of the jail. (7) (Essential) Equipment necessary to maintain utilities, communications, security and fire protection in an emergency. Documentation supports that such equipment is tested quarterly and repaired or replaced as needed.

Comments: At the time of inspection, the jails current policy and procedures need updated to reflect this standard and

components specified. Additionally, supporting documentation to support this standard was not made available to evidence 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. (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: At the time of inspection, the jails current policy and procedures need updated to reflect this standard and components specified. Additionally, supporting documentation to support this standard was not made available to evidence 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: At the time of inspection, the jails current policy and procedures need updated to reflect this standard and components specified. Additionally, supporting documentation to support this standard was not made available to evidence 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: At the time of inspection, the jails current policy and procedures need updated to reflect this standard and components specified. Additionally, supporting documentation to support this standard was not made available to evidence 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: At the time of inspection, the jails current policy and procedures need updated to reflect this standard and components specified. Additionally, supporting documentation to support this standard was not made available to evidence compliance.

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: At the time of inspection, the jails current policy and procedures need updated to reflect this standard and components specified. Additionally, supporting documentation to support this standard was not made available to evidence 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: At the time of inspection, the jails current policy and procedures need updated to reflect this standard and components specified. Additionally, supporting documentation to support this standard was not made available to evidence 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: The jails current policy, procedures and practices need updated to reflect standard and components specified. At the time of inspection, the inspector could not locate the jail's policy related to this 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. (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: At the time of inspection, the jails current policy and procedures need updated to reflect this standard and components specified. Additionally, supporting documentation (verification of consultation with the County prosecutor) to support this standard was not made available to evidence 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: At the time of inspection, the jail did not provide supporting documentation in order to evidence compliance for this 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. (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: At the time of inspection, the jails current policy and procedures need updated to reflect this standard and components specified. Additionally, supporting documentation to support this standard was not made available to evidence 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. (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: Supporting documentation/logs reviewed on the date of inspection disclosed that logged times exceeded 60 minute personal observation checks.

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: At the time of inspection, the jails current policy and procedures need updated to reflect this standard and components specified. Additionally, supporting documentation to support this standard was not made available to evidence compliance.

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: (a) (Important) Seventy square feet for single occupancy forty-eight square feet in jails constructed prior to 1983.

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: (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.

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

Comments: The facility's dormitory does not meet the minimum square footage requirements for this standard. Furthermore, approval by the Bureau of Adult Detention to operate the jails dormitory was not provided at the time of inspection.

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

5120:1-8-04 (K) (Essential) Unadjudicated juvenile inmates shall be separated by sight and sound from adult inmates.

Comments: At the time of inspection, the jails current policy and procedures need updated to reflect this standard and components specified.

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: At the time of inspection, the jails current policy and procedures need updated to reflect this standard and components specified.

5120:1-8-05 (A) (Essential) The jail shall provide all inmates with hygiene articles at intake and replacement items to

indigent inmates.

Comments: At the time of inspection, the jails current policy and procedures need updated to reflect this standard and components specified.

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: At the time of inspection, the jails current policy and procedures need updated to reflect this standard and components specified. Additionally, supporting documentation to support this standard was not made available to evidence compliance.

5120:1-8-05 (C) (Essential) Monthly sanitation, vermin and safety inspections of all areas shall be done by a designated trained staff person.

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

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

Comments: At the time of inspection, the jail had areas that had signs of disrepair. Additionally, the jail did not provide supporting documentation in order to evidence compliance for this standard.

5120:1-8-05 (E) (Essential) The jail shall be inspected annually by local or state health authorities and a written report shall be provided. There shall be a written plan to correct jail-related deficiencies.

Comments: At the time of inspection, the jail did not have a plan to correct jail related deficiencies in their current policies, procedures and practices. Additionally, deficiencies were noted on the jails annual health inspection report.

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: At the time of inspection, the jail did not provide supporting documentation in order to evidence compliance for 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: At the time of inspection, the jails current policy and procedures need updated to reflect this standard and components specified. Additionally, supporting documentation to support this standard was not made available to evidence 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: At the time of inspection, the jail did not provide supporting documentation in order to evidence compliance for 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: (4) (Important) Blankets shall be cleaned or exchanged once a month;

Comments: At the time of inspection, the jails current policy and procedures need updated to reflect this standard and components specified. Additionally, supporting documentation to support this standard was not made available to evidence 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: At the time of inspection, the jails current policy and procedures need updated to reflect this standard and components specified. Additionally, supporting documentation to support this standard was not made available to evidence 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: At the time of inspection, the jails current policy and procedures need updated to reflect this standard and components specified. Additionally, supporting documentation to support this standard was not made available to evidence compliance.

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 had not been inspected prior to annual jail inspection. Per Jail Administration, the jail was to be inspected by the fire department on 12/20/2016 and the Jail Administrator advised the Bureau that he would forward a copy of the inspection report. As of this report date, a copy of the fire inspection report had not been forwarded.

5120:1-8-05 (M) (Essential) The jail shall have a written fire safety plan approved by local fire officials, and that is reviewed annually and updated as needed. The plan shall include fire prevention, training and drills, fire response and post-fire documentation and review. A current copy of the plan shall be maintained at the local fire department.

Comments: At the time of inspection, the jails current policy and procedures need updated to reflect this standard and components specified. Additionally, supporting documentation to support this standard was not made available to evidence compliance.

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

Comments: At the time of inspection, the jails current policy and procedures need updated to reflect this standard and components specified. Additionally, supporting documentation to support this standard was not made available to evidence compliance.

5120:1-8-05 (P) (Essential) Jail furnishings shall meet fire safety performance standards.

Comments: At the time of inspection, the jails current policy and procedures need updated to reflect this standard and components specified. Additionally, supporting documentation to support this standard was not made available to evidence 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: At the time of inspection, the jails current policy and procedures need updated to reflect this standard and components specified. Additionally, supporting documentation to support this standard was not made available to evidence compliance.

5120:1-8-06 (F) (Important) Indigent inmates shall receive writing materials, envelopes and postage for two letters per week.

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

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

Comments: At the time of inspection, the jails current policy and procedures need updated to reflect this standard and components specified. Additionally, supporting documentation to support this standard was not made available to evidence compliance.

5120:1-8-07 (B) (Important) The visitation area shall be equipped with seating.

Comments: Due to the age and layout of the jail, the jail does not provide seating in the visitation area.

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

Comments: At the time of inspection, the jails current policy and procedures need updated to reflect this standard and components specified.

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: At the time of inspection, the jails current policy and procedures need updated to reflect this standard and components specified. Per speaking with the Health Authority, it was learned at the time of the inspection, that the jail had not provided the Health Authority with the jails medical policy and procedures in order to be reviewed during this inspection cycle.

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: At the time of inspection, the jails current policy and procedures need updated to reflect this standard and components specified.

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: At the time of inspection, the jails current policy and procedures need updated to reflect this standard and components specified. Additionally, supporting documentation to support this standard was not made available to evidence compliance.

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: At the time of inspection, the jails current policy and procedures need updated to reflect this standard and components specified. Additionally, supporting documentation (staff training) to support this standard was not made available to evidence compliance. Furthermore, the assessment shall be conducted using forms that include all the elements contained in this standard.

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 inspection, a random selection of inmate files were inspected which indicated the health authority had exceeded the 14 day time requirements for this state standard. The jail's current policy and procedure

that supports this standard needs updated to reflect standard and all the components listed.

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

Comments: At the time of inspection, the jails current policy and procedures need updated to reflect this standard.

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

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: At the time of inspection, the jails current policy and procedures need updated to reflect this standard and components specified.

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: At the time of inspection, the jails current policy and procedures need updated to reflect this standard and components specified. Additionally, supporting documentation (staff training) to support this standard was not made available to evidence 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: At the time of inspection, the jails current policy and procedures need updated to reflect this standard and components specified.

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: At the time of inspection, the jails current policy and procedures need updated to reflect this standard and components specified.

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: At the time of inspection, the jails current policy and procedures need updated to reflect this standard and components specified. Additionally, supporting documentation (staff training) to support this standard was not made available to evidence 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: At the time of inspection, the jails current policy and procedures need updated to reflect this standard and components specified.

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: At the time of inspection, the Health Authority advised this inspector that this standard would not evidence compliance during this inspection cycle and will be developed and implemented for future inspections.

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: At the time of inspection, the Health Authority advised this inspector that this standard would not evidence compliance during this inspection cycle and will be developed and implemented for future inspections.

5120:1-8-09 (V) (Essential) Special nutritional and medical diets. Inmate diets are modified when ordered by the appropriate licensed individual to meet specific requirements related to clinical conditions.

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 (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: At the time of inspection, the jails current policy and procedures need updated to reflect this standard and components specified.

5120:1-8-10 (C) (Essential) Menu cycles and contents shall be evaluated and approved annually by a licensed nutritionist or registered dietitian or registered dietitian nutritionist.

Comments: At the time of inspection, the current menu cycle/ contents that had been evaluated annually from the Licensed Nutritionist/ Registered Dietician had expired. Jail Administration had advised the inspector that a renewal would be forwarded to the Bureau for review.

5120:1-8-10 (E) (Essential) The jail shall make provisions for modified diets by physician's order or to accommodate the mandatory dietary requirements of a recognized religion practiced by the inmate.

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

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

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

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: At the time of inspection, the jails current policy and procedures need updated to reflect this standard and components specified. Additionally, supporting documentation to support this standard was not made available to evidence compliance.

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

Comments: At the time of inspection, the jails current policy and procedures need updated to reflect this standard and components specified. Additionally, supporting documentation to support this standard was not made available to evidence 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: At the time of inspection, the jails current policy and procedures need updated to reflect this standard.

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

Comments: At the time of inspection, the jails current policy and procedures need updated to reflect 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: Due to the age and layout of the facility, the jail does not provide an area to administratively segregate prisoners from the rest of the general population.

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

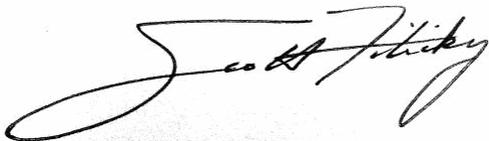
Comments: At the time of inspection, the jail did not provide supporting documentation in order to evidence compliance for this standard.

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

Comments: At the time of inspection, the jails current policy and procedures need updated to reflect this standard and components specified. Additionally, supporting documentation to support this standard was not made available to evidence compliance.

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,



---

Scott Filicky, State Jail Inspector  
Bureau of Adult Detention  
770 West Broad Street  
Columbus, Ohio 43222  
Phone: (614) 387-0588  
Email: [scott.filicky@odrc.state.oh.us](mailto:scott.filicky@odrc.state.oh.us)