



Department of
Rehabilitation & Correction

John R. Kasich, Governor
Stuart C. Hudson, Interim Director

10/30/2018

Sheriff Scott Kent
Crawford County Justice Center
3613 Stetzer Road
Bucyrus, OH 44820

RE: 2018 Annual Jail Inspection

Dear Sheriff Scott Kent:

In accordance with Section 5120.10 of the Ohio Revised Code and Executive Order 92-03 of the Department of Rehabilitation and Correction, the Crawford County Justice Center, a full service jail, was inspected on 10/29/2018. The inspection was restricted to assessing compliance with a group of standards, selected from the Standards for Jails in Ohio promulgated by the Department of Rehabilitation and Correction. The group of standards being inspected focused on Reception & Release, Classification, Security, Housing, Sanitation and Environmental Conditions, Communication, Visitation, Medical and Mental Health Services, Food Service, Recreation and Programming, Inmate Discipline, Administrative Segregation, Grievance, Staffing, and Staff Training. The inspection consisted of this Inspector receiving and/or reviewing requested documentation and/or materials, touring selected areas of the jail, and having discussions with various jail staff.

The total actual general housing capacity for the Crawford County Justice Center is 121. On the date of the jail inspection, there were 89 inmates incarcerated in the Crawford County Justice Center. The Ohio Department of Rehabilitation and Correction recommended housing capacity for the jail is 121, which is based upon total available living space and other requirements. Officials should maintain prisoner counts within the Department's recommended capacity figure.

The Crawford County Justice Center (Full Service Jail) is in compliance with 96 standards, 48 "Essential", and 48 "Important".

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

The Crawford County Justice Center did not comply with 19 standards, 5 "Essential", and 14 "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) (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 officials notified this inspector that they are currently unable to separate work release inmates due to the facility having more female inmates than what the jail was designed for.

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 jail's current policy and procedures need to be updated to reflect this standard and components specified. Additionally, 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. (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, Jail Administration 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. (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, this inspector was unable to verify that personal observation checks are being made every 60 minutes on an irregular schedule. This inspector learned that the jail's computer program automatically logs the times for personal observation checks every 60 minutes instead of the actual time of the check being recorded.

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, Jail Administration provided supporting documentation that did not evidence compliance for this standard.

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, Jail Administration did not upload documentation in order to evidence compliance for this 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: At the time of inspection, Jail Administration did not upload documentation in order to evidence compliance 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: At time of inspection, due to overcrowding of female inmates, the housing cell area had inmate(s) placed on temporary beds and therefore does not meet the square footage requirement 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: At time of inspection, due to overcrowding of female inmates, the dormitory area had inmate(s) placed on temporary beds and therefore does not meet the square footage requirement for this standard.

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, Jail Administration did not provide supporting documentation that would evidence compliance 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: At the time of inspection, Jail Administration 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: (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, Jail Administration provided supporting documentation that did not 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, Jail Administration provided supporting documentation that did not evidence compliance for this standard.

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, Jail Administration did not upload documentation in order to evidence compliance for this standard.

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, Jail Administration did not upload documentation in order to evidence compliance for this standard.

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, Jail Administration did not provide supporting documentation in order to evidence compliance for this standard.

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, Jail Administration did not provide supporting documentation (i.e. training verification for initial and annual training) in order to evidence compliance for this standard.

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

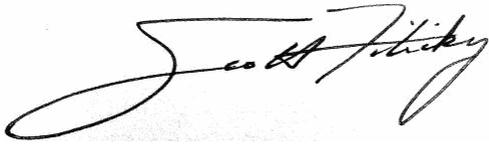
Comments: At the time of inspection, the jails current policy and procedures need updated to reflect this standard and components specified. Additionally, the jail did not provide supporting documentation in order to evidence compliance for this standard.

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

Comments: At the time of inspection, Jail Administration did not provide supporting documentation (i.e. annual standardized performance reviews) in order to evidence compliance for this 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 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 black ink, reading "Scott Filicky". The signature is written in a cursive style with a large, sweeping initial "S".

Scott Filicky, State Jail Inspector
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