

Ohio | Department of Rehabilitation & Correction

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

June 7, 2018

Sheriff Jeffrey Paden
Guernsey County Jail
601 Southgate Parkway
Cambridge, Ohio 43725

RE: 2017 – Annual Jail Inspection

Dear Sheriff Paden,

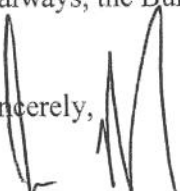
The Bureau of Adult Detention has received the plans of action and corrective material you submitted through the Ohio Jail Management System (OHJMS) in response to the annual inspection of the Guernsey County Jail on November 14, 2017. We appreciate your efforts in attempting to maintain compliance with the Standards for Jails in Ohio.

I have reviewed the provided material. The documentation will increase the level of compliance for the Guernsey County Jail on Jail Standards: 5120: 1-08-01(A)(3)(Important); -03(B)(9)(Essential); -05(C)(Essential); -11(A)(Important); -12(C)(Important); -15(D)(Important); and -15(E)(Important).

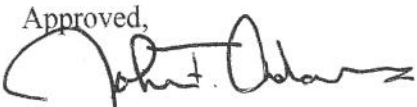
The Plans of Action submitted for the remaining deficiencies appear to identify the proposed means for bringing the Guernsey County Jail back into compliance with these Standards. We encourage you to implement these changes as soon as possible. The Guernsey County Jail will remain a *Status Jail* until 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
ODRC/Bureau of Adult Detention
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Approved,


John F. Adams, Administrator
ODRC/Bureau of Adult Detention
Office: (614) 752-1834
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cc: Lt. Jim Stoney, Jail Administrator
Guernsey County Board of Commissioners



Department of
Rehabilitation & Correction

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

03/28/2018

Sheriff Jeffrey Paden
Guernsey County Jail
601 Southgate Parkway
Cambridge, OH 43725

RE: 2017 Annual Jail Inspection

Dear Sheriff Jeffrey Paden:

In accordance with Section 5120.10 of the Ohio Revised Code and Executive Order 92-03 of the Department of Rehabilitation and Correction, the Guernsey County Jail, a full service jail, was inspected on 11/14/2017. 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 Guernsey County Jail is 66. On the date of the jail inspection, there were 89 inmates incarcerated in the Guernsey County Jail. The Ohio Department of Rehabilitation and Correction recommended housing capacity for the jail is 66, which is based upon total available living space and other requirements. Officials should maintain prisoner counts within the Department's recommended capacity figure.

The Guernsey County Jail (Full Service Jail) is in compliance with 96 standards, 51 "Essential", and 45 "Important".

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

The Guernsey County Jail did not comply with 20 standards, 3 "Essential", and 17 "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) (3) (Important) (3) (Important) A booking and identification record shall be made of every commitment that includes the following information:

- (a) Time and date of commitment;
- (b) Name and alias;
- (c) Official charge or charges;
- (d) Authority for commitment;
- (e) Date of birth of inmate;
- (f) Sex and race of inmate;
- (h) Marital status of inmate;
- (g) Height and weight of inmate;
- (i) Home address and telephone number of inmate;
- (j) Spouse, next of kin, or person to notify in case of an emergency;
- (k) Social security number;
- (l) Identifying characteristics (scars, or marks.)

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

5120:1-8-03 (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, 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.
(b) (Essential) A security inspection of the jail shall be conducted once per month.

Comments: At the time of inspection, Jail Administration provided supporting documentation that did not evidence compliance for this 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: At the time of inspection, temporary beds (boats) were used to assist with overcrowding in the Jail; affecting several inmate housing units exceeding the minimum square footage requirements for this standard.

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, Jail Administration provided supporting documentation that did not evidence

compliance for this standard.

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

Comments: At the time of inspection, random light meter readings were conducted in inmate reading areas that indicated the jail does not meet the required foot candles for this standard. Periodic inspections shall be conducted to ascertain that at least 20 foot-candles of light is provided in all inmate reading areas measured 30 inches from the floor. Foot-candles are measured by a light meter held either at the desk/table level or 30 inches above the floor.

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

Comments: At the time of inspection, random light meter readings were conducted in inmate accessible areas that indicated the jail does not meet the required foot candles for this standard. Periodic inspections shall be conducted to ascertain that at least 15 foot-candles of light is provided in all inmate accessible areas measured 30 inches from the floor. Foot-candles are measured by a light meter held either at the desk/table level or 30 inches above the floor.

5120:1-8-05 (I) (Important) Each inmate shall be provided the opportunity for a hot shower not to exceed forty-eight hours.

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 (N) (Important) Training in jail fire safety equipment shall be conducted annually.

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

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

5120:1-8-12 (C) (Important) Inmate rules shall specify the fundamental rights that cannot be suspended except in an emergency or other condition beyond the control of the jail administrator.

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

5120:1-8-12 (F) (Important) Pre-disciplinary hearing requirements shall include, at minimum a written incident report, an inmate's opportunity to waive in writing the disciplinary hearing, an investigation that commences within twenty-four hours of the incident to determine whether sufficient evidence exists to support the charge, and written notification to the inmate of the nature and date of the violation within twenty-four hours of the alleged violation(s) or discovery of the alleged violation(s).

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

5120:1-8-12 (G) (Important) The inmate shall have a minimum period of twenty-four hours after receiving written notification of the rule violation(s) to prepare for the disciplinary hearing. The inmate may waive the twenty-four hour

period. The inmate is given a hearing within forty-eight hours excluding holidays, weekends, and emergencies after receiving the written notification if placed in isolation or within three business days if the inmate is not placed in isolation. Postponement of the hearing may be granted.

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

5120:1-8-15 (D) (Important) Within twenty-four hours of administrative segregation, the inmate shall be provided with written documentation of the reason for confinement. The inmate shall be provided an opportunity for a written or oral response to the jail administrator or designee, to be reviewed within seventy-two hours for determination of continued confinement.

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.

5120:1-8-15 (E) (Important) Inmates held in administrative segregation for thirty consecutive days shall receive an administrative review by the jail administrator or designee. Subsequent reviews shall be conducted every thirty days. Reviews 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, the jail did not provide supporting documentation in order to evidence compliance for this standard.

5120:1-8-16 (A) (Important) Inmate rules shall include a grievance procedure that is available to inmates and includes at least one level of appeal.

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

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

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

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

5120:1-8-18 (A) (Important) Jail support staff with routine contact shall receive training in pertinent agency policies and procedures prior to or in conjunction with assignment to jail duties.

(1) During the first year of assignment receive twenty-four hours of training including legal aspects of corrections, basic

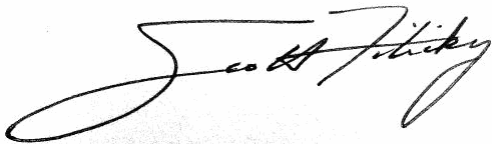
security concepts, emergency preparedness, interpersonal communications, first aid/CPR, unarmed self-defense, and "Standards for Jails in Ohio."

(2) Two hours of in-service training each subsequent year of employment addressing specific job assignments and/or jail related issues.

Comments: At the time of inspection, Jail Administration did not provide supporting documentation 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, appearing to read "Scott Filicky", written in a cursive style. The signature is positioned above a horizontal line.

Scott Filicky, State Jail Inspector
Bureau of Adult Detention
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Columbus, Ohio 43222
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