



Department of  
Rehabilitation & Correction

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

03/13/2017

Sheriff Robert Pickenpaugh  
Noble County Jail  
420 Olive Street  
Caldwell, OH 43724

RE: 2016 Annual Jail Inspection

Dear Sheriff Robert Pickenpaugh:

In accordance with Section 5120.10 of the Ohio Revised Code and Executive Order 92-03 of the Department of Rehabilitation and Correction, the Noble County Jail, a full service jail, was inspected on 12/07/2016. 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 Noble County Jail is 32. On the date of the jail inspection, there were 22 inmates incarcerated in the Noble County Jail. The Ohio Department of Rehabilitation and Correction recommended housing capacity for the jail is 36, which is based upon total available living space and other requirements. Officials should maintain prisoner counts within the Department's recommended capacity figure.

The Noble County Jail (Full Service Jail) is in compliance with 73 standards, 35 "Essential", and 38 "Important".

5120:1-8-01 (A)(11); -01 (A)(13); -01 (A)(14); -01 (A)(15); -01 (A)(5); -01 (A)(6); -01 (A)(8); -02 (A); -02 (B)(3); -03 (A)(1); -03 (A)(4); -03 (A)(5); -03 (A)(6); -03 (A)(7); -03 (B)(10)(a); -03 (B)(10)(b); -03 (B)(10)(c); -03 (B)(10)(d); -03 (B)(11)(a); -03 (B)(11)(b); -03 (B)(11)(c); -03 (B)(13); -03 (B)(14); -03 (B)(3); -03 (B)(5); -03 (B)(9); -04 (A)(1); -04 (A)(2a); -04 (A)(2b); -04 (A)(3); -04 (K); -04 (L); -05 (A); -05 (C); -05 (D); -05 (F); -05 (M); -05 (P); -05 (Q); -06 (A); -06 (F); -07 (B); -07 (C); -09 (A); -09 (AA); -09 (E); -09 (F); -09 (G); -09 (H); -09 (I); -09 (J); -09 (L); -09 (M); -09 (Q); -09 (R); -09 (U); -09 (V); -09 (X); -09 (Y); -09 (Z); -10 (A); -10 (B); -10 (G)(1); -10 (G)(2); -11 (C); -12 (D); -12 (E); -12 (I); -15 (A); -15 (C); -15 (F); -16 (B); -17 (C);

The Noble County Jail did not comply with 42 standards, 18 "Essential", and 24 "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 jail's current policy and procedures need updated to reflect this standard and components specified. Additionally, supporting documentation to support this standard also needs updated to reflect components indicated.

5120:1-8-01 (A) (2) (Important) The arresting, transporting or committing officer is identified by name and department.

Comments: Supporting documentation (log) to support this standard needs updated to reflect standard and to evidence compliance.

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 jail's 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 jail's 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. (3) (Essential) A secure booking and release area.

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 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. (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.

5120:1-8-03 (B) Each full service jail shall have written policies and procedures, and practices which evidence, that the following minimum standards are maintained. (7) (Essential) Personal observation checks of inmates shall be conducted every sixty minutes on an irregular schedule. Observation checks shall be conducted at varying times and shall be documented after completion by the staff person performing the check.

Comments: At the time of inspection, the jail provided supporting documentation (jail logs) that indicated that personal observation checks had exceeded the sixty minute requirement for this standard. Each inmate shall be personally observed within the housing unit by jail staff at least once every sixty minutes and verified as being safe and secure either by the inmate's physical movement and/or other noticeable signs. These checks shall be at irregular intervals (not to exceed sixty minutes) so that inmates do not anticipate the appearance of an officer. CCTV and other monitoring equipment may not be used as a substitute for direct staff observation.

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.

5120:1-8-05 (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 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 provide a written plan to correct jail related deficiencies in current jail policy and procedures. There shall be a written plan to correct jail-related deficiencies and this practice shall be supported in written procedure.

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 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: (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 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: (5) (Important) Mattresses shall be cleaned monthly;

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: (6) (Important) Bedding, mattresses, towels and clothing shall be exchanged or cleaned when soiled.

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 (L) (Essential) The jail shall be inspected annually by a certified local or state fire safety inspector applying the applicable jurisdictional and Ohio Fire Code. The jail shall have a written plan to correct any jail-related deficiencies. The jail shall maintain documentation of the inspections and any corrective measures taken.

Comments: At the time of inspection, the jail did not provide a written plan to correct jail related deficiencies in current jail policy and procedures. There shall be a written plan to correct jail-related deficiencies and this practice shall be supported in written procedure.

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

Comments: At the time of inspection, the jail did not provide supporting documentation in order to evidence compliance for this standard. According to Jail Administration, the facility had not completed fire drills every three months on each shift during this inspection cycle.

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 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 jail did not provide supporting documentation in order to evidence compliance for this standard.

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.

5120:1-8-07 (G) (Important) The jail shall establish visitor security procedures to prevent contraband from entering the jail.

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

5120:1-8-07 (J) (Important) Professional visits by attorneys of record or clergy shall be permitted as dictated by jail safety and security needs.

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 to support this standard was not made available to evidence compliance.

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, the jail had failed to meet the requirements for this standard in which inmates receive a Health appraisal within 14 days. The jail has recently obtained a health authority and is currently working on becoming compliant with this standard. Additionally, current jail policy and procedures need updated to reflect this standard.

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, incoming medication log) to support this standard was not made available to evidence compliance.

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 (O) (Important) Emergency equipment/supplies. Emergency medical equipment and supplies, as determined by the health authority shall be available at all times and replenished, as needed and may include automatic external defibrillators (AEDs).

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 (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 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 (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 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 (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: 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 jail did not provide supporting documentation in order to evidence compliance for this standard.

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.

5120:1-8-11 (D) (Important) The jail shall provide the opportunity for alcohol and drug abuse treatment, academic training, psychological and social services and other community services.

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 (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.

5120:1-8-17 (A) (Important) Each full service jail shall have a designated jail administrator who is qualified by training or experience to supervise and control inmates as outlined in a written job description.

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

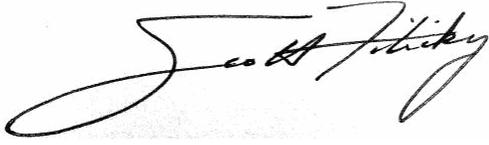
5120:1-8-17 (B) (Important) Pre-employment background checks shall be conducted prior to hiring of jail staff.

Comments: At the time of inspection, jail administration advised this inspector that the jail currently does not conduct pre-employment background checks prior to hiring jail staff.

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".

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Scott Filicky, State Jail Inspector  
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