



Department of
Rehabilitation & Correction

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

02/08/2017

Sheriff William Eckelberry
Seneca County Jail
3040 South State Route 100
Tiffin, OH 44883

RE: 2016 Annual Jail Inspection

Dear Sheriff William Eckelberry:

In accordance with Section 5120.10 of the Ohio Revised Code and Executive Order 92-03 of the Department of Rehabilitation and Correction, the Seneca County Jail, a full service jail, was inspected on 09/07/2016. 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 Seneca County Jail is 229. On the date of the jail inspection, there were 230 inmates incarcerated in the Seneca County Jail. The Ohio Department of Rehabilitation and Correction recommended housing capacity for the jail is 180, which is based upon total available living space and other requirements. Officials should maintain prisoner counts within the Department's recommended capacity figure.

The Seneca County Jail (Full Service Jail) is in compliance with 94 standards, 44 "Essential", and 50 "Important".

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

The Seneca County Jail did not comply with 20 standards, 9 "Essential", and 11 "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) (13) (Important) Inmates' identification and release documentation shall be verified.

Comments: The jails current policy and procedure needs updated to reflect the requirements of the standard.

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: The jails current policy and procedures need updated to reflect the components indicated in the jail 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 the inspection, the jails current policy and procedure did not reflect all components indicated in this standard.

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 current policy and procedure needs updated to reflect the requirements of the standard.

5120:1-8-03 (B) Each full service jail shall have written policies and procedures, and practices which evidence, that the following minimum standards are maintained. (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 the inspection, the jails policy, procedures and practices need updated to reflect all components indicated for this standard. Additionally, supporting documentation must be forwarded to the Bureau to show adherence 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, file material regarding policy, procedure and/or practices for this particular standard could not be located. The jail must update current policy, procedure and practices to show adherence 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 the time of the inspection, double occupancy cells do not meet the measurement requirements for this standard. It should be noted that the cells were built for single occupancy with the state measurement requirements and the jail added another bed in each cell to make it a double occupancy cell. The Jail Administration is aware of this and had to add the extra bed in these cells due to capacity levels. This violates the square footage requirements for single and double occupancy cells. Additionally, the double bunked cells were installed without the Bureau's approval.

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: At the time of the inspection, double occupancy cells do not meet the measurement requirements for this standard. It should be noted that the cells were built for single occupancy with the state measurement requirements and the jail added another bed in each cell to make it a double occupancy cell. The Jail Administration is aware of this and had to add the extra bed in these cells due to capacity levels. This violates the square footage requirements for single and double occupancy cells. Additionally, the double bunked cells were installed without the Bureau's approval.

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: Per an annual inspection report submitted on April 24, 2013 by Inspector Gregg Dann, "All dormitory spaces must provide housed prisoners with at least 50 sq. ft. of sleeping space and 35 sq. feet of day space per prisoner. Also, the Department did not approve of the housing of inmates in the gymnasium. This current housing arrangement violates the State Jail Standards".

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 the inspection, noise level meter readings were not provided to show adherence 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 the inspection, the jail failed to provide light meter readings/documentation to show adherence for this standard.

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 fire safety plan had not been approved for the 2016 inspection cycle. The jail must have a local official review the fire safety plan annually to show adherence. The jails current policy and procedure must also include all 4 components reflected in standard.

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

Comments: The jails current policy, procedure and practices need updated to reflect standard. As discussed during the time of inspection, language in the jails policy and procedures shall indicate that fire drills shall be conducted every three months on each shift.

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

Comments: The jails policy and procedure needs updated to reflect standard. Additionally, supporting documentation showing adherence for this standard was not available.

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 the inspection, the jail's current policy, procedure, and practices need updated to reflect the requirements of 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: The jails policy needs updated to reflect the current language and intent of this standard.

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: The jails current policy and procedure needs updated to reflect the language of the standard and all components indicated.

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, supporting documentation evidencing all persons involved in the preparation of food received an examination was not made available.

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.

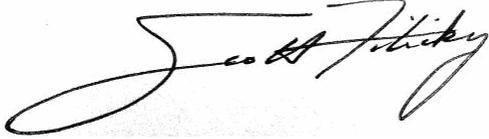
Comments: At the time of inspection, the jail was unable to provide policy or procedures and/or supporting documentation to show adherence for this standard. The jail shall ensure there is a designated Jail Administrator who is qualified by training or experience to supervise and control inmates.

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

Comments: At the time of the inspection, the jail did not have a policy, procedure, or protocols for this standard. The Seneca County Jail does not provide annual standardized performance reviews for jail employees.

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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