



Department of  
Rehabilitation & Correction

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

04/04/2017

Sheriff Paul Monroe  
Trumbull County Adult Justice Center  
150 High Street  
Warren, OH 44481

RE: 2016 Annual Jail Inspection

Dear Sheriff Paul Monroe:

In accordance with Section 5120.10 of the Ohio Revised Code and Executive Order 92-03 of the Department of Rehabilitation and Correction, the Trumbull County Adult Justice Center, a full service jail, was inspected on 10/19/2016. 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 Trumbull County Adult Justice Center is 314. On the date of the jail inspection, there were 298 inmates incarcerated in the Trumbull County Adult Justice Center. The Ohio Department of Rehabilitation and Correction recommended housing capacity for the jail is 314, which is based upon total available living space and other requirements. Officials should maintain prisoner counts within the Department's recommended capacity figure.

The Trumbull County Adult Justice Center (Full Service Jail) is in compliance with 101 standards, 47 "Essential", and 54 "Important".

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

The Trumbull County Adult Justice Center did not comply with 14 standards, 6 "Essential", and 8 "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 (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, procedures, and practices were not in compliance with this standard and components specified. The documentation supporting this standard evidenced the jail was not classifying inmates in accordance to the jail's policy and procedure.

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 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: The jails current policy, procedures and practices need updated to reflect standard and components specified.

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

Comments: At the time of inspection, the jail's supporting documentation did not substantiate repairs were corrected in order to evidence compliance 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 jail did not provide supporting documentation in order to evidence compliance for this standard.

5120:1-8-06 (A) (Important) There shall be no limitation on the amount of incoming or outgoing mail or correspondence via the postal service when the inmate is responsible for the costs of postage.

Comments: The jails current policy, procedures and practices need updated to reflect standard and components specified. Limitations cannot be imposed on outgoing mail when the inmate is responsible for the cost of the postage.

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: The jails current policy, procedures and practices need updated to reflect standard and components specified. Inmates must be notified if any mail, correspondence and/or packages are withheld, read or rejected based

on legitimate jail interests of order and security.

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's supporting documentation did not evidence compliance for this standard. Health appraisals were not conducted within fourteen (14) days of inmates initial incarceration by a licensed Medical Health Professional.

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: The jails current policy, procedures, practices, and documentation needs reinforced to reflect 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.

5120:1-8-10 (A) (Essential) There shall be documentation that the food service operation complies with the regulations of the local or state health department.

Comments: At the time of inspection, documentation evidenced the jail's food service operation is not in 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's supporting documentation did not substantiate 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: The jails current policy, procedures and practices need updated to reflect standard and components specified. Additionally, the jail did not provide supporting documentation in order to evidence compliance for this standard.

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 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,

A handwritten signature in blue ink that reads "Joel M. Commins". The signature is written in a cursive style and is positioned above a horizontal line.

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