



Department of  
Rehabilitation & Correction

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

03/09/2017

Sheriff Michael Hetzel  
Wyandot County Jail  
125 E. Wyandot Avenue  
Upper Sandusky, OH 43351

RE: 2016 Annual Jail Inspection

Dear Sheriff Michael Hetzel:

In accordance with Section 5120.10 of the Ohio Revised Code and Executive Order 92-03 of the Department of Rehabilitation and Correction, the Wyandot County Jail, a full service jail, was inspected on 11/22/2016. 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 Wyandot County Jail is 20. On the date of the jail inspection, there were 14 inmates incarcerated in the Wyandot County Jail. The Ohio Department of Rehabilitation and Correction recommended housing capacity for the jail is 18, which is based upon total available living space and other requirements. Officials should maintain prisoner counts within the Department's recommended capacity figure.

The Wyandot County Jail (Full Service Jail) is in compliance with 47 standards, 24 "Essential", and 23 "Important".

5120:1-8-01 (A)(11); -01 (A)(13); -01 (A)(2); -01 (A)(5); -01 (A)(6); -03 (A)(4); -03 (A)(5); -03 (A)(7); -03 (B)(10)(c); -03 (B)(10)(d); -03 (B)(11)(b); -03 (B)(14); -03 (B)(5); -04 (A)(1); -04 (A)(2a); -04 (K); -05 (A); -05 (F); -05 (L); -05 (P); -05 (Q); -06 (A); -06 (F); -06 (H); -07 (B); -07 (G); -09 (A); -09 (B); -09 (C); -09 (E); -09 (F); -09 (G); -09 (H); -09 (I); -09 (K); -09 (L); -09 (Q); -09 (V); -10 (B); -10 (E); -11 (C); -12 (E); -12 (I); -15 (C); -15 (F); -16 (B); -17 (A);

The Wyandot County Jail did not comply with 64 standards, 26 "Essential", and 38 "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 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.

5120:1-8-01 (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: 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.

5120:1-8-01 (A) (15) (Important) Upon an inmate's release or transfer, the jail shall obtain a receipt for all property returned at the time of release or transfer from the inmate, or the receiving officer, as appropriate.

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

5120:1-8-01 (A) (8) (Important) Inmates who are to be integrated with the general population and/or whose clothing is soiled or infested shall receive a shower and clean uniform clothing. In a minimum security jail, if inmates are permitted to wear personal clothing, the jail shall implement a policy and procedure that limits the amount and type of personal clothing an inmate may possess while in the jail.

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.

5120:1-8-02 (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 and procedures need updated to reflect this standard and components specified. Due to the age and layout and after discussing with Officer Westbrook, the jail tries their best to accommodate classification(s) within the jail but are unable to properly house classified inmates due to the physical plant and age/ layout.

5120:1-8-02 (B) (3) (Important) Male and female inmates are supervised if placed together for purposes of programming, transportation or other similar activities

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) (5) (Important) Jails using inmate workers shall evaluate and select workers based on established

criteria.

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

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 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.

5120:1-8-03 (A) Each full service jail shall maintain the following minimum standards in regard to security of the jail. (1) (Essential) An established security perimeter.

Comments: At the time of inspection, Officer Westbrook explained that the jail uses keys to gain access/egress to the sallyport doors in the booking and release area. Staff have Security keys that are also used to gain entrance into the confined areas.

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.

Comments: At the time of inspection, Officer Westbrook explained that the jail uses keys to gain access/egress to the sallyport doors in the booking and release area.

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: At the time of inspection, the two way communication in one of the jail areas was not operational. Inmates shall be able to verbally contact the jail staff on duty by speaking at a normal conversational level. Yelling, rattling of bars or doors or other non-verbal means of attracting attention, is not an acceptable means of communication.

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 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. Current procedure for this particular standard is conducted by the Road Officers - jail staff not authorized to carry any of the aforementioned 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. (10) In regard to the use of force:

(a) (Essential) Use of force shall be limited to instances of justifiable self-defense, prevention of self-inflicted harm, protection of others, prevention of riot, discharge of firearm or other weapon, escape or other crime and controlling or subduing an inmate who refuses to obey a staff command or order.

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.

5120:1-8-03 (B) Each full service jail shall have written policies and procedures, and practices which evidence, that the following minimum standards are maintained. (10) In regard to the use of force:

(b) (Essential) Use of force shall be limited to the amount of force necessary to control a given situation and shall include a continuum of escalating force levels. In no event is physical force used as punishment.

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.

5120:1-8-03 (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, 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.

5120:1-8-03 (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, 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.

5120:1-8-03 (B) Each full service jail shall have written policies and procedures, and practices which evidence, that the following minimum standards are maintained. (13) (Important) The staff supervision and searching of inmate workers.

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. (3) (Important) Procedures and practices governing strip and body cavity searches following reception shall be developed and implemented in consultation with the county prosecutor, city attorney or law director consistent with section 2933.32 of the Revised Code.

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. (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. 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. (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 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. (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, supporting documentation to support this standard was not made available to evidence compliance.

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: The facility's dormitory sleeping space does not meet the minimum square footage requirements for this standard. There shall be at least 50 square feet of sleeping space per inmate in a dormitory area, except forty-eight square feet in jails constructed prior to 1983 wherein the formula shall be based upon the requirements of 5120:1-8-04(A)(2)(a) of the Administrative Code.

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.

5120:1-8-04 (L) (Important) If inmate access to clothing, bed, bedding, toilet, lavatory and shower are suspended, there shall be a daily review for reinstatement 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, supporting documentation to support this standard was not made available to evidence compliance.

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 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.

5120:1-8-05 (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, the jail did not provide supporting documentation in order to evidence compliance for this standard.

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

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 jails current policy and procedures need updated to reflect this standard and components specified. Health Inspection indicated deficiencies noted on inspection report and the jail was not able to provide a written plan to correct jail related deficiencies noted on the annual report.

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. Periodic inspections shall be conducted to ascertain that in inmate sleeping areas, lighting shall be reducible to between two and four foot-candles of light measured 30 inches from the floor. The reduction may be accomplished by separate lights or using rheostats on existing lighting.

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 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.

5120:1-8-05 (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 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.

5120:1-8-05 (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 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.

5120:1-8-05 (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 jails current policy and procedures need updated to reflect this standard and components specified.

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.

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 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.

5120:1-8-07 (C) (Important) Visitors shall be required to provide valid identification.

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 (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 (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 (AA) (Important) Inmate death. In all inmate deaths, the health authority determines the appropriateness of clinical care; ascertains whether corrective action in the system's policies, procedures, or practices is warranted; and,

identifies trends that require further study.

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 (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, supporting documentation provided by the jail indicated that several of the files inspected had exceeded the requirement of 14 days for this standard. It was also observed that the 14 day health assessment form needs to be updated to reflect all 9 components indicated in 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: At the time of inspection, the jails current policy and procedures need updated to reflect this standard and components specified.

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

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 (R) (Essential) Restraints. Use of restraints for medical and psychiatric purposes shall be applied in accordance with policies and procedures approved by the health authority, including:

- (1) Conditions under which restraints may be applied.
- (2) Types of restraints to be applied.
- (3) Identification of a qualified medical or mental health professional who may authorize the use of restraints after reaching the conclusion that less intrusive measures are not a viable alternative.
- (4) Monitoring procedures.
- (5) Length of time restraints are to be applied.
  - (a) There shall be ten-minute, varied checks by correctional staff;
  - (b) There shall be thirty-minute checks by health-trained personnel;

(c) Inmates in medical restraints, if possible, after every two hours of continuous use, each extremity is freed or exercised for a period of five to ten minutes.

(6) Documentation of efforts for less restrictive treatment alternatives.

(7) An after-incident review.

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 (U) (Essential) Continuing education for health trained personnel. All qualified health care professionals participate annually in continuing education appropriate for their position.

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.

5120:1-8-09 (X) (Essential) Confidentiality. Information about an inmate's health status is confidential. Non health trained staff only have access to specific medical information on a "need to know" basis in order to preserve the health and safety of the specific inmate, other inmates, volunteers, visitors, criminal justice professionals or correctional staff.

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 (Y) (Important) Informed consent. The health authority shall develop a policy and procedure requiring that all examinations, treatments and procedures are governed by informed consent practices applicable in the jail's

jurisdiction.

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 (Z) (Important) Privacy. The health authority shall develop a policy whereby health care encounters, including medical and mental health interviews, examinations, and procedures are conducted in a setting that respects the inmate's privacy.

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

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.

5120:1-8-11 (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.

5120:1-8-12 (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.

5120:1-8-15 (A) (Important) Each jail shall have written policies and procedures that govern the administrative segregation of inmates from the general population.

Comments: Due to the facility layout, the jail's current policy, procedures do not indicate that if an inmate would need to be classified in administrative segregation, the inmate would be transported to another facility as the Wyandot County Jail is not able to accommodate inmates classified in administrative segregation.

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, the jails current policy and procedures need updated to reflect this standard and

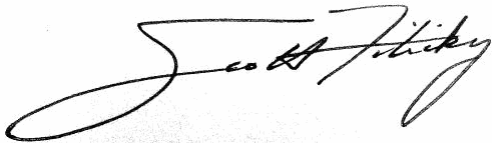
components specified. Additionally, supporting documentation to support this standard was not made available to evidence compliance.

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

Comments: At the time of inspection, it was discussed with Jail Administration that the jail does not have a mechanism or a formal standardized instrument for conducting written personnel evaluations of the job performance of staff assigned to any jail duties.

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 black ink, appearing to read "Scott Filicky", written in a cursive style. The signature is positioned above a horizontal line.

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