

**State of Ohio**

**Bob Taft  
Governor**

**Bruce Johnson  
Lieutenant Governor**



**Department of Rehabilitation and Correction  
Reginald A. Wilkinson  
Director**

**Minimum Standards for Jails in Ohio**

**Twelve Day Jails**

**Bureau of Adult Detention**

**July 2005**

## Table of Contents

Forward.....	3
Bureau of Adult Detention Regional Offices.....	4
5120:1-7-01 Bureau responsibility and authority .....	5
5120:1-7-02 Glossary of terms.....	6
5120:1-7-03 Introduction to minimum standards .....	13
5120:1-10-01 Reception and release. ....	14
5120:1-10-02 Classification.....	17
5120:1-10-03 Security .....	18
5120:1-10-04 Housing.....	21
5120:1-10-05 Sanitation and environmental conditions.....	23
5120:1-10-06 Communication.....	25
5120:1-10-07 Visitation.....	26
5120:1-10-08 Telephone.....	27
5120:1-10-09 Medical .....	28
5120:1-10-10 Food service.....	32
5120:1-10-11 Recreation and programming.....	33
5120:1-10-12 Prisoner discipline.....	34
5120:1-10-13 Violations and penalties.....	35
5120:1-10-15 Administrative segregation. ....	36
5120:1-10-16 Grievance.....	37
5120:1-10-17 Staffing.....	38
5120:1-10-18 Staff training .....	39

## Forward

Section 5120.10 of the Ohio revised Code requires the Director of the Department of Rehabilitation and Correction to promulgate *Minimum Standards for Jails in Ohio* to serve as criteria for the investigation and supervisory responsibilities vested in the Bureau of Adult Detention.

These standards reflect input received from the Ohio Jail Advisory Board serving as representative of the Buckeye State Sheriffs' Association, the Ohio Association of Chiefs of Police, the County Commissioners Association of Ohio, the Ohio Municipal League, the Ohio Prosecuting Attorneys' Association, the Ohio Township Association, and the Ohio Judicial Conference.

The standards represent a consensus of professional opinion and research of legal requirements, other standards, and management experience. These standards are considered by those concerned to be the minimum conditions necessary to ensure the safe, efficient, effective, and legal operation of a jail. The standards serve as the basis for evaluating Ohio jails both on an individual basis and collectively; and for developing courses of action for needed improvements in both the operations of the jail and the jail facility itself. These standards are subject to ongoing revisions as legal precedents, existing problems, needs, and capabilities change and/or dictate.

Officials responsible for providing, managing, operating, and/or funding of jails should review these standards as a framework within which to plan and initiate necessary changes and/or updates needed to meet contemporary corrections concepts, practices, and requirements. The Bureau of Adult Detention will assist in whatever manner possible to facilitate such efforts.

**Bureau of Adult Detention Regional Offices  
Regional Jail Inspector Locations**

Joel Commins  
Northern Region Jail Inspector  
State Office Building  
615 West Superior Avenue, 12<sup>th</sup> Floor  
Cleveland, Ohio 44113  
Phone: (216) 787-4902  
Fax: (216) 787-0415  
[Joel.Commins@odrc.state.oh.us](mailto:Joel.Commins@odrc.state.oh.us)

Coleman Connors  
Eastern Region Jail Inspector  
110 Central Plaza South, Room 301  
Canton, Ohio 44702  
Phone: (330) 451-7985  
Fax: (330) 451-7139  
[Coleman.Connors@odrc.state.oh.us](mailto:Coleman.Connors@odrc.state.oh.us)

Gregory Dann  
Central Region Jail Inspector  
1030 Alum Creek Drive  
Columbus, Ohio 43209  
Phone: (614) 834-5673  
Fax: (614) 728-9946  
[Greg.Dann@odrc.state.oh.us](mailto:Greg.Dann@odrc.state.oh.us)

Lataunia Pitts-Wilson  
Western Region Jail Inspector  
7710 Reading Road, Suite 210  
Cincinnati, Ohio 45237  
Phone: (513) 821-5327  
Fax: (513) 821-5213  
[Lataunia.Pitts@odrc.state.oh.us](mailto:Lataunia.Pitts@odrc.state.oh.us)

Central Office  
Bureau of Adult Detention  
1030 Alum Creek Drive  
Columbus, Ohio 43209  
Phone: (614) 752-1066  
Fax: (614) 728-9946  
(Secretary) [Angela.Lapsley@odrc.state.oh.us](mailto:Angela.Lapsley@odrc.state.oh.us)

**5120:1-7-01            Bureau responsibility and authority**

- (A) Pursuant to section 5120.10 of the Revised Code, the Division of Parole and Community Services, Bureau of Adult Detention (hereinafter referred to as the “Bureau”), is charged with the investigation and supervision of county and municipal jails and workhouses.
- (B) The Bureau shall make on-site inspections of jails in the state of Ohio. Such inspections shall be scheduled in advance with written notice to the person in charge of the jail.
- (C) Inspectors employed by the Bureau shall have full access to all areas of a jail during an inspection and to all records relating to the operation of the facility. The facility’s operational policies and procedures shall be consolidated into a manual and provided to the inspector upon request.
- (D) The inspectors employed by the Bureau shall ascertain compliance with the “*Minimum Standards for Jails in Ohio*”, contained in rules 5120:1-8-01 to 5120:1-12-19 of the Administrative Code.
- (E) The Bureau may certify any jail that meets the minimum standards. The Bureau may provisionally certify any jail upon completion of a compliance plan and the initiation of corrective action. The may de-certify any jail upon re-inspection or determination of non-compliance. Any jail not certified or provisionally certified shall be considered “non-certified.”
- (F) The Bureau may make such inspections and participate in such meetings as it deems necessary for the proper execution of the provisions of this rule. This rule shall not be construed as granting to the Bureau the executive management responsibilities of local officials.
- (G) Pursuant to section 5120.10 of the Revised Code, the Department of Rehabilitation and Correction is required to approve, before adoption by the proper officials, plans for major renovations or new construction of jails, workhouses and municipal lockups.

**5120:1-7-02            Glossary of terms.**

(A) The term “Minimum Standards for Jails in Ohio” refers to rules 5120:1-8-01 through 5120:1-12-19 of the Administrative Code. The standards apply to county jails, municipal jails, regional jails and workhouses. Each such facility falls within one of the following categories and is subject to the standards identified within the definitions as applicable to those categories:

- (1) “Full service jail”: A local confinement facility used primarily to detain adults for more than two hundred eighty eight hours. The standards set forth in rules 5120:1-8-01 to 5120:1-8-19 of the Administrative Code apply to full service jails.
- (2) “Twelve day facility”: A local confinement facility used primarily to detain adults for a maximum of two hundred eighty eight hours. The standards set forth in rules 5120:1-10-01 to 5120:1-10-19 of the Administrative Code apply to twelve day facilities.
- (3) “Twelve hour facility”: A local confinement facility used primarily to detain adults for a maximum of twelve hours. The standards set forth in rules 5120:1-12-01 to 5120:1-12-19 of the Administrative Code apply to twelve-hour facilities.
- (4) “Minimum security jail”: A local confinement facility used to detain sentenced adults for more than one hundred twenty hours for a misdemeanor or a felony of the fourth or fifth degree, provided the person has been classified as a minimum security risk by the jail administrator or designee. The classification must include, at minimum, the individual’s propensity for assaultive or violent behavior and escape risk based upon the offender’s prior and present behaviors. The standards set forth in rules 5120:1-8-01 to 5120:1-8-19 of the Administrative Code apply to minimum security jails.
- (5) “Temporary holding facility”: A local confinement facility used to detain arrestees for a maximum six hours for processing and/or awaiting transportation. The temporary holding facility (THF) may be a jail cell, but also may be an area which is designated for temporary holding purposes, e.g., holding area or room.

(B) As used in rules 5120:1-7-01 to 5120:1-7-04 and 5120:1-8-01 to 5120:1-12-19 of the Administrative Code, the following terms have the meanings indicated in this rule:

- (1) “Administrators and supervisors”: Persons who have managerial responsibility for a full service jail or who supervise employees security assignments or activities in the jail.

- (2) “Administrative segregation”: The act of confining a prisoner to an individual housing cell or designated housing unit, that physically separates the prisoner from the general population for specified reasons other than as a penalty, thereby prohibiting physical contact between this prisoner and the general population.
- (3) “Attorney (of record)”: A licensed lawyer (retained or court appointed) whose name appears in the case records or court docket of the case, or whom the prisoner has named as his or her attorney.
- (4) “Authority having jurisdiction”: The governmental authority having responsibility for certifying compliance with applicable statutes, regulations and codes.
- (5) “Average daily population (ADP)”: The number arrived at by totaling the number of meals served prisoners during a specified period of time, divided by three, and then dividing by the number of days during that specified period. This figure is also sometimes derived by dividing the total number of commitments recorded in the jail ledger or the sum of daily official prisoner counts by the total number of days in the specified period.
- (6) “Certification”: The process by which a jurisdiction is officially acknowledged as operating a detention facility that is in compliance with the “*Minimum Standards for Jails in Ohio.*”
- (7) “Classification”: A system or process for determining the needs and requirements of prisoners and for assigning them to housing units and programs. Elements of this determination include the following: security level; work assignments; special treatment services; allowance or denial of certain privileges; and other assignments as may be available.
- (8) “Clergy”: A clergy person or minister from a recognized religious community outside the jail who is the spiritual leader for a particular prisoner.
- (9) “Contraband”: Anything possessed by prisoners or within the confinement facility which is declared illegal by law or which is expressly prohibited by those legally charged with the responsibility for the administration and government of the jail.
- (10) “Corporal punishment”: The act of inflicting punishment directly on the body, such as beating, flogging, hitting, kicking, etc.
- (11) “De-certification”: The removal of certification status prior to the end of the five year certification period resulting from the jurisdiction’s failure to maintain compliance.

- (12) "Disciplinary isolation": The act of confining a prisoner to an individual housing cell that physically separates the prisoner from the general prisoner population as a penalty, thereby prohibiting physical contact between the prisoner and other prisoners.
- (13) "Emergency operations plan": Written documents that address specific actions to be taken in an emergency or catastrophe such as fire, flood, riot or other major disruption.
- (14) "Fire exit drill": A practice drill that includes transmission of a fire alarm signal and simulation of emergency fire conditions that is conducted to familiarize jail personnel with the signals and emergency action required under varied conditions. Release of prisoners to safe areas or the exterior of buildings is not required.
- (15) "Foot-candle": A unit for measuring the level of illumination.
- (16) "Fundamental rights": rights which may not be suspended for disciplinary or classification reasons and which are to be guaranteed to all prisoners except in times of emergency or other such conditions beyond the control of the facility administrators. Such rights may include visits by attorneys or clergy, telephone calls to attorneys or clergy, adequate food/nutrition, adequate lighting, adequate ventilation, temperature control, sanitation, medical care and access to a grievance mechanism.
- (17) "General population": Those prisoners who have not been able to secure release within a reasonable time period after their initial booking and who are therefore classified and housed in areas which are not designated for temporary holding or temporary special housing.
- (18) "Grievance": A circumstance or action thought to be unjust or injurious and grounds for complaint to the appropriate facility administrator or designee.
- (19) "Health-trained personnel": Members of the jail staff that are trained in limited aspects of health care, including correctional officers and other personnel approved by the jail physician.
- (20) "Impartial hearing officer": A staff person who is not involved or witness in the incident in question and who is empowered to determine issues of fact in a prisoner disciplinary hearing.
- (21) "Indigent prisoner": A prisoner confirmed to have insufficient resources necessary to provide for basic needs.
- (22) "Jail support staff": Those persons whose job function does not reflect a primary responsibility for the security and/or supervision of prisoners. "Juvenile": Offenders under the age of eighteen.

- (23) “Key control center”: A secure location inaccessible to unauthorized persons from which facility keys are issued/returned.
- (24) “Lavatory”: A bowl or washbasin with faucets and drainage for washing face and hands.
- (25) “Legal correspondence”: Mail addressed to an inmate clearly bearing the return address of an attorney at law, public service law office, a law school legal clinic, court of law, or any office or official of the federal state or local government and administrators or grievance systems and members of the adult parole authority.
- (26) “Life safety code”: A handbook published by the national fire protection association specifying minimum standards for fire safety in correctional facilities.
- (27) “Major renovation”: A significant structural or design change in the physical plant of a jail facility.
- (28) “Official count”: An actual counting and recording of prisoners confined in a facility by verifying the presence of each at a given time.
- (29) “Permanent log”: A record of all significant activities that take place during the course of a day.
- (30) “Personal observation check”: A visual check by jail staff who observes prisoners and their immediate surroundings without the use of mechanical or electronic, visual or audio monitoring equipment. This check is performed in such a manner that allows the observing staff to identify the health, safety and security status of the prisoners and permits immediate personal interaction or response to any situation.
- (31) “Physical force”: any violence, compulsion or constraint physically exerted upon or against a person’s body by any means including the use of firearms, chemical agents, clubs or direct bodily contact.
- (32) “Policy”: a statement that reflects the philosophy of the organization, and defines the purpose for which the action is taken.
- (33) “Prisoner worker”: The classification of prisoners who are given work assignments based upon a determination that they present a low security risk.
- (34) “Privileges”: Items or programs that may be temporarily suspended for disciplinary or classification reasons and which are generally provided to all prisoners. Privileges may include access to entertainment, commissary, visits by friends, telephone calls to friends or family, snacks, dayroom access and program access.

- (35) "Procedure": Provides a detailed description of how a policy is to be accomplished detailing the steps to be taken, the order in which they will be carried out, and by whom.
- (36) "Provisional certification": A temporary recognition of a jail for meeting an acceptable level of standards with minor exceptions. Specific conditions and/or stipulations shall be imposed during the period of time required to comply with the standards in question.
- (37) "Qualified health care personnel": Physicians, dentists, nurses, physician assistants, psychiatrists, psychologists, psychiatric social workers, paramedics, emergency medical technicians, and others who by virtue of their education, credentials and experience are permitted by law to evaluate and care for the health needs of prisoners.
- (38) "Qualified mental health personnel": Physicians, physician assistants, nurses, psychiatrists, psychologist, psychiatric social workers, and others who by virtue of their education, credentials and experience are permitted by law to evaluate and care for the mental health needs of prisoners.
- (39) "Qualified nutritionist or dietician": A person registered or eligible for registration by the American dietetic association, or has documented equivalency in education, training or experience.
- (40) "Reception": The period during which a prisoner undergoes admission processing, which may include orientation and initial classification, prior to regular housing assignment.
- (41) "Recreation/physical exercise": Activities such as athletics and calisthenics which require at least a moderate degree of physical exertion.
- (42) "Restraining device": Any mechanical contrivance, appliance, or object designed or fashioned to physically control or incapacitate a person. These include wrist manacles, ankle manacle, restraining straps, chains, chairs and other such devices.
- (43) "Safety equipment": Firefighting equipment, including chemical extinguishers; hoses, nozzles and water supplies; alarm systems; sprinkler systems; self-contained breathing apparatus; emergency exits and fire escapes; and other firefighting equipment as may be provided. Also included are stretchers; first-aid kits; emergency alarms; and other such provisions and equipment.
- (44) "Search": An examination falling into one of the following three categories:
- (a) "Frisk search": A thorough search or "pat down" of a prisoner's clothes and head cavities, while the prisoner is still clothed.

- (b) “Strip search”: An inspection of the genitalia, buttocks, breast, or undergarments of a person that is preceded by the removal or rearrangement of some or all of the person’s clothing that directly covers the person’s genitalia, buttocks, breast, or undergarments and that is conducted visually, manually, by means of any instrument, apparatus, or object, or in any other manner while the person is detained or confined.
- (c) “Body cavity search”: An inspection of the anal or vaginal cavity of a person that is conducted visually, manually, by means of any instrument, apparatus, or object, or in any other manner while the person is detained or confined.
- (45) “Security control equipment/devices”: Firearms, weapons, lethal and non-lethal munitions, use of force devices, chemical agents and restraints. Also included are electronic monitoring equipment, security alarm systems, security lights units, auxiliary power supply, and other equipment used to maintain jail security.
- (46) “Security perimeter”: A secure boundary which encloses the entire portion of the facility in which prisoners are confined, including any area to which prisoners may have access. Passage through this boundary must be strictly controlled.
- (47) “Security post”: A location within the facility from which a staff person may perform jail duties.
- (48) “Separation (segregation)”: Whenever possible, to be physically set apart in order to prohibit bodily contact and, where possible, communication.
- (49) “Sick call”: A system through which each prisoner reports and receives individualized and appropriate medical services for non-emergency illness or injury.
- (50) “Surveillance check”: A monitoring check of prisoners, prisoner occupied areas, prisoner accessible areas and other jail areas by jail staff using electronic or mechanical, visual or audio monitoring equipment or by remote position of the monitoring staff.
- (51) “Therapeutic seclusion”: The placement and retention by qualified health care personnel of a prisoner in a room for the purpose of containing a clinical situation (e.g., extreme agitation, threatening or assaultive behavior) that may result in a state of emergency.
- (52) “Variance”: The process of receiving approval for a method of complying with the intent of a standard when strict compliance would cause unusual, practical difficulties, or financial hardship. The alternative practice must not seriously affect the security of the facility, the supervision of inmates, or the safe, healthful operation of the facility.

(53) “Work or education release”: A formal arrangement, sanctioned by law, whereby a prisoner is permitted to leave confinement or approved employment in a job and/or participation in specific programs.

**5120:1-7-03            Introduction to minimum standards.**

Nothing contained in the “*Minimum Standards for Jails in Ohio*” shall be construed to prohibit a city, county, or combined city and/or county agency operating a local detention facility from adopting standards and requirements governing its own employees and facilities, provided that such rules meet or exceed and do not conflict with these standards.

**5120:1-10-01      Reception and release.**

(A) Each twelve day jail, as defined in rule 5120:1-7-02(A)(2) of the Administrative Code, shall adhere to the following standards regarding the reception and release of prisoners. Each twelve day jail shall implement policies and procedures, and produce documentation that evidences compliance with the following standards:

- (1) All prisoners are legally committed to the jail.
- (2) The arresting, transporting or committing officer is identified by name and department.
- (3) A booking and identification record shall be made of every commitment that includes the following information:
  - (a) Time and date of commitment;
  - (b) Name and alias;
  - (c) Official charge or charges;
  - (d) Authority for commitment;
  - (e) Date of birth of prisoner;
  - (f) Sex of prisoner;
  - (g) Race of prisoner;
  - (h) Height and weight of prisoner;
  - (i) Marital status of prisoner;
  - (j) Home address and telephone number of prisoner;
  - (k) Spouse, next of kin, or person to notify in case of an emergency;
  - (l) Social security number;
  - (m) Identifying characteristics (scars, or marks.)
- (4) Prisoners shall be identified by photograph and/or identification bracelet during reception.
- (5) Arrested persons shall be provided access to telephones.

- (6) A preliminary health screening shall be completed by health-trained personnel on all prisoners upon reception and prior to being placed in general population.
- (7) Prisoners with signs of untreated injury shall not be admitted prior to examination and/or treatment by qualified health care personnel.
- (8) Unconscious prisoners shall not be admitted without the written approval of a physician.
- (9) Prisoners shall be searched and all unauthorized items shall be confiscated. Confiscated items shall be listed in an inventory by objective description and secured.
  - (a) Money or any form of money shall be confiscated, counted in the prisoner's presence and secured.
  - (b) The prisoner's signature shall be affixed to the completed inventory. If the signature can not be obtained, the inventory shall be witnessed by another staff person.
- (10) The jail shall develop and implement policies and procedures governing strip searches and body cavity searches during reception in consultation with the county prosecutor, city attorney or law director consistent with section 2933.32 of the Revised Code.
- (11) Prisoners who are to be integrated with the general population and/or whose clothing is soiled or infested shall receive a shower and clean clothing.
- (12) Prisoners confined for more than eight hours shall be:
  - (a) Assigned a bed;
  - (b) Provided with a clean mattress, blanket, bed linens and towels;
  - (c) Provided with articles to maintain personal hygiene (toothbrush, toothpaste, feminine hygiene items and soap.)
- (13) The jail shall develop, implement, maintain, and update as necessary a set of generally applicable prisoner rules. The rules shall be accessible to all prisoners and shall provide information regarding confinement including:
  - (a) Sleeping hours
  - (b) Meals
  - (c) Mail
  - (d) Telephone access
  - (e) Visitation

- (f) Correspondence
- (g) Medical care
- (h) Hygiene
- (i) Laundry
- (j) Programs
- (k) Rules of conduct
- (l) Disciplinary procedures
- (m) Grievance procedures

A staff member or translator shall assist the prisoner in understanding the prisoner rules if there is a literacy or language problem. The jail shall maintain signed acknowledgements from each prisoner admitted that the rules were received by, and/or explained to them.

- (14) During reception, male and female prisoners shall not be placed in the same cell or unsupervised areas together.
- (15) Processing and reception of juvenile prisoners shall be consistent with sections 2151.311 and 2151.312 of the Revised Code.
- (16) Prisoners identification and release documentation shall be verified.
- (17) Upon a prisoner's release to another agency, the jail shall document the following information:
  - (a) The identity of the receiving officer and their agency when jail staff or jail transportation officers transfer physical custody of the prisoner to the receiving officer;
  - (b) The identity of the receiving agency, when jail transportation agents transfer physical custody of the prisoner to a receiving agency;
  - (c) The time and date of the release;
  - (d) The authority for the release.
- (18) Upon a prisoner's release or transfer, the jail shall obtain a receipt for all property returned to the prisoner or the receiving officer, as appropriate.

## **5120:1-10-02      Classification**

- (A) Each twelve day facility shall have a written prisoner classification system that specifies the criteria and procedures for determining and changing the classification of prisoners to determine the level of custody required, special needs, housing assignment and participation in programming.
  
- (B) Each twelve day facility shall have written policies and procedures, and practices which evidence, compliance with the following standards:
  - (1) Male and female prisoners are housed separately by sight, touch and out of range of normal conversation.
  - (2) Violent and non-violent prisoners are not placed in the same cell or unsupervised areas together.
  - (3) Male and female prisoners are supervised if placed together for purposes of programming, transportation or other similar activities.
  - (4) Juvenile and adult prisoners are separated in a manner consistent with section 2151.312 of the Revised Code.
  - (5) Jails using prisoner workers shall evaluate and select workers based on established criteria.
  - (6) Prisoners participating in work or educational release programs shall be searched before leaving the jail and prior to their returning to their housing units; and where practical, these prisoners will be housed separately from the general population.

**5120:1-10-03      Security.**

- (A) Each twelve day facility shall maintain the following minimum standards in regard to the security of the facility.
  - (1) An established security perimeter.
  - (2) A secure booking and release area.
  - (3) Temporary weapons storage lockers or other secure storage at each point of entrance to the jail's security perimeter.
  - (4) If installed, closed circuit televisions that are operational and preclude the monitoring of shower, toilet and clothing exchange areas.
  - (5) A two-way communications system between central control, staffed posts and prisoner occupied areas. Prisoners shall be able to initiate communication with staffed posts.
  - (6) Equipment necessary to maintain utilities, communications, security and fire protection in an emergency. Documentation supports that such equipment is tested quarterly and repaired or replaced as needed.
  
- (B) Each twelve day jail shall have written policies and procedures, and practices which evidence, that the following minimum standards are maintained.
  - (1) In regard to jail security control equipment and devices:
    - (a) The jail administrator or designee authorizes the types, use, implementation or installation of security control equipment and devices.
    - (b) The jail administrator or designee supervises and documents the training of those authorized to use security control equipment and devices.
    - (c) Staff members authorized to access security and control devices, and their storage areas shall be documented.
    - (d) Storage areas for security and control devices shall be secured.
  - (2) All prisoners shall be searched whenever entering or leaving the jail's security perimeter.
  - (3) 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.

- (4) A written emergency operations plan.
- (5) The maintenance by staff of a log to record routine information, emergency situations and unusual incidents.
- (6) An official count shall be conducted every shift to verify prisoners physical presence and identification. Jail staff conducting the count shall record the count.
- (7) Personal observation checks of prisoners shall be conducted at least once every sixty minutes. Observation checks shall be conducted at varying times and shall be documented after completion by the staff person performing the check.
- (8) Prisoners in physical restraints shall be personally checked by staff every ten minutes.
- (9) In regard to the use of force:
  - (a) Use of force shall be limited to instances of justifiable self-defense, prevention of self-inflicted harm, protection of others, prevention of riot, escape or other crime and controlling or subduing a prisoner who refuses to obey a staff command or order.
  - (b) 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.
  - (c) An examination and/or treatment by qualified health care personnel shall be provided to prisoners or staff involved in a use of force incident when there is obvious physical injury or there is a complaint of injury or request for medical attention.
  - (d) Use of force incidents shall be recorded and reviewed by the jail administrator or designee.
- (10) Contraband shall be defined in the prisoner rules. All prisoner accessible areas of the jail shall be inspected for contraband and physical security deficiencies.
  - (a) Prisoner housing areas shall be inspected once a week in a manner that ensures all areas are inspected each month.
  - (b) Prisoner accessible areas shall be inspected in a manner that ensures all areas are inspected each month.
  - (c) A security inspection of the jail shall be conducted once a month.
  - (d) The jail administrator or designee shall be notified of any discovered contraband or physical security deficiencies.

- (e) The appropriate disposition of contraband and the remediation of physical security deficiencies shall be documented.
- (11) The staff supervision and searching of prisoner workers.
- (12) No prisoner shall be given control of or authority over any other prisoner, security function or service activity.
- (13) In regard to a key control system:
- (a) A key control center for storing working and/or daily issue keys that is inaccessible to unauthorized persons shall be maintained.
  - (b) There shall be an accounting system for issuing and returning keys.
  - (c) There shall be a reporting system for documenting and repairing broken or malfunctioning keys or locks.
  - (d) There shall be a complete set of duplicate keys maintained outside the jail's security perimeter inaccessible to unauthorized persons but accessible for jail needs.
  - (e) Prisoners shall be prohibited from handling jail security keys.
  - (f) Perimeter keys shall be prohibited from entering the jail's security perimeter except in an emergency.
  - (g) Emergency keys that are not easily distinguishable from one another shall be marked or color-coded for easy individual key recognition.
  - (h) The key control system shall include provisions for access and authority to operate non-key operated locking devices (i.e., electrical controls, remote release levers.)
- (14) Toxic, corrosive and flammable substances and tools shall be:
- (a) Stored in a secure area;
  - (b) Used by prisoners only under direct staff supervision;
  - (c) Used only in accordance with manufacturer's instruction;
  - (d) Accessible only to authorized persons.

**5120:1-10-04      Housing.**

- (A) Twelve day jails shall provide prisoners with sufficient space. The facility shall maintain documentation regarding square footage and maximum occupancy figures for all housing and holding areas, and shall comply with the following minimum requirements:
- (1) Holding cells:
    - (a) Sixty square feet for one to three occupants with twenty square feet for each additional occupant up to six occupants.
  - (2) Housing cells:
    - (a) Seventy square feet for single occupancy.
    - (b) One hundred square feet with seven feet least dimension for double occupancy, stacked bunks, one hundred and ten square feet with nine feet least dimension for double occupancy, single bunks.
    - (c) One hundred and forty five square feet with nine feet least dimension for triple occupancy, stacked bunks and a single bunk; one hundred and seventy square feet with twelve feet least dimension for triple occupancy, single bunks.
    - (d) One hundred and eighty square feet with nine feet least dimension for quadruple occupancy, two stacked bunks, two hundred and fifteen square feet with twelve feet dimension for quadruple occupancy, single bunks.
  - (3) Dormitory sleeping space:
    - (a) Fifty square feet per occupant.
  - (4) Dayspace:
    - (a) Thirty five square feet per number of occupants occupying the dayspace at one time. Minimum size of one hundred and five square feet.
- (B) Seating shall be provided in holding areas, holding cells, housing cells, dormitories, dayrooms and eating areas for each prisoner.
- (C) Single cells/rooms and multiple occupancy cells/rooms/dormitories shall provide the following:
- (1) Air circulation of twenty cubic feet of outside or re-circulated filtered air per minute per occupant or as required by the local authority having jurisdiction. Documentation from a qualified source shall be maintained by the facility.

- (2) Temperatures shall be maintained in a range between sixty-six to eighty degrees Fahrenheit.
  - (3) Sanitation facilities shall include access to an operable flush toilet and lavatory with hot and cold potable water on a twenty-four hour a day basis without staff assistance.
- (D) In prisoner housing areas, the following shall be provided unless otherwise determined by local authority having jurisdiction:
- (1) Toilet facilities at a minimum of one operable toilet for every twelve occupants.
  - (2) Shower facilities at a minimum of one operable shower for every twelve occupants. Water temperatures shall be controlled thermostatically in a range from one hundred and five to one hundred and twenty degrees Fahrenheit.
  - (3) One operable wash basin with hot and cold potable water for every twelve occupants.
  - (4) 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.)
- (E) Natural light shall be provided in housing units, dorms, cells and/or dayspaces.
- (F) Male and female prisoners shall be separated by sight, out of range of normal conversation, and touch.
- (G) Juvenile prisoners shall be separated by touch from adult prisoners.

**5120:1-10-05      Sanitation and environmental conditions.**

- (A) All areas of a twelve day jail shall be safe and sanitary, including the food service, storage spaces and laundry areas. Staff and prisoners shall have specific housekeeping responsibilities, which shall include, but are not limited to:
  - (1) Daily cleaning of toilets, urinals, sinks, drinking facilities and showers in areas occupied by prisoners;
  - (2) Daily sanitation inspections;
  - (3) Regular maintenance and repairs.
- (B) All grounds, walkways, driveways and parking areas shall be illuminated at night.
- (C) 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.
- (D) The jail shall be inspected once a month for insects, vermin and rodents. Treatment shall be provided as needed by a licensed exterminator. The jail shall maintain documentation of the inspections and any necessary extermination treatments.
- (E) The jails shall maintain documentation that the following standards are met with regard to interior lighting:
  - (1) At least twenty foot-candles, measured thirty inches above the floor, in prisoner reading areas.
  - (2) At least fifteen foot-candles, measured thirty inches above the floor, in prisoner accessible areas.
  - (3) Lighting in prisoner sleeping areas shall be reducible to between two and four foot-candles, measured thirty inches above the floor.
- (F) The jails shall maintain documentation that the following standards are met with regard to bedding, linens and clothing:
  - (1) Bedding and mattresses shall be in good repair and cleaned prior to being reissued;
  - (2) Issued bed linens and towels shall be exchanged once weekly. Issuance of clean linens and towels shall be documented;
  - (3) Issued clothing shall be exchanged or laundered twice weekly. Arrangements are made to exchange or launder personal clothing and undergarments twice weekly;

- (4) Blankets shall be cleaned before being reissued to another prisoner;
  - (5) Mattresses shall be cleaned once a week;
  - (6) Bedding, mattresses, towels and clothing shall be exchanged or cleaned when soiled.
- (G) Supply and equipment storage areas shall be clean and orderly.
- (H) Each prisoner shall be provided the opportunity for a hot shower daily.
- (I) The jail shall maintain documentation regarding arrangements made for prisoner haircuts.
- (J) Shaving equipment and supplies shall be made available daily. Issuance and retrieval of shaving equipment and supplies shall be documented.
- (K) 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.
- (L) 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.
- (1) Training in jail fire safety equipment shall be conducted annually.
  - (2) Fire drills shall be conducted at least once every three months on each shift so that at least twelve drills are conducted annually.
- (M) Jail facility exits shall be clear and evacuation routes shall be posted or clearly marked throughout the facility.

**5120:1-10-06      Communication.**

- (A) There shall be no limitation on the amount of incoming or outgoing mail or correspondence when the prisoner is responsible for the costs of postage.
- (B) Incoming prisoner mail, correspondence and packages shall be opened and inspected to intercept cash, checks, money orders and contraband. The jail shall document procedures for the appropriate disposition of intercepted items.
- (C) Legal mail or correspondence shall be opened and inspected in the presence of the prisoner to intercept contraband. The jail shall document procedures for the appropriate disposition of intercepted items.
- (D) 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 prisoner shall be notified if mail is withheld or rejected.
- (E) Outgoing mail or correspondence shall be forwarded and sealed without inspection except as provided in paragraph (D) of this rule.
- (F) Indigent prisoners shall receive writing materials, envelopes and postage for two letters per week.
- (G) Prisoners shall have access to legal counsel of record including telephone contact, written communication, and confidential visits.

**5120:1-10-07      Visitation.**

- (A) There shall be a secure visiting area that physically separates the prisoner and visitor with capability for two-way conversation and viewing through a twenty-four inch by twenty-four inch vision panel or provisions for video visitation.
- (B) The visitation area shall be equipped with seating.
- (C) There shall be documentation that lighting is twenty foot-candles, measured thirty inches above the floor.
- (D) Visitors shall be required to provide identification.
- (E) Visitors shall register upon entry into the jail. The registry shall include the date, visitor names, prisoner visited and length of the visit.
- (F) The jail shall provide general visitation hours that provide prisoners the opportunity for thirty minutes of visitation per week. A schedule of visiting hours shall be posted in prisoner and visitation areas.
- (G) Written policy and procedures shall govern contact and special visits.
- (H) The jail shall establish visitor security controls to prevent contraband from entering the jail.
- (I) Visits shall be restricted only if the jail administrator or designee determines that a visit is a threat to safety, security or the best interests of the jail. The jail administrator or designee shall justify restrictions in writing.
- (J) Staff shall be prevented from listening to visitor conversations.
- (K) Professional visits by attorneys of record or clergy shall be permitted.

**5120:1-10-08 Telephone.**

- (A) Each jail administrator shall develop written policies and procedures governing prisoner telephone communications.
- (B) Provisions must be made to allow each prisoner a minimum of one telephone call a week, in addition to calls permitted in accordance with paragraph (A)(5) of rule 5120:1-10-01 of the Administrative Code.

**5120:1-10-09      Medical.**

- (A) The jail shall have a designated qualified health care provider or agency, licensed to practice medicine in Ohio, who shall be responsible for health care services pursuant to a written agreement, contract or job description.
- (B) Medical policies and procedures shall be specifically developed for the jail. Initial approval and subsequent approvals of any revisions shall be documented by a physician.
- (C) Health-trained personnel shall perform a medical, dental and mental health screening on each prisoner upon arrival at the jail. Findings shall be recorded on a form approved by a physician. The screening form shall include at least the following:
  - (1) Inquiry into:
    - (a) Current illness and health problems
    - (b) Dental problems
    - (c) Mental health problems
    - (d) 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
    - (e) Past and present treatment or hospitalization for mental disturbances or suicidal ideation
    - (f) Possibility of pregnancy
    - (g) Other health problems designated by the medical policies and procedures.
  - (2) Observation of:
    - (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 prisoner:
    - (a) General population or

- (b) General population with prompt referral to appropriate health care or
  - (c) Referral to appropriate health care service for emergency treatment or
  - (d) Medical observation/isolation.
- (D) The jail shall provide, or make provisions for, twenty-four hour emergency health care.
- (E) Medical care shall be performed by qualified health care personnel pursuant to written protocol or order of a physician. Verification of current credentials of each qualified health care personnel shall be maintained on file.
- (F) A physician and/or qualified health care professional shall conduct a sick call at least once per week.
- (G) The jail shall ensure that there is a daily procedure whereby prisoners have an opportunity to report medical complaints to the qualified health care professional or agency directly or through other health-trained personnel.
- (H) Medical complaints shall be:
- (1) Recorded and maintained on file
  - (2) Reviewed daily by qualified health care personnel and treatment shall be provided as necessary.
- (I) Prisoners may be treated by a personal physician in the jail at their own expense, upon approval by the jail designated health care professional or agency, provided that current credentials of the personal physician are verified.
- (J) The jail shall maintain a method of recording entries in the health record in a format approved by established medical policies and procedures.
- (1) Health records are confidential and only accessible to personnel designated by - established medical policies and procedures and the Administrative Code.
  - (2) Staff may be advised of prisoners' health status only to preserve the health and safety of the prisoner, other prisoners or the jail staff.
- (K) The jail shall exercise proper management of pharmaceuticals and address the following:
- (1) Physician orders
  - (2) Procedures for medication receipt, storage, dispensing and administration or distribution

- (3) Secure storage and monthly inventory of all controlled substances, syringes and needles
  - (4) Dispensing of medicine in conformance with federal and state laws
  - (5) Administration of medication by health-trained personnel and under the supervision of the designated qualified health care person or agency and the jail administrator or designee
  - (6) Accountability for administering or distributing medications according to physician's orders.
- (L) No prisoner shall be denied health care.
- (M) A dentist shall determine and provide prisoners with professional emergency dental services.
- (N) Prisoners evidencing signs of mental illness or developmental disability shall be referred immediately to qualified mental health personnel.
- (O) The jail shall have a plan for identifying and responding to suicidal prisoners. The plan components shall include:
- (1) Identification - The receiving screening form contains observation and interview items related to the prisoner's potential suicide risk
  - (2) Training - Staff members who work with prisoners are trained to recognize verbal and behavioral cues that indicate potential suicide. The plan includes initial and annual training
  - (3) Assessment - The plan specifies a suicide risk assessment, and level system. Only a qualified mental health professional may remove prisoners from suicide risk status
  - (4) Monitoring - The plan specifies the procedures for monitoring a prisoner who has been identified as potentially suicidal. A suicidal prisoner 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.
  - (5) Referral - The plan specifies the procedures for referring potentially suicidal prisoner and attempted suicides to a mental health care provider or facility.
  - (6) Communication - Procedures exist for ongoing written communication between health care and correctional personnel regarding the status of suicidal prisoners.
  - (7) Intervention - The plan addresses how to handle a suicide in progress, including first aid measures.

- (8) Notification - The plan includes procedures for notifying the jail administrator, outside authorities, family members of completed or attempted suicides requiring medical hospitalization.
- (9) Reporting - The plan includes procedures for documenting, monitoring, and reporting attempted or completed suicides. Completed suicides are reported to the Bureau of Adult Detention within thirty days of the incident.
- (10) Review - The plan specifies procedures for medical and administrative review if a suicide or a serious suicide attempt, as defined by the suicide plan, occurs.
- (11) Critical incident debriefing - The plan specifies the procedures for offering critical incident debriefing to affected staff and prisoners.
- (P) Emergency medical equipment and supplies, as determined by the medical policies and procedures shall be available at all times, inventoried monthly and replenished as needed.
- (Q) There shall be a written infectious diseases control program implemented in the jail.
- (R) Pregnant prisoners shall receive pre-natal care as determined necessary by the designated qualified health care person or agency.
- (S) A written policy regarding the use of medical restraints and therapeutic seclusion for prisoners under treatment for medical or mental illness shall specify the types of restraints that may be used and when, where, how and for how long restraints and therapeutic seclusion may be used.
  - (1) Use shall be authorized by a physician upon concluding that no other less restrictive treatment is appropriate.
  - (2) There shall be ten-minute checks by health-trained personnel for any prisoner placed in medical restraints or therapeutic seclusion.

**5120:1-10-10      Food service.**

- (A) There shall be documentation that the food service operation complies with the regulations of the local or state health department.
- (B) Prisoners shall be served a minimum of three meals at regularly scheduled intervals, not to exceed fourteen hours between meals.
- (C) Menu cycles and contents shall be evaluated and approved annually by a qualified nutritionist or registered dietician.
- (D) Records of food items served at meals shall be maintained.
- (E) The jail shall make provisions for modified diets by physician's order or to accommodate the mandatory dietary requirements of a recognized religion.
- (F) All persons involved in the preparation of food shall receive a pre-assignment medical examination and annual re-examinations.
- (G) The jail shall institute policies and procedures that require that:
  - (1) All food handlers are instructed to wash their hands upon reporting for kitchen duty and after using the toilet.
  - (2) The food services manager or designee visually checks and questions prisoners and others working in food service each day for health and cleanliness prior to their beginning work. Any deficiencies are corrected immediately.
- (H) The jail shall maintain security within the kitchen area including accounting for utensils, controlling supply storage, supervising incoming supplies and daily disposal of garbage.

**5120:1-10-11      Recreation and programming.**

- (A) The jail shall provide table games for prisoners.
- (B) The jail shall provide prisoners access to reading materials.
- (C) The jail shall provide prisoners with referral information for alcohol and drug abuse treatment or services, academic education or training, mental health services, social services and other community services.
- (D) Prisoners shall be permitted to practice a recognized religion subject to limitations prescribed by law.

**5120:1-10-12 Prisoner discipline.**

- (A) Written prisoner rules shall specify prohibited acts or conduct, degrees of violations, ranges of penalties and disciplinary hearing procedures.
- (B) There shall be a sanctioning schedule for rule violations.
  - (1) The jail administrator or designee shall approve any penalty exceeding suspension of rights or disciplinary isolation for more than twenty-four hours.
  - (2) The jail administrator or designee shall approve any penalty exceeding suspension of privileges for more than seventy-two hours.
  - (3) The maximum sanction for rule violations shall be no more than twelve days for violations arising out of one incident.
- (C) If prisoner access to clothing, bed, bedding, toilet, lavatory and shower are suspended, there shall be a daily review for re-instatement by the jail administrator or designee.
- (D) Prisoner rules shall specify the fundamental rights that cannot be suspended except in an emergency or other condition beyond the control of the jail administrator.
- (E) The assessment of penalties against a prisoner shall be documented.
- (F) Jail disciplinary measures shall not include corporal punishment, discipline administered by prisoners, withholding of medical treatment, or withholding food.

## **5120:1-10-13      Violations and penalties.**

(A) Rules shall be divided into two distinct categories according to the nature of the violation and the maximum penalty which may be imposed.

(1) Minor violations:

- (a) Minor violations shall include acts which do not constitute a present and immediate threat to the security of the facility, its staff, prisoners, visitors, or the prisoner who committed the violation (e.g., "horseplaying," excessive noise, dirty clothing or living quarters, poor personal hygiene).
- (b) Minor violations may be penalized by verbal reprimand and/or by restriction of privileges for a period not to exceed twelve days.
- (c) Minor violation penalties must be reviewed by the jail administrator or designee.

(2) Major violations:

- (a) Major violations shall include persistent minor rule infractions, cases where a determination is made that the remedy for a minor violation serves no deterrent effect, and violations which cannot be considered minor (e.g., carelessness with tools, equipment, or cleaning supplies, obscene gestures, lying).
- (b) Major rule violations shall be subject to restriction or suspension of the privileges and/or qualified rights enumerated in paragraph (C) of rule 5120:1-10-12 of the Administrative Code or disciplinary isolation, for a period of up to twelve days.

**5120:1-10-15      Administrative segregation.**

- (A) Each facility shall have written policies and procedures that govern the administrative segregation of prisoners from the general population.
- (B) The use of administrative segregation as a penalty shall be prohibited.
- (C) Administrative segregation shall be employed to separate a prisoner from the general population whenever one or more of the following exists:
  - (1) The prisoner presents an inability to conform with established standards of behavior for general population;
  - (2) The prisoner poses a threat to self, others, or the security of the facility;
  - (3) The prisoner presents a need for protection as determined by the facility administrator;
  - (4) The prisoner is at risk of spreading a communicable disease;
  - (5) The jail administrator has otherwise determined that such segregation is necessary and in the best interests of the prisoner, staff, or the safe and secure operation of the facility.
- (D) Within twenty-four hours of administrative segregation, the prisoner shall be provided with written documentation of the reason for confinement. The prisoner shall be provided an opportunity for a written or oral response to the jail administrator or designee, to be reviewed with seventy-two hours for determination of continued confinement.
- (E) Prisoners in administrative segregation shall receive all privileges and rights unless the prisoner poses a threat to the security of the facility or the health and welfare of the individual. Any suspension or modification of privileges and/or rights shall be documented.

**5120:1-10-16      Grievance.**

- (A) Prisoner rules shall include a grievance procedure that is available to prisoners.
- (B) Retaliation by staff for prisoner grievances is prohibited.

**5120:1-10-17      Staffing.**

- (A) Each jail shall have a designated jail administrator who is qualified by training or experience to supervise and control prisoners as outlined in a written job description.
- (B) Pre-employment background checks shall be conducted prior to hiring of jail staff.
- (C) Annual standardized performance reviews of jail employees shall be conducted.
- (D) There shall be a written, implemented staffing plan that includes jail personnel assignments, days of the week and hours of the day that assignments are covered and any deviations from the plan with respect to weekends, holidays or other atypical situations.
  - (1) The plan shall include all posts and functions, a calculated shift relief factor, sufficient numbers of male and female jail staff on-duty and available to perform sensitive functions and procedures as necessary by prisoner gender, and total number of employees required to fill identified posts and functions.
  - (2) The plan shall reflect that the facility has staff for administration and supervision; prisoner programs; prisoner supervision, custody and back up; support services including medical, food service, maintenance and clerical; staff training; and other jail-related functions such as escort and transportation of prisoners.
  - (3) The staffing plan shall be reviewed once a year by the jail administrator and revised as needed.
- (E) A written code of ethics shall be provided to jail employees.
- (F) There shall be written policies and procedures governing the screening and security / safety orientation of any volunteer(s) being allowed access into the jail.

**5120:1-10-18      Staff training.**

(A) The jail administrator and full-time corrections officers, whose sole job is to work in the jail area with prisoners, shall receive training as follows:

- (1) Training in the jail policies and procedures within sixty days of assignment to jail duties.
- (2) During the first year of assignment receive forty hours of training including legal aspects of corrections, overview of criminal justice system, security concepts, emergencies, interpersonal communications, recognition of abnormal prisoner behavior, prisoner supervision, surveillance and discipline, fire safety and response, and "Minimum Standards for Jails in Ohio."
- (3) Four hours of in-service training each subsequent year of employment addressing specific job assignments and/or jail related issues.

(B) Staff assigned to jail duties shall receive training as follows:

- (1) Training in jail policies and procedures prior to assignment of jail duties.
- (2) During the first year of assignment, sixteen hours of training including security awareness, suicide prevention, unarmed self-defense, and first-aid / CPR.
- (3) Two hours of in-service training each subsequent year of employment addressing specific job assignments and/or jail related issues.

(C) The jail policies and procedures shall be available to jail staff, reviewed annually and updated by the jail administrator as needed.