



Ohio Administrative Code

Rule 5120:1-10-03 Security.

Effective: February 16, 2016

(A) Each twelve-day facility shall maintain the following standards in regard to the security of the jail.

(1) (Essential) An established security perimeter.

(2) (Essential) A secure booking and release area.

(3) (Essential) Temporary weapons storage lockers or other secure storage at each point of entrance to the jail's security perimeter.

(4) (Essential) If installed, closed circuit televisions that are operational and preclude the monitoring of shower, toilet and clothing exchange areas.

(5) (Essential) A two-way communications system between central control, staffed posts and inmate occupied areas. Inmates shall be able to initiate communication with staffed posts.

(6) (Essential) 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 standards are maintained.

(1) (Important) Procedures govern the 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.



(2) (Important) All inmates shall be searched whenever entering or leaving the jail's security perimeter to control contraband.

(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.

(4) (Essential) There is a plan that guides the jails response to emergencies. All jail personnel are trained annually in the implementation of the emergency plan. The emergency plan should include procedures to be followed in situations that threaten jails security.

(5) (Essential) The staff shall maintain a written log to record routine information, emergency situations and unusual incidents.

(6) (Essential) An official count shall be conducted three times daily not to exceed nine hours from the previous count to verify inmate's physical presence and identification. Jail staff conducting the count shall record the count.

(7) (Essential) Personal observation checks of inmates 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) (Essential) The facility will develop policies and procedures for inmates with special needs that will, at minimum, include:

(a) Housing

(b) Referrals

(c) Contact with caseworkers, outside agencies, etc.

(9) (Essential) Inmates in physical restraints shall be personally checked by staff every ten minutes.



The report of the use of physical restraints will be documented, reviewed and signed off by a non-involved supervisor or higher-ranking personnel. The use of physical restraints will be reviewed for policy compliance by the jail administrator or designee.

(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, prevention of discharging a firearm or other weapons, prevention of escape or other crime, and controlling or subduing inmates who refuse to obey a staff command or order.

(b) (Essential) Use of force shall be limited to the amount of force appropriate to control a given situation acknowledging changing levels of force may change in seconds. In no event is physical force used as punishment.

(c) (Essential) An examination and/or treatment by qualified health care personnel shall be provided to inmates or staff involved in a use of force incident when there is obvious physical injury, a complaint of injury or an inmate request for medical attention.

(d) (Essential) Use of force incidents shall be recorded and reviewed by the jail administrator or designee.

(11) Develop procedures to guide searches of the jail and inmates in order to control contraband.

(a) (Important) Inmate accessible areas shall be inspected in a manner that ensures all areas are inspected monthly.

(b) (Essential) A security inspection of the jail shall be conducted once a month.

(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.



- (12) (Important) Inmate movement from one area to another is controlled by staff.
- (13) (Important) The staff supervision and searching of inmate workers.
- (14) (Important) No inmate shall be given control of or authority over any other prisoner, security function or service activity.
- (15) (Important) Same gender, cross gender and transgender supervision guidelines shall be provided in policy and procedure.
- (16) (Important) The jail shall establish policies and procedures for the use of keys, tools and culinary equipment.
- (17) (Important) Toxic, corrosive and flammable substances and tools shall be stored in a secure area and used by inmates only under direct supervision and used only in accordance with manufacturers instruction. The substances are only accessible to authorized persons.