

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: MINUTES OF MEETING HELD
MONDAY, JANUARY 24, 2000

PRESENT: HOLMES R. SHAVER, PRESIDENT
ROBERT K. TEBAY, COMMISSIONER
DAVID A. COUCH, COMMISSIONER

On this date, the County Commission of Wood County met in regular session. They signed purchase orders, invoices and other correspondence.

The County Commission, upon a motion duly made, seconded and passed, approved Erroneous Assessment Applications in regard to personal property for Gary D. Dunbar - Lubeck District (1999) and for David L. Caplinger - Parkersburg City District (1999). The County Commission also approved an Erroneous Assessment Application in regard to real property for Gregory L. & Lisa D. Swisher - Williamstown District (1999).

At 9:40 A.M., the County Commission, upon a motion made by Holmes R. Shaver, seconded by Robert K. Tebay and made unanimous by David A. Couch, went into Executive Session at the request of D.R. Smith, Emergency Services/911 Director, under No. 2 of the West Virginia Code, Chapter 6, Article 9, Section 4, of 1931, as amended. Also in attendance was Mary R. Rader, County Administrator. Said Executive Session ended at 9:59 A.M.

At 10:00 A.M., the County Commission met with Donna Spurgeon-Davis from the Parkersburg Planning Commission. The State Code states that when there is a City and County Planning Commission that there is an advisory member from each to the other. The County Commission asked for a letter requesting a member be appointed to represent the County and they will take care of this matter.

At 11:30 A.M., the County Commission held a hearing in regard to the Ronald E. Dawkins estate, Joseph Albright Jr, was the attorney for Michael and Ronald Dawkins. Information in regard to this hearing is on file in the Probate Office.

Tom Garrett, Department of Highways was present and asked for an update on the Donato's request for a right of way.

At 1:30 P.M., the County Commission met with Tim Knopp, Grant Consultant for Wood County. Mr. Knopp informed the Commission that if they wish to consider seeking a grant for help with the costs of the Fort Boreman Park, the Park would need to be listed on the National Register of Historic places.

At this time, David Gibson, Deputy Coroner and Mike St. Clair, Coroner. Mr. St. Clair asked for space for a storage/meeting area for his office, law enforcement and fire officials. The Commission asked Mr. St. Clair to put his request in writing. Ginny Conley, Prosecuting Attorney was also present and she thinks this would be helpful.

The County Commission of Wood County was in receipt of the Jail Inspection Reports conducted and completed by Dr. Logan Hovis, Curtis Smith and James Deem. An Order was prepared regarding this matter and said Reports are attached to these minutes and shall be made a part thereof.

At 2:00 P.M., the County Commission met with Ginny Conley to discuss the estate that was held earlier and the Wood County Correctional Center. Sheriff K.D. Merritt came later to discuss the Wood County Correctional Center.

The County Commission of Wood County, upon a motion duly made, seconded and passed, ORDERED that Erroneous Assessment Application No. 9788 pertaining to real property, found in

Order Book 64, at Page 158 and bearing the date of January 24, 2000, be voided. Said Erroneous Assessment Application is in the name of Gregory L. & Lisa D. Swisher and is for property located in Williamstown District. Per the Assessor's Office Mr. & Mrs. Swisher will be back-taxed. An Order was prepared regarding this matter.

The County Commission of Wood County was in receipt of two Abstracts From The Records of the Commissioner's Orders from the West Virginia Department of Transportation, Division of Highways, Charleston, West Virginia, in regard to the REDESIGNATION of the following section of highway to the State Local Service System in Wood County, District Three:

- ◆ Oak Street (HARP 930)
Assigned County Route 34/5 (State Local Service)
- ◆ Poplar Street (HARP 931)
Assigned County Route 34/6 (State Local Service)

An Order was prepared regarding this matter.

The County Commission of Wood County was in receipt of an Abstract From The Records of the Commissioner's Orders from the West Virginia Department of Transportation, Division of Highways, Charleston, West Virginia, in regard to the ADDITION to the Home Access Road Program (HARP) of the following ORPHAN ROAD in Wood County, District Three:

- ◆ Roberts Lane (Near Parkersburg)
Assigned 974

An Order was prepared regarding this matter.

The County Commission of Wood County was in receipt of the fully executed AGREEMENT FOR BELL ATLANTIC PAYPHONE SERVICE by and between Bell Atlantic Corporation and the County Commission of Wood County. Receipt of the aforementioned fully executed AGREEMENT is pursuant to an ORDER appearing in Order Book 64, at Page 134 and

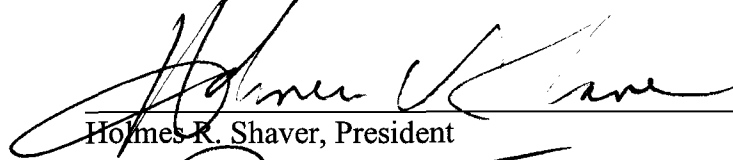
bearing the date of December 13, 1999, at which time the aforementioned AGREEMENT was EXECUTED by Holmes R. Shaver, in his official capacity as President and on behalf of the County Commission. An Order was prepared regarding this matter.

The County Commission of Wood County, upon a motion made by David A. Couch, seconded by Robert K. Tebay and passed, did hereby AUTHORIZE Holmes R. Shaver, in his official capacity as President and on behalf of the County Commission, to EXECUTE the Request For Reimbursement in regard to the Safe Communities Program Grant Number F99HS-21. Expenditures in the amount of thirteen thousand five hundred eighty-eight dollars and forty-four cents (\$13,588.44) were incurred by Wood County during the period of October 1, 1999 through December 31, 1999 and represents payment of contractual services provide by Tiano-Knopp Associates, Inc., Grant Consultants for Wood County; for travel and training expenses incurred by the aforementioned Grant Consultants; for materials, supplies and mailings utilized by the aforementioned Grant Consultants and for overtime expenses incurred by the City of Vienna, the Jackson County Commission, the City of Ravenswood and the City of Ripley for law enforcement officials who conducted road patrols in conjunction with the Highway Safety Program. In addition to the Request For Reimbursement, the Grant Progress Report, the Time and Attendance Reports, the Travel and Expense Accounts, and the Project Financial Reports are being submitted to the West Virginia Highway Safety Program, Charleston, West Virginia. Documentation pertaining to the aforementioned Safe Communities Program Grant is on file in the Office of the County Administrator. An Order was prepared regarding this matter.

Having no further scheduled appointments or business to attend to, the County Commission adjourned at 4:00 P.M.

Approved:

THE COUNTY COMMISSION OF WOOD COUNTY


Holmes R. Shaver, President


Robert K. Tebay, Commissioner


David A. Couch, Commissioner

PURCHASE ORDERS APPROVED ON JANUARY 24, 2000

25257	Dayton Legal Blank	2,770.00
25450	Assurance Business Forms	217.86
25483	Office Depot	48.35
25495	George's Tailor Shop	29.00
25556	Miller Communications	93.25
25720	The Engineering Supply	171.15
25740	Stuart Oil	2,823.00
25746	Mahone Tire	659.54
25750	Turner Oil	217.25
25788	Parkersburg Office Supply	139.52
25838	Sam's Club	220.09
25848	Broadwaters Motorcar	84.13
25850	Broadwaters Motorcar	19.91
25852	Broadwaters Motorcar	70.40
25854	Broadwaters Motorcar	25.17
25856	Broadwaters Motorcar	29.44
25858	Broadwaters Motorcar	8.72
25860	Broadwaters Motorcar	7.21
25862	Broadwaters Motorcar	50.19
25864	Broadwaters Motorcar	43.98
25866	Black Bear Paging	95.00
25868	Federal Express	12.75
25870	Alltel	421.22
25884	Broadwaters Motorcar	43.48
25886	Signs & More	225.00

To listen to these minutes, please refer to Tape Nos. 3 & 4.



1/24/00
64/159

131

Fourth Judicial Circuit of West Virginia

WOOD COUNTY JUDICIAL BUILDING
PARKERSBURG, WEST VIRGINIA 26101

ROBERT A. WATERS
JUDGE

TELEPHONE
(304) 424-1746

MEMORANDUM

TO: Holmes R. Shaver, President, Wood County Commission
David A. Couch, Commissioner, Wood County Commission
Robert K. Tebay, Commissioner, Wood County Commission ✓
Ginny Conley, Prosecuting Attorney
K. D. Merritt, Sheriff of Wood County
Cpt. R.L. Nelson, Wood County Jail Administrator

FROM: Robert A. Waters, Chief Judge *R. A. W.*

DATE: January 24, 2000

RE: Jail Inspection

Attached please find copies of the jail inspection reports from Dr. Logan Hovis, Curt Smith and James Deem for your review. Please take any necessary action to bring the Wood County Correctional Center into compliance with state law.

RAW/al

Attachments

1-21-00

Jail Inspection Form

Name of Facility: Wood County Correctional Center

Name of Officials Interviewed: Captain Lee Myers, Captain R. L. Nelson

Description of Facility:

Floor: Concrete and Tile

Monitoring: Visual and Electronic

Table: Painted Steel

Washstand: Stainless Steel

Toilet: Stainless Steel

Shower: Yes

Male - Female Separation: Yes

Cells or Rooms: 56 cells in four blocks and seven rooms

Description of use and practices: Two cell blocks have twelve cells and two cell blocks have sixteen cells that have single beds. Five rooms have six beds each that are used for work release, work detail and inmates serving time on weekends. Two rooms have bunk beds that are used for females arrested overnight, medical segregation, or disciplinary segregation. The recreation room is used for all other inmates.

Physical Condition and Services.

1. Fire Prevention.

a. Meets State Code. Yes

b. Evacuation Plan disseminated to all residents and posted; jail staff trained. No.

The evacuation plan is no giving to the inmate population for security reasons. The jail staff is issued a copy of the evacuation plans upon employment and they are trained in use of fire safety equipment.

c. Fire Doors. Yes, all doors in the building are at least a four hour rated door, most are metal security doors.

d. Smoke and Fire Detectors/Fire Alarm. Smoke and fire detectors are installed per State Fire Marshal's Office specifications and the alarm system rings in at the E911 center.

e. Fire Extinguishers; Periodic Testing. They are available and the County Commission contracts for inspections of all extinguishers.

f. Sprinkler System. No

g. Master Key System: Plan for Speedy Release? The keys have notches filed into the cut side of them so they can be identified in case of smoke or power outage.

h. Alternative Means of Egress. There are alternative plans in place.

i. Construction of Fireproof Materials. Concrete and Steel.

j. Fire Marshal's report attached.

2. Sanitation

1. Jail conforms to all Applicable Health Laws and Regulations? Yes

2. Commission supplies jail with adequate janitorial services. Yes

3. Maintenance plan.

a. Daily cleaning: toilets, sinks, showers, floors. Yes, inmates are assigned to clean the floor and shower area. The inmate living in a

cell is responsible for cleaning his toilet and sink. They are furnished with cleaning supplies on a daily basis and the cells are inspected by the officers each day.

- b. Emptying of receptacles. Yes, at twice daily and more often if needed.
 - c. Cleaning of living units on regular basis. Yes, daily.
 - d. Adequate extermination service. The County Commission contracts with a local exterminator for monthly inspection and spraying.
 - e. Cleaning and sanitary maintenance of all kitchen equipment. Cooks are responsible for cleaning equipment after usage. After hours inmates are escorted to the kitchen to clean floors, vents, sinks, etc.
- 4. Water supply and plumbing meets all applicable codes. Yes
 - 5. Provision to residents of cleaning supplies. Yes, at least daily.

3. Food

- a. Cook has food handler's license, 30-day examination. Yes.
- b. Cook scheduled for all, trustees not responsible for meals. Yes
- c. Adequate and tasty meals – dietician and health official (§7-8-2a) approved menu (nutritious meals) (fresh foods, variety, proper temperature); 3 meals per day, 2 hot. A dietician has not approved the menu currently being used. The County Commission had a set of menus prepared by a dietician, but they were never implemented. Three meals a day are served, two of which are hot.
- d. Preparation and Storage. A lot of the foods purchased is prepared food, or heat and eat. The food is stored in proper containers and stock is rotated.
- e. Food carts with heating units. Yes
- f. Appropriate Space for eating meals (not close to toilet). Yes
- g. Record of meals served – cost, daily menus, refusal to eat. Yes
- h. Food service agents must meet all applicable health laws and regulations. Yes
- i. Food service equipment – meet all applicable health and safety laws. Yes.
- j. Special diets for medical or religious needs. Yes
- k. Trustees not permitted to serve juveniles. Juveniles are not held.
- l. Most recent Health Department Inspection Report.

4. Ventilation and noise.

- a. Heating. Boiler system
- b. Summer Temperature/Air Conditioning. 75 degrees F.
- c. Noise levels should not interfere with reasonable human activity. Adequate.

5. Lighting.

- a. Number per cell or room and wattage. Two sixty-watt bulbs per cell.
- b. Covering on lights. Yes, Plexiglas shades with metal coverings.
- c. Adequacy for reading. Yes
- d. Condition of wiring. Meets code.
- e. Who controls? Staff
- f. Off at night. Only one light is off at night in order to provide enough light for the officers to ensure the health and safety of the inmate.
- g. Cells or rooms receive natural light? Yes

6. Physical Plant.

- a. Compliance with all building codes. Yes
- b. Secure Cells. Yes
- c. Room or cell space – 70 square feet (single cells) and 50 square feet (multiple occupancy cells). Yes
- d. Dayrooms – 35 square feet/residence. Yes
- e. Adequate place to eat meals. Yes
- f. Recreation – adequate outdoor and indoor space for large muscle activity. Yes
- g. Cell – standard bunk; flame retardant mattress and pillow, access to washstand with hot and cold water, and commode. Yes
- h. Juveniles – juveniles are not held in the Correctional Center.

7. Personal Hygiene.

- a. Soap furnished. Yes
- b. Toothbrush and toothpaste furnished. Yes
- c. Toilet tissue furnished. Yes
- d. Shaving materials furnished; timely access. Shaving cream and razor are offered three times weekly and daily for those in trial.
- e. Feminine hygiene supplies. Females are kept in Ritchie and Wirt County Jails, but supplies are kept on hand for the females kept for short time periods.
- f. Towels furnished; clean towels 3 times per week. Yes
- g. Daily access to showers. Yes
- h. Continuous access to toilet, washstand with hot water. Yes
- i. Privacy; toilet - yes shower – yes.
- j. Bedding – clean flame retardant mattress and pillow; 2 clean sheets, 1 clean pillowcase, and mattresses cleaned regularly, clean blankets sufficient in number. All mattresses and pillows are flame retardant and cleaned between usages. Bed linen is cleaned twice weekly.

Resident's Rights.

8. Visitation.

- a. Regular daily visitation schedules; adequate duration. Due to the number of inmates in jail, visitation has been separated between felons and misdemeanors. Each person can visit four times per week. The schedule permits morning, afternoon, evening or weekend visitation. Each person is restricted to a one-hour limit.
- b. Written posted policy; daily, weekend, evening, holiday. Each inmate is assigned a rulebook upon confinement that contains the visitation policy and the policy is posted by the front doors for the public to view.
- c. Access to counsel. Unrestricted.
- d. Contact visits; no exclusions except court order. Contact visits are scheduled weekly for inmates on work detail programs and monthly for non-working inmates.
- e. Privacy – conversation without monitor; visual surveillance. Visits are not monitored, but routinely checked visually through a window.

- f. Who can visit. Anyone over the age of eighteen. Anyone under the age of eighteen must have a parent or guardian with them at all times.
- g. Juveniles. – juveniles are not held.

9. Mail

- a. No opening of, censorship, or limits on out-going mail. Comply.
- b. No limits on in-coming mail (excepting opening in presence of juvenile for contraband). Juveniles are not held. Mail is opened in presence of the inmate to inspect for contraband.
- c. Unlimited access to writing material and stamps. (Juvenile). Juveniles are not held. Material is furnished for inmates that cannot afford to purchase pen and paper.
- d. Not held by staff. Comply
- e. Provision to indigent residents of materials and postage for legal correspondence. Others – material and postage available for purchase. Comply.

10. Telephone Privileges.

- a. Unlimited regular local phone calls; written notice of phone access. All outgoing calls are collect only and phone rules are in the jail rulebook.
- b. Long distance phone calls. Collect only.
- c. Unlimited phone calls to attorneys. In 1987 the bar association requested that all inmate call their office collect. The main reason behind this is they would not have inmates calling their office constantly tying up their and their staff's time. Once an inmate calls collect the person on the other end can hear their name and the attorney can then return the call. Calls from the attorney are then transferred to a phone and the inmate is brought to that phone.
- d. No monitoring (except under extraordinary and documented circumstances). Comply
- e. Receive incoming calls or a message taken. Only from attorneys or in cases of a family emergency.
- f. Access to phone on admission for legal and personal use. Comply and logged.

11. Medical Care.

- a. Medical examination and evaluation upon admission or shortly thereafter; by trained personnel; form in resident's file. The booking officer completes a medical questionnaire. If an inmate has a medical problem he is referred to the medical staff for evaluation. If no medical problem exist, the inmate is to have an exam with fourteen days of confinement. Medical records are kept in the nurse's station.
- b. Sick call daily and staff, in addition to infirmary and medical supplies; no provision of services by untrained, non-medical persons. Sick call is held by nurses from the Mid-Ohio Valley Health Department five days per week.
- c. Medical services plan. Yes
- d. Detailed medical records; all tests, screening; consent to treatment forms. Yes

- e. An efficient emergency procedure and services, including immediate access to medical treatment (available physician 24-hour basis). If nursing staff is not available and treatment is needed the inmate is transported to an emergency room.
- f. Access to psychological counseling. If referred by medical staff or a Judge.
- g. First-aid training for staff. Yes, completed by medical staff at least annually.
- h. Dental care. Referred by medical staff.
- i. Drug problem. Withdrawal; therapy arrangement. Staff is trained to observe inmates for signs of withdrawal and if needed counseling services is provided by Western District Guidance Center.
- j. Care for retarded or mentally ill residents – no persons awaiting involuntary commitment proceedings. Comply
- k. Medication – secure storage; log; dispensed by staff. Comply
- l. Juveniles are not held.

12. Recreation and Exercise.

- a. Daily physical exercise (outside of closed quarters); schedule to provide 1 hour per day. Comply
- b. Recreational equipment adequately maintained. Comply
- c. Indoor and outdoor recreation/adequate space – privacy and safety to public. Comply

13. Personal Expression, Communication, Religion.

- a. No limitations on personal appearance unless health, safety, security related. Inmates are issued uniforms accordance to felon or misdemeanor status.
- b. Access of resident to organizations and persons. Inmates are permitted visits from ministers.
- c. Media access to facilities. The staff has always attempted to cooperate with the media. They are not allowed in the facility if emergency conditions exist, but otherwise they have access upon request and scheduling.
- d. No limitations on religious observances. Comply
- e. Juveniles are not held.
- f. Clothing provided to resident without adequate clothing. All inmates are issued uniforms upon confinement.

14. Personal Property.

- a. Residents permitted to retain property. No
- b. Storage for non-retained property; receipt. Comply.

15. Reading Materials and access to legal information.

- a. Availability of books, magazines, newspaper on a daily basis. (Library services?). The jail maintains a library and the commissary funds purchases newspapers.
- b. Access to legal materials; How provided. The jail maintains a law library and inmates are permitted to check out books much like the public library.

16. Vocational and Educational Programs.

- a. Procedure instituted for work release? If an inmate wants to maintain his/her employment they must petition the Circuit Court for that privilege. If they are sentenced to the county jail on misdemeanor charges they may be assigned to the Sheriff's work program. Both are outlined in the jail rules and regulation handbook.
- b. Inmate informed of right to petition for work release, attend school, medical treatment. Comply, outlined in the rules and regulation handbook.
- c. Arrangements for GED, Academic Instruction, Vocational Education? Outlined in the jail rules and regulations and permitted with the approval of the court system.
- d. Supervised work with the county? Yes, policy and procedure is outlined in the jail rules and regulations.
- e. Educational services for juveniles detained for more than one year? Juveniles are not detained.
- f. Referrals for special education, testing and services. Yes.
- g. Reading materials of interest to juveniles. Juveniles are not held.
- h. Resident work – clean cell area only unless related to rehabilitation plan. Each inmate is responsible for cleaning his or her own living space.

C. Jail Administration.

17. Resident rules and discipline.

- a. Written rules of conduct, acts prohibited, penalties imposed. Comply
- b. Written rules defining punishment – related to offense, time limited. Comply
- c. Notice of disciplinary actions given to residents. Comply
- d. Hearing for major misconduct punishments; impartial hearing person or panel. Comply
- e. Proscribed punishments – no ridicule, physical pain, arduous labor, silence, physical restraints, denial of amenities, alternatives of diet, isolation, (except for restrictions for major infractions), altercations of sleeping pattern, chemicals and medications, group punishments for individual actions, limitations of constitutional rights, any punishment considered cruel and unusual. Comply

18. Security, Staff Conduct, Grievances.

- a. 24-hour supervision. Comply
- b. On site check every 30 minutes? Comply
- c. Emergency procedures for fire, riot, etc.? Comply
- d. Search procedures? Comply
- e. Procedures for use of physical restraints. Comply
- f. Safeguarding of tools, keys, chemical agents. Comply
- g. Records kept of incidence of physical force. Comply
- h. Isolation – when used? Procedures for use? Who makes decision? Reviews decision? Monitoring length of stay? Recording? Isolation is used in severe

d. Disciplinary cases. Outlined in the rules and regulations. Either Officer-In-Charge in case of emergency or hearing officer. Disciplinary action is reviewed every five days.

- i. Written staff guidelines and code of conduct – disciplinary complaints and actions recorded in staff file, no staff working with resident of charged with mistreatment until cleared. Comply
- j. Grievance procedure (including a reporting system for physical or sexual abuse and other grievances).
 - (1) Written procedures; copy given to residents. Comply
 - (2) Procedure to include investigation, notice of hearing, impartial decision-making, and an ability to appeal. Comply
 - (3) Written records kept of grievance. Comply
- k. Monitoring.
 - (1) Continuous – personal; log(?). yes
 - (2) Staff trained in suicide prevention. Comply
 - (3) Any isolation – Review immediately, 15 minutes observation, log. Comply.

19. Classification.

- a. Facilities – Written classification plan. Comply
- b. Plan help to determine – programs, privileges, work, furloughs, contact visits, housing. Comply
- c. Review of classification – periodic opportunities. Yes.

20. Orientation.

- a. Orientation process on admittance – proper admittance? Comply. Individual files? Comply. Search? Comply. Property receipt? Comply. Medical inquiry? Comply. Legal and Family phone call? Comply. Notice of rules and all rights? Comply. Clothing and hygiene item issue? Comply.
- b. Juveniles are not held.

21. Personnel.

- a. Written policies – duties; employee records. Maintain by jail administrator.
- b. Sufficient staff to adequately monitor – electronic monitoring; visual observation? Recorded? Supervision by same sex? There is sufficient staff for monitoring. The only recordings are of booking procedures in the hallway. Female officers do work around male inmates, but there are always male officers present.
- c. Staff training. The staff has at least two weeks of On The Job training prior to being permitted to supervise the inmate population. All officers are to complete a two hundred hour training academy sponsored by the State of West Virginia within the first year of employment. Several officers are currently lacking the training class.
- d. Psychological screening. None provided.
- e. Maintenance of personnel files. Maintained by the jail administrator.
- f. Juveniles are not housed.

- g. In-service training. Provided by various agencies including the Health Department, Pharmacy and Fire Department. The jail also has qualified firearms instructors, self defense instructors and first aid instructor on staff.
- h. Prescribed staff qualifications? Qualifications are outlined by the West Virginia State Code and the Civil Service Guidelines.
- i. Periodic screening and assessment of employees? Evaluations are performed annually for employees with over one year of service and every three months for employees with less than one-year service.
- j. No prisoner access to records or information. Comply
- k. Affirmative action efforts. Comply.

22. Jail Management and Records.

- a. Adequate records to include;
 - 1. food purchases. Comply
 - 2. payroll and personnel. Comply
 - 3. administrative expenses. Comply
 - 4. resident records. Comply
 - 5. grievance and disciplinary actions. Comply
 - 6. work release. Comply
 - 7. provisions of service records. Comply
 - 8.

JAN 17 2000 MEETING AND/OR INSPECTION REVIEW AT
CAPTAIN NELSON OFFICE, WOOD COUNTY JAIL.

THIS REVIEW CONSISTING OF PAGE 1 THRU 8
AND ITEMS OF INSPECTION 1 THRU 22 AND
PREVIOUS WALK THROUGH IT IS MY OPINION
THE EXISTING CONDITIONS ARE ADEQUATE,
ABOVE AVERAGE AND ACCEPTABLE.

Charles B. Smith

JANUARY 18 2000

PAGE (8)

Jail Inspection Form

Name of Facility: Wood County Correctional Center

Name of Officials Interviewed: Captain Lee Myers, Captain R. L. Nelson

Description of Facility:

Floor: Concrete and Tile

Monitoring: Visual and Electronic

Table: Painted Steel

Washstand: Stainless Steel

Toilet: Stainless Steel

Shower: Yes

Male - Female Separation: Yes

Cells or Rooms: 56 cells in four blocks and seven rooms

Description of use and practices: Two cell blocks have twelve cells and two cell blocks have sixteen cells that have single beds. Five rooms have six beds each that are used for work release, work detail and inmates serving time on weekends. Two rooms have bunk beds that are used for females arrested overnight, medical segregation, or disciplinary segregation. The recreation room is used for all other inmates.

Physical Condition and Services.

1. Fire Prevention.

a. Meets State Code. Yes

b. Evacuation Plan disseminated to all residents and posted; jail staff trained. No.

The evacuation plan is no giving to the inmate population for security reasons. The jail staff is issued a copy of the evacuation plans upon employment and they are trained in use of fire safety equipment.

c. Fire Doors. Yes, all doors in the building are at least a four hour rated door, most are metal security doors.

d. Smoke and Fire Detectors/Fire Alarm. Smoke and fire detectors are installed per State Fire Marshal's Office specifications and the alarm system rings in at the E911 center.

e. Fire Extinguishers; Periodic Testing. They are available and the County Commission contracts for inspections of all extinguishers.

f. Sprinkler System. No

g. Master Key System: Plan for Speedy Release? The keys have notches filed into the cut side of them so they can be identified in case of smoke or power outage.

h. Alternative Means of Egress. There are alternative plans in place.

i. Construction of Fireproof Materials. Concrete and Steel.

j. Fire Marshal's report attached.

2. Sanitation

1. Jail conforms to all Applicable Health Laws and Regulations? Yes

2. Commission supplies jail with adequate janitorial services. Yes

3. Maintenance plan.

a. Daily cleaning: toilets, sinks, showers, floors. Yes, inmates are assigned to clean the floor and shower area. The inmate living in a

cell is responsible for cleaning his toilet and sink. They are furnished with cleaning supplies on a daily basis and the cells are inspected by the officers each day.

- b. Emptying of receptacles. Yes, at twice daily and more often if needed.
 - c. Cleaning of living units on regular basis. Yes, daily.
 - d. Adequate extermination service. The County Commission contracts with a local exterminator for monthly inspection and spraying.
 - e. Cleaning and sanitary maintenance of all kitchen equipment. Cooks are responsible for cleaning equipment after usage. After hours inmates are escorted to the kitchen to clean floors, vents, sinks, etc.
- 4. Water supply and plumbing meets all applicable codes. Yes
 - 5. Provision to residents of cleaning supplies. Yes, at least daily.

3. Food

- a. Cook has food handler's license, 30-day examination. Yes.
- b. Cook scheduled for all, trustees not responsible for meals. Yes
- c. Adequate and tasty meals – dietician and health official (§7-8-2a) approved menu (nutritious meals) (fresh foods, variety, proper temperature); 3 meals per day, 2 hot. A dietician has not approved the menu currently being used. The County Commission had a set of menus prepared by a dietician, but they were never implemented. Three meals a day are served, two of which are hot.
- d. Preparation and Storage. A lot of the foods purchased is prepared food, or heat and eat. The food is stored in proper containers and stock is rotated.
- e. Food carts with heating units. Yes
- f. Appropriate Space for eating meals (not close to toilet). Yes
- g. Record of meals served – cost, daily menus, refusal to eat. Yes
- h. Food service agents must meet all applicable health laws and regulations. Yes
- i. Food service equipment – meet all applicable health and safety laws. Yes.
- j. Special diets for medical or religious needs. Yes
- k. Trustees not permitted to serve juveniles. Juveniles are not held.
- l. Most recent Health Department Inspection Report.

4. Ventilation and noise.

- a. Heating. Boiler system
- b. Summer Temperature/Air Conditioning. 75 degrees F.
- c. Noise levels should not interfere with reasonable human activity. Adequate.

5. Lighting.

- a. Number per cell or room and wattage. Two sixty-watt bulbs per cell.
- b. Covering on lights. Yes, Plexiglas shades with metal coverings.
- c. Adequacy for reading. Yes
- d. Condition of wiring. Meets code.
- e. Who controls? Staff
- f. Off at night. Only one light is off at night in order to provide enough light for the officers to ensure the health and safety of the inmate.
- g. Cells or rooms receive natural light? Yes

6. Physical Plant.

- a. Compliance with all building codes. Yes
- b. Secure Cells. Yes
- c. Room or cell space – 70 square feet (single cells) and 50 square feet (multiple occupancy cells). Yes
- d. Dayrooms – 35 square feet/residence. Yes
- e. Adequate place to eat meals. Yes
- f. Recreation – adequate outdoor and indoor space for large muscle activity. Yes
- g. Cell – standard bunk; flame retardant mattress and pillow, access to washstand with hot and cold water, and commode. Yes
- h. Juveniles – juveniles are not held in the Correctional Center.

7. Personal Hygiene.

- a. Soap furnished. Yes
- b. Toothbrush and toothpaste furnished. Yes
- c. Toilet tissue furnished. Yes
- d. Shaving materials furnished; timely access. Shaving cream and razor are offered three times weekly and daily for those in trial.
- e. Feminine hygiene supplies. Females are kept in Ritchie and Wirt County Jails, but supplies are kept on hand for the females kept for short time periods.
- f. Towels furnished; clean towels 3 times per week. Yes
- g. Daily access to showers. Yes
- h. Continuous access to toilet, washstand with hot water. Yes
- i. Privacy; toilet - yes shower – yes.
- j. Bedding – clean flame retardant mattress and pillow; 2 clean sheets, 1 clean pillowcase, and mattresses cleaned regularly, clean blankets sufficient in number. All mattresses and pillows are flame retardant and cleaned between usages. Bed linen is cleaned twice weekly.

Resident's Rights.

8. Visitation.

- a. Regular daily visitation schedules; adequate duration. Due to the number of inmates in jail, visitation has been separated between felons and misdemeanors. Each person can visit four times per week. The schedule permits morning, afternoon, evening or weekend visitation. Each person is restricted to a one-hour limit.
- b. Written posted policy; daily, weekend, evening, holiday. Each inmate is assigned a rulebook upon confinement that contains the visitation policy and the policy is posted by the front doors for the public to view.
- c. Access to counsel. Unrestricted.
- d. Contact visits; no exclusions except court order. Contact visits are scheduled weekly for inmates on work detail programs and monthly for non-working inmates.
- e. Privacy – conversation without monitor; visual surveillance. Visits are not monitored, but routinely checked visually through a window.

- f. Who can visit. Anyone over the age of eighteen. Anyone under the age of eighteen must have a parent or guardian with them at all times.
- g. Juveniles. – juveniles are not held.

9. Mail

- a. No opening of, censorship, or limits on out-going mail. Comply.
- b. No limits on in-coming mail (excepting opening in presence of juvenile for contraband). Juveniles are not held. Mail is opened in presence of the inmate to inspect for contraband.
- c. Unlimited access to writing material and stamps. (Juvenile). Juveniles are not held. Material is furnished for inmates that cannot afford to purchase pen and paper.
- d. Not held by staff. Comply
- e. Provision to indigent residents of materials and postage for legal correspondence. Others – material and postage available for purchase. Comply.

10. Telephone Privileges.

- a. Unlimited regular local phone calls; written notice of phone access. All outgoing calls are collect only and phone rules are in the jail rulebook.
- b. Long distance phone calls. Collect only.
- c. Unlimited phone calls to attorneys. In 1987 the bar association requested that all inmate call their office collect. The main reason behind this is they would not have inmates calling their office constantly tying up their and their staff's time. Once an inmate calls collect the person on the other end can hear their name and the attorney can then return the call. Calls from the attorney are then transferred to a phone and the inmate is brought to that phone.
- d. No monitoring (except under extraordinary and documented circumstances). Comply
- e. Receive incoming calls or a message taken. Only from attorneys or in cases of a family emergency.
- f. Access to phone on admission for legal and personal use. Comply and logged.

11. Medical Care.

- a. Medical examination and evaluation upon admission or shortly thereafter; by trained personnel; form in resident's file. The booking officer completes a medical questionnaire. If an inmate has a medical problem he is referred to the medical staff for evaluation. If no medical problem exist, the inmate is to have an exam with fourteen days of confinement. Medical records are kept in the nurse's station.
- b. Sick call daily and staff, in addition to infirmary and medical supplies; no provision of services by untrained, non-medical persons. Sick call is held by nurses from the Mid-Ohio Valley Health Department five days per week.
- c. Medical services plan. Yes
- d. Detailed medical records; all tests, screening; consent to treatment forms. Yes

- e. An efficient emergency procedure and services, including immediate access to medical treatment (available physician 24-hour basis). If nursing staff is not available and treatment is needed the inmate is transported to an emergency room.
- f. Access to psychological counseling. If referred by medical staff or a Judge.
- g. First-aid training for staff. Yes, completed by medical staff at least annually.
- h. Dental care. Referred by medical staff.
- i. Drug problem. Withdrawal; therapy arrangement. Staff is trained to observe inmates for signs of withdrawal and if needed counseling services is provided by Western District Guidance Center.
- j. Care for retarded or mentally ill residents – no persons awaiting involuntary commitment proceedings. Comply
- k. Medication – secure storage; log; dispensed by staff. Comply
- l. Juveniles are not held.

12. Recreation and Exercise.

- a. Daily physical exercise (outside of closed quarters); schedule to provide 1 hour per day. Comply
- b. Recreational equipment adequately maintained. Comply
- c. Indoor and outdoor recreation/adequate space – privacy and safety to public. Comply

13. Personal Expression, Communication, Religion.

- a. No limitations on personal appearance unless health, safety, security related. Inmates are issued uniforms accordance to felon or misdemeanor status.
- b. Access of resident to organizations and persons. Inmates are permitted visits from ministers.
- c. Media access to facilities. The staff has always attempted to cooperate with the media. They are not allowed in the facility if emergency conditions exist, but otherwise they have access upon request and scheduling.
- d. No limitations on religious observances. Comply
- e. Juveniles are not held.
- f. Clothing provided to resident without adequate clothing. All inmates are issued uniforms upon confinement.

14. Personal Property.

- a. Residents permitted to retain property. No
- b. Storage for non-retained property; receipt. Comply.

15. Reading Materials and access to legal information.

- a. Availability of books, magazines, newspaper on a daily basis. (Library services?). The jail maintains a library and the commissary funds purchases newspapers.
- b. Access to legal materials; How provided. The jail maintains a law library and inmates are permitted to check out books much like the public library.

16. Vocational and Educational Programs.

- a. Procedure instituted for work release? If an inmate wants to maintain his/her employment they must petition the Circuit Court for that privilege. If they are sentenced to the county jail on misdemeanor charges they may be assigned to the Sheriff's work program. Both are outlined in the jail rules and regulation handbook.
- b. Inmate informed of right to petition for work release, attend school, medical treatment. Comply, outlined in the rules and regulation handbook.
- c. Arrangements for GED, Academic Instruction, Vocational Education? Outlined in the jail rules and regulations and permitted with the approval of the court system.
- d. Supervised work with the county? Yes, policy and procedure is outlined in the jail rules and regulations.
- e. Educational services for juveniles detained for more than one year? Juveniles are not detained.
- f. Referrals for special education, testing and services. Yes.
- g. Reading materials of interest to juveniles. Juveniles are not held.
- h. Resident work – clean cell area only unless related to rehabilitation plan. Each inmate is responsible for cleaning his or her own living space.

C. Jail Administration.

17. Resident rules and discipline.

- a. Written rules of conduct, acts prohibited, penalties imposed. Comply
- b. Written rules defining punishment – related to offense, time limited. Comply
- c. Notice of disciplinary actions given to residents. Comply
- d. Hearing for major misconduct punishments; impartial hearing person or panel. Comply
- e. Proscribed punishments – no ridicule, physical pain, arduous labor, silence, physical restraints, denial of amenities, alternatives of diet, isolation, (except for restrictions for major infractions), altercations of sleeping pattern, chemicals and medications, group punishments for individual actions, limitations of constitutional rights, any punishment considered cruel and unusual. Comply

18. Security, Staff Conduct, Grievances.

- a. 24-hour supervision. Comply
- b. On site check every 30 minutes? Comply
- c. Emergency procedures for fire, riot, etc.? Comply
- d. Search procedures? Comply
- e. Procedures for use of physical restraints. Comply
- f. Safeguarding of tools, keys, chemical agents. Comply
- g. Records kept of incidence of physical force. Comply
- h. Isolation – when used? Procedures for use? Who makes decision? Reviews decision? Monitoring length of stay? Recording? Isolation is used in severe

- g. In-service training. Provided by various agencies including the Health Department, Pharmacy and Fire Department. The jail also has qualified firearms instructors, self defense instructors and first aid instructor on staff.
- h. Prescribed staff qualifications? Qualifications are outlined by the West Virginia State Code and the Civil Service Guidelines.
- i. Periodic screening and assessment of employees? Evaluations are performed annually for employees with over one year of service and every three months for employees with less than one-year service.
- j. No prisoner access to records or information. Comply
- k. Affirmative action efforts. Comply.

22. Jail Management and Records.

- a. Adequate records to include;
 - 1. food purchases. Comply
 - 2. payroll and personnel. Comply
 - 3. administrative expenses. Comply
 - 4. resident records. Comply
 - 5. grievance and disciplinary actions. Comply
 - 6. work release. Comply
 - 7. provisions of service records. Comply
 - 8.

I find this report to be complete and accurate.

Logan W. Hovis, M.D.
Logan W. Hovis, M.D.
West Virginia Board of Medicine
License No. 6610

January 17, 2000

12-13-99

Jail Inspection Form

Name of Facility: Wood County Correctional Center

Name of Officials Interviewed: Captain Lee Myers, Captain R. L. Nelson

Description of Facility:

Floor: Concrete and Tile

Monitoring: Visual and Electronic

Table: Painted Steel

Washstand: Stainless Steel

Toilet: Stainless Steel

Shower: Yes

Male - Female Separation: Yes

Cells or Rooms: 56 cells in four blocks and seven rooms

Description of use and practices: Two cell blocks have twelve cells and two cell blocks have sixteen cells that have single beds. Five rooms have six beds each that are used for work release, work detail and inmates serving time on weekends. Two rooms have bunk beds that are used for females arrested overnight, medical segregation, or disciplinary segregation. The recreation room is used for all other inmates.

Physical Condition and Services.

1. Fire Prevention.

a. Meets State Code. Yes

b. Evacuation Plan disseminated to all residents and posted; jail staff trained. No.

The evacuation plan is no giving to the inmate population for security reasons. The jail staff is issued a copy of the evacuation plans upon employment and they are trained in use of fire safety equipment.

c. Fire Doors. Yes, all doors in the building are at least a four hour rated door, most are metal security doors.

d. Smoke and Fire Detectors/Fire Alarm. Smoke and fire detectors are installed per State Fire Marshal's Office specifications and the alarm system rings in at the E911 center.

e. Fire Extinguishers; Periodic Testing. They are available and the County Commission contracts for inspections of all extinguishers.

f. Sprinkler System. No

g. Master Key System: Plan for Speedy Release? The keys have notches filed into the cut side of them so they can be identified in case of smoke or power outage.

h. Alternative Means of Egress. There are alternative plans in place.

i. Construction of Fireproof Materials. Concrete and Steel.

j. Fire Marshal's report attached.

2. Sanitation

1. Jail conforms to all Applicable Health Laws and Regulations? Yes

2. Commission supplies jail with adequate janitorial services. Yes

3. Maintenance plan.

a. Daily cleaning: toilets, sinks, showers, floors. Yes, inmates are assigned to clean the floor and shower area. The inmate living in a cell

is responsible for cleaning his toilet and sink. They are furnished with cleaning supplies on a daily basis and the cells are inspected by the officers each day.

- b. Emptying of receptacles. Yes, at twice daily and more often if needed.
 - c. Cleaning of living units on regular basis. Yes, daily.
 - d. Adequate extermination service. The County Commission contracts with a local exterminator for monthly inspection and spraying.
 - e. Cleaning and sanitary maintenance of all kitchen equipment. Cooks are responsible for cleaning equipment after usage. After hours inmates are escorted to the kitchen to clean floors, vents, sinks, etc.
4. Water supply and plumbing meets all applicable codes. Yes
5. Provision to residents of cleaning supplies. Yes, at least daily.

3. Food

- a. Cook has food handler's license, 30-day examination. Yes.
- b. Cook scheduled for all, trustees not responsible for meals. Yes
- c. Adequate and tasty meals – dietician and health official (§7-8-2a) approved menu (nutritious meals) (fresh foods, variety, proper temperature); 3 meals per day, 2 hot. A dietician has not approved the menu currently being used. The County Commission had a set of menus prepared by a dietician, but they were never implemented. Three meals a day are served, two of which are hot.
- d. Preparation and Storage. A lot of the foods purchased is prepared food, or heat and eat. The food is stored in proper containers and stock is rotated.
- e. Food carts with heating units. Yes
- f. Appropriate Space for eating meals (not close to toilet). Yes
- g. Record of meals served – cost, daily menus, refusal to eat. Yes
- h. Food service agents must meet all applicable health laws and regulations. Yes
- i. Food service equipment – meet all applicable health and safety laws. Yes.
- j. Special diets for medical or religious needs. Yes
- k. Trustees not permitted to serve juveniles. Juveniles are not held.
- l. Most recent Health Department Inspection Report.

4. Ventilation and noise.

- a. Heating. Boiler system
- b. Summer Temperature/Air Conditioning. 75 degrees F.
- c. Noise levels should not interfere with reasonable human activity. Adequate.

5. Lighting.

- a. Number per cell or room and wattage. Two sixty-watt bulbs per cell.
- b. Covering on lights. Yes, Plexiglas shades with metal coverings.
- c. Adequacy for reading. Yes
- d. Condition of wiring. Meets code.
- e. Who controls? Staff
- f. Off at night. Only one light is off at night in order to provide enough light for the officers to ensure the health and safety of the inmate.
- g. Cells or rooms receive natural light? Yes

6. Physical Plant.

- a. Compliance with all building codes. Yes
- b. Secure Cells. Yes
- c. Room or cell space – 70 square feet (single cells) and 50 square feet (multiple occupancy cells). Yes
- d. Dayrooms – 35 square feet/residence. Yes
- e. Adequate place to eat meals. Yes
- f. Recreation – adequate outdoor and indoor space for large muscle activity. Yes
- g. Cell – standard bunk; flame retardant mattress and pillow, access to washstand with hot and cold water, and commode. Yes
- h. Juveniles – juveniles are not held in the Correctional Center.

7. Personal Hygiene.

- a. Soap furnished. Yes
- b. Toothbrush and toothpaste furnished. Yes
- c. Toilet tissue furnished. Yes
- d. Shaving materials furnished; timely access. Shaving cream and razor are offered three times weekly and daily for those in trial.
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- f. Access to phone on admission for legal and personal use. Comply and logged.

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- b. Sick call daily and staff, in addition to infirmary and medical supplies; no provision of services by untrained, non-medical persons. Sick call is held by nurses from the Mid-Ohio Valley Health Department five days per week.
- c. Medical services plan. Yes
- d. Detailed medical records; all tests, screening; consent to treatment forms. Yes
- e. An efficient emergency procedure and services, including immediate access to medical treatment (available physician 24-hour basis). If nursing staff is not

available and treatment is needed the inmate is transported to an emergency room.

- f. Access to psychological counseling. If referred by medical staff or a Judge.
- g. First-aid training for staff. Yes, completed by medical staff at least annually.
- h. Dental care. Referred by medical staff.
- i. Drug problem. Withdrawal; therapy arrangement. Staff is trained to observe inmates for signs of withdrawal and if needed counseling services is provided by Western District Guidance Center.
- j. Care for retarded or mentally ill residents – no persons awaiting involuntary commitment proceedings. Comply
- k. Medication – secure storage; log; dispensed by staff. Comply
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- b. Access of resident to organizations and persons. Inmates are permitted visits from ministers.
- c. Media access to facilities. The staff has always attempted to cooperate with the media. They are not allowed in the facility if emergency conditions exist, but otherwise they have access upon request and scheduling.
- d. No limitations on religious observances. Comply
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- a. Residents permitted to retain property. No
- b. Storage for non-retained property; receipt. Comply.

15. Reading Materials and access to legal information.

- a. Availability of books, magazines, newspaper on a daily basis. (Library services?). The jail maintains a library and the commissary funds purchases newspapers.
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16. Vocational and Educational Programs.

- a. Procedure instituted for work release? If an inmate wants to maintain his/her employment they must petition the Circuit Court for that privilege. If they are sentenced to the county jail on misdemeanor charges they may be assigned to the Sheriff's work program. Both are outlined in the jail rules and regulation handbook.
- b. Inmate informed of right to petition for work release, attend school, medical treatment. Comply, outlined in the rules and regulation handbook.
- c. Arrangements for GED, Academic Instruction, Vocational Education? Outlined in the jail rules and regulations and permitted with the approval of the court system.
- d. Supervised work with the county? Yes, policy and procedure is outlined in the jail rules and regulations.
- e. Educational services for juveniles detained for more than one year? Juveniles are not detained.
- f. Referrals for special education, testing and services. Yes.
- g. Reading materials of interest to juveniles. Juveniles are not held.
- h. Resident work – clean cell area only unless related to rehabilitation plan. Each inmate is responsible for cleaning his or her own living space.

C. Jail Administration.

17. Resident rules and discipline.

- a. Written rules of conduct, acts prohibited, penalties imposed. Comply
- b. Written rules defining punishment – related to offense, time limited. Comply
- c. Notice of disciplinary actions given to residents. Comply
- d. Hearing for major misconduct punishments; impartial hearing person or panel. Comply
- e. Proscribed punishments – no ridicule, physical pain, arduous labor, silence, physical restraints, denial of amenities, alternatives of diet, isolation, (except for restrictions for major infractions), altercations of sleeping pattern, chemicals and medications, group punishments for individual actions, limitations of constitutional rights, any punishment considered cruel and unusual. Comply

18. Security, Staff Conduct, Grievances.

- a. 24-hour supervision. Comply
- b. On site check every 30 minutes? Comply
- c. Emergency procedures for fire, riot, etc.? Comply
- d. Search procedures? Comply
- e. Procedures for use of physical restraints. Comply
- f. Safeguarding of tools, keys, chemical agents. Comply
- g. Records kept of incidence of physical force. Comply
- h. Isolation – when used? Procedures for use? Who makes decision? Reviews decision? Monitoring length of stay? Recording? Isolation is used in severe disciplinary cases. Outlined in the rules and regulations. Either Officer-In-Charge in case of emergency or hearing officer. Disciplinary action is reviewed every five days.

- i. Written staff guidelines and code of conduct – disciplinary complaints and actions recorded in staff file, no staff working with resident of charged with mistreatment until cleared. Comply
- j. Grievance procedure (including a reporting system for physical or sexual abuse and other grievances).
 - (1) Written procedures; copy given to residents. Comply
 - (2) Procedure to include investigation, notice of hearing, impartial decision-making, and an ability to appeal. Comply
 - (3) Written records kept of grievance. Comply
- k. Monitoring.
 - (1) Continuous – personal; log(?). yes
 - (2) Staff trained in suicide prevention. Comply
 - (3) Any isolation – Review immediately, 15 minutes observation, log. Comply.

19. Classification.

- a. Facilities – Written classification plan. Comply
- b. Plan help to determine – programs, privileges, work, furloughs, contact visits, housing. Comply
- c. Review of classification – periodic opportunities. Yes.

20. Orientation.

- a. Orientation process on admittance – proper admittance? Comply. Individual files? Comply. Search? Comply. Property receipt? Comply. Medical inquiry? Comply. Legal and Family phone call? Comply. Notice of rules and all rights? Comply. Clothing and hygiene item issue? Comply.
- b. Juveniles are not held.

21. Personnel.

- a. Written policies – duties; employee records. Maintain by jail administrator.
- b. Sufficient staff to adequately monitor – electronic monitoring; visual observation? Recorded? Supervision by same sex? There is sufficient staff for monitoring. The only recordings are of booking procedures in the hallway. Female officers do work around male inmates, but there are always male officers present.
- c. Staff training. The staff has at least two weeks of On The Job training prior to being permitted to supervise the inmate population. All officers are to complete a two hundred hour training academy sponsored by the State of West Virginia within the first year of employment. Several officers are currently lacking the training class.
- d. Psychological screening. None provided.
- e. Maintenance of personnel files. Maintained by the jail administrator.
- f. Juveniles are not housed.
- g. In-service training. Provided by various agencies including the Health Department, Pharmacy and Fire Department. The jail also has qualified firearms instructors, self defense instructors and first aid instructor on staff.

- h. Prescribed staff qualifications? Qualifications are outlined by the West Virginia State Code and the Civil Service Guidelines.
- i. Periodic screening and assessment of employees? Evaluations are performed annually for employees with over one year of service and every three months for employees with less than one-year service.
- j. No prisoner access to records or information. Comply
- k. Affirmative action efforts. Comply.

22. Jail Management and Records.

- a. Adequate records to include;
 - 1. food purchases. Comply
 - 2. payroll and personnel. Comply
 - 3. administrative expenses. Comply
 - 4. resident records. Comply
 - 5. grievance and disciplinary actions. Comply
 - 6. work release. Comply
 - 7. provisions of service records. Comply
 - 8.

*Date of Inspection Nov. 29, 1999
11 AM*

*James W Deem, Inspection Committee
Dec 13, 1999*

MONDAY JAN 24 2000

D.B. Smith

Donna Spurgeon - Davis

Tom Garrett

Joseph P. Allyn, Jr. (appearing w/ clients Michael & Ronald Dawkins)

J. D. Merritt W.C.S.

Wendle Gibson Deputy Coroner

Mike St. Clair Coroner

Genny Conley Pro A.