# Monroe County Jail Inspection 2023

## Prepared by Jeff Groh

### $31~\mathrm{March},~2023$

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### Monroe County Inspection Report

County Number: 53
Address: 301 North College Av Bloomington 47404
Date of Inspection: 2023-04-11
The Jail was built in and/or renovated in: 2007 & 2011

### **Staffing Summary**

#### Sheriff

Sheriff Brad Swain
Year of Office 8
Phone Number 812-349-2786
Fax Number 812-349-2054
Email bdswain@co.monroe.in.us

#### Judges

Circuit Court Judge Honorable Mary Ellen Diekof Circuit Court Judge Email 812-349-2615 Superior Court Judge Honorable Bret D. Raper Superior Court Judge Email 812-349-2550

#### Commissioners

1st County Commissioner Julie Thomas
1st Commissioner Email jthomas@co.monroe.in.us
2nd County Commissioner Penny Githens
2nd Commissioner Email pgithens@co.monroe.in.us
3rd County Commissioner Elizabeth E. Jones
3rd Commissioner Email ljones@co.monroe.in.us
County Prosecutor Erika Oliphant
Prosecutor Email eolpihant@co.monroe.in.us

#### Administrators

Jail Commander/Phone Number 812-349-2758 Jail Commander Email scrowe@co.monroe.in.us Assistant Jail Commander/Phone Number 812-349-2758 Assistant Jail Commander Email gtrippany@co.monroe.in.us

### Report Summary

### Critical Incidents

Natural Death Total	Suicide Total	Homicide Total	Escapes from Jail	Escapes from Custody	Walk Aways
0	0	0	0	0	0

### **Annual Manual Review**

Annual report of Services prepared?	Is there a manual of policies and procedures?	Was the manual reviewed by all employees?	Has it been reviewed and updated since last inspection?	Date of manual review	Manual Reviewed by:	Liability Insurace Carrier
yes	Yes	Yes	Yes	2022-01-21	Sheriff/Jail Commander	One Beacon

### Budget

Is there a written procedure for the handling of monies?	Is there a written jail cost record?	What was the date of the State Board of Accounts Audit?		Is there a written inventory of county jail property?
Yes	Yes	2022-08-18	Yes	Yes

### Training Overview

Is there a written training and staff development plan?	Date of annual evaluation and revision	Training development plan reviewed by:	What amount did you request for a training allowance in your budget?	Was your training allowance approved?	if no Why wasnt the training allowance approved?
Yes	2022-01-28	Sheriff/Jail Commander	\$9,500	Yes	N/A

### Training Specifics

Has each new jail officer received 80 hours of orientation and training, at the jail, prior to assignment?	Has each new jail officer received 40 hours of certified training through the Law Enforcement Training Board during their first year of employment?	Has each jail officer received 16 hours of documented training this year and the Jail Commander twenty-four 24 hours of training for those subjects outlined in the written staff development plan?	Has each authorized employee been trained and qualified in the past year with weapons?	Is this training documented?	Has every employee authorized to use a weapon been trained in the use of deadly force?
Yes	Yes	Yes	Yes	Yes	Yes

<sup>20</sup> jail personnel qualified with a firearm.

### Inmate Records

Does the intake form contain all the required information?	Are there proper records maintained on all inmates?		Are population movement records maintained on all inmates?		Is the inmate's medical record separate from the confinement record?
Yes	Yes		Yes		Yes
	w	ritten P	olicy/Plans		
Is there a written policy concerning jail incident reports?			Is there a written plan for preventative maintenance?		Is the preventative plan reviewed and/or updated annually?
Yes	Yes		Yes		Yes
		Sensory	Specifics		
Is there 20 foot candles of light at desk level per minute of air flow movement on the day of blocks at the time of inspection?  What was the cubic feet per minute of air flow movement on the day of inspection?		The noise level of at the time of ins		What was the temperature at the time of inspection?	
NA	NA		NA		NA
	$\mathbf{A}\mathbf{p}$	propriat	e Provisions		
Was the clothing and becadequate for the prevailing temperature?	ng runnin		n each cell at the for twe		e one toilet and one shower lye 12 inmates in the rarea?
Yes	Yes		Yes		
	Re	ceiving a	and Booking		
Is the inmate receiving a booking area outside the living area?		ng area ins	ceiving and side the secured	weapon	nis area have proper s lockers outside of the perimeter?
Yes	Yes			Yes	
	Т	lemporar	ry Holding		
Does it have proper temporary holding space?	Are there fixed in ample supply capacity?		Is there audio an communication i temporary holdin	in the	Are there available toilets, washbasins with hot and cold running water in the temporary holding area?
	Yes				Yes

### Reception Area

		Reception Area		
Is there a booking area in the reception area?	Is there a medical examination area in the reception area?	Are there shower facilities in the reception area?	Is there secure storage for the inmate's personal property in the reception area?	Are there telephone facilities in the reception area?
Yes	Yes	Yes	Yes	Yes
	S	Supplies and Storag	ge	
Are supply areas sep inmate living and ac	ctivity areas? space	re adequate secure storall supplies and ment?	security peri	located outside the meter of the inmate ctivity areas?
Yes	Yes		Yes	
	$\operatorname{Sp}\epsilon$	ecial/Temporary A	reas	
Is there an area for inmates under special medical supervision?	Is there a special area for temporary detention of inmates under the influence of alcohol?	Is there a special area for temporary detention or padded cells for inmates that are violent, uncontrollable or self-destructive?	Are the previous areas equipped with audio-video monitoring?	Do inmates have access to a toilet and running water?
Yes	Yes	Yes	Yes	Yes
	I	Population Overvie	w	
Is there a bed for all incarcerated inmates?	Total number of operational jail beds elevated at least 12 inches off the floor and permanently installed	Total inmate count on inspection day	Total inmates housed out of county	Average inmate daily population
Yes	294	NA	NA	NA
		Specific Population	s	
Number of inmates sentenced to serve county time?	How many of these are sentenced to a work release program?	Is this an IDOC Holding Jail?	Total number of beds identified for IDOC holding	Number of L6 inmates being held for IDOC?
NA	NA	No	0	NA

### Additional Specific Populations

Annual average number of Level 6 inmates	Number of sentenced inmates awaiting transfer to IDOC?	Number of inmates being held for the US Marshal or ICE?	Number of military prisoners?
NA	NA	0	0

### Male/Female Populations

Number of adult males incarcerated	Average male inmate monthly population	Number of adult females incarcerated?	Average female inmate monthly population	Number of waived males less than 18 years old?	Number of waived females less than 18 years old?
NA	NA	NA	NA	0	0

#### Commissary

Did the State Board of Accounts approve your commissary policy?	Is Commissary under supervision of the jail administrator or contractor?
Yes	Jail Administrator

Kirsten Elliott manages commissary fund.

#### Sanitation

Is cleaning equipment available to inmates daily?	Is the jail inspected weekly by a designated official?	Are written inspection reports maintained?	Are insect and rodent inspections made weekly?	Who is the licensed exterminator contract with?	Are plumbing fixtures functional?	Are faulty plumbing fixtures repaired promptly?
Yes	Yes	Yes	Yes	Scott Exterminators	Yes	Yes however jail is showing it's age and leakage is common so repairs occur frequently.

### **Emergency Preparedness**

Are exits clearly marked, illuminated continuously and clear?	Is there a written evacuation plan for emergencies?	Are evacuation instructions in all living and working areas?	Is there documented quarterly fire evacuation drills?	Is there a written policy concerning safety, sanitation and supply control?
Yes	Yes	Yes	Yes	Yes

### Board of Health and Fire Marshall inspections

Has the Sheriff requested the Bo Health to inspec jail annually?	pard of inspect	e Board of Health ed the jail y?	Has the Sheriff requested the sta marshal to inspe- jail annually?			e state fire l inspected the ually?
Yes	Yes		Yes		No	
		Hygene I	Provisions			
Are suitable clothing, bedding and towels provided for the total inmate population?	Are all inmates provided with shaving materials, bar soap, toothpaste and toothbrush?	Do inmates shower upon admission to general population?	Are inmates afforded the opportunity to shower at least 3 times within every seven days?	Are hai available request least even weeks?	le, upon , at	May inmates wear personal clothing to their trials?
Yes	Yes	Yes	Yes	Yes		Yes
		Healtl	n Care			
Is there a licensed physician responsible for medical screening at the jail?	Is there a licensed physician qualified for suicide screening and prevention services at the jail?	Are there written procedures for medical service delivery to inmates?	Are these procedures approved by a physician?	personn	or ation on h the	Do jail security regulations apply to medical personnel?
Yes	Yes	Yes	Yes	Yes		Yes
		Health Ca	re Supplies			
Are there adequate space, equipment, supplies and materials for medical services available?		Are first aid kits available at jail?		refilled respons	according	ician that is
Yes		Yes		Yes		

#### **Medical Screening**

Are inmates medically screened upon admission?	Has the doctor approved the medical screening form?	Are all inmates in jail given a medical examination within 14 days	Is this medical examination given by a physician or his designee?
Yes	Yes	Yes	Designee LPN Jama Tyler or one of the three full time nurses on staff will complete initial examination and if any issues are noted they are passed along to Dr. Silbert for review.

#### Standard Medical Care

Are inmates medical complaints collected daily?	Are medical and mental health complaints responded to by medically and mental health trained personnel?	Is there a physician available at least weekly to respond to medical complaints?
Yes	Yes	Yes

Rebeka Moore and another mental health worker manage psychiatric care for facility Dr. Silbert every Thursday.

### **Emergency Medical Care**

Is 24 hour emergency medical, dental care and psychiatric care available pursuant to a written plan and contract?	Is there a written emergency medical plan?	Does the jail have access to use an emergency medical vehicle	Does the jail have access to emergency On-call physicians and dentists services when the emergency health facility is not located in a near by community	What are the names of designated hospital emergency rooms or appropriate health facilities
Yes	Yes	Yes	Yes	Monroe County Hspital and IU Health Bloomington

Dental care is thru ACH contract.

#### **Emergency Transportation**

Emergency evacuation of inmates	Does the jail have security procedures that provide for the immediate transfer of inmates when appropriate	Who provides services for emergency psychological services
Yes	Yes	See #152

#### First Aid

Are all jail personnel first aid trained?	Is one person per shift trained in receiving screening?	Is one person per shift trained in CPR and/or AED?	Is one person per shift trained in common symptom recognition?	Is one person per shift trained to recognize symptoms of mental illness or intellectual disability?
Yes	Yes	Yes	Yes	Yes
AED located in r	nedical			
		Booking Refusal		
Does jail refuse acc critically injured pe	eptance of an unconsorson?	cious or What is refusal?	your BAC/BrAC cut	off level for booking
Yes		.25%		
ies	Inju	.25% ary Response/Repo	rting	
Are all injured inmaimmediately by conmedical personnel?	ates examined Is a variety injurged		the Are photogratinjury?	aphs taken of the
Are all injured inmaimmediately by con	ates examined Is a v	ry Response/Repo	the Are photogra	aphs taken of the
Are all injured inma immediately by con medical personnel?	ates examined Is a vinjur.  Yes	ry Response/Repo	the Are photogratinjury?  Yes	aphs taken of the
Are all injured inmaimmediately by conmedical personnel?	ates examined Is a vinjur.  Yes	ry Response/Repovritten description of y prepared?	the Are photogratinjury?  Yes	Is chronic care, convalescent care and medical preventive maintenance provided?
Are all injured inmaimmediately by cormedical personnel? Yes  Are prescribed medications given as per physician	Are all persons administering medication trained by the responsible	ry Response/Repovritten description of prepared?  dication Administration Are records of medication	the Are photograting injury?  Yes  Ation  Did the physician approve the record	Is chronic care, convalescent care and medical preventive maintenance

Yes

the responsible physician?

approved by a responsible physician?

Yes

		$\mathbf{F}$	ood Services		
Has the Sheriff established writte policies and procedures concerning food, quantity and quality?	Is discipline means other denial of food	than und d? of t adr	e meals served der supervision the jail ministrator or ir designee?	Are records retained of me served?	Date the meals have been approved by a qualified dietician and reviewed every 2 years?
Yes	Yes	adr	signee Kitchen ninistrator is kki Farris	Yes	NA
		Foo	od Preparation	n	
Is there always les 14 hours between	meals? three m	ates receive eals a day?	meal ser	at least one hot rved each day?	Are menus prepared in advance?
	Yes hot meals are se a Valentine IU H				Yes wided for one of the meals
		Fo	od Sanitation		
service areas and equipment	Is all stored food placed on racks off the floor?	Is food cover while bein transported the inmate	g floor cle ed to daily?	eaned equipm	
Yes	Yes	Yes	Yes	Yes	Yes
		Food Sa	nitation Cont	inued	
Has the jail administrator req the local Board of Health officer to i the kitchen facilit	uested officer of f agency nspect annuall	te local heal- for other qua- inspect it y?		ing utensils d after each use?	Is kitchen equipment operational?
Yes	NA		Yes		Yes
		Offende	r Kitchen Wo	orkers	
Do you use inmates in the kitchen?	Do kitchen inmates recepre-service mexaminations	ive inn ledical dai	kitchen nates receive ly visual minations?	Do kitchen inmates wear approved cloth for food handl	
Yes	All inmate k	itchen Yes	3	Yes	Yes

workers are TB

tested.

### Special Diets

respension p	hysicians?		autho	orized by the	sheriff?	
Yes			Yes			
		Sec	urity and Co	ntrol		
	tablished manua curity and contr		essible and reviersonnel?	•	Is it reviewed and annually and document provided?	
Yes		Yes			Yes	
		Security	and Control	Training		
	ers been trained th the manual?		e and post train	-	Have the results be part of the employe	
Yes		Yes			Yes	
		I	Locks and Ke	ys		
Is there an exsecurely store	etra set of jail ke	•	rity doors & se		Are security doors locks functional?	and security
Yes		(g). Yes, last year of the m locks in failing an	however as repsi inspection repinimum securit the POD areas and easily defeat security issues.	ported in port, some by door are still	No	
			Weapons			
	eports prepared jail personnel?	when a weapor	n is Are w	veapons resti	ricted from designat	ted areas?
Yes			Yes			
	Cher	nical Agent a	and Electron	ic Restrain	t Usage	
Do you use Oleoresin Capsicum OC?	Is there a list of persons authorized to use Oleoresin Capsicum OC?	Have they been trained in OC usage?	Do you use conducted energy weapons?	Is there a list of persons authorized to use conducted energy weapons?	electronic	If a person is injured by a chemical agent, does he receive a immediate medical examination?

Shock gloves are utilized.

Yes

Yes

Yes

 ${\rm Yes}$ 

Yes

Yes

Yes

#### **Communication Control Center**

Is there a communication control center?	Was it secured?	Is there an audio communication system between the control center and the inmate living area?
Yes	Yes	Yes

### **Emergency Generator**

Is there an emergency generator?	Is it functional?	Is it tested weekly?	What day is it tested?
Yes	Yes	Yes	Every Friday

### Safety and Security

Is security equipment sufficient to meet facility needs and stored in a secure readily accessible area?	v	Do you prohibit a jail officer from entering a high security cell area without a back-up?
Yes	Yes	Yes

#### Authorized and Unauthorized Property

Are contraband searches held?	Are written reports made of items confiscated?	Are inmates informed of their authorized articles?	Is there a written policy concerning contraband, searches and seizures?	Is smoking or tobacco based products within the jail prohibited?
Yes	Yes	Yes	Yes	Yes

E-cigs only.

#### Searches

Are contact visitors and inmates searched?	Are all inmates searched before leaving or returning to the jail?
N/A	Yes

No contact visits authorized.

#### **Staffing Specifics**

Is there sufficient jail personnel present in the jail to provide adequate 24 hour supervision of inmates?	How was your number of sufficient jail personnel established?	Is there personal observation of the inmate at least every sixty minutes during lockdown hours at night?	How is this observation documented?	Is there written policy on male-female supervision by male-female staff?	Are privacy rights considered in this policy?
Yes	NA	Yes	NA	Yes	Yes

### Segregation

			Segregation			
policies for review segregation of of the		officials the status mate at ce every ays	Does time spent confined or separated from the general population before determination of guilt credit toward the period of segregation imposed?	n exceed this day for an instance of	y n period rty 30 y single f conduct	Do jail officials maintain a permanent writte record of activity in segregation areas?
Yes	Yes		Yes	Yes		Yes
			Facility Visits			
	f the jail visited his designee at l		n area of the jail visory staff daily?	isited by Are	e these visit	ts documented?
Yes		Yes		Yes	3	
			Offender Acces	$\mathbf{s}$		
Are inmates prevented from supervising or exerting control or assuming any authority over other inmates?	Do inmates have access to courts?	Do inmates have confidential access to attorneys?	have	Are all forms of discrimination of inmates forbidden?	Do inmate have access to reading material pornography?	ess have religious not freedom
Yes	Yes	Yes	Kiosk with law library and law books available. Fast Case was installed in 2022.	Yes	Yes reque is made t kiosk for library reading material.	thru
			Recreation			
Is physical exe	ercise available	Is phy outdo	sical exercise availor?		efusal of recumented?	ecreation
Yes		Yes		Yes		

#### Inmate List

Do you provide a list of all inmates, sentenced and	Is there a written inmate work assignment record?
incarcerated, to the county clerk quarterly, as	
required by IC 3-7-46-6?	
Ves	Ves

### **Grievance Policy**

Is there a written grievance policy and procedure?	Is it distributed to the inmates to sign?
Yes	Yes

#### Visitation and Phone Calls

Is there a written jail visitation policy and procedure?	Is there a written jail telephone policy and procedure for inmates?	Is there jail visitor registration?
Yes	Yes	Yes

#### Offender Mail

Is there a written procedure governing inmate correspondence?	Is mail unlimited in volume?	May inmates correspond within the jail by mail?	Do you forbid the opening or censoring of mail for government officials, courts, attorneys or news media?	If mail is delayed, censored, or withheld, is the inmate given prompt notice?	Is there a written record of this action?	Are indigent inmates provided free writing supplies?
Yes	Yes	No	Yes	Yes	Yes	Yes

Only with permission of Jail Commander.

#### **Inmate Conduct**

Are there written	Do they describe	Do they describe	Are copies of rules	Do you prohibit
rules of inmate	disciplinary	the procedure to	distributed to	the use or physical
conduct for the	actions to be	be followed?	inmates or posted	force as a
inmates to sign?	taken?		in the living areas?	discipline?
Yes	Yes	Yes	Yes	Yes

### Inmate Conduct Discipline

Have personnel been trained as to inmate rules of conduct?	Have personnel been trained as to sanctions available?	Are all disciplinary standards met?	Are disciplinary hearings provided for and held?	Are these consistent with the standards?	Are there provisions for an appeal?
Yes	Yes	Yes	Yes	Yes	Yes. First to Jail Commander then to the Sheriff.
		Inmate	e Intake		
Is there a writte plan for classification of inmates?	n Are there wr procedures governing reception and orientation?	personal inventorie	property mon ed and store	ey securely si ed? p	Ooes the inmate ign for his roperty upon elease?
Yes	Yes	Yes	Inma	ate Trust Fund Y	es
		Special	Intakes		
Are inmates with contagious diseaseparated?		oxicated inmates ted?	Are inmates experiencing dr withdrawal seg	-	mates encing mental ions segregated?
Yes	Yes		Yes	Yes	
		Educ	eation		
Have arrangement for the provision education service	of special	Does the jail pro TASC services?	ovide GED or	Does the jail pr substance abuse services in the j	e counseling
Yes		NA		NA	
		Community	Corrections		
Does the county Community Cor program?		Is the Communi program on the the jail	ty Corrections same grounds as	Is the Communiprogram under the Sheriff, Cou Contracted?	the supervision of
Yes		Yes		Judge oversees phas a board tha Linda Brady Ch Officer.	t is chaired by
		Created and	Reviewed by		
Created by:			Reviewed by:		
Jeff Groh			James Basinger	r	

### Notes

Notes

Faith based programs available twice per week.