



**PROGRAM REVIEW DIVISION
INDIANA DEPARTMENT OF CORRECTION
JAIL INSPECTION REPORT**

COUNTY: **Vanderburgh**
 DATE OF INSPECTION: **10/10/2013**
 COUNTY NUMBER: **82**
 JAIL STREET ADDRESS: **3500 North Harlan**
 CITY: **Evansville**
 ZIP: **47711**
 SHERIFF: **Eric Williams**
 YEAR OF OFFICE (including prior terms): **7th year, 2ndTerm**
 PHONE: **812-421-6223**
 FAX: **812-421-6384**
 E-MAIL: ewilliams@vanderburghsheriff.com

CIRCUIT COURT JUDGE: **Honorable David D. Kiely**
 COUNTY COMMISSIONERS: **Marsha Abell**
 COUNTY PROSECUTOR: **Nick Herrmann**
 ALL COUNTY JUDGES:

YEAR JAIL BUILT/YEAR(S) ADDED OR RENOVATED: **2006**

DEATHS SINCE LAST INSPECTION:	0 Natural
	0 Suicide
	0 Homicide

ESCAPES SINCE LAST INSPECTION:	0 From the jail
	0 From custody
	0 Walk-away/did not return

Administration and Organization	Remarks
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| 1. Is there a Jail Administrator/Commander? | yes | Major Craig Titzer |
| 1a. Telephone Number: | | 812-421-6260 |
| 1b. E-mail address: | | ctitzer@vanderburghsheriff.com |
| 2. Was there an annual report of services prepared? | yes | On file |
| 3. Is there a manual of policies and procedures? | yes | |
| 3a. Has it been reviewed by all employees? | yes | Reviewed once a month- continual improvement process. |
| 4. Has it been reviewed and updated in the last year by the sheriff or his/her designee? | yes | |
| 4a. Date of review: | | Monthly-continual audit process. |
| 4b. Reviewed by: | | Jail Commander |

Fiscal Management	Remarks
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| 5. Is there a written procedure for the handling of monies? | yes |
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- 6. Is there a written jail cost record? yes
- 7. Have you had a State Board of Accounts audit? yes
- 8. Is there a written budget request prepared by the Sheriff? yes
- 9. Is there a written inventory of county jail property? yes

Training and Staff Development	Remarks
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| <ul style="list-style-type: none"> 10. Is there a written training and staff development plan? <u>yes</u> <ul style="list-style-type: none"> 10a. Date of annual evaluation and revision: 10b. Reviewed by: 11. Has each new jail officer received forty (80 hours of orientation and training, at the jail, prior to job assignment? <u>yes</u> 12. Has each new jail officer received forty (40) hours of certified training through the Law Enforcement Training Board during their first year of employment <u>no</u> 13. Has each jail officer received 16 CEU hours of documented training this year for those subjects outlined in the written staff development plan? <u>yes</u> <ul style="list-style-type: none"> 13b. Has the jail commander received 24 CEU hours of documented training for this year? <u>yes</u> 14. Has each authorized employee been trained and qualified in the past year with weapons? <u>yes</u> <ul style="list-style-type: none"> 14a. Is this training documented? 15. Has every employee authorized to use a weapon been trained in the use of deadly force? <u>yes</u> 16. Is training in your budget request as required? <u>yes</u> | <ul style="list-style-type: none"> Monthly-continual improvement process
Jail Commander Employee tested prior to job release with approx. 400 hrs of OJT before job 18 new staff need to attend the basic course. Making efforts to certify the OJT training program in lieu of the ILEA basic course. |
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Management Information Systems and Inmate Records	Remarks
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- 17. Does the intake form contain all the required information? yes
- 18. Are there proper records maintained on all inmates? yes
- 19. Are population movement records properly maintained? yes
- 20. Is there a written policy concerning jail incident reports? yes
- 21. Is there a written policy regarding inmate records privacy? yes
- 22. Is the inmate's medical record separate from the confinement record? yes

Physical Plant		Remarks
23. Is there twenty (20) foot candles of light at desk level throughout the cell blocks?	yes	49.3 Ft/c on day of inspection. <u>No significant changes to lighting.</u>
24. Cubic feet per minute of air flow movement on the day of inspection?	yes	228 c/ft/m on day of inspection. <u>No significant changes.</u>
25. The temperature at the time of inspection was:		71.7'
26. Was the clothing and bedding adequate for the prevailing temperature?	yes	
27. Was there both hot and cold running water in each cell?	yes	
28. Is there one toilet and one shower for twelve (12) inmates in the activity area?	yes	
29. Is the inmate receiving and booking area outside the inmate living area?	yes	
30. Is the inmate receiving and booking area inside the secured perimeter?	yes	
31. Does this area have proper weapons lockers outside of the secured perimeter?	yes	
32. Does it have proper temporary holding space?	yes	
33. Are there fixed benches in ample supply for its capacity?	yes	
34. Is there audio and visual communication in the temporary holding area?	yes	
35. Are there available toilets, washbasins with hot and cold running water in the temporary holding area?	yes	
36. Is there a booking area in the reception area?	yes	
37. Is there a medical examination area in the reception area?	yes	
38. Are there shower facilities in the reception area?	yes	
39. Is there secure storage for the inmate's personal property in the reception area?	yes	
40. Are there telephone facilities in the reception area?	yes	
41. Are supply areas separate from inmate living and activity areas?	yes	

42. Is there adequate secure storage space for all supplies and equipment? [yes](#)
43. Are arsenals located outside the security perimeter of the inmate living and activity areas? [yes](#)
44. Is there an area for inmates under special medical supervision? [yes](#)
45. Is there a special area for temporary detention of inmates under the influence of alcohol? [yes](#)
46. Is there a special area for temporary detention of inmates that are violent, uncontrollable or self-destructive? [yes](#)
- 46a. Are the above two (2) areas equipped with audio-video monitoring? [yes](#)
- 46b. Do inmates have access to a toilet and running water? [yes](#)
47. Is there a bed for all incarcerated inmates? **no** **Over rated capacity by 13 inmates on day of inspection.**
48. Total number of operational jail beds: **553**
49. Number of adult males incarcerated? **465**
50. Number of adult females incarcerated? **101**
51. Number of waived males less than 18 years old? **4**
52. Number of waived females less than 18 years old? **0**
53. Total inmate count on inspection day. **566**
54. Number of inmates sentenced to serve county time? **37**
- 54a. How many of these are sentenced to a work release program? **0**
55. Is this an IDOC Holding Jail? **no**
- 55a. Total number of beds identified for IDOC holding. **0**
- 55b. Number of inmates being held for IDOC? **8**
56. Number of sentenced inmates awaiting transfer to IDOC? **8**
57. Number of inmates being held for the US Marshal? **0**
58. Number of military prisoners? **0**
59. Is there a written plan for preventative maintenance? [yes](#)
60. Is it reviewed and updated annually? [yes](#)

Commissary	Remarks
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61. Did the State Board of Accounts approve your commissary policy? [yes](#)

Safety and Sanitation	Remarks
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62. Is cleaning equipment available to inmates daily? [yes](#) Available all day during normal operational hours: **noted in cell areas on day of inspection.**

63. Is the jail inspected weekly by a designated official? [yes](#)

64. Are written inspection reports maintained? [yes](#)

65. Are insect and rodent inspections made weekly? [yes](#)

66. Is there a licensed exterminator contract? [yes](#) Action Pest Control

67. Are plumbing fixtures functional? [yes](#)

68. Are faulty plumbing fixtures repaired promptly? [yes](#)

69. Are exits clearly marked, illuminated continuously and clear? [yes](#)

70. Is there a written evacuation plan for emergencies? [yes](#)

71. Are evacuation instructions in all living and working areas? [yes](#)

72. Has the Sheriff requested the Board of Health to inspect the jail annually? [yes](#) 10-Jun-13

73. Has the Board of Health inspected the jail annually? [yes](#)

74. Is there a written policy concerning safety, sanitation and supply control? [yes](#)

Clothing and Personal Hygiene	Remarks
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75. Are suitable clothing, bedding and towels provided for the total inmate population? [yes](#)

76. Are all inmates provided with shaving materials, bar soap, toothpaste and toothbrush? [yes](#)

77. Do inmates shower upon admission to general population? [yes](#)

78. Are inmates afforded the opportunity to shower at least three (3) times within every seven (7) days? [yes](#)

79. Are haircuts available, upon request, at least every six (6) weeks? yes

80. May inmates wear personal clothing to their trials? yes

Medical Care, Health Services and Suicide Prevention		Remarks
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81. Is there a licensed physician responsible for medical services and qualified for suicide prevention and screening at the jail?	<u>yes</u>	Dr Stoltz: Medical Director, Rick Miller: Nurse Mgr. 3 FT RN's, 4 EMT's, 1 paramedic on staff/24 hour care. Contract for Mental Health services via Southwest M/H on location 2x per week.
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82. Are there written procedures for medical service delivery to inmates?	<u>yes</u>	
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83. Are these procedures approved by a physician?	<u>yes</u>	
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84. Are health care personnel licenses or certification on file with the Sheriff?	<u>yes</u>	
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85. Do jail security regulations apply to medical personnel?	<u>yes</u>	
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86. Are there adequate space, equipment, supplies and materials for medical services available?	<u>yes</u>	
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87. Are first aid kits available at the jail?	<u>yes</u>	7 AED's located through out the facility.
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88. Are first-aid kits inspected and refilled according to the responsible physician contracted by your county?	<u>yes</u>	
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89. Are inmates medically screened upon admission?	<u>yes</u>	
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90. Has the doctor approved the medical screening form?	<u>yes</u>	
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91. Are all inmates in jail given a medical examination within fourteen (14) days?	<u>yes</u>	
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92. Is this medical examination given by a physician or his designee?	<u>yes</u>	
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93. Are inmates medical complaints collected daily?	<u>yes</u>	
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94. Are medical/mental health complaints responded to by medically mental health trained personnel?	<u>yes</u>	Southwest M/H
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95. Is there a physician available at least weekly to respond to medical complaints?	<u>yes</u>	
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96. Is twenty-four (24) hour emergency medical and dental care available?	<u>yes</u>	
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97. Is there a written emergency medical plan?	<u>yes</u>	
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- 97a. Emergency evacuation of inmates yes
- 97b. Use of an emergency medical vehicle yes
- 97c. Use of one or more designated hospital emergency rooms or appropriate health facilities yes Deaconess & St. Mary's
- 97d. Emergency On-call physicians and dentists services when the emergency health facility is not located in a near by community. yes
- 97e. Security procedures that provide for the immediate transfer of inmates when appropriate. yes
- 97f. Arrangements for emergency psychological services? Yes Southwest M/H and Deaconess
98. Are all jail personnel first aid trained? yes All staff
99. Is one (1) person per shift trained in receiving screening? yes All staff
100. Is one (1) person per shift trained in CPR and AED? yes All staff
101. Is one (1) person per shift trained in common symptom recognition? yes All staff
102. Is one (1) person per shift trained to recognize symptoms of mental illness or retardation? yes all staff
103. Does jail refuse acceptance of an unconscious or critically injured person? yes
- 103a. What is your BrAC/BAC cutoff for refusal? 0.30%
104. Are all injured inmates examined immediately by competent medical personnel? yes
105. Is a written description of the injury prepared? yes
106. Are photographs taken of the injury? yes
107. Are prescribed medications given as per physician orders? yes
108. Are all persons administering medication trained by the responsible physician? yes
109. Are records of medication administered kept? yes
110. Did the physician approve the record form? yes
111. Is chronic care, convalescent care and medical preventive maintenance provided? yes
112. Did the inmate medical file contain all information approved by a responsible physician? yes
113. Is access to inmate medical records controlled by the responsible physician? yes

Diet and Food Preparation	Remarks
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114. Has the Sheriff established written policies and procedures concerning food, quantity and quality? yes Aramark contracted to prepare meals.
115. Is discipline by means other than denial of food? yes
116. Are meals served under supervision of the jail administrator or his designee? yes
117. Is there always less than fourteen (14) hours between meals? yes
118. Do inmates receive three (3) meals a day? yes
119. Is at least one (1) meal each day served cooked? yes 3X
120. Are menus prepared in advance? yes
121. Are records retained of meals served? yes
122. Have the meals been approved by a qualified dietician and reviewed every two years? yes
123. Are all food service areas and equipment inspected daily by administrative jail personnel? yes
124. Is all stored food placed on racks off the floor? yes
125. Is food covered while being transported to the inmate? yes
126. Is the kitchen floor cleaned daily? yes
127. Is the kitchen equipment cleaned daily? yes
128. Are walls and vents clean? yes
129. Has the jail administrator requested the local health officer to inspect the kitchen facilities? yes
130. Does the local health officer or other qualified agency inspect it annually? yes 1-Apr-13
131. Are eating utensils sanitized after each use? yes
132. Is kitchen equipment operational? yes
133. Do you use inmates in the kitchen? yes
134. Do kitchen inmates receive pre-service medical examinations? yes
135. Do kitchen inmates receive periodic medical examinations and daily visual inspections? yes

136. Do kitchen inmates wear approved clothing for food handling? [yes](#)
137. Are medical diets served when approved by the responsible physicians? [yes](#)
138. Are religious diets served when accessible and authorized by the sheriff? [yes](#)
139. Has the sheriff established, in writing, a control system to monitor and control food pilferage, misuse or spoilage? [yes](#)

Security and Control	Remarks
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| 140. Is there an established manual of policies for security and control? | <u>yes</u> | |
| 141. Is it accessible and reviewed by all jail personnel? | <u>yes</u> | |
| 142. Is it reviewed and updated annually and documentation provided? | <u>yes</u> | |
| 143. Have jail officers been trained consistent with the manual? | <u>yes</u> | |
| 144. Have pre and post training exams been administered? | <u>yes</u> | Continual improvement process. On line training accessible 24/7 along with operating policies and procedures to all staff memebrs. |
| 145. Have the results been made a part of the employee's records? | <u>yes</u> | |
| 146. Is there an extra set of jail keys securely stored? | <u>yes</u> | |
| 147. Are written reports prepared when a weapon is discharged by jail personnel? | <u>yes</u> | |
| 148. Are weapons restricted from designated areas? | <u>yes</u> | |
| 149. Do you use mace or teargas? | <u>yes</u> | OC, TASER, Pepper ball, Stun Shield |
| 150. Is there a list of persons authorized to use mace or tear gas? | <u>yes</u> | |
| 151. Have they been trained in its usage? | <u>yes</u> | |
| 152. If a person is injured by a chemical agent, does he receive an immediate medical examination? | <u>yes</u> | |
| 153. Is there a communication control center? | <u>yes</u> | |
| 153a. Was it secured? | <u>yes</u> | |

- 154. Is there an audio communication system between the control center and the inmate living area? yes
- 155. Is there an emergency generator? yes
- 156. Is it functional? yes
- 157. Is it tested weekly? yes
- 158. Is security equipment sufficient to meet facility needs and stored in a secure readily accessible area? yes
- 159. Are all doors on security perimeters kept locked? yes
- 160. Do you prohibit a jail officer from entering a high security cell area without a back-up? yes
- 161. Are contraband searches held? yes
- 162. Are written reports made of items confiscated? yes
- 163. Are inmates informed of their authorized articles? yes
- 164. Are contact visitors and inmates searched? yes No contact visits allowed
- 165. Are all inmates searched before leaving or returning to the jail? yes
- 166. Is there a written policy concerning contraband, searches and seizures? yes

Supervision of Inmates	Remarks
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| 167. Is there sufficient jail personnel present in the jail to provide adequate 24 hour supervision of inmates?
167a. How was sufficiency established? | <u>no</u> The Staffing Analysis conducted in 2003 provides the county council the necessary |
| 168. Is there personal observation of the inmate at least every sixty(60) minutes during lockdown hours at night? | <u>yes</u> |
| 169. Is this observation documented? | <u>yes</u> Watch Tour, E-log and video tracking, Digital tracking |
| 170. Is there written policy on male-female supervision by male-female staff? | <u>yes</u> |
| 171. Are privacy rights considered in this policy? | <u>yes</u> |
| 172. Are there written policies for segregation of inmates?
172a. Do jail officials review the status of the inmate at least once every seven (7) days. | <u>yes</u> |

172b. Does time spent confined or separated from the general population before determination of guilt credit toward the period of segregation imposed? yes

172c. Does the disciplinary segregation period exceed thirty (30) day for any single instance of disciplined conduct no

172d. Do jail officials maintain a permanent written record of activity in segregation areas? yes

173. Is each area of the jail visited by the Sheriff or his designee at least once weekly? yes

174. Is each area of the jail visited by supervisory staff daily? yes

175. Are these visits documented? yes

176. Are inmates prevented from supervising or exerting control or assuming any authority over other inmates? yes

Inmate Rights		Remarks
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177. Do inmates have access to courts? yes

178. Do inmates have confidential access to attorneys? yes

179. Do inmates have reasonable access to an adequate law library, if operating Pro se'? yes Law Disc

180. Are all forms of discrimination of inmates forbidden? yes

181. Do inmates have access to reading material (not pornography)? yes

182. Do inmates have religious freedom where security is not broken? yes

183. Is physical exercise available indoor? yes

184. Is physical exercise available outdoor? yes

185. Is refusal of recreation documented? yes

186. Do you provide a list of all inmates sentenced and incarcerated to the county clerk quarterly as required by IC 3-7-46-6? yes

187. Is there a written inmate work assignment record? yes

188. Is there a written grievance policy and procedure? yes **This process along with inmate handbook, medical sick call and all policies are accessed via an inmate kiosk. This is available during all waking hours.**

- 189. Is it distributed to the inmates? [yes](#)
- 190. Is there a written jail visitation policy and procedure? [yes](#)
- 191. Is there a written jail telephone policy and procedure for inmates? [yes](#)
- 192. Is there jail visitor registration? [yes](#)

Mail		Remarks
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- 193. Is there a written procedure governing inmate correspondence? [yes](#)
- 194. Is mail unlimited in volume? [yes](#)
- 195. May inmates correspond within the jail by mail? [no](#)
- 196. Do you forbid the opening or censoring of mail for government officials, courts, attorneys or news media? [yes](#)
- 197. If mail is delayed, censored, or withheld, is the inmate given prompt notice? [yes](#)
- 198. Is there a written record of this action? [yes](#)
- 199. Are indigent inmates provided free writing supplies? [yes](#)

Discipline		Remarks
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- 200. Are there written rules of inmate conduct? [yes](#)
- 201. Do they describe disciplinary actions to be taken? [yes](#)
- 202. Do they describe the procedure to be followed? [yes](#)
- 203. Are copies of rules distributed to inmates or posted in the living areas? [yes](#) Posted on Kiosk
- 204. Do you prohibit the use or physical force as a discipline? [yes](#)
- 205. Have personnel been trained as to inmate rules of conduct? [yes](#)

- 206. Have personnel been trained as to sanctions available? [yes](#)
- 207. Are all disciplinary standards met? [yes](#)
- 208. Are disciplinary hearings provided for and held? [yes](#)
- 209. Are these consistent with the standards? [yes](#)
- 210. Are there provisions for an appeal? [yes](#) 1 level to Commander/Available to staff

Classification	Remarks
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- 211. Is there a written plan for classification of inmates? [yes](#)
- 212. Are inmates with contagious diseases separated? [yes](#)
- 213. Are intoxicated inmates segregated? [yes](#)
- 214. Are inmates experiencing drug withdrawal segregated? [yes](#)
- 215. Are inmates experiencing mental conditions segregated? [yes](#)

Reception, Orientation. Property Control and Release	Remarks
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- 216. Are there written procedures governing reception and orientation? [yes](#)
- 217. Is the inmate's personal property inventoried and securely stored? [yes](#)
- 218. Is the inmate's money securely stored? [yes](#) Inmate Trust Fund
- 219. Does the inmate sign for his property upon release? [yes](#)

Jail Program Survey

- Have arrangements been made for the provision of special education services as needed? [yes](#) Evansville Public School Corp.
- Does the jail provide GED services? [yes](#)
- Does the jail provide any substance abuse counseling services in the jail? [yes](#) AA, NA 12 steps, Celebrate Recovery, Renewed Thinking/Cognitive thinking.
- Is smoking within the jail prohibited? [yes](#)
- Does the county have a community corrections program? [yes](#)
- Other programs? [yes](#) Peer Monitoring, faith based programming

OTHER OBSERVATIONS, COMMENTS, AND RECOMMENDATIONS

- 1 Jail was well maintained, clean and orderly. **Excellent operation and should be used as a model for other facilities.**
- 2 Continual monthly review and improvement process incorporated into training, policies and procedures. **This process is accomplished and updated monthly by command staff.**
- 3 Cameras to be added to the kitchen operation to monitor inmate behavior.
- 4 Staff now wearing "body cameras" monitoring direct staff/inmate contacts and conversations.
- 5 On the day of inspection the jail was above its rated capacity (553 beds) by 31 inmates. The Sheriff has taken measures and sought out other alternatives within his authority and power to reduce his population to avoid any litigation pertaining to conditions of confinement. However, the inmate numbers continually are above the rated capacity. **I strongly recommend the commissioners consider other alternatives for housing inmates such as utilizing other jails to avoid overcrowding, Additionally, consideration should be given to expanding the present jail facility to increase the present bed space. Moreover, a Planning of New Institution (PONI) study should be considered by the Commissioners and judicial system to determine alternatives to incarceration, required bed space, proper jail bed usage, bond schedules, length of inmate incarceration period prior to trial, plea agreements or bonding, and if necessary the size of a new facility or addition to the jail. This can be accomplished a no cost to the county by contacting the National Institute of Corrections, which if deemed appropriate, will provide the necessary consultants and documentation upon the request/authorization by the Commissioners. 2012 below rated capacity.** **2013 the jail was over crowded by 13 inmates.**
- 6 The jail has switched over to a paperless kiosk system to deal with their daily operations. This includes medical and all sick call request, inmate handbook, grievances, request, commissary and intake of inmate cash assets.

7 A NIC staffing analysis was conducted prior to opening the Vanderburgh County Jail. This analysis is conducted especially for and based upon the design of this jail. The analysis specified that a minimum of 104 total staff were required for the operation of the jail. Presently there are 75 staff on the budget manning document. Based upon the analysis the jail is 29 personnel below the required minimum recommendation for efficient and safe operation of this facility. It was noted on the day of the inspection that Key supervisory and control post were not manned. Theses critical positions/personnel were being utilized for inmate movement or for other administrative issues. It is noted that additional personnel are needed to man the noted key and critical post and positions. Theses key positions and personnel are needed to improve and enhance the safety and security of facility, Sheriff's personnel, inmate safety and moreover public safety. Based upon the above comments the Vanderburgh County Council has received notice of the issues associated with pubic safety and security for the jail and the lack of sufficient staffing. It is STRONGLY recommended that Council provide the necessary funding to provide the minimum staffing requirements for the Vanderburgh County Jail.

8 A formal inspection of the inmate living areas and personal areas is conducted weekly. The inspection process (very similar to a military barracks inspection) and conditions are a part of the inmate hand book. Those areas/inmates in violation of the inspection conditions are subject to loss of privileges for the day the inspection occurs. Outstanding program for inmate accountability and behavior modification.

See # 167

Inspected by:
Kenneth J. Whipker
Executive Liaison
Sheriff and County Jail Operations