



**SHERIFF & JAIL OPERATIONS DIVISION
INDIANA DEPARTMENT OF CORRECTION
JAIL INSPECTION REPORT**

COUNTY: **Tippecanoe**
 DATE OF INSPECTION: **8/17/2021**
 COUNTY NUMBER: **79**
 JAIL STREET ADDRESS: **2640 Duncan Road**
 CITY: **Lafayette**
 ZIP: **47904**
 SHERIFF: **Bob Goldsmith**
 YEAR OF OFFICE (including prior terms): **3rd year, 1st term**
 PHONE: **(765) 423-9388**
 FAX: **(765) 423-4155**
 E-MAIL: rgoldsmith@tippecanoe.in.gov

CIRCUIT COURT JUDGE: **Sean Persin**
 E-MAIL: spersin@tippecanoe.in.gov

SUPERIOR COURT JUDGE: **Randy Williams**
 E-MAIL: rwilliams@tippecanoe.in.gov

COUNTY COMMISSIONERS: **Tracy Brown, President**
 E-MAIL: tabrown@tippecanoe.in.gov

COUNTY COMMISSIONERS: **David Byers**
 E-MAIL: dbyers@tippecanoe.in.gov

COUNTY COMMISSIONERS: **Tom Murtaugh**
 E-MAIL: tmurtaugh@tippecanoe.in.gov

COUNTY PROSECUTOR: **Patrick Harrington**
 E-MAIL: pharrington@tippecanoe.in.gov

YEAR JAIL BUILT/YEAR(S) ADDED OR RENOVATED: **1990 / Rev: 2002**

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 an Jail Administrator/Commander?	Yes Thomas Lehman, Captain (765) 423-9388, ext. 3250 tlehman@tippecanoe.in.gov
1a. Telephone Number:	
1b. E-mail address:	
1c. Is there an Assistant Jail Commander?	Yes Carrie Morgan cjmorgan@tippecanoe.in.gov
1d. E-mail address:	
1e. Telephone Number:	

2. Was there an annual report of services prepared? **Yes**
3. Is there a manual of policies and procedures? **Yes**
 3a. Has it been reviewed by all employees? **Yes**
4. Has it been reviewed and updated in the last year by the sheriff or his/her designee? **Yes**
 4a. Date of review: January 2019 (on-going)
 4b. Reviewed by: Captain Lehman & Lt. CJ Morgan
 4c. Liability Insurance Carrier: U.S. Specialty Insurance Company

Fiscal Management	Remarks
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5. Is there a written procedure for the handling of monies? **Yes**
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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10. Is there a written training and staff development plan? **Yes**
 10a. Date of annual evaluation and revision: January 2019 (on-going)
 10b. Reviewed by: Captain Lehman & Lt. CJ Morgan
11. Has each new jail officer received eighty (80) hours of orientation and training, at the jail, prior to job assignment? **Yes**
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? **Yes** Ten (10) new hires to be scheduled within one year of hire date
13. Has each jail officer received sixteen (16) hours of documented training this year and the Jail Commander twenty-four (24) hours of training for those subjects outlined in the **Yes**
14. Has each authorized employee been trained and qualified in the past year with weapons? **Yes**
 14a. Is this training documented? **Yes**
15. Has every employee authorized to use a weapon been trained in the use of deadly force? **Yes**
16. Did you request a training allowance in your budget? **Yes**
 16a. Was it approved? **Yes** If no, why not? **Yes**

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
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| 23. Is there a written plan for preventative maintenance? | Yes |
| 24. Is it reviewed and/or updated annually? | Yes |
| 25. Is there twenty (20) foot candles of light at desk level throughout the cell blocks at the time of inspection? | Yes 22.6 - 24.3 f/c |
| 26. What was the cubic feet per minute of air flow movement on the day of inspection? | 284 - 465 c/f/m |
| 27. The noise level decibels at the time of inspection was: | 49.3 - 51.2 dBA |
| 28. The temperature at the time of inspection was: | 63-69 degrees Fahrenheit. |
| 29. Was the clothing and bedding adequate for the prevailing temperature? | Yes |
| 30. Was there both hot and cold running water in each cell at the time of inspection? | Yes |
| 31. Is there one toilet and one shower for twelve (12) inmates in the activity area? | Yes |
| 32. Is the inmate receiving and booking area outside the inmate living area? | Yes |
| 33. Is the inmate receiving and booking area inside the secured perimeter? | Yes |
| 34. Does this area have proper weapons lockers outside of the secured perimeter? | Yes |
| 35. Does it have proper temporary holding space? | Yes |

36. Are there fixed benches in ample supply for its capacity? **Yes**
37. Is there audio and visual communication in the temporary holding area? **Yes**
38. Are there available toilets, washbasins with hot and cold running water in the temporary holding area? **Yes**
39. Is there a booking area in the reception area? **Yes**
40. Is there a medical examination area in the reception area? **Yes**
41. Are there shower facilities in the reception area? **Yes**
42. Is there secure storage for the inmate's personal property in the reception area? **Yes**
43. Are there telephone facilities in the reception area? **Yes**
44. Are supply areas separate from inmate living and activity areas? **Yes**
45. Is there adequate secure storage space for all supplies and equipment? **Yes**
46. Are arsenals located outside the security perimeter of the inmate living and activity areas? **Yes**
47. Is there an area for inmates under special medical supervision? **Yes** No negative air flow cells
48. Is there a special area for temporary detention of inmates under the influence of alcohol? **Yes**
49. Is there a special area for temporary detention of inmates that are violent, uncontrollable or self-destructive? **Yes**
50. Are the above two (2) areas equipped with audio-video monitoring? **Yes**
- 50a. Do inmates have access to a toilet and running water? **Yes**
51. Is there a bed for all incarcerated inmates? **Yes**
52. Total number of operational jail beds (elevated at least 12 inches off the floor and permanently installed) . **603**
53. Number of adult males incarcerated. **379**
a.) Average male inmate monthly population? **372**
54. Number of adult females incarcerated? **66**
a.) Average female inmate monthly population? **65**

55. Number of waived males less than 18 years old? **3**
56. Number of waived females less than 18 years old? **3**
57. Total inmate count on inspection day. **445**
- 57a. Total inmates housed out of county **0**
- 57b. Average inmate daily population **439**
58. Number of inmates sentenced to serve county time? **29**
- 58a. How many of these are sentenced to a work release program? **N/A**
59. Is this an IDOC Holding Jail? **Yes**
- 59a. Total number of beds identified for IDOC holding. **90**
60. Number of inmates being held for IDOC? **14** L6 Inmates
- 60a. Annual average number of Level 6 inmates **14**
61. Number of sentenced inmates awaiting transfer to IDOC? **15**
62. Number of inmates being held for the US Marshal or I.C.E? **0**
63. Number of military prisoners? **0**

Commissary	Remarks
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64. Did the State Board of Accounts approve your commissary policy? **Yes**
65. Is Commissary under supervision of the jail administrator or contractor? *Stellar and the jail administrator*

Safety and Sanitation	Remarks
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66. Is cleaning equipment available to inmates daily? **Yes**
67. Is the jail inspected weekly by a designated official? **Yes**
68. Are written inspection reports maintained? **Yes**
69. Are insect and rodent inspections made weekly? **Yes**
70. Is there a licensed exterminator contract? **Yes**
71. Are plumbing fixtures functional? **Yes**
72. Are faulty plumbing fixtures repaired promptly? **Yes**
73. Are exits clearly marked, illuminated continuously and clear? **Yes**
74. Is there a written evacuation plan for emergencies? **Yes**

75. Are evacuation instructions in all living and working areas? **Yes**

75a. Is there documented quarterly fire evacuation drills? **Yes**

76. Has the Sheriff requested the Board of Health to inspect the jail annually? **Yes**

77. Has the Board of Health inspected the jail annually? **Yes** Kitchen area only

77a. Has the Sheriff requested the state fire marshall to inspect the jail annually? **Yes** Lafayette Fire Department completed inspection on 8/12/2021

77b. Has the state fire marshall inspected the jail annually? **No**

78. Is there a written policy concerning safety, sanitation and supply control? **Yes**

Clothing and Personal Hygiene		Remarks
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79. Are suitable clothing, bedding and towels provided for the total inmate population? **Yes**

80. Are all inmates provided with shaving materials, bar soap, toothpaste and toothbrush? **Yes**

81. Do inmates shower upon admission to general population? **Yes**

82. Are inmates afforded the opportunity to shower at least three (3) times within every seven (7) days? **Yes**

83. Are haircuts available, upon request, at least every six (6) weeks? **Yes**

84. May inmates wear personal clothing to their trials? **Yes** Jury Trial only.

Medical Care and Health Services & Suicide Prevention		Remarks
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85. Is there a licensed physician responsible for medical screening and qualified for suicide screening and prevention services at the jail? **Yes** Quality Correctional Care is the onsite medical provider & available 24 hrs and 7 days a week and Dr.Tcaphect is the physician

86. Are there written procedures for medical service delivery to inmates? **Yes**

87. Are these procedures approved by a physician? **Yes**

88. Are health care personnel licenses or certification on file with the Sheriff? **Yes**

89. Do jail security regulations apply to medical personnel? **Yes**

90. Are there adequate space, equipment, supplies and materials for medical services available? **Yes**
91. Are first aid kits available at the jail? **Yes** AED (2)
92. Are first-aid kits inspected and refilled according to the responsible physician that is contracted by your jail? **Yes**
93. Are inmates medically screened upon admission? **Yes**
94. Has the doctor approved the medical screening form? **Yes**
95. Are all inmates in jail given a medical examination within fourteen (14) days? **Yes**
96. Is this medical examination given by a physician or his designee? **Yes**
97. Are inmates medical complaints collected daily? **Yes**
98. Are medical and mental health complaints responded to by medically and mental health trained personnel? **Yes**
99. Is there a physician available at least weekly to respond to medical complaints? **Yes**
100. Is twenty-four (24) hour emergency medical, dental care and psychiatric care available pursuant to a written plan and contract? **Yes**
101. Is there a written emergency medical plan? **Yes**
- 101a. Emergency evacuation of inmates **Yes**
- 101b. Use of an emergency medical vehicle **Yes**
- 101c. Use of one or more designated hospital emergency rooms or appropriate health facilities **Yes** St. Elizabeth Hospital East.
- 101d. Emergency On-call physicians and dentists services when the emergency health facility is not located in a near by community. **Yes**
- 101e. Security procedures that provide for the immediate transfer of inmates when appropriate. **Yes**
- 101f. Arrangements for emergency psychological services. **Yes** Quality Correctional Care & Valley Oaks (assist w/medications)
102. Are all jail personnel first aid trained? **Yes**
103. Is one (1) person per shift trained in receiving screening? **Yes**
104. Is one (1) person per shift trained in CPR and/or AED? **Yes**
105. Is one (1) person per shift trained in common symptom recognition? **Yes**

106. Is one (1) person per shift trained to recognize symptoms of mental illness or retardation? **Yes**
107. Does jail refuse acceptance of an unconscious or critically injured person? **Yes**
- 107a. What is your BAC/BrAC cut off level for booking refusal? **Yes** 0.25% B.A.C
108. Are all injured inmates examined immediately by competent medical personnel? **Yes**
109. Is a written description of the injury prepared? **Yes**
110. Are photographs taken of the injury? **Yes**
111. Are prescribed medications given as per physician orders? **Yes**
112. Are all persons administering medication trained by the responsible physician? **Yes**
113. Are records of medication administered kept? **Yes**
114. Did the physician approve the record form? **Yes**
115. Is chronic care, convalescent care and medical preventive maintenance provided? **Yes**
116. Did the inmate medical file contain all information approved by a responsible physician? **Yes**
117. Is access to inmate medical records controlled by the responsible physician? **Yes**

Diet and Food Preparation	Remarks
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| 118. Has the Sheriff established written policies and procedures concerning food, quantity and quality? | Yes |
| 119. Is discipline by means other than denial of food? | Yes |
| 120. Are meals served under supervision of the jail administrator or his designee? | Yes |
| 121. Is there always less than fourteen (14) hours between meals? | Yes |
| 122. Do inmates receive three (3) meals a day? | Yes |
| 123. Is at least one (1) meal each day cooked? | Yes |

124. Are menus prepared in advance? **Yes**
125. Are records retained of meals served? **Yes**
126. Have the meals been approved by a qualified dietician and reviewed every 2 years? **Yes** *Alison Leffler, RD- approved menu on 1/2/2021*
127. Are all food service areas and equipment inspected daily by administrative jail personnel? **Yes**
128. Is all stored food placed on racks off the floor? **Yes**
129. Is food covered while being transported to the inmate? **Yes**
130. Is the kitchen floor cleaned daily? **Yes**
131. Is the kitchen equipment cleaned daily? **Yes**
132. Are walls and vents clean? **Yes**
133. Has the jail administrator requested the local Board of Health officer to inspect the kitchen facilities? **Yes**
134. Does the local health officer or other qualified agency inspect it annually? **Yes** *Tippecanoe County Health Dept. completed inspection on 7/02/2021*
135. Are eating utensils sanitized after each use? **Yes**
136. Is kitchen equipment operational? **Yes**
137. Do you use inmates in the kitchen? **Yes**
138. Do kitchen inmates receive pre-service medical examinations? **Yes**
139. Do kitchen inmates receive daily visual examinations? **Yes**
140. Do kitchen inmates wear approved clothing for food handling? **Yes**
141. Are medical diets served when approved by the responsible physicians? **Yes**
142. Are religious diets served when accessible and authorized by the sheriff? **Yes**
143. Has the sheriff established, in writing, a control system to monitor and control food pilferage, misuse or spoilage? **Yes**

Security and Control		Remarks
144. Is there an established manual of policies for security and control?	Yes	
145. Is it accessible and reviewed by all jail personnel?	Yes	
146. Is it reviewed and updated annually and documentation provided?	Yes	As needed basis
147. Have jail officers been trained consistent with the manual?	Yes	
148. Have pre and post training exams been administered?	Yes	As needed basis by training dept.
149. Have the results been made a part of the employee's records?	N/A	
150. Is there an extra set of jail keys securely stored?	Yes	
150a. Are security doors & security locks repaired promptly?	Yes	
150b. Are security doors and security locks functional?	Yes	
151. Are written reports prepared when a weapon is discharged by jail personnel?	Yes	
152. Are weapons restricted from designated areas?	Yes	
153. Do you use Oleoresin Capsicum (O.C.) and/or Taser?	Yes	O.C. & Taser
154. Is there a list of persons authorized to use Oleoresin Capsicum (O.C.) and/or Taser?	Yes	
155. Have they been trained in its usage?	Yes	
156. If a person is injured by a chemical agent, does he receive an immediate medical examination?	Yes	
157. Is there a communication control center?	Yes	
157a. Was it secured?	Yes	
158. Is there an audio communication system between the control center and the inmate living area?	Yes	
159. Is there an emergency generator?	Yes	

- 160. Is it functional? **Yes**
- 161. Is it tested weekly? **Yes**
 161a. What day is it tested? Monday
- 162. Is security equipment sufficient to meet facility needs and stored in a secure readily accessible area? **Yes**
- 163. Are all doors on security perimeters kept locked? **Yes**
- 164. Do you prohibit a jail officer from entering a high security cell area without a back-up? **Yes**
- 165. Are contraband searches held? **Yes**
- 166. Are written reports made of items confiscated? **Yes**
- 167. Are inmates informed of their authorized articles? **Yes**
- 168. Are contact visitors and inmates searched? **N/A** Contact visits are not permitted.
- 169. Are all inmates searched before leaving or returning to the jail? **Yes**
- 170. Is there a written policy concerning contraband, searches and seizures? **Yes**

Supervision of Inmates	Remarks
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| 171. Is there sufficient jail personnel present in the jail to provide adequate 24 hour supervision of inmates?
171a. How was your number of sufficient jail personnel established? | *See Comment Section*

<i>Data-Driven Staffing Analysis conducted by Bennett & Associates 2014</i> |
| 172. Is there personal observation of the inmate at least every sixty(60) minutes during lockdown hours at night? | Yes |
| 173. Is this observation documented? | Yes |
| 174. Is there written policy on male-female supervision by male-female staff? | Yes |
| 175. Are privacy rights considered in this policy? | Yes |
| 176. Are there written policies for segregation of inmates? | Yes |
| 177a. Do jail officials review the status of the inmate at least once every seven (7) days. | Yes |
| 177b. Does time spent confined or separated from the general population before determination of guilt credit toward | Yes |

- 177c. Does the disciplinary segregation period exceed thirty (30) day for any single instance of disciplined conduct without review? **No**
- 177d. Do jail officials maintain a permanent written record of activity in segregation areas? **Yes**
- 178. Is each area of the jail visited by the Sheriff or his designee at least once weekly? **Yes**
- 179. Is each area of the jail visited by supervisory staff daily? **Yes**
- 180. Are these visits documented? **Yes**

- 181. Are inmates prevented from supervising or exerting control or assuming any authority over other inmates? **Yes**

Inmate Rights	Remarks
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- 182. Do inmates have access to courts? **Yes**
- 183. Do inmates have confidential access to attorneys? **Yes**
- 184. Do inmates have reasonable access to an adequate law library, if operating pro se? **Yes**
- 185. Are all forms of discrimination of inmates forbidden? **Yes**
- 186. Do inmates have access to reading material (not pornography)? **Yes**
- 187. Do inmates have religious freedom where security is not broken? **Yes**
- 188. Is physical exercise available indoor? **Yes**
- 189. Is physical exercise available outdoor? **Yes**
- 190. Is refusal of recreation documented? **Yes**
- 191. 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**
- 192. Is there a written inmate work assignment record? **Yes**
- 193. Is there a written grievance policy and procedure? **Yes**
- 194. Is it distributed to the inmates? **Yes**
- 195. Is there a written jail visitation policy and procedure? **Yes**

196. Is there a written jail telephone policy and procedure for inmates? **Yes**

197. Is there jail visitor registration? **Yes**

Mail		Remarks
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198. Is there a written procedure governing inmate correspondence? **Yes**

199. Is mail unlimited in volume? **Yes**

200. May inmates correspond within the jail by mail? **No**

201. Do you forbid the opening or censoring of mail for government officials, courts, attorneys or news media? **Yes**

202. If mail is delayed, censored, or withheld, is the inmate given prompt notice? **Yes**

203. Is there a written record of this action? **Yes**

204. Are indigent inmates provided free writing supplies? **Yes**

Discipline		Remarks
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205. Are there written rules of inmate conduct? **Yes**

206. Do they describe disciplinary actions to be taken? **Yes**

207. Do they describe the procedure to be followed? **Yes**

208. Are copies of rules distributed to inmates or posted in the living areas? **Yes**

209. Do you prohibit the use or physical force as a discipline? **Yes**

210. Have personnel been trained as to inmate rules of conduct? **Yes**

211. Have personnel been trained as to sanctions available? **Yes**

212. Are all disciplinary standards met? **Yes**

213. Are disciplinary hearings provided for and held? **Yes**

214. Are these consistent with the standards? **Yes**

215. Are there provisions for an appeal? **Yes** Two levels, Jail Commander and Sheriff.

Classification		Remarks
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216. Is there a written plan for classification of inmates? **Yes**

217. Are inmates with contagious diseases separated? **Yes**

218. Are intoxicated inmates segregated? **Yes**

219. Are inmates experiencing drug withdrawal segregated? **Yes**

220. Are inmates experiencing mental conditions segregated? **Yes**

Reception, Orientation. Property Control and Release		Remarks
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221. Are there written procedures governing reception and orientation? **Yes**

222. Is the inmate's personal property inventoried and securely stored? **Yes**

223. Is the inmate's money securely stored? **Yes**

224. Does the inmate sign for his property upon release? **Yes**

Jail Program Survey		
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Have arrangements been made for the provision of special education services as needed?	Yes	G.L.A.S.S. - Lafayette School Corporation
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Does the jail provide GED or TASC services?	Yes	TASC classes are temporarily suspended due Covid-19
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Does the jail provide any substance abuse counseling services in the jail?	Yes	
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Is smoking or tobacco based products within the jail prohibited?	Yes	
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Does the county have a Community Corrections program?	Yes	
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Is the Community Corrections program on the same grounds as the jail	No	
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Is the Community Corrections program under the supervision of the Sheriff, County Judges or Contracted?		Community Corrections program under the supervision of Community Corrections Director and the Judges
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Other programs?		All programs are temporarily suspended due Covid-19 Bible Study, Church Services, NA, AA, & SA, Planned Parenthood, Life Skills, Mental Health, Q360, and Jail Ministry Team
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COMMENTS SECTION

All essential posts are staffed daily authorize by the Jail Commander. Control room post is occupied 24/7. Jail officers are completing & documenting required visual checks every 60minutes. Jail had zero deaths or escapes since last inspection report.

Accompanied by:
Thomas Lehman, Captain

C.J. Morgan, Asst. Jail Commander

Inspected by:
Chance Sweat

Director, County Jail Services
Indiana Dept. of Correction
Phone: (317) 232-5764
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