

**REPORT ON THE
INSPECTION OF**

MANSFIELD CORRECTIONAL INSTITUTION

INSPECTION DATE: OCT. 28, 2025



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INTRODUCTION

In the state's 2025-27 biennial budget bill, the 136th General Assembly created the Office of Correctional Facility Inspection Services (CFIS) within the Ohio Attorney General's Office. Established by Ohio Revised Code Section 109.39, CFIS – effective Sept. 30, 2025 – became the primary entity responsible for inspecting Ohio's state correctional institutions, privately operated correctional institutions and youth services facilities. Before that date, the Correctional Institution Inspection Committee (CIIC), a joint committee of the General Assembly, was responsible for inspecting Ohio's correctional institutions and youth facilities. The General Assembly abolished the CIIC and re-constituted it as CFIS in the budget bill.

CFIS's duties are set forth in R.C. 109.39(A), which provides:

“There is, as a section within the office of the attorney general, an office of correctional facility inspection services. The office shall establish and maintain a continuing program of inspection of each state correctional institution used for the custody, control, training, and rehabilitation of persons convicted of crime and of each private correctional facility; any local correctional institution used for the same purposes; and any youth services facility. Each inspection shall include an evaluation of the inmate grievance procedure, compliance with meal requirements, at least one review of rehabilitative or educational programs, and any other compliance area the office determines is appropriate. Not later than the last day of January of each year, the office shall submit a report of its findings from the previous calendar year to the general assembly in accordance with section 101.68 of the Revised Code.”

CFIS is not required to provide a correctional institution or youth facility with advance notice of an inspection, pursuant to R.C. 109.39(A). In addition to its mandatory inspection duties, CFIS may assist the attorney general and correctional facility leadership in developing and evaluating programs to improve the condition or operations of the facilities it is required to inspect. R.C. 109.39(B).

Besides the CFIS inspections, each Ohio Department of Rehabilitation and Correction (DRC) facility undergoes an annual inspection and accreditation by the American Correctional Association (ACA) and an internal management audit (IMA). Although CFIS staff may review and refer to the ACA and IMA findings, CFIS inspections are separate and independent.

To institute the continuing program of inspection required by Ohio law, CFIS, shortly after its formation, began conducting an initial inspection of the DRC and Department of Youth Services (DYS) facilities that had not been inspected by CIIC in 2025. The initial inspections were designed, in part, to help CFIS familiarize itself with each facility, the warden and the staff. Further, each initial inspection allows CFIS to determine what additional data might be needed for future inspections and what inspection methodology is appropriate. This report details the initial inspection of the Mansfield Correctional Institution (MANCI).

GENERAL OVERVIEW

On Oct. 28, 2025, CFIS completed an initial inspection of MANCI. Warden Harold May was notified the day before that CFIS inspectors would arrive at 9 a.m. the following day. The inspectors were on-site at MANCI for approximately four hours. The CFIS team consisted of Dr. James Wesson, chief of inspections, and Deborah Drummond, lead inspector.

MANCI is a correctional facility of mixed security level for adult men in Mansfield, Ohio. The facility has double-occupancy cells and is split into units. MANCI, which opened in 1990, has a capacity of 2,523 incarcerated persons (IPs). On the day of the inspection, MANCI housed about 2,300 IPs.

MANCI's most recent IMA was done on June 3-5, 2025. The annual audit is conducted by an independent auditor, who reviews a facility's compliance with ACA's 5th Edition Standards and the 2025 Ohio Standards and Observations, in preparation for the next ACA audit. All institutional work, industry, and vocational/educational programs are also audited.

In the 2025 IMA, MANCI was found to be in compliance with all 64 of the applicable mandatory ACA standards and all 435 of the applicable non-mandatory ACA standards. It was found to be in compliance with 69 of the 76 applicable Ohio standards. The table below illustrates MANCI's rate of compliance with ACA and Ohio standards over the past three years.

IMA Audit Scores	2025	2024	2023
ACA Mandatory	100%	100%	100%
ACA Non-mandatory	99.1%	99.1%	99.4%
Ohio Standards	91%	92.3%	94%

AREAS INSPECTED BY CFIS

Pursuant to R.C. 109.39, CFIS must inspect the grievance process, food services, and an educational or a rehabilitative program. In addition, R.C. 109.39 empowers CFIS to inspect any other area that it deems appropriate. While at MANCI, CFIS also inspected:

- Medical services
- Recreation
- Library/law library
- Visitation
- Specialized housing
- Transitional Programming Unit (restrictive housing)

In advance of their arrival, CFIS inspectors asked MANCI to provide for inspectors' review copies of the previous seven days of their administrative duty officer (ADO) reports and the 15 most recent grievances. Upon arrival at the facility, the CFIS team was greeted by Kayla Jump, the operations compliance manager. After a brief meeting with Warden May and his executive staff, the inspection began.

MANDATED AREAS OF INSPECTION

Grievance process

DRC's grievance process, governed by Ohio Administrative Code Section 5120-9-31, consists of three steps. It begins with an incarcerated person (IP) filing an informal complaint resolution (ICR) with the supervisor of the area in which the IP has a concern. The IP has 14 calendar days from the date of the incident to file an ICR. The inspector of institution services (IIS) has 14 days to respond and has an option to file an extension. If the complaint is not resolved or the IP is dissatisfied with the inspector's decision, the IP can file a grievance to the IIS within 14 days of the ICR response. Or, in cases in which an IP believes that the warden or the IIS was personally and knowingly involved in a violation of a law, rule or policy – or condoned such a violation – the IP can file a grievance directly to the chief inspector.

The institutional inspector investigates a grievance to determine whether any DRC policy, rule or procedural guideline was violated – and either denies or grants the grievance. If the IP is not satisfied with the inspector's decision, the IP can appeal it to the chief inspector. The Office of the Chief Inspector, housed within DRC's central office, makes the final appeal determination for every grievance appealed from the facility level. R.C. 5120.06.

Every IP is issued a tablet computer with access to ViaPath, the system IPs use to electronically file a grievance. Paper grievance forms are also available for those who prefer a manual process. The grievance process is designed to address IP complaints regarding any aspect of institutional life, whether the issue relates to the application of policies or procedures, conditions of confinement, or actions of institutional staff.

During its inspection, CFIS reviewed 15 grievances and 10 ICRs. Most of the ICR responses reviewed did not cite policy, and three of the responses were late. Eight of the grievances reviewed did not cite policy and were answered outside the time allotted by DRC policy. One grievance was granted; 14 were denied. CFIS informed MANCI's warden and its institutional inspector of the numerous policy violations identified by its team. Warden May acknowledged the violations and committed to taking corrective action. CFIS will conduct a follow-up inspection to ensure that the violations are corrected and that MANCI's grievance process runs in accordance with policy.

Food services

The food-services area was inspected to ensure compliance with DRC Policy 60-FSM-02, Food Service Operations, and DRC 60-FSM-06, Safety and Health Protection for Staff and Incarcerated Individuals Assigned to Food Service.

Meal sampling

CFIS staff members sampled a lunch of rotini with Italian meat sauce; salad; Italian dressing; and a soft, cooked vegetable. Temperatures for all items served and for the portions sampled were within DRC Policy 60-FSM-02 (hot foods at or above 140 degrees, cold foods at or below 40 degrees).

Observations

The food-services area was clean and orderly, and the winter menu was posted. Incarcerated food-service workers were appropriately dressed in protective clothing (hair and beard nets, rubber gloves). Uniforms appeared to be clean.

The kitchen tool room was inspected, with all tools accounted for. Tools not present were replaced with a chit, an object placed on the peg where the tool should be. A tool control log was being used to indicate the individual to whom the tool was assigned, serving as a safety check. Two steam kettle lids were observed to be broken but operable. Facility staff reported that a repair ticket was pending with the vendor.

Coolers and freezers appeared to be in proper working order, and storage areas were clean and organized. The dish room was clean, and dish-cleaning water temperatures in compliance with DRC 60-FSM-02. CFIS staff verified completion of sanitation and hygiene training for food-service staff and incarcerated staff, in compliance with 60-FSM-06. Safe Serv Certification was also verified.

The back-dock area was clean and free of offensive odors. The area surrounding the trash compactor was free of debris. No rodents or pests were observed in the food-services area or on the dock. Staff members reported that they do not see mice or ants in the food-services area. They also reported that the main concern about food services raised in complaints are portion size and IPs wanting to work in the department. CFIS did not observe any policy violations regarding portion size during its inspection. CFIS spoke to multiple IPs in the food-services area; none reported any concerns that would constitute a violation of DRC policy.

Educational or rehabilitative program

DRC, through the Ohio Central School System (OCSS), offers educational programs designed to meet the needs of IPs. The programs include adult education courses, vocational training and technical training, all of which incorporate technology into the programming. Collectively, the programs are designed to enhance the employability of IPs upon release. MANCI's academic and career programs included:

- Education:
 - Adult basic education
 - General educational development (GED)
 - Pre-GED
 - Certificates and degrees through Ashland University
- Apprenticeships:
 - Boiler operator
 - Carpenter
 - Cook
 - Electrical maintenance
 - Heating, ventilation and air conditioning (HVAC)
 - Janitor
 - Landscape management technician
 - Laundry machine mechanic
 - Tailor
- Career/Technical:
 - Horticulture
 - Masonry

Upon review, MANCI's literacy and GED programs appeared to meet the needs of the incarcerated population. The facility's vocational training aligns with current job market demands. MANCI offers significant

post-secondary educational opportunities to IPs, instructors have sufficient qualifications, and the educational materials and technology are current. Enrollment and attendance were being tracked and monitored by staff. IPs with learning disabilities were provided appropriate accommodations. No problems or issues were observed or reported. MANCI's education department was well-maintained. The CFIS team observed IPs engaged with the instructors and learning with their peers.

NON-MANDATED AREAS OF INSPECTION

Medical services

CFIS toured the medical department and spoke to the staff. The department consists of a dental area, pill call area, examination rooms, and an infirmary area. There is office space to accommodate the medical staff (doctor, administrators and nurse practitioners). IPs were receiving medical treatment during the inspection, and the area was extremely clean. Appropriate health-care and preventative-care memos were posted in the medical area.

Recreation

CFIS spoke with the director of education while touring the department. The area appeared to prioritize the health of IPs; it was clean and well-maintained. Weight training and exercise equipment, a full-length basketball court and an outdoor rec area were available. During the inspection, various IPs were playing basketball, lifting weights, and using the area to train a service dog. All equipment appeared to be in good condition. Appropriate cleaning disinfectants were being utilized. The restrooms were inspected, with no sanitation issues to report. Toilets, sinks and the water fountain were in good working order. No issues were reported or observed in the area. No violations of DRC 77-REC-01, Recreation and Leisure Time Activities, were observed or reported.

Library/Law library

MANCI has a large library that includes a law library. The area was clean and organized. LexisNexis and OhioMeansJobs – which provides specialized employment services, including re-entry resume support – was accessible in the library. Re-entry information and hours of operation were posted and visible. No violations of DRC 58-LIB-01, Comprehensive Library Services, were observed or reported.

Visitation

MANCI has a large, well-maintained visitation area that appears to afford IPs and their families an opportunity to interact positively with family members, especially children of IPs. The area was clean and organized, and seating was appropriate. Vending machines were stocked with snacks for visitors. MANCI's visiting hours were 7:15 to 9:45 a.m., 10 a.m. to 12:45 p.m., and 1:15 to 4:30 p.m. Wednesday through Saturday.

Specialized housing unit

CFIS inspected Unit 4B, a specialized unit. A specialized unit provides additional programming to meet a specific need. Unit 4B is a therapeutic community, which focuses on rehabilitation through peer support and structured programming. Its faith-based programming includes Bible study, multi-denominational fellowship, and courses emphasizing self-esteem. Some programming is IP-led. IPs must go through a strict application process to be admitted. Once admitted, they are permitted to remain as long as desired if they avoid

disruptive behavior and don't receive any conduct reports. No issues were reported or observed that would constitute a violation of DRC policy; the unit manager described 4B as "peaceful."

Transitional Programming Unit (TPU)

TPU, a restrictive housing area, was appropriately staffed on the day of the inspection. MANCI's TPU utilizes range walkers, or IPs who assist staff in dealing with IP-related issues. Range walkers speak with a potentially disruptive IP to de-escalate situations and avoid any use of force. CFIS reviewed several DRC 4118 reports, which are used to document each IP's essential daily functions, such as acceptance or refusal of meals, personal hygiene and recreation activities. Each DRC 4118 is signed or initialed by a staff member as an indication that these necessities/services have been provided. The DRC 4118s reviewed were all completed appropriately; they included dates, times and staff initials documenting the care given. CFIS spoke to IPs in TPU; no one reported any issues or concerns that would constitute a violation of DRC policy.

MISCELLANEOUS INSPECTION MATTERS

Prison Rape Elimination Act (PREA)

Congress passed the Prison Rape Elimination Act (PREA) in 2003 to provide for the analysis of the incidence and effects of rape in federal, state, and local prisons. PREA also provides information, resources, recommendations and funding to protect IPs from sexual assaults and rapes. PREA applies to all DRC institutions, including privately operated facilities and juvenile correctional facilities.

The Ohio State Highway Patrol (OSP), the law enforcement agency responsible for investigating criminal offenses inside correctional institutions, tracks sexual assaults using the PREA incident system. CFIS reviewed MANCI's PREA reports from the system and found no substantiated cases. PREA signs were appropriately posted throughout the facility (housing units, recreation, library, visitation, education, front entrance, and medical). Contact information for the local rape-crisis center was posted within the facility.

Staff recruiting and retention

On the date of the inspection, MANCI's vacancy rate was greater than 10%. Information regarding hiring events and job openings was posted.

Naloxone (Narcan) going-home kits

MANCI offered Narcan kits to IPs on the day of their release. Each kit contained two doses of naloxone and 10 fentanyl testing strips. The kits are stored in Harm Reduction Vending Machines, which are placed in a discrete area. MANCI complied with DRC 10-SAF-20, Naloxone Safety and Health Procedures.

Administrative duty officer (ADO) reports

CFIS reviewed the ADO reports from the week before the inspection that were provided in advance by MANCI staff. Per DRC 50-PAM-02, Incarcerated Person (IP) Communication/Weekly Rounds, an ADO report is completed daily by staff tasked with completing inspection rounds. The designated rounds cover food services, visitation, a housing unit, the recreation area, and any other area designated by the warden. Upon completion of the rounds, the ADO provides the warden's office a summary of his/her findings. The report includes the date and time of the rounds, areas visited, observations, concerns and recommendations. The

ADO reports reviewed by CFIS were completed promptly, in accordance with policy. No violations of 50-PAM-02 were observed or reported.

Security/Facilities

Units were appropriately staffed by two correctional officers, a case manager, a sergeant, and a unit manager. Units were clean and organized. Restrooms were clean; all showers, sinks and toilets appeared to be in good working order. Units had essential equipment, including a washer and dryer, ice machines, water fountains, and microwaves. All appeared to be in good working order. No problems were reported to the CFIS team.

Fire evacuations plans were posted in highly visible areas. Unit team pictures and programming information (staff/incarcerated adult facilitator, date and time of program) were posted. Cleaning products and supplies were secured appropriately. Dayrooms had televisions and appropriate recreational games and activities. According to the employee sign-in log (DRC-6011), executive staff were conducting rounds according to policy. No safety or security issues were observed during the inspection.

CONCLUSION

On the date of the inspection, MANCI was very clean. Staff members demonstrated a high level of professionalism and correctional knowledge; they were able to answer all questions regarding the facility. Programming and vocational services had a strong focus on preparing the incarcerated adults for a successful re-entry to society. Corrective action is needed to ensure that the grievance process is brought into compliance with DRC policy. CFIS will conduct a follow-up inspection to verify that problems are being addressed and consistent compliance is reached.



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