

REPORT ON THE
INSPECTION OF

CIRCLEVILLE JUVENILE CORRECTIONAL FACILITY

INSPECTION DATE: MARCH 17, 2026



DAVE YOST
OHIO ATTORNEY GENERAL

Circleville Juvenile Correctional Facility

Inspection Date: March 17, 2026

Acronym: CJCF
Address: 640 Island Road, Circleville, OH 43113
Warden/Superintendent: William Stout
CFIS Team Members Present: J. Wesson / D. Drummond / B. Forrest / D. Thompson

FACILITY INFORMATION

Date Institution Opened: 1993
Population Type: ☒ Male ☐ Female
Security Level Type: ☐ Minimum
☐ Medium
☐ Special Management
☐ Restrictive Housing
☐ Death Row
☒ Juvenile
Total Acres: 43
Total Buildings On-Site: 12
Total Custody Staff: 102
Total Service Area Staff: 178
Total Staff: 280
Total approved Volunteers: 154

INCARCERATED INDIVIDUAL INFORMATION

Current Count: 136
Total Available Capacity: 144
Incarcerated Person Age Range: 14 - 20
Incarcerated Person Average Age: 17.8

CJCF is a cell-housing style facility. The facility has 12 housing units that house a maximum of 12 youth offenders per unit. The facility offers a variety of services and treatment for youth including a fully accredited high school, behavioral health services, unit management, medical and dental care, recreation, religious services, community service opportunities and reentry services. In addition, CJCF provides programming that focuses on anger, depression, anxiety, aggression, and victim awareness.

RECENT INTERNAL MANAGEMENT AUDIT

CJCF's most recent Internal Management Audit (IMA) was conducted May 20–22, 2025. The IMA is an annual audit conducted by an independent auditor who reviews a facility's compliance with the American Correctional Association's (ACA) 5th Edition Standards and the 2026 Ohio Standards and Observations in preparation for the next ACA audit. All institutional work, industries, vocational, and educational programs are audited. The tables below illustrate CJCF's rates of compliance for the previous three years:

IMA Audit Scores	2023	2024	2025
ACA Mandatory	97%	100%	98%
ACA Non-Mandatory	97%	98%	99%
Ohio Standards	58%	56%	65%

CJCF Fire Safety Inspection Report	
Inspection Date	December 10, 2025
Total Violations	2
Corrected	2

OVERVIEW OF CFIS INSPECTION

Upon arrival, CFIS was welcomed by CJCF and DYS central office leadership and escorted to the superintendent's conference room for an opening session. Following introductions, CFIS began the inspection of the facility.

Per Ohio Revised Code Section 109.39, mandatory areas of inspection are food services, the grievance process, and an educational or a rehabilitative program. In addition to these mandatory areas of inspection, R.C. 109.39 empowers CFIS to inspect any other areas that it deems appropriate. While at CJCF, CFIS also inspected the following:

- Medical services
- Recreation
- Library/law library
- Visitation
- Living unit(s)
- Education/technical/career
- Roll call/briefing area

In advance of arrival, CFIS inspectors requested copies of the Administrative Duty Officer (ADO) DYS Policy 150-FAM-01, Facility Administrative Rounds and Communication, reports from the previous seven days, the most recent 30 days of grievances, and the following:

- Current facility incarcerated population count (racial breakdown, average age)
- Use of force/assault totals (youth-on-staff/youth-on-youth)
- Current facility security threat group numbers
- Previous quarter's facility drug testing
- Previous months' information on the transitional separation hours

GRIEVANCE PROCEDURE (Ohio Administrative Rule 5139-5-02 & 159-YRI-07)

DYS's grievance process is designed to help address youth complaints relating to any aspect of institutional life. This may include complaints regarding the application of policies or procedures, conditions of confinement, or the actions of institutional staff. The process begins when a youth files a completed DYS youth grievance form (DYS2069) by placing a hard copy in the locked grievance box in accordance with DYS Policy 159-YRI-07, Youth Grievance Process. The facility investigator/grievance coordinator has 14 business days from receipt to respond to a standard grievance, and 48 hours to respond to an emergency grievance, which is a grievance alleging actual or imminent sexual abuse. These time periods may be extended by the facility investigator/grievance coordinator for good cause, with notice to the youth and approval by the chief inspector.

Upon receiving the grievance, the facility investigator/grievance coordinator meets face to face with the youth to discuss the complaint and to gather any additional information that was not provided on the written form.

The facility investigator/grievance coordinator determines the merits of the submitted grievance and indicates the decision on the grievance form. At this initial stage, there are a few possible outcomes. By the time the initial meeting with the youth occurs a grievance might have already been resolved without the facility investigator/grievance coordinator's involvement, such as by the unit manager, and can be closed. Alternatively, the facility investigator/grievance coordinator may determine that the grievance has no merit and close it or determine that it needs further investigation.

Any grievance filed against the facility investigator/grievance coordinator, superintendent, or regional administrator must be handled by the chief inspector's office.

Once the grievance response has been provided, the youth may appeal the decision by completing a grievance appeal (DYS2062) and submitting it to the chief inspector's office. The chief inspector or an appointed designee has 10 business days from receipt of the appeal to affirm, reverse, or modify the decision. Within three business days of the appeal decision, the facility investigator/grievance coordinator informs the youth of the outcome and obtains the youth's signature.

Are the incarcerated issued tablets with access to the grievance procedure: ☐Yes ☐No ☒N/A

Do youth have access to the grievance procedure (speaking to investigator, paper grievance forms):
☒Yes ☐No ☐N/A

Are facility staff answering grievances within policy: ☒Yes ☐No ☐N/A

Upon reviewing responses, are there any issues with timelines or lack of substance within the responses to the grievance: ☐Yes ☒No ☐N/A

Additional Notes: While inspecting CJCF, CFIS focused on ensuring that staff is systematically logging and tracking grievances as filed by youth, and responding to grievances in a timely manner and within policy guidelines. CFIS also looked for any indication of retaliation against youth for filing grievances, checked to ensure that the appeals process is accessible, looked for any trends with grievances, and viewed grievance responses to ensure that each response appropriately quotes the policy being cited within the response.

During the inspection, CFIS engaged with the grievance coordinator and reviewed a random sample of grievances. The review determined that staff responses to grievances were detailed and pertinent to the issues raised by youth, included accurate references to the relevant policies, and issued within the required time frames stipulated by DYS policy. The grievance coordinator clarified that some grievances are marked as “late” due to ongoing investigations, which preclude closure until all procedures have been finalized. No evidence of retaliatory conduct by CJCF was identified in the grievances reviewed, nor were any discernible trends detected.

CFIS verified that the grievance process was accessible to youth. Locked grievance boxes were strategically placed on each unit and in high-traffic areas such as food service, education, and recreation.

Youth do not receive physical copies of grievance dispositions post-investigation. Instead, the facility investigator/grievance coordinator meets with youth in person within the housing units to discuss complaints and findings before reaching a conclusion.

FOOD SERVICE AREA INSPECTION (160-FSM-06)

The food service department was inspected to ensure compliance with DYS policy 160-FSM-06, Food Service Safety, Sanitation, and Inspections.

Executive staff/supervisors conducting unannounced rounds: ☒ Yes ☐ No ☐ N/A

A. SANITATION

Dining room(s) meet DYS policy for cleanliness: ☒ Yes ☐ No ☐ N/A

Serving line(s) meet DYS policy: ☒ Yes ☐ No ☐ N/A

Dish room area meets DYS policy for cleanliness: ☒ Yes ☐ No ☐ N/A

Dishwasher water temperature meets DYS policy: ☒ Yes ☐ No ☐ N/A

Handwashing stations in working order: ☒ Yes ☐ No ☐ N/A

Handwashing stations operate at an appropriate temperature: ☒ Yes ☐ No ☐ N/A

Eye washing stations operate appropriately: ☒ Yes ☐ No ☐ N/A

B. FOOD SERVING & STORAGE COMPLIANCE

Appropriate food menus posted: ☒ Yes ☐ No ☐ N/A

Food and storage area(s) temperatures comply with DYS policy: ☒ Yes ☐ No ☐ N/A

Food service workers wearing hairnets, gloves, etc.: ☒ Yes ☐ No ☐ N/A

Serving utensils appear to be in good working order: ☒ Yes ☐ No ☐ N/A

Freezer temperatures in compliance with DYS policy: ☒ Yes ☐ No ☐ N/A

C. CHEMICAL & TOOL CONTROL

Tools properly stored/signed out/accounted for: ☒ Yes ☐ No ☐ N/A

Tools properly etched with an identifier: ☒ Yes ☐ No ☐ N/A

Chemicals properly stored and inventoried: ☒ Yes ☐ No ☐ N/A

Additional Notes: CFIS sampled a lunch meal that included two grilled cheese sandwiches, tomato soup, corn, pineapple, and milk. The meal was appropriate in portion size, and met policy standards for taste, appearance, and temperature.

The food service manager at CJCF accompanied CFIS during the inspection of the premises. The food service manager confirmed that there were no vacancies within the area.

It was recommended that food service staff renew their ServSafe certifications, as some certifications had expired. During inspection, CFIS discovered expired food intended for youth consumption and improperly stored staff lunches. Expired food items were discovered in the cooler and several freezers and promptly discarded. Staff lunches stored in a cooler designated for youth meals were also promptly discarded. Dirty tray carts were found in both coolers and freezers and were promptly cleaned.

Food service staff reported that meals delivered to off-site locations for youth unable to attend the cafeteria frequently arrive cold due to outdated satellite warming and cooling stations (carts). Additionally, food service staff reported often lacking advance notice regarding when meals need to be transported to alternate locations where youth are present. Leadership has indicated plans to upgrade this equipment.

The food service department manages an apprenticeship program, offering culinary training and certification to four high school graduates per training cycle. Participants are involved in meal preparation and dish room operations. Upon completion, graduates are awarded a certificate issued by the governor.

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 service area or on the back dock.

Several DYS policy violations were observed during the inspection, with some addressed immediately as noted above.

EDUCATION & REHABILITATIVE PROGRAMS (157-EDU-01)

DYS partners with the Buckeye United School District to offer academic and career-technical programming designed to meet the youths' needs and enhance employability upon release. Programs include high school educational courses and career technical courses.

A. EDUCATION PROGRAMS

Does the facility have an education department for in-person learning: ☒ Yes ☐ No ☐ N/A

Executive staff/supervisors conduct unannounced rounds: ☒ Yes ☐ No ☐ N/A

Programs offered: ☒ GED ☒ ACADEMIC ☒ CAREER-TECH ☒ APPRENTICESHIP

☒ VOCATIONAL ☐ DEGREE PROGRAMS/CERT.

☒ OTHER: Culinary, auto/mechanical, construction, media arts ☐ N/A

Are there currently any vacant teaching/staff positions within the education department: ☒ Yes ☐ No ☐ N/A

Does the area have appropriate signage/information displayed: ☒ Yes ☐ No ☐ N/A

Does the education department comply with DYS standards for cleanliness: ☒ Yes ☐ No ☐ N/A

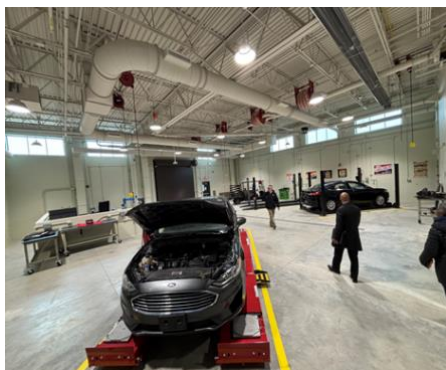
Additional Notes: CFIS conducted a comprehensive review of CJCF's educational programs, evaluating vocational training relevance to current job market demands, post-secondary education accessibility, instructor credentials, and the relevance of teaching materials and technology. Enrollment and attendance monitoring procedures were also examined.

The culinary department schedules two daily course sessions, with each course requiring two quarters consisting of 10 weeks per quarter for completion.

Safety procedures within educational and vocational areas were found to be sufficient, and facility maintenance met standard requirements. CJCF is actively pursuing partnerships with community organizations to establish instructional contracts for automotive mechanics and construction education.

CJCF provides a reflection room designed for students encountering behavioral difficulties or crises during class. This space enables students to de-escalate and refocus prior to returning to their academic activities. This space contains features supporting physical and emotional regulation, including a heavy bag, exercise equipment, bean bag seating, and motivational posters intended to foster a constructive and positive mindset.

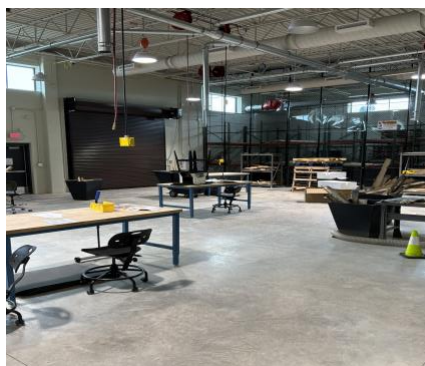
No violations of DYS policy or policies were noted or observed during the inspection.



Auto Tech



Reflection Room



Vocational

B. REHABILITATIVE/REENTRY PROGRAMS

Executive staff/supervisors conduct unannounced rounds: ☒ Yes ☐ No ☐ N/A

Please list the kind of rehabilitative/reentry programs that the facility offers: Substance abuse, behavioral health, victim awareness, sex offender programming, gang interventions, mental health

Does the area have appropriate signage/information displayed: ☒ Yes ☐ No ☐ N/A

Does the reentry department inspected comply with DYS standards for cleanliness: ☒ Yes ☐ No ☐ N/A

Additional Notes: The reentry area offers a secure environment where juveniles can develop employment plans and prepare resumes. Vocational training is also available to support juveniles in securing employment opportunities. Furthermore, a range of community resources are accessible in the area to assist with community integration and connection.

MEDICAL (168-MED-01)

A. MEDICAL SERVICES

Executive staff/supervisors conduct unannounced rounds: ☒ Yes ☐ No ☐ N/A

Services offered: Dental, medication distribution, examination, 24/7 on-call mental health

Are there any staffing vacancies within the medical dept.: ☐ Yes ☒ No ☐ N/A

Does the area have appropriate signage/information displayed: ☒ Yes ☐ No ☐ N/A

Does the medical department meet DYS policy standards for cleanliness: ☒ Yes ☐ No ☐ N/A

Are there any maintenance issues that may hinder sufficient medical care: ☐ Yes ☒ No ☐ N/A

Are there any ongoing hunger strikes, constant watches, dry cells, or special supervision youth in this area:
☐ Yes ☒ No ☐ N/A

Additional Notes: CFIS interviewed staff from both medical and mental health departments. Adequate office space is available to accommodate medical personnel, including the physician, administrators, and nurse practitioners. The medical department was fully staffed on the day of the inspection.

The mental health department is staffed by a psychiatrist, two psychiatric nurses, and multiple behavioral health therapists. Mental health personnel are available on a 24-hour on-call basis, with additional coverage on weekends. During the inspection, 119 youths were on the mental health department's caseload.

CFIS did not observe any violations of DYS policy 168-MED-01, Health Care Services Program.

RECREATION (177-REC-01)

A. RECREATION DEPARTMENT

Executive staff/supervisors conduct unannounced rounds: ☒Yes ☐No ☐N/A

Does the area have appropriate signage/information displayed: ☒Yes ☐No ☐N/A

Types of recreation programs are offered: Sports leagues, music room, community service, CrossFit, team building activities

Types of recreation: ☒Indoor ☒Outdoor ☐N/A

Are equipment and facilities in working order: ☒Yes ☐No ☐N/A

Does the recreation department comply with DYS policy standards for cleanliness: ☒Yes ☐No ☐N/A

Additional Notes: CFIS completed an inspection of the recreation department, including a meeting with the program supervisor responsible for reentry, recreation, and religious services. The facility is equipped with five One Stop computers, which are computers dedicated to assisting youth in preparing resumes, searching for employment opportunities, and conducting research related to reentry. During the inspection, youth were observed participating in supervised basketball activities led by a youth specialist.

The recreation supervisor presented plans for an outdoor facility that will include a football/soccer field, pickleball courts, a designated chess area, and a running track. The gymnasium serves as a venue for family gatherings, baptisms, and graduation ceremonies. Additional programs offered by the department consist of intramural sports, a dedicated music room, community service projects, and a CrossFit competition involving all three state facilities.

No violations of DYS policy 177-REC-01, Recreational Programming, were observed or reported.

LIBRARY (157-EDU-08)

A. LIBRARY

Executive staff/supervisors conduct unannounced rounds: ☒Yes ☐No ☐N/A

Does the library provide access to LexisNexis: ☐Yes ☐No ☒N/A

Does the library have policies and procedures available: ☒Yes ☐No ☐N/A

Does the library have operation hours and information posted: ☒Yes ☐No ☐N/A

Does the library meet DYS policy standards for cleanliness: ☒Yes ☐No ☐N/A

Additional Notes: The librarian, who was present for the inspection and remains present during school hours, reported that English classes convene on a biweekly basis and that MindPlay, reading and vocabulary programming, takes place each Tuesday. The facility was found to be clean, well organized, and efficiently managed.

The library offers a designated reflection room for youth seeking a quiet space to calm themselves or reflect. Behavioral health staff oversee this area and assist when it is in use.

No violations of DYS Policy 157-EDU-08, Library/Media Center Services, were observed or reported.

VISITATION (175-MAL-04)

A. VISITATION

Visitation Hours: Saturday and Sunday from 8:30 a.m. to 11:00 a.m. and 5:30 p.m. to 8:30 p.m.

Executive staff/supervisors conduct unannounced rounds: ☒ Yes ☐ No ☐ N/A

Visits allowed: ☒ Contact ☐ Non-contact ☐ Semi-Contact

Does the visitation area provide adequate seating: ☒ Yes ☐ No ☐ N/A

Does visitation area provide food and drink options: ☒ Yes ☐ No ☐ N/A

Does the area have appropriate signage/information displayed: ☒ Yes ☐ No ☐ N/A

Does the visitation area meet DYS policy standards for cleanliness: ☒ Yes ☐ No ☐ N/A

Additional Notes: The CJCF visitation area was suitably designed and appeared to foster family engagement. A designated vending area allows visiting family members to purchase snacks. Additionally, CJCF facilitates visitation for youth participating in GED classes during scheduled afternoon and evening hours, from 2:15 to 5:15 p.m. and 5:30 to 8:30 p.m.

No violations of DYS Policy 175-MAL-04, Youth Visitation, were observed or reported.

GENERALIZED HOUSING

A. GENERAL POPULATION HOUSING #1

Name/Identifier: A3

Executive staff/supervisors conduct unannounced rounds: ☒ Yes ☐ No ☐ N/A

Does the unit have appropriate signage/information displayed: ☒ Yes ☐ No ☐ N/A

Does this housing unit offer programming: ☒ Yes ☐ No ☐ N/A

Type of housing: ☐ Open Dorm ☒ Cells

Total max capacity: 12

Are equipment and facilities in working order: ☒ Yes ☐ No ☐ N/A

Does the unit meet DYS policy standards for cleanliness: ☒ Yes ☐ No ☐ N/A

Additional Notes: A3 houses the facility's general population. At the time of the inspection, the unit was in transitional separation status in accordance with protocol outlined in DYS Policy 156-DSC-05, Separation, due to current staffing levels. This protocol is utilized for population management during specific incidents or shift transitions; however, youth were actively transitioning out of this status as additional staff arrived on site.

Staff were observed updating the youth intervention monitoring log (DYS2113). All forms were current and no policy violations were detected. However, CFIS identified that log entries lacked staggered recordings by staff. Entries appeared at consistent 15-minute intervals instead of the variable intervals not to exceed 15 minutes, which promotes unpredictable monitoring of youth.

A behavioral health staff member was observed facilitating a one-on-one session with a youth in the group room. The unit includes a designated comfort room for youth experiencing crisis. This space is equipped with sensory tools designed to support de-escalation, such as fidgets. Youth are permitted to use this room for a 15-minute cooling-off period. It should be noted that comfort rooms are standard features across all housing units at CJCF.

SPECIALIZED HOUSING

A. SPECIALIZED HOUSING #1

Name/Identifier: A1

Executive staff/supervisors conduct unannounced rounds: ☒ Yes ☐ No ☐ N/A

Does the unit have appropriate signage/information displayed: ☒ Yes ☐ No ☐ N/A

Does this housing unit offer programming: ☒ Yes ☐ No ☐ N/A

Type of unit: ☐ Open Dorm ☒ Cells

Total max capacity: 12

Are equipment and facilities in working order: ☒ Yes ☐ No ☐ N/A

Does the unit meet DYS policy standards for cleanliness: ☒ Yes ☐ No ☐ N/A

Additional Notes: A1 functions as the facility's graduate unit. The unit was both clean and well organized. Mandatory Prison Rape Elimination Act (PREA) posters were conspicuous and all required youth documentation was accessible. The unit features amenities such as a microwave and gaming system for youth.

A case program specialist was present and shared comprehensive information regarding vocational opportunities available to graduate youth, including forklift operation, carpentry, automotive repair, and culinary arts.

Staff assist youth with resume preparation and identifying employment prospects, thereby facilitating a smoother transition following release from DYS.

A behavioral health staff member was on site and confirmed that behavioral health staff meet with youth assigned to their caseload at least twice monthly.

The unit implements the "Earn Your Respect" initiative, an incentive-based program in which youth may receive monthly rewards for positive conduct.

Eligible youth are invited to participate in themed activities such as pizza parties, roller-skating events, or cookouts. Other rewards consist of special meals such as Buffalo Wild Wings, three-on-three basketball tournaments, and clothing items such as tie-dyed socks.



Earn Your Respect Incentive

B. SPECIALIZED HOUSING #2

Name/Identifier: B4/Independence Hall

Executive staff/supervisors conduct unannounced rounds: ☒ Yes ☐ No ☐ N/A

Does the unit have appropriate signage/information displayed: ☒ Yes ☐ No ☐ N/A

Does this housing unit offer programming: ☒ Yes ☐ No ☐ N/A

Type of unit: ☐ Open Dorm ☒ Cells

Total max capacity: 12

Are equipment and facilities in working order: ☒ Yes ☐ No ☐ N/A

Does the unit meet DYS policy standards for cleanliness: ☒ Yes ☐ No ☐ N/A

Additional Notes: B4 functions as the facility's model unit. This unit is designated for youth who attain Level 4 status through DYS policy 180-YBM-01, the Positive Response Incentive Driven Environment (PRIDE). PRIDE operates as a multi-level behavioral management system that encourages positive decision making. Youth may progress through levels from sustained prosocial behavior, while rule violations may result in demotion. The unit was observed to be clean and orderly. Mandatory PREA posters were conspicuous and all required youth documentation was accessible.

The unit manager was present and actively interacting with youth during the inspection. B4 is equipped to facilitate long-term behavioral incentives, offering amenities including a microwave, refrigerator, TV, JENGA, and various sports games. At the time of observation, youth were seated and engaged in recreational activities, including card games and the unit gaming system. This space is intended for individual use, providing youth with an opportunity for recreation when needed.

C. SPECIALIZED HOUSING #3

Name/Identifier: C3/Special Living Unit

Executive staff/supervisors conduct unannounced rounds: ☒ Yes ☐ No ☐ N/A

Does the unit have appropriate signage/information displayed: ☒ Yes ☐ No ☐ N/A

Does this housing unit offer programming: ☒ Yes ☐ No ☐ N/A

Type of unit: ☐ Open Dorm ☒ Cells

Total max capacity: 12

Are equipment and facilities in working order: ☒ Yes ☐ No ☐ N/A

Does the unit meet DYS policy standards for cleanliness: ☒ Yes ☐ No ☐ N/A

Additional Notes: C3 functions as the facility's designated mental health unit. The unit was found to be clean and well organized. Mandatory PREA posters were conspicuous, and all required youth documentation was accessible. At the time of the inspection, two youths were placed on suicide watch. A review of the youth intervention monitoring log (DYS2113) indicated that staff maintained proximity and adhered strictly to staggered checks at intervals not exceeding 15 minutes.

The unit is currently outfitted with a microwave as part of a trial initiative. The physical grievance box has been removed from the wall; staff reported this action was taken as a common safety practice to prevent youth from dismantling the box and accessing materials for self-harm. In lieu of the box, youth may request grievance forms from staff and submit completed forms directly to a youth specialist, unit manager, or any available staff member. The current residents of C3 arrived from the Indian River Juvenile Correctional Facility approximately six weeks prior to the inspection, and staff noted youth are continuing to acclimate to their new environment.

ADDITIONAL NOTES FROM INSPECTION

Prison Rape Elimination Act (PREA)

PREA provides for the analysis of the incidence and effects of prison rape in federal, state, and local institutions. PREA provides information, resources, recommendations and funding to protect incarcerated people from sexual assaults and rapes. PREA applies to all DYS facilities.

As the law enforcement agency responsible for investigating criminal offenses inside correctional institutions, the Ohio State Highway Patrol tracks sexual assaults using the PREA incident system.

CFIS conducted an evaluation of the PREA incident system at the facility. The evaluation verified that no incidents were substantiated to date; however, one youth-on-youth case is still undergoing active investigation.

PREA signage and contact information for the local rape crisis center were found to be appropriately posted throughout the facility. No issues or non-compliance were observed regarding DYS policy 179-YSA-01, Sexual Abuse and Sexual Harassment: Reporting and Responding.

Staff Recruiting and Retention

CJCF's vacancy breakdown:

- Youth specialists: 32 out of 134 (24%)
- Behavioral health staff: three out of 12 (25%)
- Teachers: one out of 26 (4%)
- Other supportive roles: three out of 108 (3%)
- Total vacancies: 39 out of 280 (14%)

Information regarding hiring events and job openings was posted.

Administrative Duty Officer (ADO) Reports

CFIS reviewed ADO reports (DYS2480) dated March 8–14, 2026. The reports, guided by DYS policy 150-FAM-01, are completed daily by designated executive staff and document inspections of food service, visitation, housing units, recreation, and other areas assigned by the superintendent. Completed reports include the date, time, areas visited, observations, and recommendations, and are submitted to the superintendent's office for review.

An analysis comparing the reports with the weekly calendar indicated that reports were not completed on two days: one due to a staff member's disability leave and another because a staff member called off work.

The reports noted that the youth tip line had been reviewed but lacked details regarding the verification message that was left. ADOs are required to test youth phones and leave a specified message to confirm proper functionality; however, the comment sections in the reports were left blank. Although the facility's practices generally align with DYS policy 150-FAM-01, these omissions highlight opportunities to enhance documentation processes and maintain consistent operational coverage.

Security and Safety

Units were staffed with two youth specialists, a case manager, and a unit manager, but had key vacancies for behavioral health/social worker professionals. CJCF employs transitional separation as a time-limited measure to address population management, institutional needs, incidents, investigations, or shift changes.

Transitional separation may also be used should unit staffing fall below minimum levels, based on safety concerns and pending superintendent approval. In such cases, separation is maintained only as long as necessary to restore normal staffing levels. CJCF's substantial vacancy rate was a primary factor in its recording of 17,667 transitional separation hours during the first quarter of 2026 (January 1 to March 31).

No security issues were noted, and no DYS policy violations were noted or observed during the inspection.

Use of Force (UOF)

CFIS reviewed five use of force incidents from March 2026 in accordance with DYS Policy 163-UOF-02, Managing Youth Resistance – Use of Force. The facility intervention administrator, acting as the subject-matter expert, provided all relevant incident report packets and video footage for review. No issues were noted throughout the process, and all internal reviews of uses of force were conducted in accordance with DYS policy.

Type of Incident	Total
Youth-on-staff assaults	7
Youth-on-youth assaults	22
Youth-on-youth fights	4
OC (pepper spray)	13
Mechanical restraints (handcuffs/flex cuffs)	31

Drug Testing

Upon admission to DYS, each youth undergoes a drug test administered by nursing staff in accordance with DYS policy 168-MED-12, Reception Intake Medical Screening. Every facility conducts an annual comprehensive saturation test, screening 100% of its youth population. Additionally, facilities must randomly test at least 10% of each housing unit's population monthly and at least 50% of youth participating in off-grounds work. Youth are also tested within two business days prior to their scheduled release and within 48 hours of intra-system transfers. For-cause testing and testing after any off-ground activity can be ordered at any time. There were no observed violations of DYS policy 182-SAS-02, Youth Drug Testing.

CJCF's February 2026 Drug Testing Results		
Test Category	Number of Tests	Results
Medical intake review	15	3 positives, 2 amphetamine, 1 cannabis
Random testing (10% level)	18	All negative
Transfer screening	10	1 negative, 1 refusal
Release screening	2	All negative
Off-grounds test	0	N/A

Security Threat Groups (STG)

STGs are organized groups within correctional facilities that pose significant risks to the safety and security of the facility. Those involved within STGs are often linked to gang activity/organized crime. Classifying an individual as an STG member assists the facility and the department in proper tracking, housing and monitoring trends.

As of January 2026, CJCF reported a total of 71 STG members. This includes 25 Individuals (17%) with active STG status, 46 individuals (32%) with passive STG status, and 76 individuals (51%) who are not affiliated with a gang. DYS classifies youth by STG status, not gang name.

Institutional Overtime

Youth specialists worked a total of 6,504 overtime hours from March 1 to March 31, 2026. No violations of DYS policy 135-PAY-01, Call-Off, Timekeeping and Payroll, were observed or noted.

Annual Evacuation Drills

Fire evacuations plans were posted in conspicuous areas. The health and safety coordinator conducts fire drills on all shifts on a quarterly basis to ensure compliance with safety standards. All drills were conducted promptly and in accordance with DYS policy 110-SAF-06, Facility Fire Safety.

Staff Roll Call/Briefing Area

The roll call area was clean and orderly. Pertinent information was posted to inform staff of daily events, situational identifiers, proper search conduct, and the use of force continuum.

Special Events/Family Engagement Events

During the past 12 months, CJCF held approximately 37 special events and organized approximately two volunteer events. Events were conducted in compliance with DYS policy 101-COM-05, Tour and Special Events Guidelines.

CONCLUSION

During the inspection of CJCF, staff demonstrated professionalism and promptly responded to inquiries and requests for information.

CJCF actively promotes prosocial behavior through a comprehensive range of programs and services aimed at preparing youth for successful reintegration into the community. The facility maintains transparent communication with staff and residents through conspicuous postings of schedules, activities, and essential notices. Leadership continues to address staffing vacancies by recruiting qualified candidates, and ongoing updates to protocols and procedures are focused on enhancing safety and compliance with standards and best practices.

The inspection revealed several deficiencies that require addressing. CFIS recommends the following corrective measures:

- Back-up administrative staff to cover ADO rounds in the absence of assigned staff;
- Updated ServSafe certifications for food service staff;
- A routine cleaning schedule to improve the cleanliness of the coolers and freezers; and
- Checks and balances to ensure food inventory rotation and removal of outdated food items.

While CJCF displayed strengths in facility maintenance, staff engagement, and youth programming, attention to the identified operational deficiencies remains necessary. Continued monitoring and corrective action will help ensure the facility meets and sustains compliance with departmental standards and best practices. CFIS will conduct a reinspection at a later date to confirm progress and ensure ongoing improvement with the identified deficiencies.



DAVE YOST
OHIO ATTORNEY GENERAL

**REPORT ON THE
INSPECTION OF
CIRCLEVILLE JUVENILE
CORRECTIONAL
FACILITY**

Correctional Facilities Inspection Services

30 E. Broad St. 17th Floor
Columbus, OH 43215
800-282-0515
www.OhioAttorneyGeneral.gov