

Guide to the Records of the Licking County Sheriff

Repository: Licking County Government, Records and Archives Department

Inclusive Dates: 1863-1958

Administrative History: Sheriffs' were first selected in 1792 as an appointed position. 1802, the sheriff became an elective position on the county level by the people they serve. John Stadden was Licking County's first Sheriff at the county's founding in 1808. The sheriff is the chief law-enforcement officer of unincorporated areas of the county and has police jurisdiction in all municipalities, townships and villages. By Ohio statute, sheriff offices must provide law enforcement, court security, jail operation, extradition process and transportation of prisoners. Other duties include service of court papers and to conduct public auction sales of real property in foreclosures.

Arrangement: The collection is divided into the following series:

Series 1: Domestic Execution Docket. 1863-1866, 1883. 2 volumes.

Series 2: Jail Register. ca. 1874-1879, 1904-1919, 1928-58. 9 volumes.

Series 3: Reports for New County Jail. 1978, 1980, 1984. 1 folder of approximately 0.1 cubic feet.

See also the Records & Archives Department Miscellaneous Collection Finding Aid, Series 1, which includes Sheriff records

Preferred Citation: [Series Title]; [Agency]; [Volume and Page Numbers or Box and File Numbers]; [Date]; Records & Archives Department, Licking County Government, Newark, Ohio

Records Series

Series 1: Domestic Execution Docket. 1863-1866, 1883. 2 volumes.

Scope and Content: This series, also known as the Home Executions Docket, contains a record of executions—the process of enforcing a legal judgment—and attachments—the seizure of real estate and/or personal property—ordered to satisfy judgments (debts). Entries can include the case number, litigants' names or parties' names, date of execution ordered, judgment and costs, description of property levied on, date of sheriff's return, records of sheriff's sales and itemized accounts of sheriff's fees. This record series is no longer created.

Arrangement: Indexed by name

Use Note: The Records & Archives Department is unable to provide official copies of these documents. Official copies must be obtained from the office of the Sheriff.

Series 1: Inventory

Volume	Contents
1	1863-1866
2	1883

Series 2: Jail Register. ca. 1874-1879, 1904-1919, 1928-58. 9 volumes.

Scope and Content: These volumes list prisoners of the Licking County Jail. The degree of information that was provided changed over the years. Entries will possibly indicate the prisoner name, prisoner number, birthplace, authority by which the prisoner was held and/or discharged, offense, sentence, manner of discharge, other institution to which prisoner was sent, dates of commitment and discharge, number of days in jail and/or dungeon, physical description, marital status, ability to read or write, health information, habits, sheriff's fees, number of meals served and other remarks. For some periods, volumes indicate summaries of the number of meals, laundry expenses and/or presumably total amounts of money spent and days spent by prisoners in the Jail. In some volumes, federal prisoners are listed separately.

A piece of Sheriff's Office correspondence paper dated May 21, 1912 is included between pages 220 and 221 of volume 3. It is a promise of Frank Baumgartner "to abstain from all intoxicating drink for the term of five years...." There is also an entry for Frank Bumgartner (sic) on page 220.

Arrangement: Very few inmate names are indexed. The entries are arranged roughly chronologically by commitment to the Jail.

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Series 2: Inventory

Volume	Contents
1	ca. 1874-1879, 1914-1919
2	1904-1910
3	1910-1914
4	1928-1932
5	1932-1937
6	1938-1943
7	1944-1948
8	1949-1953
9	1954-1958

Series 3: Reports for New County Jail. 1978, 1980, 1984. 1 folder of approximately 0.1 cubic feet.

Scope and Content: This collection consists of three documents. The earliest is the "Programming Study: Sheriff's Department," which was prepared in 1978 by the two architectural firms Prindle, Patrick and Partners, Ltd. of Columbus, Ohio, and Orville Varasso and Associates of Newark, Ohio. It "consists of an analysis of the existing Sheriff's Department operation, an analysis of the inmate population with projections to the year 1995, the development of an architectural program for new construction, the presentation of functional relationship diagrams designed to graphically illustrate the requisite interaction between elements of the developed program, a site evaluation study, and a preliminary cost estimate to realize a structure as defined by the program."

The second document, from 1980, is the "Preliminary Report: Licking County Jail, Newark, Ohio," and was issued by the Center for Justice Planning in Champaign, Illinois. It includes sections entitled "Introduction," "Existing Facilities," "Staff," "Programs and Services," "Inmate

Characteristics," "Preliminary Recommendations," "Population Projections," and "Preliminary Policy Decisions." There are statistical tables related to offenses of persons admitted to the County Jail, and jail population projections, along with other statistics within the text.

The third document, from 1984, is entitled "Licking County Jail Project: Financial Analysis and Report," and it was prepared by David E. Calhoun, Project Coordinator. The purpose of this report was "to a) evaluate the projects (sic) current financial situation, b) define the source and scope of the financing problem, and c) identify alternative project financing strategies." The document includes several statistical charts and tables related to income, expenditure, staffing, financing plans, etc.

Arrangement: Chronological

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