



# Facility Inspection Report Issued By The Minnesota Department of Corrections Pursuant to MN Statute 241.021, Subdivision 1

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## INSPECTION DETAILS FOR:

### Aitkin County Jail

**Address:** 217 Second Street, ROOM 185, Aitkin, MN 56431

**MN Governing Rule:** 2911 Local Adult Detention Facilities

**Inspection Type:** Biennial **Inspected By:** Greg Croucher – Senior Detention Facility Inspector **Inspected on:** 01/17/2019

**Inspection Method:** Facility tour, staff interviews, employee and resident file reviews, video footage review and related documentation reviews.

**Officials Present During Inspection:** Assistant Jail Administrator Phil Martin; Jail Administrator Karla White

**Officials Present for Exit Interview:** Assistant Jail Administrator Phil Martin; Jail Administrator Karla White; Sheriff Dan Guida

**Issued Inspection Report to:** Assistant Jail Administrator Phil Martin; Jail Administrator Karla White; Sheriff Dan Guida; County Administrator Jessica Seibert; Regional Manager Sherry Hill

## RULE COMPLIANCE SUMMARY

Rule Chapter	Requirement Type	Total Applicable	Total Compliance	Total Non Compliance	Total Compliance With Concerns	Compliance Rating	Substantial Compliance Result/Criteria
2911	Mandatory	121	117	0	4	100.00%	Compliance rating of 100%
2911	Essential	96	90	1	5	98.96%	Compliance rating of 90%

## TERMS OF OPERATION

**Authority to Operate:** approval **Begins On:** 01/01/2019 **Ends On:** 12/31/2020 **Facility Type:** Jail  
**Placed on Biennial Status:** Yes **Biennial Status Annual Compliance Form Due On:** 12/31/2019  
**Delinquent Juvenile Hold Approval:** 24 hrs exclusive of weekends and holidays **Certificate Holder:** Aitkin County Sheriff's Department  
**Special Conditions:** None.

### Approved Capacity Details *\*Operational Capacity is calculated as a percent of Approved Capacity beds.*

Bed Type	Gender	Approved Capacity	%Operating Capacity	Operational Capacity	Bed Details	Conditions
Secure	Coed	89	90	80.10	None.	None.

## RULE COMPLIANCE DETAILS

**Chapter 2911 - Essential Rules Not In Compliance****Total: 1**

1. 2911.1200 CLERICAL AND SUPPORT EMPLOYEES WITH REGULAR OR DAILY INMATE CONTACT: TRAINING. Subpart 2. Regular or daily inmate contact.

A facility shall have a written policy and procedure that provides that all new clerical and support employees who have regular or daily inmate contact receive 40 hours of orientation and training during their first year of employment. These hours are to be completed before being independently assigned to a particular job. The employees are given an additional 16 hours of training each subsequent year of employment. At a minimum, this training covers the following areas: A. security procedures and regulations; B. rights and responsibilities of inmates; C. all applicable emergency procedures; D. interpersonal relations and communication skills; and E. first aid.

**Inspection Findings:**

A review of training records showed that medical staff and food service staff are receiving some training but most of the training does not meet the elements of the rule. Documentation for quarterly reviews of emergency procedures showed that not all of this training was completed. Some improvement has been shown from previous inspections.

**Corrective Actions:**

**Arrange for medical and food service staff to receive all mandatory training to include: security procedures and regulations of the facility, rights and responsibilities of inmates, interpersonal communication skills, and first aid.**

**Ensure that quarterly review of emergency procedures are completed and documented for these staff members.**

**Response Needed By:****Chapter 2911 - Mandatory Rules In Compliance With Concerns****Total: 4**

1. 2911.1900 POLICY AND PROCEDURE MANUALS.

A facility shall have a written policy and procedure manual that is electronically available to staff and relevant regulatory authorities and defines the philosophy and method for operating and maintaining the facility. This manual shall be made available to all employees, reviewed annually, updated as needed, and staff trained accordingly. The manual shall include, at a minimum, the following chapters: A. correctional standards required under this chapter; B. administration and organization; C. fiscal management; D. personnel; E. training; F. inmate records; G. safety and emergency; H. security and control; I. sanitation and hygiene; J. food service; K. medical and health care services; L. inmate rules and discipline; M. communication, mail, and visiting; N. admissions, orientation, classification, property control, and release; O. inmate activities, programs, and services; and P. a written suicide prevention and intervention plan. The facility administrator or designee shall review policy and procedure manuals at least once each year. The review shall be documented in written form sufficient to indicate that policies and procedures have been reviewed and amended as appropriate to facility changes.

**Inspection Findings:**

The policy manual is in need of some revision. References to old medical policies were still found in the current manual.

**Corrective Actions:**

**Review and revise policy manual as needed.**

**Submit revised manual to facility inspector for review by May 31, 2019.**

**Response Needed By:**

2. 2911.2100 STORAGE AND PRESERVATION OF RECORDS.

Space shall be provided for the safe storage of records.

**Inspection Findings:**

Storage space is limited at the facility. It was also unclear what the current retention policy is for the County.

**Corrective Actions:**

**Determine if electronic storage of records or alternative areas for storage are viable options for the facility.**

**Response Needed By:**

3. 2911.2600 CLASSIFICATION OF INMATES. Subpart 1. Policy and procedure.

A facility shall have a written policy and procedure that provides for inmate classification in terms of level of custody required, housing assignment, participation in facility programs, and use of any overrides. The facility's policy and procedure on classification shall include consideration of the following: A. inmate gender; B. juvenile or adult status; C. category of offense; D. severity of current charges, convictions, or both; E. degree of escape risk; F. potential risk of safety to others and self; G. institutional disciplinary history; H. serious offense history; I. special needs assessment, inclusive of vulnerable adults, which includes a determination of how medical needs, mental health needs, developmental disability, or other behavioral or physical limitations or disabilities may impact on the classification of an inmate and appropriate housing of same; and J. special management inmate status.

**Inspection Findings:**

The classification system has been revised. However, a review of many classification forms showed that the forms were not always filled out accurately or completely. The majority of inmates are classified as low risk.

**Corrective Actions:**

**Ensure that all inmates are classified and classified appropriately. It is recommended that the Sergeant review all classifications for accuracy.**

**Response Needed By:**

4. 2911.3700 EMERGENCIES AND UNUSUAL OCCURRENCES. Subpart 2. Quarterly review of emergency procedures.

There shall be a review of emergency procedures once every three months. The review shall include: A. assignment of persons to specific tasks in case of emergency situations; B. instructions in the use of alarm systems and signals; C. systems for notification of appropriate persons outside the facility; D. information on the location and use of emergency equipment in the facility; E. specification of evacuation routes and procedures; and F. that the review be documented and require signature or initialing by all staff.

**Inspection Findings:**

Not all of the staff have completed quarterly reviews of the emergency procedures.

**Corrective Actions:**

**Develop a plan to ensure that emergency reviews are completed quarterly. These reviews shall be documented. The plan shall include kitchen, medical and administrative staff.**

**Response Needed By:**

**Chapter 2911 - Essential Rules In Compliance With Concerns****Total: 5**

1. 2911.3100 INMATE ACTIVITIES AND PROGRAMS. Subpart 4. Education.

A facility shall have a written policy and procedure that provides for inmate access to educational programs, vocational counseling, and when available, vocational training. When possible, a facility shall arrange to have these educational programs delivered in classroom specifically designed and equipped for educational or vocational programming. Class I facilities are exempt from this requirement with the exception of those approved by the commissioner to house inmates serving alternative sentences. Text books necessary to complete a course of study, to the extent that local resources permit, shall be made available to inmates. The facility shall not be responsible for the purchase of text books to complete a course of study.

**Inspection Findings:**

There is educational programming scheduled but it is not on a consistent basis and has not been available for quite some time.

**Corrective Actions:**

**Continue efforts to find educational programming that can be held on a more consistent basis.****Response Needed By:**

2. 2911.3100 INMATE ACTIVITIES AND PROGRAMS. Subpart 5. Substance abuse programs.

A facility shall have a written plan for providing services for inmate chemical dependency issues.

**Inspection Findings:**

AA and NA classes are not offered on a consistent basis.

**Corrective Actions:**

**Ensure that inmates are offered substance abuse education on a regular basis.**

**Response Needed By:**

3. 2911.3300 CORRESPONDENCE. Subpart 4. Money.

Cash, cashiers checks, or money orders received from incoming mail shall be processed according to facility policy.

**Inspection Findings:**

The facility allows the inmates to have currency in their possession. This is not a best practice as it can lead to theft or gambling issues.

**Corrective Actions:**

**It is recommended that the jail move towards a card and kiosk system to secure inmate funds.**

**Response Needed By:**

4. 2911.4900 SECURITY INSPECTION.

The facility shall have a written policy and procedure to require the facility administrator or designee to inspect all areas within the security perimeter, and equipment at least monthly and initiate corrective action if needed.

**Inspection Findings:**

There is a security inspection sheet that is completed that incorporates elements required for weekly inspections so this is done weekly. However, deficiencies noted are not always corrected or follow through is not reported to the Jail Administrator.

A work order system has been implemented.

**Corrective Actions:**

**Implement a system for reporting deficiencies found in the inspection. There should also be a system for follow-up to ensure the deficiencies are corrected.**

**Response Needed By:**

5. 2911.5800 AVAILABILITY OF MEDICAL AND DENTAL RESOURCES. Subpart 9. Sick call.

A facility shall develop a written policy and procedure that requires that there is a continuous response to health care requests and that sick call, conducted by a physician or other health care personnel is available to each inmate as follows: A. In small facilities of less than 60 inmates, sick call is held once per week at a minimum; B. in medium sized facilities of 60 to 200 inmates, sick call is held at least three days per week; C. in facilities of over 200 inmates, sick call is held a minimum of five days per week; and D. if an inmate's custody status precludes attendance at sick call, arrangements are made to provide sick call services in the place of the inmate's detention.

**Inspection Findings:**

Sick call is held 3 times a week. It was clear in talking with staff members that when the inmate count increases there is more of a need for additional nursing hours.

Numbers of inmates on medication and those that present with mental health issues continues to rise.

**Corrective Actions:**

**Due to increased medical and mental health issues and to enhance safety it is strongly recommended that the Aitkin County Jail increase its amount of nursing hours.**

**Response Needed By:**

**INSPECTION COMMENTS**

Physical Plant concerns and deficiencies:

SDS sheets in the laundry are in need of updating with current products.

Microwaves in several housing units were found to be plugged into power strips or splitters. These need to be plugged into a ground fault outlet. The use of splitters and power strips should be discontinued.

The clothing hooks found in many of the main floor cells were discussed during this inspection. This type of hook should be removed and replaced with the style found on the 2nd floor housing areas.

There is a need for detention-grade mesh on the inside of some main-level cell windows. Some cells had the correct mesh but others did not. Additionally, a laminate or other coating is needed on the outside of all main floor cells windows.

A more secure type of storage system for the laundry room chemicals is needed in the laundry room.

Additional cameras are recommended for the kitchen area.

Due to the efforts of staff and many improvements since the last on-site inspection the Aitkin County Jail shall now be placed on biennial inspection cycle.

Improvement was most notable in regard to well-being checks, medication delivery and separation per security classification.

**JJDPA Compliance**

On January 17, 2019 a Juvenile Justice and Delinquency Prevention Act audit was conducted. The Aitkin County Jail has received a "Rural Exception" to the Juvenile Justice and Delinquency Prevention Act (JJDP). This allows the facility to hold a delinquent juvenile up to 24 hours, excluding weekends and holiday. There are three core requirements that are looked at during our facility review. Those core requirements are Deinstitutionalization of Status Offenders (DSO), Removal of Juveniles for Adult Jail and Adult Lockups (Jail Removal), and Sight and Sound separation.

The Aitkin County Jail did not hold or process any juveniles from October 2018 to the day of inspection.

The facility does not participate in any "Scared straight" programs for any youth that are under public authority.

I found no violations of the JJDP act during the Aitkin County Jail inspection.

**Report completed By:** Greg Croucher – Senior Detention Facility Inspector

**Signature:**

