



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

Inspection and Enforcement Unit, 1450 Energy Park Drive, Suite 200, St.Paul MN 55108
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INSPECTION DETAILS FOR:

Anoka County Jail

Address: 325 E Jackson Street, Anoka, MN 55303

MN Governing Rule: 2911 Local Adult Detention Facilities

Inspection Type: Annual **Inspected By:** Chris Thoma – Detention Facility Inspector **Inspected on:** 11/04/2021

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

Officials Present During Inspection: Commander Wayne Heath; Lieutenant Carrie Wood

Officials Present for Exit Interview: Commander Wayne Heath; Sheriff James Stuart

Issued Inspection Report to: Commander Wayne Heath; Commander Sheila Larson; Lieutenant Carrie Wood; Sheriff James Stuart; County Administrator Rhonda Sivarajah; Regional Manager Dayna Burmeister

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	126	123	2	1	98.41%	Compliance rating of 100%
2911	Essential	102	100	1	1	99.02%	Compliance rating of 90%

TERMS OF OPERATION

Authority to Operate: conditional approval **Begins On:** 12/01/2021 **Ends On:** 11/30/2022 **Facility Type:** Jail

Placed on Biennial Status: No **Biennial Status Annual Compliance Form Due On:**

Delinquent Juvenile Hold Approval: no approval

Certificate Holder: Anoka County Sheriff's Office
325 E. Jackson Street
Anoka, MN 55303

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	238	90	214.20	None.	None.

RULE COMPLIANCE DETAILS

Chapter 2911 - Mandatory Rules Not In Compliance**Total: 2**

1. 2911.5450 DANGEROUS MATERIALS.

A facility shall have a written policy and procedure that specifies that materials dangerous to either security or safety shall be properly secured. Storage and use of flammable, toxic, and caustic materials must be in accordance with all applicable laws and regulations of governing jurisdictions. The policy must cover control and use of tools and culinary and medical equipment.

Inspection Findings:

The culinary tool cabinet in the kitchen was found unsecured and a pair of scissors was not accounted for on the sign out sheet.

Corrective Actions:

Procedures are in place for the secure storage and accountability of culinary tools but were not being followed. Ensure staff are trained on proper procedures and establish an audit process to ensure procedures are being followed.

Response Needed By: 12/31/2021

2. 2911.6500 STORAGE. Subpart 2. Refrigeration.

Medication requiring refrigeration shall be refrigerated and secured and the temperature checked daily. There must be separate refrigeration for medications only.

Inspection Findings:

A separate, dedicated, medication refrigerator is being utilized in the medical unit and is equipped with a local alarm if temperature is not maintained. However, the refrigerator temperatures are not being logged according to this part of the rule.

Corrective Actions:

Establish a daily logging mechanism to track refrigerator temperatures.

Response Needed By: 12/31/2021**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:

Anoka County recently moved to a contract medical provider. There were no records indicating the medical staff received the required training under this rule part.

Corrective Actions:

Ensure that all medical staff with regular inmate contact receive at least the minimum number of training hours on topics listed in this part of the rule as well as quarterly emergency procedures and annual drills.

Arrange for orientation and security training for all new contract staff members.

Response Needed By: 03/31/2022

Chapter 2911 - Mandatory Rules In Compliance With Concerns**Total: 1**

1. 2911.6800 CONTROL. Subpart 4. Destruction of medication.

The destruction of medication on expiration dates or when retention is no longer necessary or suitable must be consistent with requirements of the Minnesota Pollution Control Agency.

Inspection Findings:

Medication destruction is being documented but the medication is being placed in an unsecure sharps container that can easily be removed.

Corrective Actions:

Review the medication destruction process with the medical authority and develop a process to ensure the documented medication is being destroyed.

Response Needed By:**Chapter 2911 - Essential Rules In Compliance With Concerns****Total: 1**

1. 2911.1300 CUSTODY STAFF TRAINING.

A facility shall have a written policy and procedure that provides that all custody staff receive 120 hours of orientation and training during the first year of employment. Forty of these hours are completed prior to being independently assigned to a particular post. All persons in this category are given an additional 16 hours of training each subsequent year. At a minimum, training completed before independent assignment to a particular post shall include: A. security procedures; B. supervision of inmates; C. signs of suicide risk and suicide precautions; D. vulnerable inmates; E. response to resistance regulations and tactics; F. report writing; G. inmate rules and regulations; H. rights and responsibilities of inmates; I. fire and emergency procedures; J. key control; K. interpersonal relations and communication skills; L. diversity training; M. distribution of medications; N. right to know; and O. blood-borne pathogens and communicable diseases.

Inspection Findings:

Training documents were found to be well organized but not every custody staff member had completed the required 16 hours of training for the calendar year. Due to the COVID-19 pandemic training has been difficult to obtain across the State.

Corrective Actions:

Ensure those staff that did not completed the required number of training hours, do so by December 31, 2021.

Response Needed By:

INSPECTION COMMENTS

Physical Plant: The Anoka County Jail was built in 1982 and remodeled in 2000. It is the oldest county jail in the metro area. The intake area is not of adequate size for the number of inmates processed annually. The property room and storage areas are also undersized for the population. The design of the intake area does not provide sufficient holding cells or separation capabilities. The separation capabilities of the facility as a whole are lacking, especially given the current pandemic and additional separation requirements needed to keep inmates safe. The medical unit is also short on space. Exam rooms are being utilized for medication and supply storage as well as office space. Other areas of the jail lacking appropriate space for the number of inmates served, include programming and recreation.

The remodel in 2000 added officer work stations into the linear style housing units but the placement of the work stations allows for inmate access above the officer and makes inmate supervision more difficult.

The National Institute of Corrections estimates the life expectancy of the jail facility, utilized 24 hours a day, to be 25 to 30 years. The Anoka County Jail has been operating for almost 40 years bringing into question original infrastructure items such as cast iron plumbing and old electrical work. It is recommended that the elected officials of Anoka County continue to develop plans for the future needs of the incarcerated population.

Classification: The Anoka County Jail has a robust classification process which is only hindered by the lack of separation space available in the physical plant. This classification process has been shared with other counties.

Training: The emergency drill plan, emergency training, and subsequent documentation were excellent. They cover not only fire and evacuation, but, man down, cut down, severe weather, and other unusual incidents.

Well-being checks: The well-being checks reviewed during this inspection were found to be in compliance with the rule.

Inspection Status: The Anoka County Jail will be placed on an annual inspection schedule. Operationally, the facility is in substantial compliance but the addition of a new Jail Administrator and the physical plant concerns warrant more frequent review.

JJDPA Compliance

On November 4, 2021, a Juvenile Justice and Delinquency Prevention Act audit was conducted. The Anoka County Jail has no juvenile hold approval. According to the DOC Portal system and facility records, the Anoka County Jail held or processed zero (0) juveniles between October 2021 and the day of inspection.

DSO: I did not find any violations of the facility holding any status offenders.

Jail Removal: No juveniles were held at the facility.

Sight and Sound Separation: The facility has no delinquent juvenile hold approval.

The facility does not participate in any "Scared Straight" programs for any youth under public authority. No violations of the JJDP act during the Anoka County Jail inspection.

Report completed By: Chris Thoma – Detention Facility Inspector

Signature:

