



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
Telephone: 651-361-7146 Fax: 651-642-0314 Email: ie-support.doc@state.mn.us

INSPECTION DETAILS FOR:

Anoka County Workhouse

Address: 325 E Main Street, Anoka, MN 55303

MN Governing Rule: 2911 Local Adult Detention Facilities

Inspection Type: Biennial **Inspected By:** Lori Schopf – Detention Facility Inspector **Inspected on:** 05/10/2023

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

Officials Present During Inspection: Administrator Matt Hanson; Manager Corey Kohan

Officials Present for Exit Interview: Administrator Matt Hanson

Issued Inspection Report to: Administrator Matt Hanson; Community Corrections Director Dylan Warkentin; Manager Corey Kohan; County Administrator Rhonda Sivarajah; Regional Manager Jacob McLellan

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	116	1	4	99.17%	Compliance rating of 100%
2911	Essential	93	91	1	1	98.92%	Compliance rating of 90%

TERMS OF OPERATION

Authority to Operate: approval **Begins On:** 06/01/2023 **Ends On:** 05/31/2025 **Facility Type:** Jail Annex
Placed on Biennial Status: Yes **Biennial Status Annual Compliance Form Due On:** 05/31/2024
Delinquent Juvenile Hold Approval: no approval **Certificate Holder:** Anoka County Community Corrections
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
Minimum secure	Coed	240	100	240.00	None.	None.

RULE COMPLIANCE DETAILS

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

1. 2911.6500 STORAGE. Subpart 6. Needles and other medical sharps.

There shall be a written policy and procedure for the control and disposal of medical sharps and supplies. Medical sharps and supplies when used or stored in inmate housing areas shall be accounted for and secured in a locked area.

Inspection Findings:

Medical sharps were stored in a secure location, but not properly accounted for on the day of inspection.

Corrective Actions:

Discuss with medical staff the importance of following policy when counting medical sharps. Continue to monitor for compliance.

Response Needed By: 09/29/2023**Chapter 2911 - Essential Rules Not In Compliance****Total: 1**

1. 2911.3100 INMATE ACTIVITIES AND PROGRAMS. Subpart 7. Recreation plan.

The facility administrator or designee shall have a plan providing opportunities for physical exercise and recreational activities for all inmates consistent with the facility's classification and design. Class I facilities are exempt from this requirement. The plan shall include policies and procedures necessary to protect the facility's security and the welfare of inmates. Policy and procedure shall provide: A. inmates with access to recreational opportunities and equipment, including seven hours of physical exercise or recreation outside the cell and adjacent dayroom areas per week; B. recreational opportunities a minimum of five days per week; C. indoor space and equipment for active recreational activities in all Class II to Class VI facilities; D. outdoor recreational space and equipment for outdoor recreational programming in all Class VI facilities. The space and equipment shall be provided in a manner consistent with the facility's security classification; E. passive and active recreation needs and equipment for a variety of inmates consistent with the facility's classification and offenders served. As an example, activity needs of geriatric, disabled, or geriatric and disabled offenders shall be addressed; F. inmates in segregation with a minimum of one hour a day, seven days a week, of exercise outside the inmates' cells, unless security or safety considerations dictate otherwise; and G. discretionary access by inmates on segregation status to the same recreational facilities as other inmates unless security or safety considerations dictate otherwise. When inmates on segregation status are excluded from use of regular recreation facilities, the alternative area for exercise used shall be documented.

Inspection Findings:

There is no recreation area in the Anoka County Workhouse. There are opportunities for passive recreation.

Corrective Actions:

There is no corrective action for this requirement. This is a physical plant constraint that cannot be addressed without a significant remodel or new facility.

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:

A review of the facility's policy was conducted prior to the inspection. There were a few minor things missing regarding the Chapter 2911 Rules.

Corrective Actions:

Policy review was discussed at the time of the inspection. Policy revisions shall be submitted to the Inspector for review when completed.

Response Needed By:

2. 2911.5000 POST ORDERS; FORMAL INMATE COUNT; WELL-BEING CHECKS. Subpart 5. Well-being.

A facility shall have a system providing for well-being checks of inmates. A written policy and procedure shall provide that all inmates are personally observed by a custody staff person at least once every 30 minutes. Thirty-minute checks should be staggered. If a well-being check does not occur due to an emergency, it must be documented in the jail log and have supervisory review and approval. More frequent observation is required for those inmates of a special need classification who may be harmful to themselves. Examples of inmates of a special need classification include those classified as potentially suicidal, or as mentally ill, or those experiencing withdrawal from drugs or alcohol.

Inspection Findings:

A video review of well-being checks showed well-being checks were completed within the 30-minute timeframe. However, there were instances in which checks were completed at too fast a pace to ensure the inmate's well-being.

Corrective Actions:

The Administrator has a well-documented audit process in place for all Correctional Staff, including documented progressive discipline. The facility inspector will continue to monitor for the continuance of compliance with well-being checks.

Response Needed By:

3. 2911.5550 LOCKS AND KEYS. Subpart 3. Regular testing.

Locks to security doors or gates shall be tested for proper function at least weekly to ensure proper operation.

Inspection Findings:

The facility is completing lock inspections as required; however, the inspection document does specify what locks are being checked.

Corrective Actions:

It is recommended the Administrator create a checklist of all locks to be checked, as this will provide detailed documentation of all locks being checked weekly. Provide documentation of this checklist to the Department of Corrections by July 31, 2023.

Response Needed By:

4. 2911.7200 HOUSEKEEPING, SANITATION, AND PLANT MAINTENANCE. Subpart 1. General.

A facility shall have a policy and procedure that provides that the facility shall: A. be kept in good repair to protect the health, comfort, safety, and well-being of inmates and staff; B. document weekly sanitation inspections; and C. document deficiencies from the weekly sanitation inspection, if any, have been ordered.

Inspection Findings:

The facility is completing the weekly required inspections; however, the documentation was not clear as to what was being inspected.

Corrective Actions:

It is recommended the Administrator create a checklist of all areas to be inspected weekly, as this will provide more detailed documentation. Provide documentation of this checklist to the Department of Corrections by July 31, 2023.

Response Needed By:

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

1. 2911.7300 FIRE INSPECTION. Subpart 4. Weekly inspection.

There shall be an applicable fire code and safety inspection of the facility at least weekly by a designated staff member.

Inspection Findings:

There was documentation of weekly fire and safety inspections. However, the documentation was not specific as to what is being inspected.

Corrective Actions:

It is recommended the Administrator create a checklist of all areas to be inspected weekly, as this will provide more detailed documentation. Provide documentation of this checklist to the Department of Corrections by July 31, 2023.

Response Needed By:**INSPECTION COMMENTS**

The facility is well-maintained, clean, and organized. Inmates were complimentary of the facility and reported good communication with staff.

The Anoka County Workhouse building is the oldest Class IV facility in the state, built in 1912 and remodeled in 2003. Because of the dormitory design of the building, the Anoka County Workhouse can only house minimum security inmates. Sentenced inmates with a higher classification rating need to be housed elsewhere.

Since the last inspection, the facility completed a laundry addition, which allows in-house linens to be laundered at the facility. There are also laundry services on each floor available for inmate use. The kitchen building is separate from the main building, and on the day of the inspection, the third floor was unoccupied.

The vast majority of the inmate population leaves the facility daily for work, school, or treatment activities. There are many opportunities for evening programming including an in-house CD treatment program.

Facility staff are completing the safety, sanitation, fire, and lock inspections. However, it is recommended that a more detailed checklist be created. This checklist will provide clear documentation of all areas inspected, and which locks are being checked. Provide documentation of this checklist to the Department of Corrections by July 31, 2023.

The Anoka County Workhouse will remain on a biennial inspection schedule.

JJDPA Compliance

On May 9, 2023, a Juvenile Justice and Delinquency Prevention Act audit was conducted. The Anoka County Workhouse has no juvenile hold approval. According to the DOC Portal system and facility records, the Anoka County Workhouse held or processed zero (0) juveniles between October 2022 and the day of inspection.

DSO: No violations were found in the area of 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 were found during the Anoka County Workhouse inspection.

Report completed By: Lori Schopf – Detention Facility Inspector

Signature:


