



# 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:

### Becker County Jail

**Address:** 1428 Stony Road, Detroit Lakes, MN 56502

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

**Inspection Type:** Biennial **Inspected By:** Jacob Nelson – Detention Facility Inspector **Inspected on:** 02/28/2024

**Inspection Method:** Facility walk-through, staff and inmate interviews, staff and inmate file reviews, and facility documentation reviews.

**Officials Present During Inspection:** Assistant Jail Administrator Chris Burton; Jail Administrator Paula Peterson

**Officials Present for Exit Interview:** Assistant Jail Administrator Chris Burton; Jail Administrator Paula Peterson

**Issued Inspection Report to:** Assistant Jail Administrator Chris Burton; Jail Administrator Paula Peterson; Sheriff Todd Glander; County Administrator Pat Oman; 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	126	114	3	9	97.62%	Compliance rating of 100%
2911	Essential	102	99	3	0	97.06%	Compliance rating of 90%

## TERMS OF OPERATION

**Authority to Operate:** approval **Begins On:** 04/01/2024 **Ends On:** 03/31/2026 **Facility Type:** Jail  
**Placed on Biennial Status:** Yes **Biennial Status Annual Compliance Form Due On:** 03/31/2025  
**Delinquent Juvenile Hold Approval:** 24 hrs exclusive of weekends and holidays **Certificate Holder:** Becker County Sheriff's Office  
**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	186	90	167.40	168 bed at operational capacity.	None.

## RULE COMPLIANCE DETAILS

**Chapter 2911 - Mandatory Rules Not In Compliance****Total: 3**

## 1. 2911.1000 TRAINING PLAN.

A facility administrator or designee shall develop and implement a training plan for the orientation of new employees and volunteers and provide for continuing in-service training programs for all employees and volunteers. Training plans shall be documented and describe curriculum, methods of instruction, and objectives. In-service training plans shall be prepared annually and shall provide documentation indicating that training for individual employees has taken into consideration their length of service, position within the organization, and previous training completed.

**Inspection Findings:**

The facility training plans did not meet all elements of the Rule, to include methods of instruction, objectives, and curriculum. Training plans also did not document the number of hours each staff member completed each year.

**Corrective Actions:**

**Develop a yearly training plan that outlines all required elements of the Rule to include methods of instruction, curriculum, objectives, and documented number of training hours for each staff member. Send updated training plan to the DOC by June 21, 2024.**

**Response Needed By: 06/21/2024**

## 2. 2911.2525 ADMISSIONS. Subpart 3. Orientation to rules and services.

A facility shall develop a written policy and procedure that provides: A. a method for all newly admitted inmates to receive orientation information in a manner the inmates can understand; and B. documentation by a statement that is signed and dated by the inmate that the inmate completed orientation.

**Inspection Findings:**

The facility currently utilizes the kiosks for orientation, and inmates must acknowledge their understanding of the inmate handbook on the kiosk. This does not meet the requirement in the Rule for elements A and B.

**Corrective Actions:**

**Develop an orientation plan that meets the requirements of the Rule, requiring a signed statement by the inmate that they completed orientation at the time of admittance. Send completed orientation plan to the DOC by June 21, 2024.**

**Response Needed By: 06/21/2024**

## 3. 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 inventory of the culinary equipment in the kitchen was not accurate, which caused all of the listed tools to not be accounted for.

**Corrective Actions:**

**All culinary equipment must be accurately inventoried and documented daily. Send DOC documentation of updated and completed culinary tool inventory sheet by May 1, 2024.**

**Response Needed By: 05/01/2024****Chapter 2911 - Essential Rules Not In Compliance****Total: 3**

## 1. 2911.1600 DESIGNATED TRAINING OFFICER.

A facility shall have a designated training officer responsible for: A. maintenance of training plans as required in part 2911.1000; B. maintenance of training records in sufficient detail to allow inspector assessment of compliance with parts 2911.1100 to 2911.1700; and C. documentation of waivers of training requirements based on equivalent training received before employment or demonstrated competency through proficiency testing.

**Inspection Findings:**

The facility training plan, and all reviewed documentation lacked details to ensure that all staff are receiving the required amount of training hours each year.

**Corrective Actions:**

**Update training records in order to clearly outline each staff member's completed trainings and hours completed each year. These training records should include both in-person hours and online hours, in order to document that all staff are receiving the required amount of training each year, based on their job requirements. DOC shall follow-up to monitor this progress.**

**Response Needed By:**

2. 2911.3675 LAUNDRY SERVICES AND LINEN EXCHANGE. Subpart 2. Linen.

Clean linens shall be furnished once each week, at a minimum. There shall be a posted schedule for linen exchange. Inmates detained in admission or release processing areas for periods of time not exceeding eight hours need not be issued linens and bedding.

**Inspection Findings:**

No linen or exchange schedule is posted in the housing units. Inmates must utilize the kiosks to review these schedules in the inmate handbook.

**Corrective Actions:**

**Due to kiosks potentially having technological issues, or the kiosks not being readily available when needed, post linen schedules in the housing units, in order for inmates to easily be aware of facility schedules. Send documentation of postings to DOC by June 21, 2024.**

**Response Needed By: 06/21/2024**

3. 2911.4950 RESPONSE TO RESISTANCE. Subpart 4. Equipment.

The issue, storage, inspection, and use of chemical agents, impact devices, electronic control devices, and other security devices shall be governed by written policy and procedure. All unissued security devices and equipment shall be stored in a secure, readily accessible depository located outside inmate housing and activity areas, and inventoried at least monthly to determine condition and expiration dates of the devices and equipment.

**Inspection Findings:**

Devices and equipment inventory is not being completed monthly.

**Corrective Actions:**

**Develop procedures for the consistent inspections and inventory of all devices and equipment. Send updated procedure to the DOC by June 21, 2024.**

**Response Needed By: 06/21/2024****Chapter 2911 - Mandatory Rules In Compliance With Concerns****Total: 9**

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:**

While reviewing facility policy and procedures, it was found that 13 policies don't adequately address the requirements in 2911 or state statues governing county jails.

**Corrective Actions:**

**Update policies and procedures to be compliant with Rules 2911.2525 subp.1; 2911.2525 subp.3; 2911.2600 subp.1; 2911.2700 subp.1; 2911.2850 subp.3; 2911.2850 subp.7; 2911.2900 subp.4; 2911.3100 subp.7; 2911.3200; 2911.3500; 2911.3600; 2911.5800 subp.9; 2911.6600 subp.16.  
Send updated policies to the DOC by June 21, 2024.**

**Response Needed By:**

2. 2911.2525 ADMISSIONS. Subpart 1. Policies and procedures.

A facility shall have written policies and procedures for processing new inmates to the facility to include, at a minimum, the following: A. obtaining and documenting available emergency medical information within two hours of admission; B. verification of court commitment papers or other legal documentation of detention. Verification shall include checking the date of admission, duration of confinement, and specific charges; C. a search of the inmate and the inmate's possessions; D. inventory and storage of the inmate's personal property; E. initial medical screening to include an assessment of the inmate's health status, including any medical or mental health needs; F. telephone calls made by the inmate during the booking and admission process and prior to assignment to other housing areas; G. shower and hair cleansing; H. issue of bedding, clothing, and personal hygiene items according to the rule requirements applicable to the anticipated length of stay of the inmate; I. photographing and fingerprinting including notation of identifying marks or unusual characteristics such as birthmarks or tattoos; J. interviewing to obtain the following identifying data: (1) name and aliases of person; (2) current address, or last known address; (3) health insurance information; (4) gender; (5) age; (6) date of birth; (7) place of birth; (8) race; (9) present or last place of employment; (10) emergency contact including name, relation, address, and telephone number; and (11) additional information concerning special custody requirements or special needs; K. initial classification of the inmate and assignment to a housing unit; L. an assigned booking number; and M. Social Security number, driver's license number, or state identification number, if available.

**Inspection Findings:**

Documentation shows staff not scoring the mental health screen correctly. Specifically, not referring an inmate for mental health services when warranted.

**Corrective Actions:**

**Retrain staff on properly scoring the mental health screen, and update procedures for how officers can refer an inmate for mental health services based on the score. DOC shall monitor this compliance through facility visits.**

**Response Needed By:**

3. 2911.2525 ADMISSIONS. Subpart 4. Inmate personal property.

A facility shall have a written policy and procedure that: A. provides for the itemized inventory and secure storage of all personal property of a newly admitted inmate, including money and other valuables; B. specifies any personal property an inmate may retain in the inmate's possession; and C. provides that the inmate shall sign a receipt for all property held until release.

**Inspection Findings:**

Out of five files reviewed, one inmate's property inventory was not signed. There also was no documentation on whether the inmate refused.

**Corrective Actions:**

**Ensure that staff are following facility policy when inmate's refuse to sign documents, or cannot sign due to safety and security precautions.**

**Response Needed By:**

## 4. 2911.3200 INMATE VISITATION

The facility administrator or designee shall develop and implement an inmate visiting policy. The policy shall be in writing and include: A. attorney/client interviews allowed in a manner consistent with Minnesota Statutes, section 481.10; B. a schedule of visiting hours that includes the days and times for visits that includes visits during the normal business day, and evenings or weekends; C. establishment of a uniform number of permissible visits and the number of visitors permitted per visit; D. that an adult inmate be permitted an initial visit with a member or members of the inmate's immediate family at the next regularly scheduled visiting period; E. that all facilities schedule a minimum of eight visiting hours per week: (1) a minimum of three separate and distinct visiting days per week; and (2) 20 minutes' duration minimum for each visit unless the number of persons attempting to visit exceeds the facility's ability to meet this requirement, or the inmate's behavior dictates a need to terminate a visit earlier; F. allowed visits for identified members of an inmate's immediate family; G. when a visit to an inmate is denied for reasonable grounds on the belief that the visit might endanger the security of the facility, the action and reasons for denial shall be documented; H. that visitors register, giving names, addresses, and relationship to inmate; I that any area used for inmate visiting may be subject to audio monitoring, recording, or both. The facility shall use signs and the inmate handbook to inform the inmate about audio monitoring and recording. Professional visits not be audio recorded, unless a court order has been issued; J. that policies for parents, guardians, and attorneys visiting juveniles are unrestrictive as administratively possible and the initial visit of a juvenile by parents, guardians, and attorneys be permitted at any time; K. picture identification of visitors be required for identification purposes; L. that juvenile children be allowed to visit parents, regardless of age, as deemed appropriate by the parent or guardian accompanying the child and when a dispute over children visiting occurs between the inmate and the parent or legal guardian, the inmate be referred to the court for resolution; and M. facility policy and procedures setting forth criteria for authorized friend visiting.

**Inspection Findings:**

While the facility is offering online visiting each day, they are only allowing on-site visiting only two days each week. This does not meet the requirement of the Rule, due to family members having to pay for online visits, or potentially not having the technology means from home to do online visiting.

**Corrective Actions:**

**Add one more weekday to the on-site visiting schedule, in order to meet the Rule requirement of 3 visiting days.**

**Response Needed By:**

## 5. 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:**

On four instances, video review showed staff not entering dormitories to conduct well-being checks. Officers were witnessed standing outside the dormitory and observing inmates through the glass window. This does not allow an officer to ensure the accurate observation of an inmate's well-being, as views may be hindered by bunks, or other inmates sleeping.

**Corrective Actions:**

**Update procedures to ensure that officers are entering the dormitory for each well-being check, in order to accurately observe all inmate's well-being. Send updated procedure to the DOC by June 21, 2024.**

**Response Needed By:**

## 6. 2911.5300 SEARCHES, SHAKEDOWNS, AND CONTRABAND CONTROL. Subpart 4. Daily inspections.

A facility shall be inspected at least daily for contraband, evidence of breaches in security, and inoperable security equipment, and shall document the inspection.

**Inspection Findings:**

Documentation of daily security inspections were not consistently logged by staff.

**Corrective Actions:**

**Develop a plan for the consistent documentation of daily inspections.****Response Needed By:**

## 7. 2911.5800 AVAILABILITY OF MEDICAL AND DENTAL RESOURCES. Subpart 6. Medical screening.

A facility shall have a written policy and procedure that requires medical screening is performed and recorded by trained staff on all inmates on admission to the facility. The findings are to be recorded in a manner approved by the health authority. The screening process shall include procedures relating to: A. Inquiry into: (1) current illness and health problems, including dental emergencies, and other infectious diseases; (2) medication taken and special health requirements; (3) use of alcohol and other drugs that include types of drugs used, mode of use, amounts used, frequency used, date or time of last use, and history of problems that may have occurred after ceasing use, for example, convulsions; (4) past and present treatment or hospitalization for mental illness or attempted suicide; (5) other health problems designated by the health authority; and (6) signs and symptoms of active tuberculosis to include weight loss, night sweats, persistent cough lasting three weeks or longer, coughing up blood, low grade fever, fatigue, chest pain, prior history of active tuberculosis disease, and results of previous tuberculin skin or blood testing. B. Observations of: (1) behavior that includes state of consciousness, mental status, appearance, conduct, tremor, and sweating; and (2) body deformities, trauma markings, body piercings, bruises, lesions, and jaundice. C. Disposition to: (1) general population; (2) general population and referral to appropriate health care service; (3) referral to appropriate health care service on an emergency basis; and (4) other.

**Inspection Findings:**

The medical screen does not address observations of body deformities, trauma markings, body piercings, bruises, lesions, and jaundice.

**Corrective Actions:**

**Update medical screening to incorporate all elements of the Rule. Send updated medical screening to DOC by June 21, 2024.**

**Response Needed By:**

## 8. 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:**

Documentation reviewed showed temperature checks not being logged daily in 2023. This consisted of days when medical staff were not present.

**Corrective Actions:**

**In 2024 facility procedure was updated to ensure that staff were checking the refrigerator temperature daily when medical staff were not present. A review of documentation for 2024 supports the staff compliance to this change. No further action is required at this time.**

**Response Needed By:**

## 9. 2911.7200 HOUSEKEEPING, SANITATION, AND PLANT MAINTENANCE. Subpart 4. Plan.

A facility shall establish a plan for the daily inspection of housekeeping, sanitation, and plant maintenance.

**Inspection Findings:**

One lint trap in the laundry room had not been cleaned out.

**Corrective Actions:**

**Ensure staff are following policies for the daily inspection of housekeeping, sanitation, and plant maintenance.**

**Response Needed By:**

## INSPECTION COMMENTS

### Physical Plant:

The Becker County Jail is a well-kept and new facility. The facility is clean, and it appears that maintenance deficiencies are corrected in a timely manner, so as not to allow for further deterioration of the physical plant. An area that could be addressed for improvement or updating would include common unit shower stalls, specifically in the dormitory units. Floors, walls and fixtures were observed to be very stained and worn.

### Training:

This area needs to be addressed by the facility immediately, in order to ensure compliance with specific 2911 requirements. While staff are getting required training, all of the records and plans are lacking specific documentation of how many hours staff are actually receiving. These training records and plans need to be updated, in order for inspectors and facility administration to ensure that all staff are getting the required hours of training, based on their required job duties and assignments. Example documentation options have been sent to the facility.

### Programming:

The facility has a well-established programs unit, and a very well-equipped programming space. Inmates are able to participate in a variety of programming including various religious groups and bible studies, AA groups, and a variety of adult based educational opportunities.

The Becker County Jail will remain on biennial inspections.

## JJDPA Compliance

Compliance Report for the monitoring Facilities Pursuant to the Juvenile Justice Delinquency Prevention Act (JJDP Act) of 2002.

On 02/28/2024, a JJDP Act audit was conducted. The three core requirements of the audit include Deinstitutionalization of Status Offenders (DSO), Removal of Juveniles for Adult Jail and Adult Lockups (Jail Removal), and Sight and Sound separation.

According to facility records, the Becker County Jail held or processed 9 juveniles between October 1, 2023 and the day of the inspection.

DSO: I did not find any violations of the facility holding status offenders in the jail. Upon review of the files, indication was that juveniles that were brought into the facility were indeed there for delinquent offenses.

Jail Removal: There were no violations for this core requirement.

Sight and Sound separation: The facility design and policies allow for proper sight and sound separation. This includes the route taken to Court holding. Policies and the court schedule also indicate proper sight and sound separation are maintained.

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

Based on the documentation provided, no violations of JJDP were found during the inspection.

Report completed By: Jacob Nelson – Detention Facility Inspector

Signature: 