



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:

Beltrami County Jail

Address: 626 Minnesota Avenue, Bemidji, MN 56601

MN Governing Rule: 2911 Local Adult Detention Facilities

Inspection Type: Annual **Inspected By:** Greg Croucher – Senior Detention Facility Inspector **Inspected on:** 05/21/2019

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

Officials Present During Inspection: Jail Administrator Calandra Allen; Facilities Supervisor Steve Shadrick

Officials Present for Exit Interview: Jail Administrator Calandra Allen

Issued Inspection Report to: Chief Deputy Jarrett Walton; Jail Administrator Calandra Allen; Sheriff Ernie Beitel; County Administrator Kay Mack; 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	126	118	7	1	94.44%	Compliance rating of 100%
2911	Essential	102	95	5	2	95.10%	Compliance rating of 90%

TERMS OF OPERATION

Authority to Operate: conditional approval **Begins On:** 06/01/2019 **Ends On:** 05/31/2020 **Facility Type:** Jail

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

Delinquent Juvenile Hold Approval: no approval **Certificate Holder:** Beltrami 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	132	90	118.80	None.	

RULE COMPLIANCE DETAILS

Chapter 2911 - Mandatory Rules Not In Compliance

Total: 7

- 2911.0300 INTENDED USE AND NONCONFORMANCE WITH RULES Subpart 2. Nonconformance, unsafe, unsanitary, or illegal conditions.

When conditions do not substantially conform or where specific conditions endanger the health, welfare, or safety of inmates or staff, the facility's use is restricted pursuant to Minnesota Statutes, section 241.021, subdivision 1, or legal proceedings to condemn the facility will be initiated pursuant to Minnesota Statutes, section 641.26 or 642.10.

Inspection Findings:

Many physical plant projects stopped between the 2017 and 2019 on-site inspections. Two unused urinals in first floor C and D units and one faulty urinal in housing unit #207 were slated to be removed and replaced. This did not occur. The shower area in housing unit #210 was also slated for repair but did not occur. The excess and unused furnishing and fixtures were to be removed from the 2nd floor programs area. Additionally, all painting projects were suspended.

The square footage doesn't meet the requirements in 2nd floor C and D housing units. The ratio of toilets to inmates doesn't meet the requirement in 1st floor C and D dorms when the inmate population is over 10 inmates per unit.

Visiting booths have been used as holding cells for arrestees awaiting booking.

Corrective Actions:

A priority list for jail projects was developed with Jail Administration. A written plan with a timetable for completion needs to be submitted to the facility inspector.

Approved capacity is being reviewed by the D.O.C. due to square footage constraints.

Discontinue the use of visiting booths as temporary holding cells.

Response Needed By: 07/19/2019

2. 2911.0900 STAFFING REQUIREMENTS. Subpart 1. Staffing plan and staffing analysis.

The facility administrator shall prepare and retain a staffing plan. The staffing plan shall identify: A. jail personnel assignments for: (1) facility administration and supervisors; (2) facility programs including exercise and recreation; (3) inmate admission, booking, supervision, and custody; (4) support services including medical, food services, maintenance, and clerical; and (5) other jail-relevant functions such as escort and transportation of inmates; B. the days of the week that the assignments are filled; C. the hours of the day that the assignments are covered; and D. any deviations from the plan with respect to weekends, holidays, or other atypical situations must be considered. The facility administrator or designee shall review the facility's staffing plan at least once each year. The review shall be documented in written form sufficient to indicate that staffing plans have been reviewed and revised as appropriate to the facility's needs or referred to the facility's governing body for funding consideration. A facility with a design capacity of more than 60 beds must have a staffing analysis and staffing plan approved by the commissioner of corrections. This staffing analysis shall include all posts, functions, net annual work hours appropriate to each post, and total number of employees to fill the identified posts and functions.

Inspection Findings:

The jail is short staffed. Custody staff has a total of 32 full-time equivalents out of 39.

The jail was without a Jail Technician for 2 months and an Assistant Jail Administrator for 3 months. The jail was also down to one programmer for several months.

Corrective Actions:

Continue efforts to recruit and retain staff members. Increased boarding and reduced approved capacity may result if staffing numbers per the approved staffing plan can't be achieved.

Response Needed By: 07/19/2019

3. 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:

No documentation to show that quarterly reviews of emergency procedures are being completed by support staff in medical or the kitchen.

Corrective Actions:

Develop a system to document these quarterly reviews. Ensure that all applicable staff members are completing this training. This is a repeat from the 2016 on-site inspection.

Response Needed By: 07/19/2019

4. 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 check of jail logs and video footage showed that well-being checks were not in compliance. Staff members were observed not looking into cells as they walked by and scanned the red block for the Guardian system.

Corrective Actions:

Some staff members need to improve the overall quality of their well-being checks by slowing down and being more deliberate in this duty.

More frequent well-being check audits are recommended to improve compliance.

Response Needed By: 07/19/2019

5. 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:

A tour of the facility which included all dayrooms and cells showed a lack of staff members holding inmates accountable. A significant amount of contraband was found in plain sight and not addressed by custody staff on their rounds. Excess items, mattresses on floor, light graffiti, head covered by towels and blankets while sleeping.

Corrective Actions:

It is recommended that Sergeants and Jail Administration make more of a presence in the housing units to ensure that staff members are holding inmates accountable to the jail rules and the cells and dayrooms are being properly cleaned and maintained. Consistency on some of these small things makes a big difference in facility culture. This is a repeat from the last three on-site inspections, but has shown improvement.

Response Needed By: 07/19/2019

6. 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:

Weekly sanitation inspections have not been completed.
Overall the physical plant of the jail is in poor condition.

Corrective Actions:

Complete and document weekly sanitation inspections and place work orders as necessary.

Response Needed By: 07/19/2019

7. 2911.7200 HOUSEKEEPING, SANITATION, AND PLANT MAINTENANCE. Subpart 2. Maintenance plan.

A written housekeeping plan for all areas of the physical plant shall provide for daily housekeeping and regular maintenance by assigning specific duties and responsibilities. Facility floors are kept clean, dry, and free of hazardous substances. A written policy and procedure shall establish the following requirements: A. weekly sanitation inspections of all institution areas by a designed staff member; and B. there is documentation that deficiencies, if any, have been corrected.

Inspection Findings:

Weekly sanitation inspections have not been consistently completed and documented. Accountability comments were lacking on many of these forms. Many physical plant issues are found in the inspection comments section of the report.

Corrective Actions:

Ensure that accountability comments are documented when needed.

Response Needed By: 07/19/2019

Chapter 2911 - Essential Rules Not In Compliance**Total: 5**

1. 2911.0330 APPROVED CAPACITY. Subpart 2. Approved bed capacity.

Approved bed capacity, excluding holding areas and beds designed for disciplinary or administrative segregation purposes, shall be based on the following criteria: A. single occupancy cells shall provide a minimum of 70 square feet of floor space per inmate; B. single occupancy cells or detention rooms in facilities used for detention or confinement of inmates prior to May 15, 1978, shall provide a minimum of 50 square feet of floor space per inmate; C. dormitories shall provide a minimum of 60 square feet of floor space per inmate; and D. double occupancy cells shall provide a minimum of 70 square feet of floor space.

Inspection Findings:

Dayroom square footage requirements are not being met in 2nd floor C and D housing units. Currently 12 inmates can be housed in each unit. When these units are full and all inmates are out only 19 square feet per inmate is possible. Thirty-five square feet of day space is required.

Corrective Actions:

The approved capacity of 2nd floor C and D units shall be 8 inmates each. This results in a net reduction of 8 beds from the overall facility approved capacity.

Response Needed By:

2. 2911.0900 STAFFING REQUIREMENTS. Subpart 17. Escort, movement, or booking staff.

Class I to Class VI facilities' staff shall be provided as follows: A. internal escort, rover, or movement officers in sufficient numbers as determined in the approved staffing plan under this subpart to ensure that inmates have access to staff, programs, activities, and services, and that the safety and security of the facility is not compromised; B. sufficient staff present to provide for the booking of offenders without a reduction in the safety or security of the facility and inmates; C. in multifloor jails, custody staff posted on each floor occupied by inmates; and D. sufficient numbers of staff to complete duties listed in post orders. Class I to Class VI facility staff shall not be used for the external transportation of inmates or court security if the level of inmate supervision, inmate admission, programs, or internal inmate movement would be reduced below minimums afforded under the facility's staffing plan.

Inspection Findings:

Many responsibilities noted in this inspection report were due to short staffing primarily on the night shift. The jail is currently 7 full-time equivalents short. The County has improved their hiring process and screening process but has been unable to find new staff members. The amount of overtime appears to be negatively effecting staff members as well.

Corrective Actions:

Continue the process of hiring new staff members and retaining current staff members.

A case statement has been developed to increase the staffing complement to 7 person teams on each shift rather than the current approved staffing of 6. This will allow for the Sergeants to cease line staff duties and perform more supervisory duties. Additionally, this is reflective of D.O.C. recommendations.

Response Needed By:

3. 2911.0900 STAFFING REQUIREMENTS. Subpart 20. Coordination of programs.

In a Class III and Class VI facility, a staff person shall be designated to coordinate educational and vocational programs, social service programs, work release, and volunteer services programs. The following minimum inmate to program staff ratio shall apply for the average daily population: A. 30 or under, program staffing needs comply with subpart 4; B. 31 to 60, one full-time program staff person; and C. over 60, program staffing needs are addressed as part of the overall facility staffing plan.

Inspection Findings:

There are two full-time programs staff but they only handle programs 20% of their day. The rest of the time is used for training duties, training records and other administrative assistant duties.

Corrective Actions:

The programs staff shall dedicate the majority of their time to jail programs and activities. Other duties shall be reassigned.

Response Needed By:

4. 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 two Programs staff are the designated training officers. They are learning their duties and responsibilities in regard to training records and the overall training plan. Some sorting up and organization of these records is still needed.

Corrective Actions:

A fifth Sergeant who could handle this duty and responsibility is recommended. The Programs staff shall be utilized for programs only. Continue efforts to organize training records.

Response Needed By:

5. 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:

This was a compliance issue in 2016.
Monthly security inspections were not completed in 2018.

Corrective Actions:

This issue was identified prior to the on-site inspection and have been documented since May 2019. Ensure that these inspections are completed and documented at least monthly.

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

1. 2911.0900 STAFFING REQUIREMENTS. Subpart 25. Support staff requirements.

Support staff requirements are as follows: clerical, maintenance, and food service staff shall be provided to meet operational requirements applicable to the facility.

Inspection Findings:

The facility was without a full-time jail technician for 2 months. The previous jail technician was out for a significant amount of time. Many administrative assistant responsibilities have been given to the programs staff. Maintenance staff doesn't appear to have enough staff members to dedicate more time to the jail needs.

Corrective Actions:

Continue efforts to address these staffing needs so that jail responsibilities, work orders and projects can be completed in a more timely manner.

Response Needed By:**Chapter 2911 - Essential Rules In Compliance With Concerns****Total: 2**

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:

Little documentation to show that support staff in the kitchen and health services area were given facility specific initial or refresher training. There was some improvement in this area since the 2015 on-site inspection but has taken a step back from 2017-2019.

Corrective Actions:

Arrange for a safety/security training for all support staff. Include these staff members in quarterly review of emergency procedures.

Response Needed By:

2. 2911.7400 POLICIES AND PROCEDURES TO DETECT DETERIORATION OF BUILDING AND EQUIPMENT.

The facility administrator or designee shall have policies and procedures designed to detect building and equipment deterioration, safety hazards, and unsanitary conditions. Policies and procedures shall include requirements that facility staff report unsanitary and unsafe conditions as well as physical plant and equipment repairs and replacement needs; and documentation that appropriate work orders or requests for budget resources to effect needed repair, replacement, or corrections have been made.

Inspection Findings:

Many physical plant issues and deficiencies are documented throughout this report.

Corrective Actions:

A spreadsheet to physical plant projects and work orders is being developed. An overall priority list of things that are in need of repair or replacement was developed with Jail Administration.

Response Needed By:**INSPECTION COMMENTS**

Several inspection reports have documented a recommendation for long-term planning, which incorporates renovations and expansion or a new facility to meet the detention and public safety needs of the county. Because of the age and condition of the facility a written plan is now required to be submitted to the D.O.C.

If the County is intent on using this facility for a number of years these space concerns and physical plant needs will need to be addressed.

Physical Plant:

- 1) There is a lack of support space at the facility. Most notably in the booking room, but also property storage, medical and programs areas. The most recent remodel plan was abandoned but these issues are still present. The first phase of that project was completed which addressed space needs for food service, staff locker room, commissary storage and Jail Administration.
- 2) It was agreed that the 2017 inspection that the urinals in "C" and "D" blocks shall be removed and replaced with a toilet. These units are primarily used for female inmates and the current urinals are difficult to keep sanitary. As of the date of this year's on-site inspection these have still not been removed and replaced.
- 3) Water leaks have caused damage to intoxilyzer equipment twice in the last two years. Additionally, there was a leak into the 2nd floor medical area. A bucket was found on the counter in this area. The jail roof is not scheduled to be replaced until 2020.
- 4) Condensation is an issue in the ceiling of the 2nd floor control room. Additionally, there is evidence around the facility of water damage to drop in ceiling panels as well as calcium deposits inside some of the florescent light fixtures.
- 5) H.V.A.C. concerns are found throughout the facility. Most notably in dorm 111, the Sergeant's office and most of the lower level dorm area. There is also a suspected sewer gas smell that was evident in dorm 111.
- 6) Preventative maintenance took a step back since the 2017 on-site inspection. Many projects were delayed or halted entirely. Previously showers and painting had been an on-going project.
- 7) The counter, sink and file cabinets shall be removed from the programs area as they are not used and it will expand the space.
- 8) A list of projects was developed with Jail Administration.

Facility Atmosphere:

- 1) It was clear in talking to staff members that short staffing and overtime issues are continuing to take a toll with staff recruitment and retention. There was a sense of wanting to get everything done but at times just not having the time to do it. Priorities in duties appears to have improved since the last inspection. An example I was given was there is a new break room and no one has time to use it other than getting ready for their shift.
- 2) There is a need for consistent bulletin board placement of posted notices as they were found to be taped up wherever there was room.
- 3) New digital booking cards were found in both control rooms.
- 4) The Guardian system is now in operation and has improved both safety and security.
- 5) UA's for the courts have increased to an average of 65-75 per month, with 8-10 being on busy Mondays. Some of these UA's are completed outside the secure perimeter in a public restroom.

JJDPA Compliance

On May 21, 2019 a Juvenile Justice and Delinquency Prevention Act audit was conducted. The Beltrami County jail has no approval to hold delinquent juveniles.

According to statewide supervision system and facility records the Beltrami County jail held or processed zero (0) juveniles from October, 2018 through the date of inspection.

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

Jail Removal: Any juveniles held at the jail would have been certified as adults.

Sight and Sound Separation: The facility houses no delinquent juveniles. The current facility would make it difficult to sight and sound separate juveniles from adult inmates.

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

Based on these facts and documentation that I reviewed, I did not find any violations of the JJDP act during the Beltrami County Jail inspection.

Report completed By: Greg Croucher – Senior Detention Facility Inspector

Signature: _____

