



# 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:** Biennial **Inspected By:** Sarah Johnson – Senior Detention Facility Inspector **Inspected on:** 05/20/2020

**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	119	2	5	98.41%	Compliance rating of 100%
2911	Essential	102	99	0	3	100.00%	Compliance rating of 90%

## TERMS OF OPERATION

**Authority to Operate:** conditional approval **Begins On:** 06/01/2020 **Ends On:** 05/31/2022 **Facility Type:** Jail

**Placed on Biennial Status:** Yes **Biennial Status Annual Compliance Form Due On:** 05/31/2021

**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.	None.

## RULE COMPLIANCE DETAILS

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

## 1. 2911.2500 SEPARATION OF INMATES. Subpart 1. General.

A combination of separate housing units inclusive of special management areas, general population, and minimum security areas and cells, dormitories, and dayroom spaces shall be provided to properly segregate inmates pursuant to Minnesota Statutes, section 641.14. The facility shall provide for the separate housing of the following categories of inmates: A. female and male inmates; B. community custody inmates such as work release or sentencing to service; C. inmates requiring disciplinary segregation; D. inmates requiring administrative segregation; E. juveniles who do not meet Minnesota statutory requirements for placement with adults; F. special management, general population, and minimum security inmates as considered appropriate to the facilities design intent and classification system; and G. inmates classified as mentally ill or special needs inmates in a manner consistent with Minnesota Statutes, section 253B.05.

**Inspection Findings:**

See Comments under physical plant.

**Corrective Actions:**

**Work to maintain proper separation even if it requires boarding out inmates that do not meet the classification.**

**Response Needed By: 07/15/2020**

## 2. 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 detergents in the basement laundry are accessible to the inmate workers.

**Corrective Actions:**

**The facility must find a way to cage the cleaners to make them inaccessible to inmates. Please submit corrective action to the Department of Corrections for review.**

**Response Needed By: 07/15/2020****Chapter 2911 - Mandatory Rules In Compliance With Concerns****Total: 5**

## 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 training plan is adequate but does not incorporate or identify all the training that is given each year such as annual evacuation drill, fire drills, conferences, and quarterly emergency procedures.

**Corrective Actions:**

**Once the new training officer is in place, training records and the training plan will need to be reviewed and organized.**

**Response Needed By:**

## 2. 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 up-to-date, but the facility does not have a current emergency policy and procedure on staff assault, inmate assault, sexual assault, and staff procedures for inmate death.

**Corrective Actions:**

**Provide new policies that address all emergencies the facility may have. Once they are completed, staff will need to review.**

**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:**

Weekly lock inspection are being completed for the Jail except for the emergency exit doors which are tested monthly by maintenance.

**Corrective Actions:**

**The lock inspection should include all emergency exit doors to be checked weekly. Submit new lock inspection policy and procedures to the Department of Corrections for review.**

**Response Needed By:**

4. 2911.5800 AVAILABILITY OF MEDICAL AND DENTAL RESOURCES. Subpart 3. Health care policy review.

Facility policy shall ensure that each policy, procedure, and program in the health care delivery system is reviewed and documented at least annually under the direction of the health authority and revised as necessary.

**Inspection Findings:**

The County is lacking a policy addressing the directives of the health authority establishing health care for the jail. Also, there are a couple of jail policies, such as hunger strike, that differed from the medical policy by the health authority.

**Corrective Actions:**

**Beltrami County is currently working on a policy that defines the health care authority's role and directives for the jail. The jail and medical staff will also need to review dual policies and institute one policy for the facility. Any changed medical policy will need to be reviewed by staff.**

**Response Needed By:**

5. 2911.6800 CONTROL. Subpart 3. Prescribed medications upon transfer or release.

Prescribed medication shall be given to an inmate or to the appropriate authority upon transfer or release, unless the attending physician decides that in the medical interest of the inmate the medications should not be released with the inmate. The action taken shall be documented.

**Inspection Findings:**

There are some medication that are not released with the inmate when the attending physician decides that it is in the medical interest of the inmate. But when medications are not released as ordered by the physician there is no required documentation.

**Corrective Actions:**

**Medical protocols on documentation will need to be reviewed on medications that are not being released with the inmate. Submit corrective action to the Department of Corrections for review.**

**Response Needed By:****Chapter 2911 - Essential Rules In Compliance With Concerns****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 two Programs staff are currently designated training officers. They are splitting the program responsibilities with training officer responsibilities.

**Corrective Actions:**

**The board has approved a designated training officer position to alleviate this concern. Once the training officer is in place, they will need to organize training plans and training records.**

**Response Needed By:****2. 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 monthly security inspection but it does not include all of the security equipment or devices for the facility such as duress buttons, the restraint chair, the evacuation bag, and cut down knives.

**Corrective Actions:**

**Update the monthly security check to include all security equipment the facility uses. Documentation should be kept for verification purposes.**

**Response Needed By:****3. 2911.5000 POST ORDERS; FORMAL INMATE COUNT; WELL-BEING CHECKS. Subpart 1. Post orders and accountability.**

There shall be written orders for every security post that are reviewed annually and updated if necessary. A written policy and procedure shall require that personnel read, sign, and date applicable post orders at least annually, or as needed for new posts or revisions. Medium and large facilities with multiple posts may need to conduct these reviews more often.

**Inspection Findings:**

The post orders are complete and reviewed annually but it would be beneficial to have the activities that are time sensitive, such as meals, formal counts, and medications delivery, to be time posted when they need to be completed.

**Corrective Actions:**

---

**It is recommended to redo the post orders to address time sensitive activities.**

**Response Needed By:**

## INSPECTION COMMENTS

Past inspection reports have documented and recommended long-term planning solutions for Beltrami County Jail, which included renovations, expansion, or a new facility to meet the detention and public safety needs of the county. The Officials of Beltrami County are moving forward with the planning and public discussion of a new facility.

### PHYSICAL PLANT CONCERNS:

- 1) There is an overall lack of storage and support space at the facility. Most notably in the booking area. The booking area is frequently in use and the space is grossly inadequate for their needs. The layout is inefficient with property storage and holding cells not integrated into the booking space. The room used for property storage is down a corridor adjacent to booking and not adequate in size to accommodate the amount of property the facility has. Storage is kept in every available hallway to hold mattresses, files, and carts. Recreation and visiting space is inadequate for the jail population. The recreation space and program space that is available can no longer meet the needs of the facility population. This is a physical plant constraint and can not be remedied without a major remodel to the jail. Program space is divided up on each floor that is not adjacent to the programs office which require a great deal of inmate movement.
- 2) The physical plant design of the facility also makes this facility staff intensive. There are three levels to the physical plant layout, requiring staff to be split up on the different floors. This design requires a great deal of inmate movement between the floors.
- 3) Special management inmates: Beltrami County has a large number of special management inmates, higher than most in the state. Beltrami County Jail has one of the highest staff assault percentages in the state. There is not a dedicated special management area in the facility to address the management needs of these inmates. The facility must either use a holding cell in different locations throughout the jail, medical cell, or utilize a housing unit.
- 4) Separation: The physical plant design of the facility and the multiple dorm style units does not allow for proper separation of all inmates. There is a dorm unit holding medium-minimum inmates. This is not proper separation of general population and minimum inmates. The facility must continue to maintain proper separation of inmates even if it requires them to board out inmates due to lack of general population beds.

### IMPROVEMENTS:

- 1) Maintenance project: A physical plant maintenance priority list for all identified jail projects was developed with Jail Administration for the last inspection. The County made the projects noted in the last inspection report a priority. Many of the projects have been completed or are scheduled for completion this year.
- 2) Correctional Staff: Correctional staff levels are being addressed from the last inspection and they are close to filling all vacancies. Additional staffing has alleviated many past inspection concerns. Most importantly, there is a notable improvement in well-being checks. With the addition of Watchguard System, staff now have a tool to help them document and conduct proper well-being checks. There is less contraband in the facility as shakedowns and cell checks are being done more frequently. Housing units are kept clean as staff now have the ability to interact with inmates more and hold them accountable to the facility rules.
- 3) Programs Staff: The County is slated to hire a training officer. Currently program staff have had to dedicate work responsibilities to staff training and

---

not programs for inmates. Programs will be able to refocus on inmate programing and inmate needs.

4) Maintenance: In July 2020, a maintenance person will be assigned to the jail. The County recognized the physical plant needs of the facility and the amount of hours it takes to maintain a facility of this age.

5) Mental Health Needs: Beltrami County Officials have chosen to make mental health care a priority to the community. They will be adopting the Columbia Screening Tool as a department. Deputies will have the ability to access the mental health screening tool with the potential to address mental health needs prior to bringing people to the jail. The jail will also be using the same screening tool to address mental health needs of inmates. This will also incorporate Social Services to work with inmate prior to release.

With the continued improvement of the jail, they will be place on a biennial status.

### JJDPA Compliance

On May 20, 2020, 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, 2019 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:** Sarah Johnson – Senior Detention Facility Inspector

**Signature:**

