



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:

Benton County Jail

Address: 581 Hwy 23 NE, PO BOX 159, Foley, MN 56329

MN Governing Rule: 2911 Local Adult Detention Facilities

Inspection Type: Biennial **Inspected By:** Lori Schopf – Senior Detention Facility Inspector **Inspected on:** 04/23/2026

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

Officials Present During Inspection: Assistant Jail Administrator Alyssa Loehrer; Jail Administrator Sharlene Novak

Officials Present for Exit Interview: Assistant Jail Administrator Alyssa Loehrer; Jail Administrator Sharlene Novak; Sheriff Troy Heck

Issued Inspection Report to: Jail Administrator Sharlene Novak; Sheriff Troy Heck

RULE COMPLIANCE SUMMARY

Rule Chapter	Requirement Type	Total Applicable	Total Compliance	Total Non Compliance	Total Compliance With Recommendations	Compliance Rating	Substantial Compliance Result/Criteria
2911	Mandatory	126	124	2	0	98.41%	Compliance rating of 100%
2911	Essential	102	102	0	0	100.00%	Compliance rating of 90%

TERMS OF OPERATION

Authority to Operate: approval **Begins On:** 07/01/2026 **Ends On:** 06/30/2028 **Facility Type:** Jail

Placed on Biennial Status: Yes **Biennial Status Annual Compliance Form Due On:** 06/30/2027

Delinquent Juvenile Hold Approval: 6 hrs **Certificate Holder:** Benton County Sheriff's Office
581 Highway 23
Foley, MN 56329

Special Conditions:

Approved Capacity Details *Operational Capacity is calculated as a percent of Approved Capacity beds.

Bed Type	Gender	Approved Capacity	Effective Date	%Operating Capacity	Operational Capacity	Bed Details	Conditions
Secure	Coed	102	8/10/2016	95	96.90	None.	

RULE COMPLIANCE DETAILS

Chapter 2911 - Mandatory Rules Not In Compliance**Total: 2****1. 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:

Per Minnesota Statute 641.15, Subdivision 3a, facilities are required to utilize a mental health screening tool approved by the Commissioner of Corrections upon admission. The facility is currently using the approved Brief Jail Mental Health Screen (BJMHS). However, a review of five inmate medical files revealed that in one file, the referral section of the screening tool was not completed accurately.

Corrective Actions:

The Jail Administrator has implemented a procedure to ensure the referral section of the Brief Jail Mental Health Screen (BJMHS) is completed accurately for all new admissions. Additional guidance has been provided to newly trained staff on proper completion of the screening tool. The inspector will continue to monitor for compliance.

Response Needed By:**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:

During the review of daily temperature logs for 2026, ten instances were identified where refrigerator temperatures were not documented as required.

Corrective Actions:

Since the inspection, the facility has updated its procedures by installing an automated sensor system to ensure the medication refrigerator temperature is checked and documented daily. The Inspector will continue to monitor for compliance.

Response Needed By:**INSPECTION COMMENTS**

The Benton County Jail will remain on biennial inspection status.

JJDPA Compliance

On April 23, 2026, a Juvenile Justice and Delinquency Prevention Act (JJDPa) audit was conducted.

A review of DOC Portal data indicated that 5 juvenile(s) was/were processed in the Benton County Jail from October 1, 2025, to April 23, 2026. A review of the data identified zero violations.

The three core requirements that were reviewed are the Deinstitutionalization of Status Offenders (DSO), Removal of Juveniles for Adult Jails and Lockups (Jail Removal), and Site and Sound separation.

DSO: No violations were identified for the facility holding status offenders in the facility.

Jail Removal: No violations were identified for the jail removal requirements.

Sight and Sound Separation: The facility design and policies allow for sight and sound separation that meet JJDPa requirements.

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

Based on the documentation reviewed, no violations of the JJDPa were identified during the inspection of Benton County Jail.

Report completed By: Lori Schopf – Senior Detention Facility Inspector

Signature:


