



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:

Carlton County Jail

Address: 317 Walnut Street, PO BOX 530, Carlton, MN 55718

MN Governing Rule: 2911 Local Adult Detention Facilities

Inspection Type: Annual **Inspected By:** Lori Schopf – Detention Facility Inspector **Inspected on:** 11/15/2023

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

Officials Present During Inspection: Assistant Jail Administrator Jason Wilmes; Jail Administrator Paul Coughlin

Officials Present for Exit Interview: Assistant Jail Administrator Jason Wilmes; Jail Administrator Paul Coughlin

Issued Inspection Report to: Jail Administrator Paul Coughlin; Sheriff Kelly Lake; County Administrator/Human Resources Director Dennis Genereau; 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	122	2	2	98.41%	Compliance rating of 100%
2911	Essential	100	100	0	0	100.00%	Compliance rating of 90%

TERMS OF OPERATION

Authority to Operate: approval **Begins On:** 01/01/2024 **Ends On:** 12/31/2024 **Facility Type:** Jail
Placed on Biennial Status: No **Biennial Status Annual Compliance Form Due On:**
Delinquent Juvenile Hold Approval: 6 hrs **Certificate Holder:** Carlton County Sheriff's Department
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	48	80	38.40	None.	None.

RULE COMPLIANCE DETAILS

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

1. 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:

None of the inmate records reviewed contained documentation that was signed and dated acknowledging orientation was received.

Corrective Actions:

Immediately and on an ongoing basis, the facility must develop a system to ensure that inmates are able to sign and date acknowledging that orientation was received.

Response Needed By: 12/29/2023

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:

Temperature is not checked on a daily basis.

Corrective Actions:

Develop a system to ensure the temperature is checked daily.

Response Needed By: 12/29/2023**Chapter 2911 - Mandatory Rules In Compliance With Concerns****Total: 2**

1. 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:

The main physical plant issues have been previously discussed with the Carlton County Jail, and during this transition phase Carlton County continues to maintain the minimum standards.

Corrective Actions:**Response Needed By:**

2. 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:

Several housing units are available but physical plant limitations inhibit the ability to easily separate the different classification levels, especially female and special management inmates.

Corrective Actions:

When needed, the county is boarding inmates in other facilities while working towards constructing a new facility.

Response Needed By:

INSPECTION COMMENTS

Carlton County is currently in the process of constructing a new correctional facility, the County broke ground in August 2022. The Carlton County Jail was originally given a sunset date of July 31, 2023, the Officials of Carlton County submitted a request for extension of the sunset date which has been granted and is now set to sunset on July 31, 2024. Carlton County Officials are expecting to fully transition into the new facility by fall of 2024. The Department of Corrections has been involved with this process and will continue to work with the Officials of Carlton County to address the public safety needs of the community.

The jail will remain on annual inspections.

Carlton County Jail has the right to request reconsideration of this correction order. Under Minnesota Statutes Section 241.021 subdivision 1e, any request for reconsideration does not stay any provision of this order. A request for reconsideration must:

- Be in writing;
- Be sent by certified mail to the Commissioner and postmarked no later than 30 calendar days after receipt of this order;
- Specify the parts of the order that are alleged to be in error;
- Explain why the violation is in error; and
- Include any supporting documentation to show why the order is in error.

Failure to follow these requirements will result in the loss of the right to request reconsideration. The timeline to seek reconsideration begins upon receipt of this order.

Please send any request for reconsideration to:
Commissioner, Department of Corrections
ATTN: Inspection and Enforcement Unit
1450 Energy Park Drive, Suite 200
St. Paul, MN 55108

JJDPA Compliance

On November 15, 2023, a Juvenile Justice and Delinquency Prevention Act audit was conducted.

The Carlton County jail has 6-hour hold approval to hold delinquent juveniles. According to facility records the Carlton County Jail held or processed zero (0) juveniles from October 2023 through the day of inspection.

DSO: No juveniles were held for status offenses.

Jail Removal: All juveniles were removed from the facility within 6 hours.

Sight and Sound Separation: The physical plant of the facility does allow for sight and sound separation of juveniles from adult inmates.

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

Based on the documentation reviewed, no violations of the JJDP Act were found during the Carlton County Jail inspection.

Report completed By: Lori Schopf – Detention Facility Inspector

Signature:


