



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:

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:** Greg Croucher – Senior Detention Facility Inspector **Inspected on:** 01/31/2019

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

Officials Present During Inspection: Jail Administrator Paul Coughlin

Officials Present for Exit Interview: Jail Administrator Paul Coughlin; Sheriff Kelly Lake

Issued Inspection Report to: Jail Administrator Paul Coughlin; Sheriff Kelly Lake; County Administrator/Human Resources Director Dennis Genereau; 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	123	0	3	100.00%	Compliance rating of 100%
2911	Essential	100	98	2	0	98.00%	Compliance rating of 90%

TERMS OF OPERATION

Authority to Operate: approval **Begins On:** 01/01/2019 **Ends On:** 12/31/2019 **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 - Essential Rules Not In Compliance**Total: 2**

1. 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:

Letters B and D listed in this rule part are an issue. The facility meets the intent of this rule in regard to inmate supervision. However, during peak times, when a booking occurs, or a professional visitor has to be escorted in and out of the facility, or an incident occurs there are not enough staff to operate the facility without a reduction in safety and security. The master control and Sergeant position are not staffed to a level that allows for 24/7 coverage of either post.

Corrective Actions:

The jail is in need of additional correctional staff. Please submit a plan of action to address this issue by March 29, 2019.

Response Needed By:

2. 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:

The jail programmer only does programs 32 hours a week. The other 8 hours are used to fill in for custody staff.

Corrective Actions:

Additional correctional officers are needed to allow for the jail programmer to dedicate time toward her primary duties.

Response Needed By:**Chapter 2911 - Mandatory Rules In Compliance With Concerns****Total: 3**

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:

An exterior door was found to be a concern. A sign on the door read "Door may be frozen shut!" This door is used as an emergency egress for the kitchen staff as well as being utilized by the Fire Department to bring fire hoses into the facility.

The door did open during the inspection.

State Fire Marshal inspector was made aware of this issue.

A power strip is being used as permanent wiring in the laundry room.

Corrective Actions:

**This door and possibly the door frame is slated to be replaced.
This replacement should be a priority and be completed as soon as a new door can be ordered.**

Permanent wiring solution is needed for the issue in the laundry room.

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 classifications are available. However, special management beds are lacking when compared to the needs of the facility. Space for female inmates to allow for true separation are also lacking.

Corrective Actions:

There is no corrective action at this time as significant renovation and addition would be needed to properly address this issue. The facility would board inmates to other facilities when these issues arise.

Response Needed By:

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:

"Fire/Emergency" is listed as a quarterly training. Kitchen staff are not included in these quarterly reviews.

Corrective Actions:

Ensure that all applicable staff members are trained in emergency procedures at least quarterly.

Vary the emergency procedure reviews to include other emergency situations other than fire. It is recommended that this review be more scenario based rather than a basic policy review.

Response Needed By:

INSPECTION COMMENTS

Jail Planning:

According to the National Institute of Corrections (N.I.C.) needs assessment that was completed in August 2015 and the Facility Assessment completed by Wold Architects in December 2017, the solution is a new facility. All of the documentation shows that the current facility is not meeting the overall public safety needs of Carlton County.

County representatives also attended the N.I.C. planning of new institutions training in April 2015.

According to section F of the planning study "next steps in jail planning", the County should be implementing the results of the needs assessment and be working with an architect on predesign and site selection. It is the expectation of the Department of Corrections (D.O.C.) that this planning process continue. If a decision is made to not move forward with the recommendations made by N.I.C. and Wold Architects, the D.O.C. needs to be informed in writing by April 15, 2019.

Physical Plant:

Built in 1980, the Carlton County Jail is the 12th oldest Class III jail in the state and the oldest in 2nd District. The National Institute of Corrections (N.I.C.) estimates the life expectancy of a jail run 24 hours a day 7 days a week to be 30 years. The main issues with the Carlton County Jail are lack of updated infrastructure, lack of support spaces, and a linear design that does not allow for good sight lines and is staff intensive to supervise.

1) Most of the electrical, plumbing, fire protection and security electronic infrastructure is original to the building. The bell housing heat sensors are original and can't be replaced if they were to be activated. The building is also not fully sprinkled. The intercom system has been replaced. However, this system must be left on at all times as intercom switches are not available in the cells or cell blocks. Hard water continues to be an issue with the inmate showers.

Additionally, there is a high reliance on keys with a large ring needed to be carried by staff members at all times. The installation of the Guardian system has improved accountability.

2) The booking area is undersized with only two holding cells. One of these holding cells is typically occupied by an inmate on a special watch. With many bookings occurring during a day and no dedicated staff member for a booking post, this function continues to be an extra duty on top of the regular post orders.

3) An area has been repurposed to use as a medical unit. However, there are security concerns with this area that were discussed during the inspection and physical plant constraints as well. There is also not room to store the medication within this area.

The door into the medical unit swings in and does not have a window. This is a security concern and staffing concern as custody staff members need to be present for medical appointments.

4) When the facility is full, the property room is not adequate in size to accommodate the amount of property that would need to be stored.

5) Visiting, recreation, food service, secure interview rooms and program space are all minimal and do not meet the needs of the facility or current construction requirements. The kitchen is also undersized which has resulted in a cramped area with several kitchen components being kept in a garage which results in that garage not be used for much else and a security concern with the door from the kitchen to this garage being unsecured often.

6) The generator for the jail is original to 1979. There are plans in place to use an alternative generator(s) as the current one does not meet the needs of the facility.

7) The Carlton County Jail is linear in design. This causes a higher staff to inmate ratio for supervision and a lower operational capacity. Well-being checks take an extended amount of time based upon the lack of sight lines and number of security doors and keys to be utilized to get into different areas.

8) Although outside the secure perimeter of the jail, there is a strong concern with the lack of a secure court holding area. Inmates are brought through and into public areas which is a safety and security concern. It is recommended that any renovation plans moving forward should include a

secure court holding area.

9) Block 7 has an issue with the ceiling starting to sink in one area of the dayroom. Also, a new showerhead is needed.

There has been steady improvement over the last 5 annual on-site inspections. Operational issues, training, and inspection documentation have all improved. However, because of the physical plant and jail planning efforts the Carlton County Jail shall remain on annual inspection schedule.

JJDPA Compliance

On January 31, 2019, 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 statewide supervision system and facility records the Carlton County Jail held or processed zero juveniles from October 2018 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 these facts and documentation that I reviewed, I found no violations of the JJDP act during the Carlton County Jail inspection.

Report completed By: Greg Croucher – Senior Detention Facility Inspector

Signature: _____

