



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:** Chris Thoma – Detention Facility Inspector **Inspected on:** 12/03/2020

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 Dayna Burmeister

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	121	4	1	96.83%	Compliance rating of 100%
2911	Essential	100	98	2	0	98.00%	Compliance rating of 90%

TERMS OF OPERATION

Authority to Operate: conditional approval **Begins On:** 01/01/2021 **Ends On:** 12/31/2021 **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: 4

- 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:

See Physical plant comments.

Corrective Actions:

See Physical plant comments.

Response Needed By:

2. 2911.3200 INMATE VISITATION

The facility administrator or designee shall develop and implement an inmate visiting policy. The policy shall be in writing and include: A. attorney/client interviews allowed in a manner consistent with Minnesota Statutes, section 481.10; B. a schedule of visiting hours that includes the days and times for visits that includes visits during the normal business day, and evenings or weekends; C. establishment of a uniform number of permissible visits and the number of visitors permitted per visit; D. that an adult inmate be permitted an initial visit with a member or members of the inmate's immediate family at the next regularly scheduled visiting period; E. that all facilities schedule a minimum of eight visiting hours per week: (1) a minimum of three separate and distinct visiting days per week; and (2) 20 minutes' duration minimum for each visit unless the number of persons attempting to visit exceeds the facility's ability to meet this requirement, or the inmate's behavior dictates a need to terminate a visit earlier; F. allowed visits for identified members of an inmate's immediate family; G. when a visit to an inmate is denied for reasonable grounds on the belief that the visit might endanger the security of the facility, the action and reasons for denial shall be documented; H. that visitors register, giving names, addresses, and relationship to inmate; I that any area used for inmate visiting may be subject to audio monitoring, recording, or both. The facility shall use signs and the inmate handbook to inform the inmate about audio monitoring and recording. Professional visits not be audio recorded, unless a court order has been issued; J. that policies for parents, guardians, and attorneys visiting juveniles are unrestrictive as administratively possible and the initial visit of a juvenile by parents, guardians, and attorneys be permitted at any time; K. picture identification of visitors be required for identification purposes; L. that juvenile children be allowed to visit parents, regardless of age, as deemed appropriate by the parent or guardian accompanying the child and when a dispute over children visiting occurs between the inmate and the parent or legal guardian, the inmate be referred to the court for resolution; and M. facility policy and procedures setting forth criteria for authorized friend visiting.

Inspection Findings:

The facility meets the minimum number of hours of visiting but not the minimum number of days.

Corrective Actions:

Establish a weekly visiting schedule that includes 3 distinct days including at least one day on a weekend.

Response Needed By: 06/01/2021

3. 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:

Inmate workers had access to caustic detergent used in the clothes washer.

Corrective Actions:

Replace the detergent with a non-caustic detergent or provide a locking mechanism to prevent inmate access.

Response Needed By: 06/01/2021

4. 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:

Interior locks are being checked consistently with daily use but the documentation of these checks is lacking. The emergency exits are not checked with any consistency as the keys are not accessible to line staff.

Corrective Actions:

Develop a door checklist for all security locks facility wide which includes the emergency exit doors. These doors are to be tested on a weekly basis both manually and electronically.

Response Needed By: 06/01/2021

Chapter 2911 - Essential Rules Not In Compliance

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:

Jail medical staff are not trained in the majority of items listed in this subpart.

Corrective Actions:

Develop a security training for non-custody staff to include security procedures, rights and responsibilities of inmates, all applicable emergency procedures, interpersonal relations, and first aid.

Response Needed By: 06/01/2021

2. 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:

Post orders were available for review and had recently been updated but there is no record that staff have signed off on the post orders.

Corrective Actions:

Establish a written policy and procedure requiring that personnel read, sign, and date applicable post orders at least annually, or as needed for new posts or revisions.

Response Needed By: 06/01/2021

Chapter 2911 - Mandatory Rules In Compliance With Concerns

Total: 1

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:

Several housing unit classifications are available but physical plant limitations inhibit the ability to easily separate inmates, especially female and special management inmates.

Corrective Actions:

This is a physical plant issue. When needed, the facility is boarding inmates in other facilities while working toward the construction of a new facility.

Response Needed By:

INSPECTION COMMENTS**STAFFING:**

On July 1, 2019 the Assistant Jail Administrator position was approved by the Board. This position was filled but due to staffing shortages was not staffed until September 28, 2020. On November 7, 2020 the control center was elevated to a 24 hour post. The facility is currently short by 2 staff members and is covering those positions with overtime.

WELL-BEING:

The well-being logs and video confirmation reviewed showed staff completed their checks within the required time and the quality of the checks was at or above standard. The inmates interviewed were complimentary of the staff and facility.

PHYSICAL PLANT:

The following list is from the previous inspection but is still an accurate account of the physical plant shortcomings. Built in 1980, the Carlton County Jail is the 11th oldest Class III Jail in the state and the oldest in 2nd District. The National Institute of Corrections estimates the life expectancy of a jail run 24 hours a day 7 days a week to be 30 years, depending on facility usage. The main physical plant issues with the Carlton County Jail are poor and failing infrastructure, and lack of inmate housing, and lack of support spaces.

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

An area has been repurposed to use as a medical unit. There are security concerns with this area that were discussed during the last inspection. There are noted physical plant constraints as the space is too small for medical evaluations of inmates and there is not room to store the medication within this area.

2) 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.

- 3) The locks are antiquated and the electronic door system is original to the building. If the electronic door system goes down, the facility must operate by keys which is difficult in the linear jail design. The manual locks for the facility are outdated and are in need of constant repair, and replacement parts are difficult to find. Once a lock goes out of service, that cell is unusable until replacement parts are found.
- 4) The HVAC system is original to the building and is connected to the court house and Law Enforcement Center which creates issues both in the summer and winter on the weekends. There are areas of the jail that do not maintain adequate heat for the inmates. The housing units and recreation space located on the perimeter walls are especially lacking in heat and are excessively cold.
- 5) The facility has a lack of required natural light. Many windows are covered or painted due to the proximity to an elementary school. The overall atmosphere of the facility is dark with low ceilings. A facility that lacks natural light is not conducive to the well-being or mental health of inmates or staff.
- 6) Hard water continues to be an issue with the inmate showers. Also, the water control system for the facility is antiquated. If they need to turn the water off in one cell in a unit, water must be turned off for the entire unit, making it unusable until the plumbing is repaired.
- 7) 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.
- 8) 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.
- 9) 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.
- 10) Overall construction of the building is poor. The facility lacks proper insulation in the walls and Block 7 has an issue with the ceiling starting to sink in one area of the dayroom.
- 11) Classification and Separation are a constant struggle for this facility. The facility lacks special management and female units to properly separate the different classifications. One inmate can take up an entire unit to maintain proper classification or they must rely on boarding with outside agencies.
- 12) 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.

JAIL PLANNING:

Carlton County representatives attended the National Institute of Corrections planning of new institutions training in April 2015, and a Needs Assessment was completed in August 2015 by the National Institute of Corrections. WOLD Architects completed a Facility Assessment completed in December 2017. The outcome of both assessments' from the National Institute of Corrections and WOLD Architects was to build a new facility. In April of 2019, the Carlton County Board moved to proceed with plans for the replacement of the existing Jail but currently, there has not been a board resolution for the building of a new jail facility.

Carlton County is planning a final RFP for architect and construction management firm in the spring of 2021. They are also awaiting legislative action on funding in the February 2021 session. The projected ground breaking for construction of a new facility is spring of 2022. The sunset authorization for the Carlton County Jail is July 31, 2023. Based on this projected timeline, the new facility will not be operational before the sunset date. It is the intent of the Department of Corrections to continue to work with the Officials of Carlton County to address the public safety needs of the community.

JJDPA Compliance

On December 3, 2020, 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 2020 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, I found no violations of the JJDP act during the Carlton County Jail inspection.

Report completed By: Chris Thoma – Detention Facility Inspector

Signature:

