



# 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:** Jen Pfeifer – Senior Detention Facility Inspector **Inspected on:** 12/15/2021

**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	121	3	2	97.62%	Compliance rating of 100%
2911	Essential	100	98	1	1	99.00%	Compliance rating of 90%

## TERMS OF OPERATION

**Authority to Operate:** conditional approval **Begins On:** 01/01/2022 **Ends On:** 12/31/2022 **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: 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:**

See Physical plant comments.

**Corrective Actions:**

**See Physical plant comments.**

**Response Needed By:**

2. 2911.5300 SEARCHES, SHAKEDOWNS, AND CONTRABAND CONTROL. Subpart 4. Daily inspections.

A facility shall be inspected at least daily for contraband, evidence of breaches in security, and inoperable security equipment, and shall document the inspection.

**Inspection Findings:**

Daily inspections are not being recorded as completed.

**Corrective Actions:**

**A entry into the daily log should indicate that the required daily inspections have been completed.**

**Response Needed By: 12/31/2021**

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 cleaner in the supply room.

**Corrective Actions:**

**Remove the non-diluted form of the chemicals used by inmates to clean and staff will be required to mix the solutions prior to inmate use.**

**Response Needed By: 12/31/2021****Chapter 2911 - Essential Rules Not In Compliance****Total: 1**

1. 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:**

**Chapter 2911 - Mandatory Rules In Compliance With Concerns**

**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:**

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:**

2. 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:**

Documentation of some of the reviews were missing from the records of staff completion.

**Corrective Actions:**

**Ensure that all staff are completing the quarterly review of emergency procedures and that those reviews are documented.**

**Response Needed By:**

**Chapter 2911 - Essential Rules In Compliance With Concerns**

**Total: 1**

1. 2911.3700 EMERGENCIES AND UNUSUAL OCCURRENCES. Subpart 4. Reporting of unusual occurrences.

Incidents of an unusual or serious nature shall be reported within ten days of the incident in writing to the Department of Corrections in the format required by the department. The reports shall include the names of persons involved, staff and inmates, nature of the unusual occurrence, actions taken, and the date and time of the occurrence. Unusual occurrences requiring reporting to the DOC include such occurrences as: A. attempted suicide; B. suicide; C. homicide; D. death, by means other than suicide or homicide; E. serious injury or illness subsequent to detention including incidents resulting in hospitalization for medical care; F. hospitalization associated with mental health needs; G. attempted escape or escape from a secured facility; H. incidents of fire requiring medical treatment of staff or inmates or a response by a local fire authority; I. riot; J. assaults of one inmate by another that result in criminal charges or outside medical attention; K. assaults of staff by inmates that result in criminal charges or outside medical attention; L. injury to inmates through response to resistance by staff controlling inmate behavior; M. occurrences of infectious diseases and action taken relative to same when a medical authority has determined that the inmate must be isolated from other inmates; and N. reporting of all notices of intent to file litigation against the facility resulting from matters related to the detention or incarceration of an inmate; O. sexual misconduct, such as inmate on inmate, staff on inmate, and inmate on staff; and P. use of sexual materials, electronic media for sexual purposes, or both. In the event of an emergency such as serious illness or injury where death may be imminent, individuals designated by the inmate shall be notified. Permission for notification, if possible, shall be obtained from the inmate.

**Inspection Findings:**

There are no incidents reported to the Department of Corrections since March 2021.

**Corrective Actions:**

**A review of incidents provided to the inspector indicates that there may be incidents that still need to be reported in the Portal System. Review each incident and report those incidents required under the rule.**

**Response Needed By:**

**INSPECTION COMMENTS****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. Facility Administration continue to audit these checks and provide additional training and coaching when necessary.

**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 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 courthouse 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.

13) Inmate areas appeared dirty and the facility is in need of paint. It is imperative that through the planning and construction phase of the new facility that the current facility be kept clean and that preventative maintenance continue as you continue to house inmates.

#### JAIL PLANNING

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. The facility has completed schematic design and moving into the design phase. The County has annexed the space for the new construction. 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.

**JJDPA Compliance**

On December 15, 2021, 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 2021 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:** Jen Pfeifer – Senior Detention Facility Inspector

**Signature:**

*Jennifer Pfeifer*

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