



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:

Carver County Jail

Address: 606 E Fourth Street, Chaska, MN 55318

MN Governing Rule: 2911 Local Adult Detention Facilities

Inspection Type: Biennial **Inspected By:** Jen Pfeifer – Detention Facility Inspector **Inspected on:** 01/29/2019 to 02/13/2019

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

Officials Present During Inspection: Assistant Jail Administrator Tracy Dotas; Jail Administrator Reed Ashpole

Officials Present for Exit Interview: Assistant Jail Administrator Tracy Dotas; Jail Administrator Reed Ashpole

Issued Inspection Report to: Jail Administrator Reed Ashpole; Sheriff Jason Kamerud; County Administrator David Henze; Records 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	101	100	1	0	99.01%	Compliance rating of 90%

TERMS OF OPERATION

Authority to Operate: approval **Begins On:** 02/01/2019 **Ends On:** 01/31/2021 **Facility Type:** Jail
Placed on Biennial Status: Yes **Biennial Status Annual Compliance Form Due On:** 01/31/2020
Delinquent Juvenile Hold Approval: no approval **Certificate Holder:** Carver County Sheriff's Office
Special Conditions:

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	115	90	103.50	None.	None.

RULE COMPLIANCE DETAILS

Chapter 2911 - Mandatory Rules Not In Compliance

Total: 4

- 2911.5000 POST ORDERS; FORMAL INMATE COUNT; WELL-BEING CHECKS. Subpart 5. Well-being.

A facility shall have a system providing for well-being checks of inmates. A written policy and procedure shall provide that all inmates are personally observed by a custody staff person at least once every 30 minutes. Thirty-minute checks should be staggered. If a well-being check does not occur due to an emergency, it must be documented in the jail log and have supervisory review and approval. More frequent observation is required for those inmates of a special need classification who may be harmful to themselves. Examples of inmates of a special need classification include those classified as potentially suicidal, or as mentally ill, or those experiencing withdrawal from drugs or alcohol.

Inspection Findings:

Well-being checks were noted to not be within the 30 minutes allowed in the rule.

Corrective Actions:

**Ensure that well-being checks are complete according to the rule.
It is recommended that the jail administrator or his designee complete audits of well-being checks to ensure compliance.**

Response Needed By: 04/01/2019

2. 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:

Culinary equipment was not inventoried properly. The secure box in the kitchen contained 2 knives that were unaccounted for.

Corrective Actions:

Kitchen staff shall inventory all culinary tools located in the kitchen. The inventory sign in and out sheets shall be signed daily to verify contents.

Response Needed By: 04/01/2019

3. 2911.6400 DELIVERY, SUPERVISION, AND CONTROL OF MEDICATION.

In consultation with the health authority, a facility administrator shall have a written policy and procedure for the secure storage, delivery, administration, and control of medication according to parts 2911.6500 to 2911.6800.

Inspection Findings:

Inmate medication counts were not correct in a few of the samples that were pulled from the cart. Also, the medical provider is adding stock medication that is not on the cart into the medication counts from the cart making impossible for the officers or MEND staff to verify medications counts before and after medication delivery.

Corrective Actions:

Ensure that medication counts are correct on the cart. Correctional Staff should have a clear count of the medication that are giving at the time of delivery.

Response Needed By: 04/01/2019

4. 2911.6600 DELIVERY. Subpart 5. Recording deliveries.

A person responsible for delivering medications shall do so according to orders, and record the delivery of medications in a manner approved by the health care authority.

Inspection Findings:

MARS documentation was at times incomplete. There were medication delivered that was not initialed by the person delivering the medication as required in policy

Corrective Actions:

Ensure that documentation is complete and accurate on the MARS.

Response Needed By: 03/01/2019**Chapter 2911 - Essential Rules Not In Compliance****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:

The jail has not reported special incidents that have occurred in the facility.

Corrective Actions:

A system was developed on site for notifying the Sergeant for incidents that are required to be reported per the rule.

Response Needed By: 04/01/2019**Chapter 2911 - Mandatory Rules In Compliance With Concerns****Total: 1****1. 2911.1900 POLICY AND PROCEDURE MANUALS.**

A facility shall have a written policy and procedure manual that is electronically available to staff and relevant regulatory authorities and defines the philosophy and method for operating and maintaining the facility. This manual shall be made available to all employees, reviewed annually, updated as needed, and staff trained accordingly. The manual shall include, at a minimum, the following chapters: A. correctional standards required under this chapter; B. administration and organization; C. fiscal management; D. personnel; E. training; F. inmate records; G. safety and emergency; H. security and control; I. sanitation and hygiene; J. food service; K. medical and health care services; L. inmate rules and discipline; M. communication, mail, and visiting; N. admissions, orientation, classification, property control, and release; O. inmate activities, programs, and services; and P. a written suicide prevention and intervention plan. The facility administrator or designee shall review policy and procedure manuals at least once each year. The review shall be documented in written form sufficient to indicate that policies and procedures have been reviewed and amended as appropriate to facility changes.

Inspection Findings:

The policy manual is continually under review. However, the Chapter 2911 Rules were re-promulgated in December 2013, and the policy manual does not yet completely reflect the changes in the rule.

Corrective Actions:

Continue updating the policy manual to ensure the language changes and numbering changes are reflective of the revised Chapter 2911 rules.

Response Needed By:

INSPECTION COMMENTS

Summary: The Carver County facility continues to operate at an extremely high level of compliance with the Chapter 2911 Rules that govern adult detention facilities.

The staff are very knowledgeable of their work duties and demand a very high level of professionalism.

In December 2013, a revision of the Chapter 2911 rules were promulgated. This revision contains rule provisions that have been re-numbered, and some provisions that contain language changes. At the time of the inspection, some of the facility policies had not yet been updated to address these changes.

The Carver County Jail will remain on biennial inspections.

JJDP A Compliance

The Carver County Jail has a co-located juvenile facility. Due to the fact the county has a juvenile facility located within the county, the Carver County Jail does not have juvenile holding approval.

The Carver County jail did not hold any juveniles within the jail during the Federal fiscal year 2019, October 1, 2018 to January 20, 2019.

Report completed By: Jen Pfeifer – Detention Facility Inspector

Signature:

Jennifer Pfeifer