



# 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: Chisago County Jail

**Address:** 15230 Per Road, Center City, MN 55012

**MN Governing Rule:** 2911 Local Adult Detention Facilities

**Inspection Type:** Biennial **Inspected By:** Sarah Johnson – Senior Detention Facility Inspector **Inspected on:** 08/08/2019

**Inspection Method:** Facility tour, staff and resident interviews, resident file reviews, video review, and related documentation reviews.

**Officials Present During Inspection:** Assistant Jail Administrator Jonathan Gray; Jail Administrator Chris Thoma

**Officials Present for Exit Interview:** Assistant Jail Administrator Jonathan Gray; Jail Administrator Chris Thoma

**Issued Inspection Report to:** Jail Administrator Chris Thoma; Sheriff Brandon Thyen; County Administrator Bruce Messelt; 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	123	1	2	99.21%	Compliance rating of 100%
2911	Essential	100	99	0	1	100.00%	Compliance rating of 90%

## TERMS OF OPERATION

**Authority to Operate:** approval **Begins On:** 07/01/2019 **Ends On:** 06/30/2021 **Facility Type:** Jail  
**Placed on Biennial Status:** Yes **Biennial Status Annual Compliance Form Due On:** 06/30/2020  
**Delinquent Juvenile Hold Approval:** 6 hrs **Certificate Holder:** Chisago County Sheriff's Office  
**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	80	90	72.00	None.	None.

## RULE COMPLIANCE DETAILS

**Chapter 2911 - Mandatory Rules Not In Compliance****Total: 1**

## 1. 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:**

The well-being checks are being done in a timely manner but it was noted that during sleeping hours staff completed the well-being checks at a pace that was too fast to be regarded as a well-being check and the checks were not always staggered in time.

**Corrective Actions:**

**Well-being checks need to be completed at a pace that verifies all inmates are ok. Staff need to have a review of policy or retraining on how proper well-being checks are completed. It is strongly recommended that the Jail Administrator or designee be reviewing video of well-being checks. Submit corrective action of proper well-being checks to the Department of Corrections for review.**

**Response Needed By: 10/01/2019****Chapter 2911 - Mandatory Rules In Compliance With Concerns****Total: 2**

## 1. 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:**

It was noted on the day of inspection that two staff have not completed the quarterly emergency procedure reviews for the first quarter. Also, staff would benefit from different types of drills such as an inmate death drill or attempted suicide drills.

**Corrective Actions:**

**It is imperative all staff are aware of all emergency procedures for the facility and review all emergency procedures each quarter as required. Submit plan or corrective action to the Department of Corrections to address this concern.**

**Response Needed By:**

## 2. 2911.5550 LOCKS AND KEYS. Subpart 1. General.

Keys or other access control devices to security locks shall be properly tagged and stored in a secure cabinet within a secure area, and out of reach of the inmates or the public. At least one complete functional set of facility keys shall be kept on hand for replacement or emergency purposes. Keys that serve a critical security purpose shall be easily identifiable and never issued except upon order of the facility administrator or person in charge, and according to established procedure. No security keys shall be made available to inmates regardless of status.

**Inspection Findings:**

The locks are tested on a weekly basis but not all emergency exit doors are tested both electronically and manually.

**Corrective Actions:**

**Change the lock inspection to make sure all doors are tested both electronically and manually. Create a new lock inspection form that provides proper documentation on how locks were checked.**

**Response Needed By:****Chapter 2911 - Essential Rules In Compliance With Concerns****Total: 1****1. 2911.1600 DESIGNATED TRAINING OFFICER.**

A facility shall have a designated training officer responsible for: A. maintenance of training plans as required in part 2911.1000; B. maintenance of training records in sufficient detail to allow inspector assessment of compliance with parts 2911.1100 to 2911.1700; and C. documentation of waivers of training requirements based on equivalent training received before employment or demonstrated competency through proficiency testing.

**Inspection Findings:**

The training records are comprehensive and organized but not all training received is documented in the staff training records such as Internet Career Learning Development (ICLD) training.

**Corrective Actions:**

**It is recommended to update training records to reflect all training that was received and to keep all verifications of training for each staff.**

**Response Needed By:****INSPECTION COMMENTS**

The Chisago County Jail opened in May, 2018. This inspection will serve as the one year inspection.

An evaluation of the camera coverage shows certain areas in the facility that would benefit from additional camera coverage. This would assist master control for monitoring inmates and assist the facility in video review if needed. It is recommended that additional cameras be placed in the areas discussed with facility administration.

The jail has opened and maintained a high level of compliance and the jail will be placed on a biennial inspection.

**JJDPA Compliance**

On January 10, 2019, a Juvenile Justice and Delinquency Prevention Act audit was conducted by Inspector Greg Croucher. No Audit was completed for this inspection.

**Report completed By:** Sarah Johnson – Senior Detention Facility Inspector**Signature:**