



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: Chippewa County Jail

Address: 629 N 11th Street, Montevideo, MN 56265

MN Governing Rule: 2911 Local Adult Detention Facilities

Inspection Type: Biennial **Inspected By:** Sarah Johnson – Senior Detention Facility Inspector **Inspected on:** 07/10/2019

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

Officials Present During Inspection: Jail Administrator Jon Schacherer; Sheriff Derek Olson

Officials Present for Exit Interview: Jail Administrator Jon Schacherer; Sheriff Derek Olson

Issued Inspection Report to: Jail Administrator Jon Schacherer; Sheriff Derek Olson; County Auditor Jon Clauson; 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	3	2	97.62%	Compliance rating of 100%
2911	Essential	97	95	2	0	97.94%	Compliance rating of 90%

TERMS OF OPERATION

Authority to Operate: conditional approval **Begins On:** 08/01/2019 **Ends On:** 07/31/2021 **Facility Type:** Jail

Placed on Biennial Status: Yes **Biennial Status Annual Compliance Form Due On:** 07/31/2020

Delinquent Juvenile Hold Approval: 24 hrs exclusive of weekends and holidays **Certificate Holder:** Chippewa 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	17	85	14.45	None.	None.

RULE COMPLIANCE DETAILS

Chapter 2911 - Mandatory Rules Not In Compliance**Total: 3****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:

Updating the policies for the facility has been an ongoing process and will need to be finalized soon. All emergency policies are being redone as well but are not completed.

Corrective Actions:

Update all policies and procedures for the jail. The facility will have an additional six months for all policies to be completed. It is important for staff to review all changes in policies once they are completed. Submit a written plan to the Department of Corrections that addresses how the facility will update jail policies in the timeline given.

Response Needed By: 08/30/2019**2. 2911.3700 EMERGENCIES AND UNUSUAL OCCURRENCES. Subpart 1. Emergency plan.**

A facility shall have a written disaster plan. The plan shall include policies and procedures designed to protect the public by securely detaining inmates who represent a danger to the community or to themselves when the facility must be evacuated in total. The plan shall also include: A. location of alarms and fire fighting equipment; B. an emergency drill policy as follows: (1) at least annual drills at all facility locations; and (2) drills shall be conducted even when evacuation of extremely dangerous inmates may not be included; C. specific assignments and tasks for personnel; D. persons and emergency departments to be notified; E. procedure for evacuation of inmates; and F. arrangements for temporary confinement of inmates.

Inspection Findings:

The facility has not completed an annual emergency evacuation drill for the jail. The evacuation policy also needs to be re-written.

Corrective Actions:

Conduct an emergency evacuation drill to include all staff. It is vital for staff to know how to respond to an evacuation emergency at the jail. All drills should include all staff and should be documented for verification purposes. Submit to the Department of Corrections a plan for an evacuation drill for the facility.

Response Needed By: 08/30/2019**3. 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:

The facility does not complete a daily inspection for contraband, evidences in breaches in security, and inoperable security equipment.

Corrective Actions:

It is imperative that all aspects of the jail are being checked for breaches in security and contraband. Inform staff of the change in daily procedures. All daily inspections need to be documented for verification purposes. Notify the Department of Corrections of the daily inspection procedures.

Response Needed By: 08/30/2019

Chapter 2911 - Essential Rules Not In Compliance**Total: 2**

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 jail training records need to be reorganized for better clarification as to what training was given for the training year. Currently, the training records in the process of reorganization.

Corrective Actions:

It is recommended to reorganize the training records for better clarity and long term record keeping. It is also recommended to update training records to reflect all training that was received, the method it was received, and to keep all verifications of training for each staff.

Response Needed By:

2. 2911.3100 INMATE ACTIVITIES AND PROGRAMS. Subpart 7. Recreation plan.

The facility administrator or designee shall have a plan providing opportunities for physical exercise and recreational activities for all inmates consistent with the facility's classification and design. Class I facilities are exempt from this requirement. The plan shall include policies and procedures necessary to protect the facility's security and the welfare of inmates. Policy and procedure shall provide: A. inmates with access to recreational opportunities and equipment, including seven hours of physical exercise or recreation outside the cell and adjacent dayroom areas per week; B. recreational opportunities a minimum of five days per week; C. indoor space and equipment for active recreational activities in all Class II to Class VI facilities; D. outdoor recreational space and equipment for outdoor recreational programming in all Class VI facilities. The space and equipment shall be provided in a manner consistent with the facility's security classification; E. passive and active recreation needs and equipment for a variety of inmates consistent with the facility's classification and offenders served. As an example, activity needs of geriatric, disabled, or geriatric and disabled offenders shall be addressed; F. inmates in segregation with a minimum of one hour a day, seven days a week, of exercise outside the inmates' cells, unless security or safety considerations dictate otherwise; and G. discretionary access by inmates on segregation status to the same recreational facilities as other inmates unless security or safety considerations dictate otherwise. When inmates on segregation status are excluded from use of regular recreation facilities, the alternative area for exercise used shall be documented.

Inspection Findings:

Recreational space in the jail is not adequate to serve the inmate population.

Corrective Actions:

This is a physical plant constraint and cannot be remedied without a major remodel to the jail. Any future plans for a remodel or renovation must include space to provide active recreational activities. No further action is required at this time.

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

1. 2911.0900 STAFFING REQUIREMENTS. Subpart 1. Staffing plan and staffing analysis.

The facility administrator shall prepare and retain a staffing plan. The staffing plan shall identify: A. jail personnel assignments for: (1) facility administration and supervisors; (2) facility programs including exercise and recreation; (3) inmate admission, booking, supervision, and custody; (4) support services including medical, food services, maintenance, and clerical; and (5) other jail-relevant functions such as escort and transportation of inmates; B. the days of the week that the assignments are filled; C. the hours of the day that the assignments are covered; and D. any deviations from the plan with respect to weekends, holidays, or other atypical situations must be considered. The facility administrator or designee shall review the facility's staffing plan at least once each year. The review shall be documented in written form sufficient to indicate that staffing plans have been reviewed and revised as appropriate to the facility's needs or referred to the facility' governing body for funding consideration. A facility with a design capacity of more than 60 beds must have a staffing analysis and staffing plan approved by the commissioner of corrections. This staffing analysis shall include all posts, functions, net annual work hours appropriate to each post, and total number of employees to fill the identified posts and functions.

Inspection Findings:

See staffing comments.

Corrective Actions:

NA.

Response Needed By:

2. 2911.1000 TRAINING PLAN.

A facility administrator or designee shall develop and implement a training plan for the orientation of new employees and volunteers and provide for continuing in-service training programs for all employees and volunteers. Training plans shall be documented and describe curriculum, methods of instruction, and objectives. In-service training plans shall be prepared annually and shall provide documentation indicating that training for individual employees has taken into consideration their length of service, position within the organization, and previous training completed.

Inspection Findings:

The training plan does not incorporate all the required training that is given each year such as annual evacuation drill, yearly post order reviews, and all other drills such as fire or man down drills and quarterly reviews of emergency procedures. It also does not include the method of how the training will be conducted.

Corrective Actions:

Update the training plan to include all training that will be given on a yearly basis and the method of how the training will be provided.

Response Needed By:

INSPECTION COMMENTS

Physical plant concerns:

The jail was built in 1984 and is now over 35 years old. The life expectancy for a jail facility with normal use is 25 years. This facility is showing wear in all aspects of the facility and space and storage are an issue.

Plumbing: The plumbing is in constant need of repair. The Public Health inspection also noted several plumbing and fixture issues that cannot be addressed without total replacement. There is planning to address plumbing in the next budgetary year.

Paint: The jail is showing extreme wear and needs to be painted. The facility is also planning to address this in the upcoming year.

Space issues: The space necessary to provide recreation and programs is not adequate to serve the population. It is recommended that issues of inadequate jail space be looked into with long term goals in mind.

Future planned improvements: The facility will be replacing the control system and communication system in 2019 which will alleviate past concerns. It is planned to have all the outdated vents replaced along with all the outdated clothing hooks in the facility. For next year, it is anticipated that the plumbing and painting will be addressed. It is also anticipated to have the floors redone through out the facility.

With the physical plant issues that Chippewa County Jail has, it is strongly recommended the officials of Chippewa County continue to move forward with future plans to address these concerns. The Officials should also look at the future long term needs of this facility in regards to the lack of programs, booking, and medical space and storage. The Department of Correction is always available to assist Chippewa County with future jail planning needs.

Staffing:

The average daily population for this jail has been steadily increasing to full capacity on a regular basis. Although the facility meets the minimum staffing standards it is a best practice in Minnesota to have two people supervising inmates within facilities that house less than 25 inmates during high activity times. With an increase in booking and releases, the County's use of Drug Court, and the amount of duties a full jail entails, it would be beneficial to have a second person on during the day and evening shift.

JJDPA Compliance

Compliance Report for the Monitoring Facilities Pursuant to the Juvenile Justice and Delinquency Prevention Act.

On July 10th 2019, a Juvenile Justice and Delinquency Prevention Act audit was conducted. The Chippewa County Jail has received a "Rural Exception" to the Juvenile Justice and Delinquency Prevention Act (JJDP). This allows the facility to hold a delinquent juvenile up to 24 hours, excluding weekends and holiday. There are three core requirements that are looked at during our facility review. Those core requirements are Deinstitutionalization of Status Offenders (DSO), Removal of Juveniles for Adult Jail and Adult Lockups (Jail Removal), and Sight and Sound separation.

According to Statewide records, the Chippewa County Jail held or processed 0 (zero) juveniles during the federal fiscal year 2019. The findings are as follows:

DSO: I did not find any violations of the facility holding status offenders in the jail. Upon review of the files, indication was that children that were brought into the facility were indeed there for delinquent offenses or for book and release only. All status offenders are held in an interview room outside of the jail facility and has free egress to the outside.

Jail Removal: Files and Statewide Supervision System data indicate that any children brought into the jail are removed well within the 24 hour time frame allowed per the "Rural Exception."

Sight and Sound Separation: The facility design and policies allow for proper sight and sound separation. Policies and the court schedule also indicate proper sight and sound separation are maintained.

The facility does not participate in any "Scared Straight" programs for any youth that are under public authority.

Policies- The facility has updated all juvenile policies to reflect proper placement and separation of juveniles.

Court Holding- There is one secure court holding room at Chippewa County but the court holding is not used for juveniles, the juveniles are brought straight into court. The juvenile policy reflects this protocol.

Based on the documentation that I reviewed, I did not find any violations of the JJDP act during the Chippewa County inspection.

Report completed By: Sarah Johnson – Senior Detention Facility Inspector

Signature:

