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: Clay County Jail

Address: 800 9th Street N, Moorhead, MN 56560

MN Governing Rule: 2911 Local Adult Detention Facilities

Inspection Type: Biennial **Inspected By:** Lori Schopf – Senior Detention Facility Inspector **Inspected on:** 02/18/2026

Inspection Method: Facility walk-through, staff and inmate interviews, staff and inmate file reviews, facility documentation reviews, and video footage review.

Officials Present During Inspection: Assistant Jail Administrator Cody Benson; Jail Administrator Kari Tuton

Officials Present for Exit Interview: Assistant Jail Administrator Cody Benson; Jail Administrator Kari Tuton

Issued Inspection Report to: Jail Administrator Kari Tuton; Sheriff Mark Empting

RULE COMPLIANCE SUMMARY

Rule Chapter	Requirement Type	Total Applicable	Total Compliance	Total Non Compliance	Total Compliance With Recommendations	Compliance Rating	Substantial Compliance Result/Criteria
2911	Mandatory	126	122	4	0	96.83%	Compliance rating of 100%
2911	Essential	102	102	0	0	100.00%	Compliance rating of 90%

TERMS OF OPERATION

Authority to Operate: approval **Begins On:** 04/01/2026 **Ends On:** 03/31/2028 **Facility Type:** Jail

Placed on Biennial Status: Yes **Biennial Status Annual Compliance Form Due On:** 03/31/2027

Delinquent Juvenile Hold Approval: no approval **Certificate Holder:** Clay 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	Effective Date	%Operating Capacity	Operational Capacity	Bed Details	Conditions
Secure	Coed	204	10/22/2018	93	189.72	None.	

RULE COMPLIANCE DETAILS

Chapter 2911 - Mandatory Rules Not In Compliance Total: 4

1. 2911.2525 ADMISSIONS. Subpart 1. Policies and procedures.

A facility shall have written policies and procedures for processing new inmates to the facility to include, at a minimum, the following: A. obtaining and documenting available emergency medical information within two hours of admission; B. verification of court commitment papers or other legal documentation of detention. Verification shall include checking the date of admission, duration of confinement, and specific charges; C. a search of the inmate and the inmate's possessions; D. inventory and storage of the inmate's personal property; E. initial medical screening to include an assessment of the inmate's health status, including any medical or mental health needs; F. telephone calls made by the inmate during the booking and admission process and prior to assignment to other housing areas; G. shower and hair cleansing; H. issue of bedding, clothing, and personal hygiene items according to the rule requirements applicable to the anticipated length of stay of the inmate; I. photographing and fingerprinting including notation of identifying marks or unusual characteristics such as birthmarks or tattoos; J. interviewing to obtain the following identifying data: (1) name and aliases of person; (2) current address, or last known address; (3) health insurance information; (4) gender; (5) age; (6) date of birth; (7) place of birth; (8) race; (9) present or last place of employment; (10) emergency contact including name, relation, address, and telephone number; and (11) additional information concerning special custody requirements or special needs; K. initial classification of the inmate and assignment to a housing unit; L. an assigned booking number; and M. Social Security number, driver's license number, or state identification number, if available.

Inspection Findings:

Per Minnesota Statue 641.15, Subd 3a., facilities must utilize a mental health screening tool approved by the Commissioner of Corrections upon admission. While the approved Brief Jail Mental Health Screen (BJMHS) is in use, a review of ten medical files showed that one file did not have the referral section completed.

Corrective Actions:

The Jail Administrator has implemented a procedure to ensure the referral section of the BJMHS is completed for all new admissions. The inspector will continue to monitor for compliance.

Response Needed By: 03/31/2026

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:

A review of the quarterly emergency procedure reviews indicated that four part-time staff members did not complete the fourth quarter of the required reviews.

Corrective Actions:

Jail Administration has established a process to ensure quarterly reviews are completed for all part-time staff. Documentation of the first two quarters of 2026 must be submitted to the inspector upon completion.

Response Needed By: 03/31/2026

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:

A review of daily inspection records for December 2025 and January 2026 revealed that daily inspections were not documented on January 10, 2026, and January 20, 2026.

Corrective Actions:

The facility must ensure that daily inspections are conducted and properly documented. Copies of completed daily inspection records must be submitted to the inspector at the end of each month for a period of three months. The inspector will continue to monitor for compliance.

Response Needed By: 03/31/2026

4. 2911.7000 TUBERCULOSIS SCREENING, SEPARATION OF INMATES WITH INFECTIOUS DISEASE. Subpart 2. Screening.

Employees and inmates shall be screened for tuberculosis according to Minnesota Statutes, section 144.445. The Department of Corrections adopts by reference Minnesota Department of Health requirements for tuberculosis screening of employees and inmates in facilities governed by this chapter.

Inspection Findings:

A review of 10 inmate medical records showed that one inmate did not receive a tuberculosis test within 14 days of admission, nor was there documentation of a previous test completed at another facility, which would have negated the need for a new test.

Corrective Actions:

The facility must ensure all inmate medical records are accurately documented, including tuberculosis screening results or verification of prior testing.

Response Needed By: 03/31/2026

INSPECTION COMMENTS

The Clay County Jail will remain on a biennial inspection schedule.

JJDPA Compliance

The Clay County Jail has no juvenile hold approval, as there is a juvenile detention facility in the county. Records show the Jail has held no Juveniles since October 1, 2025.

Report completed By: Lori Schopf – Senior Detention Facility Inspector **Signature:** Lori Schopf